

Fall 2010 Renewal Room/Roommate Selection is ready to restart!

Read This to Find What's Changed and How To Select Your Room.

Thank you for your patience. We are now ready to resume the Fall room and roommate assignment process. As a current resident, you will still enjoy several assignment advantages and priorities over new students. These advantages include the options of keeping your current room for next year, choosing the room you want from all available rooms, and the ability to "pull in" your friends to be your roommate/suitemates. A few restrictions and conditions apply, so please pay special attention to the information contained in this newsletter.

"Step by step" instructions on how to navigate the MyHousing system are included in the **Confirmation Documents** that you will be prompted to print out at the end of the apply on-line process. They are also available on the Residential Programs web page at: www.angelo.edu/dept/residential_programs. We recommend that you review the **Confirmations Documents** prior to logging in to MyHousing and making your room and roommate selections. For those of you who would like a refresher on "how to," **we will be holding one more demo and Q&A session at Texan Hall at 3:00pm on Wednesday, March 31st, so you can get a look at the process and ask questions before the lotteries begin.** As always, if you have questions about "how to" at any point in the process, please contact our office or your Hall staff for assistance. We are happy to work with you individually and we look forward to having you back next year!



It's not too late to apply for next year! We have extended the special *renewal application fee discount* (only \$50.00) until NOON, March 31st.

Temporary / Overflow Housing Updates!

Primary Overflow: Carr Hall. We have designated Carr Hall as overflow or temporary housing. This means that Carr Hall will be co-ed as previously announced, but will be unavailable as a regular building selection. ***Current Carr Hall residents should plan to choose a different building for Fall 2010.*** Overflow students (new students) assigned to Carr Hall should plan to be reassigned to rooms in other buildings as space becomes available by the end of the Fall semester.

Concho Hall: Double Rooms (with roommate). In order to accommodate expected first-year student enrollment increases, Concho Hall will once again be designated as double rooms— except for the 17 "designated" private rooms on the 9th and 10th floors) Private rooms may be offered later in the year as space permits.

Massie Triples: We hope that it will not be necessary to triple rooms at the Massies (as we have done in the past). However, should enrollment growth necessitate it, we may implement at least some tripling at the Massies for at least part of the Fall semester. We will attempt to notify all students who would be affected by tripling if it becomes necessary to triple. As in the past, students who are tripled, receive a daily rate credit back to their accounts after the room is returned to regular double status. ***Current residents who wish to avoid the possibility of triples, may want to consider renewing to Vanderventer, Texan or Centennial.***

Help us keep you updated by making sure you have updated your contact information in MyHousing under Personal Preferences and check your ASU email and our web page periodically for this and other important information.

Rumor Control. “Someone told me that...”

Housing Policy Change:

Despite rumors to the contrary, **there will NOT be changes to the current criteria / requirements about who has to live on campus (the Housing Policy) for next year.** For academic year 2010—2011, the current criteria remain in place. If you are uncertain as to whether or not the policy applies to you, please check out the Residential Programs web page (Housing Requirements) or just contact us directly. Our email address is: housing@angelo.edu. Our phone number is: 325-942-2035 and our office is located in the West Office Annex.

New Housing Construction?

Yes! Pending Board of Regents approval in May, the University is planning to begin immediate construction on a new residence hall — Plaza Verde (Phase I).

This new building is expected to house approximately 400 First-Year students starting Fall 2011!

More information about this exciting new project will be posted on our web page as it becomes available.

Stay tuned!

“I am not planning to live on campus next year.”

If you are planning to live off campus during 2010—2011 OR if you are NOT returning to ASU for 2010-11, please make sure that you meet eligibility requirements to live off campus and that you have turned in the appropriate deposit refund and/or exemption request.

Please don't make housing arrangements off campus until you are officially approved for release.

There are several criteria for granting standard exemption to the University's Housing Policy. You must satisfy at least ONE of them in order to be approved for standard exemption. They are:

- Completed 60 semester credit hours of college level work prior to the start of the 2010 Fall Semester.
- Be at least 21 years of age prior to the beginning of the Fall 2010 semester.
- Have lived in University owned housing for four (4) continuous long (Fall/Spring) semesters. Written documentation is required if from another university.
- Enroll for less than 12 semester credit

hours at ASU for both Fall '10 and Spring '11.

