

**Angelo State
University Residential
Programs Office**

NOTE: Prior to fall registration, your records will be flagged and you will not be able to register for any classes until you have satisfied ONE of three 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.
3. Request a refund of your housing deposit if you will not enroll at ASU for the 2009 -10 academic year.



What Are Your Housing Plans for Next Year?

Whether you plan to live on or off campus next year, this is important information for you!

February 2nd marks the start of the current resident “Renewal” selection process. As a current resident, you will 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 “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/dept/residence_life. We recommend that you review the **Confirmations Documents** prior to logging in to MyHousing and making your room and roommate selections. We will also be holding several “How to” training and 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.

We look forward to having you back next year!

Have you seen what’s new in on-campus housing?

Open Houses Scheduled: February 6th, 9th and 10th!

While the opening of Centennial Village was the biggest facilities news this year, there have been several other renovation and facilities improvements projects taking place in the residence halls this year that you might not be as aware of. In case you haven’t had the chance to go and take a look at all of the different options that on-campus housing has to offer, we are planning a series of Open Houses in conjunction with the Renewal process. As you are getting ready to make your housing choices for next year, we hope you will take the time to come by and see what’s new in other buildings. A couple of highlights:

- **Centennial Village.**
- **Mary and Robert Massie Halls:** New look for the lobbies, study rooms
- **Carr Hall:** Complete renovation to the 2nd floor shared kitchen and study/sitting room.
- **Scheduled for THIS summer:** Carr Hall bathroom renovations! (Yea!)

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Renewal Step 1. Application & Application Fee



As a current resident, your \$150.00 deposit will roll over to next year so you don't need to pay it again!

1. Between February 2nd—16th 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 FEBRUARY 16th, come to the Residential Programs office in Hardeman 200 and make payment for your \$50.00 application fee.**

6. Check your MyHousing page February 16th 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 February 16th at noon, 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) for next year!)

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

Renewal Step 2. Room & Roommate Selection!

Same Room Selection: February 17th!

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

February 17th: 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 17th**. 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 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.

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" may be unassigned if the current resident of the room wants to claim it. You will have the ability to choose a different room during the Open Renewal lottery.

Renewal Step 2 cont. : Honors Housing 2/19-2/20

Special Requirements and Process for Honors Students.

On February 19th, 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 20th.** 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 Step 2 cont. : Open Renewal

Choosing from any available space. Feb. 22nd—25th

Starting at 8:00am on February 22nd, students participating in the Open Renewal Room Selection process will first be able to take part in the **Roommate/Suitemate** selection process. **Instructions on how to log in to MyHousing and make your roommate selections, is included in the Apply on-line Confirmation Documents.**

The Roommate/Suitemate 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. By taking care of this step ahead of time, you can save time and avoid roommate selection problems during the room selection lottery.

The Open Renewal Room lottery will be held February 23—25. 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 if you are planning to go this route, 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 are assigned for fall 2009. 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.

Renewal News: 2009—2010

Renewal Process Timeline:

- February 2nd. Apply On-line for Fall 2009 begins.
- February 16th: \$50.00 application fee deadline: Noon!
- February 17th: Same Room lottery
- February 19th: Honors Housing Roommate selection on-line
- February 20th: Honors Housing Room Selection lottery.
- February 22nd: Open Renewal Roommate Selection on-line
- February 23—25th: Open Renewal Room Selection lottery.
- February 28th: Renewal Auto-Assignment process.
- April 13th: Summer Housing Apply on-line begins
- April 23rd: Summer Housing application fee payment deadline.
- April 27: Summer same room lottery
- April 29: Summer Roommate request lottery
- April 30—31: Summer I Open Room selection lottery
- May 6: Summer Housing Auto-Assignment Process.

“I am returning to ASU next year, but I plan to live off campus.”

Stop by the Residential Programs Office, Hardeman 200 and fill out a **DEPOSIT REFUND REQUEST FORM**. This is the same on-line form as “standard exemption.”

Depending on your situation, **you may also need a HOUSING POLICY EXEMPTION PACKET**. You can find the exemption forms on-line at: http://www.angelo.edu/dept/residence_life/requirements.html

There are several criteria for granting standard exemption to the on-campus residency requirement. 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 2009 Fall Semester.
- Be at least 21 years of age prior to the

beginning of the Fall 2009 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 '09 and Spring '10.

