



**November 4, 2015**

Dear Families and Students,

Second semester is quickly approaching, and with that comes Room Selection for the 2016-2017 academic year. Living on-campus is not required for junior and senior students, but is an option for students who are fully committed to the on-campus living experience.

While we cannot guarantee housing for juniors and seniors, we have had high success rates in the past in housing those juniors/seniors who have made requests. The Office of Residence Life is happy to support students and aid them in any way we can, on or off-campus.

We ask that you please keep in mind that the housing contract binds a student to housing for the 2016-2017 academic year, and a student is financially responsible for room and board for two semesters. Exceptions to this are students who withdraw from the University, take a leave of absence, or study abroad.

We hope this letter will help aid initial conversations between you and your students about living options for the 2016-2017 year. Please find included more detailed information that was sent to your student.

If you have any additional questions, please email [residencelife@salve.edu](mailto:residencelife@salve.edu) or call at 401-341-2210. We are happy to answer any questions!

Best wishes,

Office of Residence Life  
Salve Regina University  
100 Ochre Point Ave  
Newport, RI 02840  
401.341.2210

# JUNIOR/SENIOR ROOM SELECTION 2016-2017

**What:** On-campus Room Selection for rising juniors and seniors

**When:** February 2016

**Who:** Rising junior and senior students (current sophomore and juniors!)

## **What are some important things to remember?**

- Space is limited on-campus for junior and senior housing. If the number of students registered for housing exceeds the amount of beds allocated, students will be placed on a waitlist. Only students who receive a lottery time will be eligible to participate in Room Selection.
- If you are moving onto campus for the first time or after time off-campus, you will need to pay the \$400 housing deposit.
- When you sign your housing contract, it is considered binding for the entire 2016-2017 academic year. On-campus housing should not be a backup plan as once the contract is signed you are committed to living on-campus.
- Single spaces are extremely limited on-campus. Living on-campus is about living in a community with fellow students and many of our upper-class apartments include doubles, triples, and quad sized rooms.

## **How do I become eligible for the housing lottery?**

- Register for housing using the Residence Life Housing Registration Form, located on the My Salve Portal, by February 1, 2016 4:00 p.m.

## **What happens if the number of students registered is greater than the number of beds available on-campus?**

- If the number of students is greater than the number of beds on-campus, some students will be placed on a housing waitlist, and will not participate the day of room selection.

## **How does the lottery work?**

- After registration closes on February 1, all students registered for the lottery will be randomly assigned a time. Times are randomly assigned to make the process fair and equitable for all students wishing to participate.
- Students before a designated time will be eligible to participate in room selection.
- Students after a designated time will be placed on the housing waitlist.

## **How does the waitlist work?**

- As space becomes available over the summer, the Office of Residence Life will contact students on the waitlist. Students will then have the option to accept or decline the space.

### **If I make the lottery, but my friend is on the waitlist, can I pull them in?**

- Unfortunately no. Only students who receive official room selection times can participate in room selection. If your intended roommate does not receive a time, you can choose to remove yourself from the lottery to explore other housing options with them.

### **If I receive an eligible room selection time, are there any other steps to complete before room selection?**

- Once students have received their room selection times, students who are eligible to participate have until February 12, 2016 4 p.m. to sign their housing contract and select a meal plan.
- The housing contract binds you to on-campus living- not a specific space.
- This contract must be signed in order to participate!
- If I cannot get housing on-campus, is there someone to help me find off-campus housing?
- The Office of Residence Life is committed to assisting students with their housing, whether it is on or off-campus. There will be two off-campus resource fairs (November and March) to help students connect with local realtors, utility services, and to answer questions students may have about living off-campus.

### **If I am studying abroad in spring 2016, can I still register to live on-campus for fall 2016?**

- Yes. Students who are abroad in the spring of 2016 can still register to participate in room selection. If you receive a lottery time, you can participate remotely by using a proxy.
- The proxy can either be a friend, intended roommate, or a staff member of Residence Life.
- If I am studying abroad in fall 2016, can I go through room selection and hold my spot for when I return in the spring?
- We cannot hold or reserve spaces for a semester while a student is abroad. If you are traveling abroad in the fall 2016, you should not register for room selection.
- Before you return to Salve in the spring, you will be contacted by our office and placed into housing based on space available.
- If you go through room selection, and decide later on to study abroad in the fall, your housing contract will be cancelled.