If your reason(s) for not returning is NOT listed above, you may also need a HOUSING POLICY EXEMPTION PACKET. You can find the exemption forms on the Residential Programs web page under “Housing Requirements” (http://www.angelo.edu/dept/residential_programs/requirements.html)

Because there are so many “what if’s” and individual circumstances that can factor into exemption requests, we strongly encourage you to come by our office and let us work with you individually regarding your specific situation.

If you are approved for exemption, please remember that you will still need to complete a proper check-out of your room at the end of the semester. See your Hall Handbook or Hall staff for info about completing a proper check out.

**Exemption request deadline
= August 1st.**



Calling your Residence Hall office or telling your RA or Hall staff that you are not returning is NOT enough.

Please make sure you have provided the Residential Programs office, located in the West Office Annex with the required information.

IMPORTANT: Contract & Application Changes for 2010-2011!

The Housing Contractual Agreement for 2010-2011 is currently being reviewed and will be made available on-line as soon as it is approved. A couple of the changes that we want to highlight include:

Deposit discontinued. Starting with this renewal process, students applying to live on campus will no longer be required to submit a \$150.00 deposit along with a \$50.00 non-refundable application fee. The deposit has been discontinued and consolidated as the \$200.00 non-refundable application fee.

The good news for current residents is that if you renew your housing application/contract for 2010 –2011 during the Renewal process, you will only need to pay the \$50.00 application fee! That's a savings to you of \$150.00! Current residents who wait to renew until after the **MARCH 31st, NOON** renewal deadline, will have to pay the \$200.00 non-refundable application fee so please renew early!

Your current housing deposit will be refunded to you automatically at the end of the semester. If you have damages or cleaning charges at check out, they will be billed to you at that time rather than deducted from your deposit.

As is currently the case, students who have an outstanding balance with the University (including Housing related charges) will have a hold placed on their records and may be subject to University accounts collection processes if the balance is not paid by established university deadlines.

Contract Cancellation: The 2010-2011 Housing contract will include changes to contract cancellation deadlines and processes. Students **who meet University requirements to live off campus**, will have until **July 15th** to request contract cancellation (in writing) with out penalty. **After July 15th, students meeting the requirements to live off campus who request cancellation of their Housing Contract, may be subject to Liquidated Damages Charges equaling 50% of their Fall semester room charges.** Liquidated Damage Charges must be paid by August 1st in order to secure contract release. This is the same process that has been in place for several years for students requesting mid-year (December) contract cancellation.

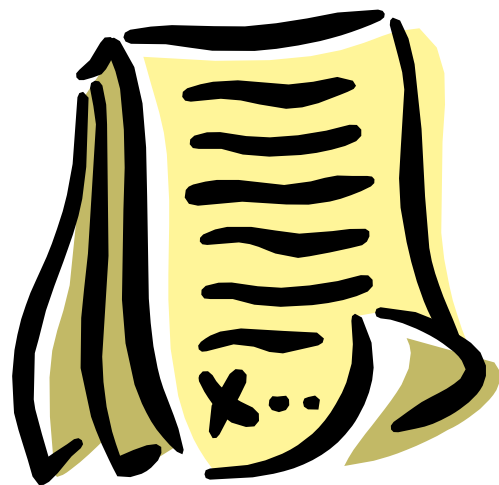
There are a couple of exceptions to the assessment of liquidated damage charges.

- Graduating or terminating enrollment.
- Getting married prior to the start of the applicable semester.
- Student teaching, Study Abroad, or Internship that requires you to live in another town at a distance of greater than 100 miles from the campus.

Contract Cancellation vs. Housing Exemption

Contract cancellation is a separate and different process from the Housing Policy Exemption process. Housing Policy Exemption, deals specifically with students who are required to live on campus under the provisions of the University's Housing Policy. Contract cancellation more typically applies to students who are not required to live on campus, but who are seeking to break their academic year Housing contract. If you have questions about either process, please come to the Residential Programs office and let us review your specific situation with you.

Residential Programs is located in the West Office Annex. Our phone number is: (325)942-2035. email us at : housing@angelo.edu.