Taking care of submitting your deposit refund request form now, means that you won't run the risk of forgetting later in the semester!

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.

Like other university refunds, Housing deposits are refunded through your ASU OneCard after check out.



If you are planning to live off campus during 2009—2010 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 arrangement off campus until you are approved for release.

“I plan to live off campus, but my reason for requesting an exemption isn't listed above.”

Students not meeting any of the “standard” exemption categories who desire to live off campus, need to complete a **Housing Policy Exemption Packet**. You can find this information on-line on our web page: http://www.angelo.edu/dept/residence_life/requirements.html

These requests require some extra documentation. As a result, they may take a bit more time to process. It is important that you **PLAN AHEAD** If you are planning to request a “Special Circumstances” exemption to the Housing Policy.

Common examples include:

- You plan to live in or within 100 miles of San Angelo, TX at the full-time, established residence of a parent, grandparent or sibling.
- You have 6 months active duty military service.
- You have a medical condition which necessitates off-campus living.

- If you are married/will be married prior to the start of the fall semester.
- You have a Financial Hardship.
- Other Special Circumstance.

All exemption requests are reviewed individually. Assuming we have received all the required information, you can expect to have an answer to your request for exemption within ten working days. Notification will be sent to your **ASU email address!** Please don't wait until the last minute to make a request for exemption! If your request for exemption is denied, the denial notification will include information about how to appeal the decision. This information is also available on our web page.

If you have any questions about the exemption process, please contact the Residential Programs Office at 942-2035, email us at housing@angelo.edu, or stop by Hardeman Building, Suite 200.

“I am not returning to ASU next year.”

If you are graduating, transferring or have decided not to return for some other reason, we still need to hear from you!

We ask that you submit a Deposit Refund Request. **This is the same form as the “Standard Exemption”** and you can find this form on-line on our web page at: http://www.angelo.edu/dept/residence_life/requirements.html

Just complete the applicable information at the top of the form, sign where indicated and bring it by the Residential Programs Office in Hardeman 200.

All requests for a Deposit Refund must be made in writing by July 15th or your deposit will be forfeited. We encourage you to take care of this during renewal so you don't forget.

NOTE: Housing deposit refund assumes proper check out of your residence hall with no damages or cleaning charges.

Like other University refunds, Housing deposits are processed through your ASU OneCard account. Deposits are not released for refund until we receive your check-out information at the end of the semester.

Meal Plans. Change to Changes Process for Fall 2009

There has been a change to the meal plan change request process for 2009-2010! Starting this fall, there will be designated periods of time when you will be able to log in to MyHousing and change your meal plan.

A schedule of open meal plan change times will be posted on our web page, but generally speaking, these “open” meal plan changes, much like “open” room change processes, will be approximately

one week before each payment installment date.

Adding more structure to the meal plan process allows us to better manage meal plan accounts and more importantly, allows students the chance to make changes without running as much risk of having unexpected changes to your student bill just ahead of payment deadlines. More information will be posted on our web page over the summer.

Renewal News: 2009—2010



Calling the office or telling your RA or Hall staff that you are not returning is NOT enough. We need your deposit refund request in writing.

Overflow / Temporary Housing?

We will once again be using Concho Hall if needed for overflow or temporary housing during fall 2009. Should it become necessary to expand overflow housing beyond or in place of Concho Hall, we will post an announcement on the Residential Programs web page, In addition, we will attempt to contact affected students via their ASU email accounts. Please check your ASU email and our web page periodically for this and other important information.



**More Than a Place
to Live!**

February 2009 Renewal Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Apply On-Line Open for Academic year 2009-2010.	3	4	5	6 "How to" session on MyHousing at the Massies @ 3:00pm	7
8	9 "How to" session on MyHousing at Centennial Village @ 3:00pm	10 "How to" session on MyHousing at Texan Hall @ 3:00pm	11	12	13	14
15	16. Renewal \$50.00 application fee payment deadline at Noon.	17 Same Room Selection lottery	18	19 Honors Roommate matching lottery.	20 Honors Room Selection lottery.	21
22 Open Renewal Roommate matching lottery.	23 Open Renewal Room Selection Lottery.	24 Open Renewal Room Selection Lottery.	25 Open Renewal Room Selection Lottery.	26	27	28 Open Renewal Auto-Assign.



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!

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. (09 – 10) 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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