Important Housing Information

Eligibility: To participate in Room Lottery, a student must be a current resident having paid the $100 Room Deposit by February 1. **To remain eligible for housing, a student must be registered by May 1 as a fulltime undergraduate student for the fall semester & remain in good standing with the College.**

Removed from Housing, Late Application and Commuters: Current residents applying for housing after February 1, removed from housing for any reason, and current commuters will be housed on a *space available basis* in August.

Students who are ineligible for Room Lottery may not be used as roommates in Lottery.

Residents participating in Room Lottery may not hold space for an ineligible student.

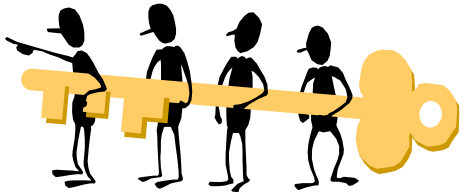
Room Cancellation: to cancel the Housing Agreement, the student must apply in writing to the Residence Life Office. The room deposit is refundable as a credit to the student's AMC account through May 1 and non-refundable after May 1. ***After June 1, cancellation of the Housing Agreement will result in a charge of $500.*** Please refer to the Housing Agreement for more details.

Unable to be at Room Lottery: If *a student cannot attend Room Lottery,* he/she may send a "proxy" to choose his/her room. The proxy may be anyone including a staff member. The proxy needs to have a note from the absent student indicating that he/she has the absent student's permission to choose the room. The proxy would use the absent student's number for him/her in room lottery.

Rooms must be filled to be chosen!

All rooms chosen in lottery must be filled to capacity. Students who do not have a roommate should see the Residence Life Office immediately for assistance.

AMC Room Lottery For 2012-13



Questions?

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Housing Agreement Cancellation

Students are responsible for notifying the Residence Life Office *directly* and in writing if they wish to cancel the Housing Agreement. Refund deadlines are contained in this document.

Important Dates to Remember 2012

March 1: Class changes must be made by this date

March 27: Roommate Meet & Greet (come find one roommate for a double or many roommates to fill a suite!)

April 1: *Medical Single* Application Deadline (must do each year!)

April 17: *Room Lottery* begins at 5:00 PM in Jacques Conference Room

May 1: *Room deposit non-refundable* for any reason after this date.

May 1: Any student not registered for classes will be removed from housing on this date!

June 1: *Housing Agreement cancellation $500 fee* after this date

Room Lottery Procedure

All eligible students will be randomly assigned a number based upon class standing as of January 1, 2012. Roommates will use the lowest number assigned. (This means that current seniors will be assigned the "best" numbers, juniors the next group of numbers and so on.) The number assigned to a student cannot be transferred to another student.

Students enrolled in the *Honors Program* will choose their rooms before others in their class. At least half of the spaces in the room must be occupied by Honors Program students for the room to be chosen by the group.

Numbers will be called on the night of Room Lottery in order, beginning with one (1). A resident & his/her roommate(s) must be present within one minute of his/her number being called or he/she will be housed at the end of lottery.

The resident whose number is called will go, with his/her roommate(s), to the lottery table. The students will choose their room from all remaining rooms. Students will have one minute at the lottery table to choose their room before the next number is called.

All rooms & suites must be filled to be chosen (2 students picking a double, 3 picking a triple, etc). Lottery participants may not "hold" a space for those ineligible for lottery. Trades requested after opening in an attempt to manipulate this policy will not be allowed. *Residents in rooms that fall below full occupancy after Lottery will be reassigned by Residence Life to a different room/building.*

Once all singles are chosen, a student without a roommate will NOT be able to choose a room at Lottery. This is done to avoid housing upper class students with incoming freshmen. Students without roommates are expected to attend Room Lottery.

Male/Female Rooms: Coghlin Ground and South West are male floors. All other floors are female. Alumni Hall's designation will be announced in April. St. Anne Hall will be designated by male/female by suites chosen during lottery until the percentage of male or female suites has been reached.

Medical Singles: South Hall will have singles available for students with documented medical need. Medical need is reviewed and assessed by the Director of Health Services and Residence Life. **The deadline to apply for a medical single is April 1, 2012**. The College reserves the right to determine appropriate accommodation for the presented need. *A resident must renew his/her application for a medical single each year.*

Non-Smoking Areas: All residence hall rooms and common areas are smoke free.

Substance Free Areas: Alumni Hall will be a substance free building. Male and female sections will be determined in April.

Freshman Building: Madonna Hall will be unavailable for lottery.

Preference List: If a resident's first choice of room is not available in lottery, he/she may put his/her name on a "preference list". The preference list is *not* a guarantee of placement. The preference list is by lottery number through final exams. The preference list is discarded on opening day.

Housing Options

Alumni Hall/Coghlin Hall

Eligibility: Alumni/Coghlin Hall is a community with high standards of behavior and responsibility. Residents exhibiting inappropriate behavior will be subject to reassignment by the Residence Life Office.

Room Designations: Alumni Hall is Substance Free and male/female floors will be announced in April. Alumni 333 & 325 will be triple rooms. Other triples may be assigned for the fall semester in April based on projected occupancy.

South Hall

Room Designations: South Hall will have double, triple, quad and single rooms at no additional charge. Medical single rooms will be in this building.

St. Anne Hall

Eligibility: St. Anne Hall **is** open primarily to upperclass students. All suites must be filled to be chosen in lottery. Suites must be at least ½ filled by the same class of the student whose lottery number is being used (for instance, a current junior choosing a 6 person suite must have at least 2 other juniors in the suite group).

Room Designations: The St. Anne Hall will have 29 suites for 6 persons and 6 suites for 4 persons. Each suite is of a single sex; each floor will have both male and female suites. The percentage of male to female suites will be based on the percentage of male to females making room deposits.

Questions? See Mrs. Chapman, Ms. Brethauer, Associate Dean Bonneau, or any RA!