By renewing your Housing Application & Contract during the official RENEWAL PROCESS

you only pay a \$50.00 application fee— **that's a savings of \$150.00!**

As a current resident, you will enjoy several assignment advantages over new students, including the ability to choose your room & roommates yourself.

Renewal Step 1. Application & Application Fee (if you didn't already do this during the February Renewal start....)

1. Between February 1st—MARCH 31 (NOON) log on to **RamPort** and access the **Residence Life channel**. (It's located on the "Campus Life" tab.)
2. Click on the "Apply On-line" link.
3. Provide the information as prompted on the application screens, following the "next" or "continue" buttons through the pages. When complete, remember to click "complete application" to submit your housing application.
4. Click on the "**Confirmation Documents**" to print out a copy of the contractual agreement, and other important information. This information will also be available on the Residential Programs main web page.

5. **Before NOON on March 31st, come to the Residential Programs office in the West Office Annex and make payment for your \$50.00 non-refundable application fee.**
6. Check your MyHousing page April 1st to find out your lottery time(s).

A schedule of the lottery dates is included on the back page of this newsletter.

Students who have not paid the application fee by NOON March 31st will NOT be eligible to participate in the next step... room and roommate selection

(and you don't want to miss the chance to select your room and roommate(s))

Renewal Step 2. Room & Roommate Selection!

Same Room Selection: April 3rd & 4th.

After you have completed your on-line application and paid your \$50.00 application fee, you are eligible to move on to step two.

April 3rd & 4th: Same Room Selection! If you want to return to *your current room* next year, you will want to participate in the **Same Room lottery on April 3rd or 4th**. During this lottery, you will be able to log in to MyHousing and choose *your current room only* for next year. There are a couple of restrictions you should be aware of.

- If you currently live in a designated ADA room (accessible to individuals in wheelchairs, hearing impaired etc.) you will not be able to re-select that room. We "hold" those rooms off-line into the summer in order to be able to accommodate students who have specific need for these spaces. You will be contacted via ASU email if this applies to you.

- If you currently live in the Honors housing area, but no longer meet eligibility to live in the Honors area, you will not be able to renew to that room.
- If you currently live in Carr Hall, you cannot participate in "same room lottery."

In some cases, the system may allow you to choose not just your current room, but a different room within your suite/apartment. Please be aware that "same room" selection is intended to give current students "first claim" on their current room. We ask that you select only your *current* room during this process.

Students who select a room that is not currently assigned to them during "Same Room" will be unassigned and placed back in the lottery.

You will have the ability to choose a different room during the **Open Renewal lottery**.

Renewal: Honors Housing Selection—April 5th!

Honors Housing Roommate Selection starts April 4th!

On April 4th, starting at 8:00am, students eligible to participate in the Honors area lottery, will have the opportunity to first take part in the **Honors Roommate/Suitemate selection** process.

During the roommate/suitemate selection process, you will log in to MyHousing and under Living Preferences, Roommates, you will enter the name or CID of the person(s) you want to live with next year.

Prospective roommates/suitemates must be in the same lottery. In this case, your choices must also be eligible to live in the Honors area, be current residents, and have completed their on-line application and paid their application fee.

Actual **room self-selection for Honors students will be held on April 5th**. Check your lottery time in MyHousing for your assigned Honors Room selection lottery time. Once your lottery time arrives, log in to MyHousing and follow the instructions in the Confirmation Documents to select and assign yourself one of the available rooms of your choosing.

Remember, after you confirm/submit your choice, your renewal and assignment process is complete. You will not be able to go back and make changes and you will be removed from future renewal lotteries.

If you don't plan to renew to the Honors area, wait for the Open Renewal lottery process.

Renewal: Open Renewal Selection—April 7th—9th!

Open Renewal Roommate Selection starts April 6th!

Open Renewal (choosing from any available space) starts at 8:00am on April 7th. Instructions on how to log in to MyHousing and make your room & roommate selections, is included in the Apply on-line Confirmation Documents.

The Roommate lottery/selection (April 6th) process is designed to give you the opportunity to work out your roommate choices, and make sure that everyone “matches” prior to the actual Room Selection lottery process. During this process, you can “match” roommates, but not actually select a room— you have to wait for your lottery time for that.