### **If I need medical housing accommodations, who do I contact?**

- Housing accommodations are provided on a case-by-case basis due to documented disabilities and medical conditions. To qualify as an Americans with Disabilities Act (ADA) covered disability, the student must have a current condition that substantially limits a major life activity, and the accommodation must be necessary and reasonable.
- To request Housing Accommodations, documentation is required from both the student and a medical professional. Accommodation requests are made through the Academic Center for Excellence & Disability Services, located in McKillop 206.
- Housing Accommodation requests for the 2016-2017 room selection process must be submitted to ACE & Disability Services by **February 1, 2016**. Questions regarding the process can be sent to Laura Kcira-Barry, Disability Services Coordinator at [laura.barry@salve.edu](mailto:laura.barry@salve.edu).

## Junior/Senior Room Selection Timeline and Important Dates!

DATES	TIMES	DESCRIPTION	PLACE
Wednesday, November 18th	6pm	Info Session #1	O'Hare 260
Thursday, November 19th	4pm-7pm	Off Campus Resource Fair	Ochre Court
Tuesday, December 1st		Housing Registration Form becomes Available	My Salve Portal
Wednesday, December 2nd	6pm	Info Session #2	O'Hare 260
Wednesday, January 20th	TBD	Info Session #3	TBD
Monday, February 1st	4pm	Housing Accommodations Deadline	Disability Services
<b>Monday, February 1st</b>	<b>4pm</b>	<b>Housing Registration Form Deadline</b>	<b>My Salve Portal</b>
Wednesday, February 3rd	12pm	Room Selection Times Distributed	Salve E-Mail
Tuesday, February 9th	8pm-10pm	Open House #1	
Wednesday, February 10th	8pm-10pm	Open House #2	
Friday, February 12th	4pm	JR/SR Housing Contract Deadline	My Salve Portal
Wednesday, February 17th	6pm-8pm	JR/SR Room Selection	TBD
Thursday, March 3rd	4pm-7pm	Off Campus Resource Fair	Ochre Court

## Contract Dates and Occupancy Periods

Student Type	Fall Semester	Spring Semester
First Year Students	September 4, 2016- December 20, 2016	January 16, 2017-May 12, 2017
Transfer Students	September 1, 2016- December 20, 2016	January 16, 2017-May 12, 2017
Returning Students	September 5, 2016-December 20, 2016	January 16, 2017-May 12, 2017
Graduating Students	September 5, 2016-December 20, 2016	January 16, 2017-May 21, 2017

## Vacation Periods

All residence halls are closed during Thanksgiving, Christmas, Spring and Easter break periods. All students are expected to vacate the residence halls by the specified time scheduled. Academic calendars are made available one year in advance, therefore students are expected to be familiar with the University vacation periods and plan accordingly.

Break Period	Residence Halls Close	Residence Halls Open
Thanksgiving Break	November 22, 2016 @ 8pm	November 27, 2016 @ 12pm
Christmas Break	December 20, 2016 @ 8pm	January 16, 2017 @ 9am
Spring Break	March 10, 2017 @ 8pm	March 19, 2017 @ 12pm
Easter Break	April 11, 2017 @ 8pm	April 17, 2017 @ 12pm

## Contract Cancellation Policies and Fees

Timeline/Cancellation Fee	Cancellation Reasons
\$0	A) Completion of degree requirements mid-year (graduation).
	B) Withdrawing or taking a Leave of Absence from SRU mid semester/year (refund policy applies).
	C) Participation in a SRU approved study abroad program.
	D) Acceptance of a Resident Advisor position
<b>Before June 1st: \$750*</b>	A) Appeal to move off campus has been granted, by Director of Residence Life, after housing contract is signed
<b>June 1st- August 1st: \$1,000*</b>	
<b>August 1st- Move in: \$1,500*</b>	

\*Please note that this fee is in addition to the forfeit of the housing deposit.