

Current Residents Get “First Choice” for Fall 2011 Room Assignments During Upcoming Renewal Process Feb. 1st—18th!

Read This to Find Out How!

February 1st marks the start of the current resident “renewal” (re-application) selection process. As a current resident, you enjoy several assignment advantages and priorities over new students. These advantages include reduced application fee (**save \$100.00 when you reapply during renewals!**), 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 will also be available on the Residential Programs web page at:

www.angelo.edu/liveoncampus. New this year, application fee payment can be made on-line!

We recommend that you review your housing options and the information in this newsletter prior to logging in to MyHousing and making your room and roommate selections. **We will also be holding several “how to” question and answer sessions in the residence halls 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.

Registration Alert!

NOTE: Prior to Fall 2011 registration, your student records will be flagged and you will not be able to register for any classes until you have satisfied ONE of two options:

1. Request a space in a residence hall for next year.
2. Request an exemption (if qualified) to live off campus for next year.

See “Housing Requirements” on our web page www.angelo.edu/liveoncampus for more info.

Concho Hall = Overflow for Fall 2011.

Concho Hall has been designated as overflow or temporary housing for Fall 2011. Should it become necessary to expand overflow housing beyond or in place of Concho Hall, including the possibility of tripling the Massies, we will post an announcement on the Residential Programs web page. We will also attempt to contact affected students via their ASU email accounts.

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

As overflow housing, Concho Hall will NOT be available to select as a Hall preference.

Check inside for more information about...

- ⇒ **Ready to choose your room and roommate for next year?**
- ⇒ **Planning to live off campus next year?**
- ⇒ **First-year versus returning student options.**
- ⇒ **Announcing Plaza Verde!**
- ⇒ **Information about important contract and application changes!**
- ⇒ **Important DATES and DEADLINES!!!!**

New! Now you can pay your application fee on-line!

Payment on-line has been incorporated into the apply on-line process!

No more need to fax or mail in separate payment— or wait in line to make payment in person.

Contract Cancellation vs. Housing Exemption

Is there a difference?

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.

Room and Meal Plan Rates For 2011—2012?

Room and meal plan rates for next year (2011—2012) are pending approval by the Texas Tech University System Board of Regents. They will be posted as soon as they are available. We expect them to be available by the end of May.

At this time, we are anticipating there to be an *average* increase of approximately 6% to room rates and 2.5% increase in meal plan costs for 2011—2012.

Room rate increases are expected to vary by building, with some buildings seeing a greater increase than others. As always, it is our goal to provide our students with high quality staff and support services, education enhancing programs and events, and well appointed facilities in a range of regionally competitive pricing options.



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, the required information..

Failure to do so may result in registration delays as under the Housing Policy, we need to confirm your housing plans, whether on campus or not, in order to release your registration hold!

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

If you are planning to live off campus during 2011—2012 **OR** if you are NOT returning to ASU for 2011-12, please make sure that you meet eligibility requirements to live off campus and that you have turned in the appropriate exemption request.

Please don't make housing arrangement off campus until you are 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 2011 Fall Semester.
- Be at least 21 years of age prior to the beginning of the Fall 2011 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 '11 and Spring '12.

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/liveoncampus>)

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.

Reminder: Check it first!

Because there are so many “what ifs” and individual circumstances that can factor into exemption requests, we strongly encourage you to come by our office in the West Annex and let us work with you individually regarding your specific circumstances. Don't assume you are released. Confirm first.

IMPORTANT: Contract & Application Reminders!

The Housing Contractual Agreement for 2011-2012 is currently being reviewed and will be made available on-line as soon as it is approved. At this time, we don't expect significant changes to the Housing Contractual Agreement.

The good news for current residents is that if you renew your housing application/contract for 2011 –2012 during the February 1st—18th Renewal process, you will be eligible for a special half-price renewal rate application fee of only \$100.00! That's a savings to you of \$100.00! Current residents who wait to renew until after the February 18th renewal deadline, will have to pay the \$200.00 non-refundable application fee, so please renew early!

Contract Cancellation: Your 2011-2012 Housing contract is for the entire 2011—2012 academic year. It is a legally binding document and as such, it is important that you be aware of important provisions of the contract including financial obligations and provisions related to contract release. Students *who meet University requirements to live off campus*, will have until **July 15th** to request contract cancellation (in writing) without 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.**

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 questions vary and often have financial implications. For these reasons, we encourage you to contact us to discuss possible financial or other consequences if you are considering requesting contract cancellation or before making other housing arrangements.

First-Year vs. Returning Student Housing Choices

With the planned addition of Plaza Verde for Fall 2011 and in support of the university's First-Year Experience program, we are making some changes to building assignments. For 2011—2012 we will have **designated first-year housing options**. These are expected to include **Plaza Verde**, the **Massies**, and some floors of **Centennial Village**.