The Open Renewal Room lottery will be held April 7th—9th. Check your MyHousing account for your assigned lottery log in time. After your log in time arrives, you can log in to MyHousing and make your room selection.

Remember that if you have matching roommate requests, any one of the matching roommates can log in and assign all other “matched” roommates.

While this can provide convenience, in that one member of the group can assign the whole group to the desired room or suite, it also means that you are allowing someone else to make your assignment for you. We recommend that you make sure you and your future roommates have discussed alternatives— in the event that the specific room or building you all wanted is not available at the moment of selection. Better yet, you might all be at the same location to make the selection together.

As in the other lotteries, **once you have submitted/confirmed your selection, your room assignment process is complete.** You will not be able to go back and make changes and you will be removed from future assignment lotteries.

We suggest you check your MyHousing periodically to see if there have been changes as a result of cancellations etc.

Please contact our office if you have questions about room or roommate selection.

NEW Renewal Process Timeline:

- February 1ST. Apply On-line for Fall 2010 begins.
- **March 31st (Noon): \$50.00 application fee deadline.**
- April 3rd-4th: Same Room lottery
- April 4th: Honors Housing Roommate (only) selection on-line.
- April 5th: Honors Housing Room selection on-line
- April 6th: Open Renewal Roommate (only) selection on-line.
- April 7th—9th: Open Renewal Roommate Selection on-line begins.
- April 12th: Auto-Assignments available in MyHousing.

April Renewal / Room Selection Calendar

More Than a Place
to Live!



If you have any questions about the renewal process or how to use MyHousing to make your selections please come to the “How To” session at Texan Hall on March 31st or contact the Residential Programs Office for assistance **BEFORE** your lottery starts!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			31. “How to” session on MyHousing at Texan Hall @ 3:00pm	1	2.	3 Same Room Selection lottery
4 Same Room Selection lottery	5 Honors Room Selection lottery.	6 Open Renewal Roommate matching lottery.	7 Open Renewal Room Selection Lottery.	8 Open Renewal Room Selection Lottery	9 Open Renewal Room Selection Lottery.	10 Honors Roommate matching lottery.
11	12 Auto- Assignments available in MyHousing.	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Lottery Descriptions: What Can I Choose and When?

Roommate Selection Lottery: A Roommate Selection lottery is slightly different from a Room Selection lottery. In a Roommate Lottery, you are not choosing a room... just working out the roommate details. The Roommate “lottery” provides the opportunity for you to submit your roommate requests and make sure that the requests “match” before the rush of Room Selection. Take advantage of the opportunity to get your roommate/suitemates worked out ahead of time by participating in the Roommate Selection lottery.

Same Room Lottery: During this lottery, you are able to select only your *current* room for next year. (2010–11) If you want your same room back next year, you should participate in this lottery. You can't select a specific roommate during this lottery, so if you are planning on a roommate change, or if your current roommate is not returning and you plan to live with another current resident, wait for the Open Renewal Lottery.

Honors Housing. This lottery is for students who are eligible to live in the Honors area at Texan Hall only. Students included in this lottery may choose from available rooms in the honors area at Texan Hall only during this time. If you are also choosing your roommate, participate in the Honors Roommate lottery first. Remember, roommate choices must also be in this lottery and meet eligibility requirements to live in the Honors area

Open Renewal: This lottery is open for all current residents who did not make their choices during the Same Room or Honors lotteries. You will be able to see exactly which rooms in which buildings are available for you to choose, and make your room and roommate selections. If you don't want your current room back next year, and you are not in Honors housing, this is when you should log on and make your choices! If you are planning to request a specific person(s) as your roommate / suitemates, we recommend you all participate in the Roommate Selection lottery first— to make sure that you are all eligible and that the requests “match” before the Room Selection lottery. Working out your roommate arrangements ahead of time will save you time and possible frustrations during the Room Selection lottery.

Auto Assign: This is the process where the computer system uses the information you entered in your Personal, Living and Roommate Preferences and matches you to the “best fit” room and roommate assignment available. Any current residents who have not self-selected a room during the previous lottery processes, will be “auto-assigned.” Current students who don't have a specific person in mind to live with may choose to be auto-assigned so that they can be “matched” according to preference info. New students are assigned through auto-assignment only.

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