Areas set aside for primarily Sophomore and above students will include: Texan Hall, (with the exception of the Honors floors) **Vanderventer Apartments**, and a **portion of Centennial Village** will be set aside for priority assignment to sophomore and above students. **Carr Hall will be an "open" option for all students.**

Returning students can expect to see some other programmatic changes in the sophomore and above areas that are specially designed to support the needs of **returning** students.

Plaza Verde Opening Fall 2011. A New First Year Student Housing option!

Currently under construction near Concho Hall, **Plaza Verde is expected to open in August 2011!** The design of Plaza Verde builds on the strengths of several of the other residence halls, but will be unique among them. **It has been designed specifically with first-year (freshman) students in mind and will feature double rooms with semi-private bathrooms (similar to Massie).** Unlike the Massies, or any of the other residence halls, Plaza Verde is a complex of 5 separate buildings including 4 residence buildings surrounding a central commons building. The two story commons building, overlooking the new campus green, (balcony views!) will house recreation areas, meeting spaces and the Hall office.

Students have consistently told us that during their first-year on campus, it was important be able to meet a lot of people and really get to know the other students on the floor. By aligning student rooms around a large, shared lounge space, Plaza Verde promotes this helpful interaction. **Each** of the four residence buildings will offer the conveniences of a 1st floor laundry room, study/meeting room and an elevator. Check the web page for architectural renderings and more info!

Please plan to attend the "furniture showcase" at the University Center on February 8th-9th. Vendors will be showing furniture options being considered for Plaza Verde and we would really like to hear what you think!



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

(Feb. 1—18) you only pay a \$100.00 application fee—**that's a savings of \$100.00!**

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

1. Between February 1st—18th (5:00pm) 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. **Reminder: You will need to pay the non-refundable application fee on-line in order to complete your renewal/application process. Please be prepared with credit/debit or electronic check account info.**
3. Provide the information as prompted on the application screens, following the "next" or "continue" buttons through the pages. When complete, remember to print out a copy of the confirmation/receipt page for your records.
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 under Forms and Documents.

6. Check your MyHousing page February 21st 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 completed the renewal application process by 5:00pm February 18th, 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: February 22nd!

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

February 22nd: 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 February 22nd**. During this lottery, you will be able to log in to MyHousing and choose *your current room* for next year. **There are a couple of exceptions/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 Honors program eligibility to live in the Honors area, you will not be able to renew to that room.
- **Specific buildings and/or floors have been specially set aside for returning students.** Areas designated as primarily first year housing will not be available during renewal.

In some cases, the system may allow you to choose 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" may be unassigned and placed back into the next appropriate lottery process.

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

Renewal: Honors Housing Selection—February 25th!

Honors Housing Roommate Selection starts February 24th!

On February 24th, 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 February 25th. 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: March 3rd—8th!

Open Renewal Roommate Selection March 1st—2nd!

Open Renewal (choosing from any available space) starts at 8:00am on March 3rd. Instructions on how to log in to MyHousing and make your room and roommate selections, is included in the Apply on-line Confirmation Documents.

The Roommate lottery/selection 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 room selection lottery time for that.

The Open Renewal Room lottery will be held March 3rd—8th. 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.

Renewal Process Timeline:

- February 1ST. Apply On-line for Academic Year 2011-2012 begins.
- **February 18th: \$100.00 renewal application fee deadline: 5:00 pm.**
- February 22nd: **Same Room** lottery
- February 24th: Honors Housing Roommate selection on-line.
- February 25th: **Honors Housing Room** selection on-line
- March 1st—2nd: Open Renewal Roommate selection on-line.
- March 3rd: **Open Renewal Room Selection on-line begins.**
- March 8th: **Open Renewal Room Selection ends.**
- March 10th: Renewal Auto-Assignment process.

February 2011 Renewal Calendar

Mark your calendar!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 Apply On-Line Open for Academic year 2011-2012.	2	3	4	5
6	7	8 Plaza Verde Furniture Vendors Display at UC!	9 Plaza Verde Furniture Vendors Display at UC!	10	11 "How to" session on MyHousing at Mary Massies @ 3:00pm	12
13	14 "How to" session on MyHousing at Centennial Village @ 3:00pm	15	16 "How to" session on MyHousing at Concho Hall @ 3:00pm	17	18 Renewal \$100.00 application fee payment deadline.	19
20	21	22 Same room lottery times available in MyHousing.	23	24 Honors Housing <u>Roommate</u> selection on-line	25 Honors Housing <u>Room</u> selection on-line	26
27	28					



If you have any questions about the renewal process or how to use MyHousing to make your selections, please come to one of the "How To" sessions or contact the Residential Programs Office for assistance **BEFORE** your lottery starts!

March 2011 Renewal Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Open Renewal Roommate selection on-line	2 Open Renewal Roommate selection on-line	3 Open Renewal Room selection begins.	4	5
6	7	8 Open Renewal Room selection ENDS.	9	10 Renewal Auto-assignments.	11 "Auto-assignments available on-line.	12
13	14	15	16	17	18	19
Spring Break						
20	21	22	23	24	25	26
27	28	29	30	31		

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