

# Pick Your Property ROOM SELECTION 2012-2013



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## Introduction

The Department of Community Living offers a variety of housing options for returning students which they select through the Room Selection process. This guide is designed to answer your questions regarding the Room Selection Process. More information, complete descriptions, and floor plans of our residence halls can be found online at the Community Living website: [www.brandeis.edu/dcl](http://www.brandeis.edu/dcl)

## Thinking It Over...

- What type of living environment do I want? Suites? Apartments? Traditional? Gender-neutral? Will I meet new people? Is one type of housing important to me? Do I want to live in campus housing?
- Is it important that I live with my best friends? How could living together affect this relationship?
- What is it really like to live in a particular quad? Rumors might not be true, do some investigating!
- What type of community do I want to be a part of? Quiet? Active? Social? Common Cause Community?
- Is the cost of housing important to me? What about being on the meal plan?
- Will I meet new people? Will this be important to me?
- Is it important who I live with, or is it important where I live?
- **What will my “back-up” plans be if I don’t get my first, second, or third choice of housing?**

## Special Features: Highlights for 2012-2013

- Students studying abroad in spring 2013 will have the option to select specific housing in the Village and Ziv.
- Students applying to study abroad will participate in a study abroad room selection and receive different lottery numbers.
- All Rosenthal suites are selected by groups of 4.
- All Charles River efficiency apartments will be single occupancy apartments.
- Gender-neutral housing is available on all mixed gender floors, suites, and apartments in sophomore, junior, and senior areas.
- Common Cause Communities (C3s) are designated for each class year. Each year has a different C3. Students can sign-up and apply for C3 placement prior to room selection. C3s for 2012-2013 are:
  - Be the Change Suites for sophomores
  - Substance Free Housing for juniors
  - Balanced Living House for seniors

## The Rules to Play: Housing Eligibility

- Only **full-time, registered undergraduate** students are eligible to participate in the Room Selection Process.
- Current students participating in the **Transitional Year Program** are eligible to participate and will be assigned numbers with the rising sophomores.
- **First year students** who entered in the 2011 fall semester are guaranteed housing for four consecutive semesters if they participate in the housing assignment or Room Selection Process.
- **Mid-year students** who entered in January 2012 are guaranteed housing for three consecutive semesters and are considered rising sophomores. Mid-year students who entered in previous years are considered rising juniors and seniors.
- **All eligible students** who do not indicate their intent to participate in room selection via sage by Tuesday, January 31<sup>st</sup>, 2012, but wish to live on-campus will be added to the end of the wait list with remaining juniors and seniors.
- **Juniors and seniors are not guaranteed on-campus housing**, except those planning to study abroad in spring 2013 (please see the section on Study Abroad Spring 2013 room selection).
- **Transfer students** who are currently enrolled full-time are also allowed to participate in the Room Selection Process, but are not guaranteed on-campus housing.
- Students who are on a **leave of absence** or are not registered at the University at the time of Room Selection are not eligible to select a room or be pulled into a space.
- Students on **approved Study Abroad Programs** who will be on campus for the Fall Semester may participate in Room Selection (please see the Study Abroad Handbook).
- Students who have **applied to Study Abroad** for the spring 2013 term can only participate in the Study Abroad Spring 2013 room selection. These spaces will be in the Village and Ziv (please see the section on Study Abroad Spring 2013 room selection).
- **Seniors** selecting the **reduced status** option are still eligible to participate in Room Selection for on-campus housing.
- **Seniors** studying on **extended credit** or for a **ninth semester** are eligible to participate in room selection if they submit confirmation to the Department of Community Living and are studying at Brandeis as full-time undergraduates.
- Students in the **BA/MA** program are eligible for on-campus housing for four consecutive years. Students are not eligible for undergraduate housing in their fifth year. Students may consult with the Office of Graduate Student Affairs for housing options during their fifth year.
- Students enrolled in a **Justice Brandeis Semester Fall Extension Program** are not eligible for on-campus housing during the fall semester, but may request housing for the spring semester. Students enrolled in JBS programs that have classes on-campus may participate in room selection.
- The deadline to **withdraw from housing** following room selection is **May 1, 2012**. Students who withdraw after May 1 **will not receive a refund for the fall semester**.

## How to Play: The Room Selection Process

Upper-year students participate in a room selection process in the spring term to choose housing for the 2012-2013 academic year. **Students are able to participate if they meet housing eligibility standards and indicate their intent to participate in Room Selection (check the box) in the sage system by Tuesday January 31, 2012.**

### There are 5 steps to the Room Selection Process:

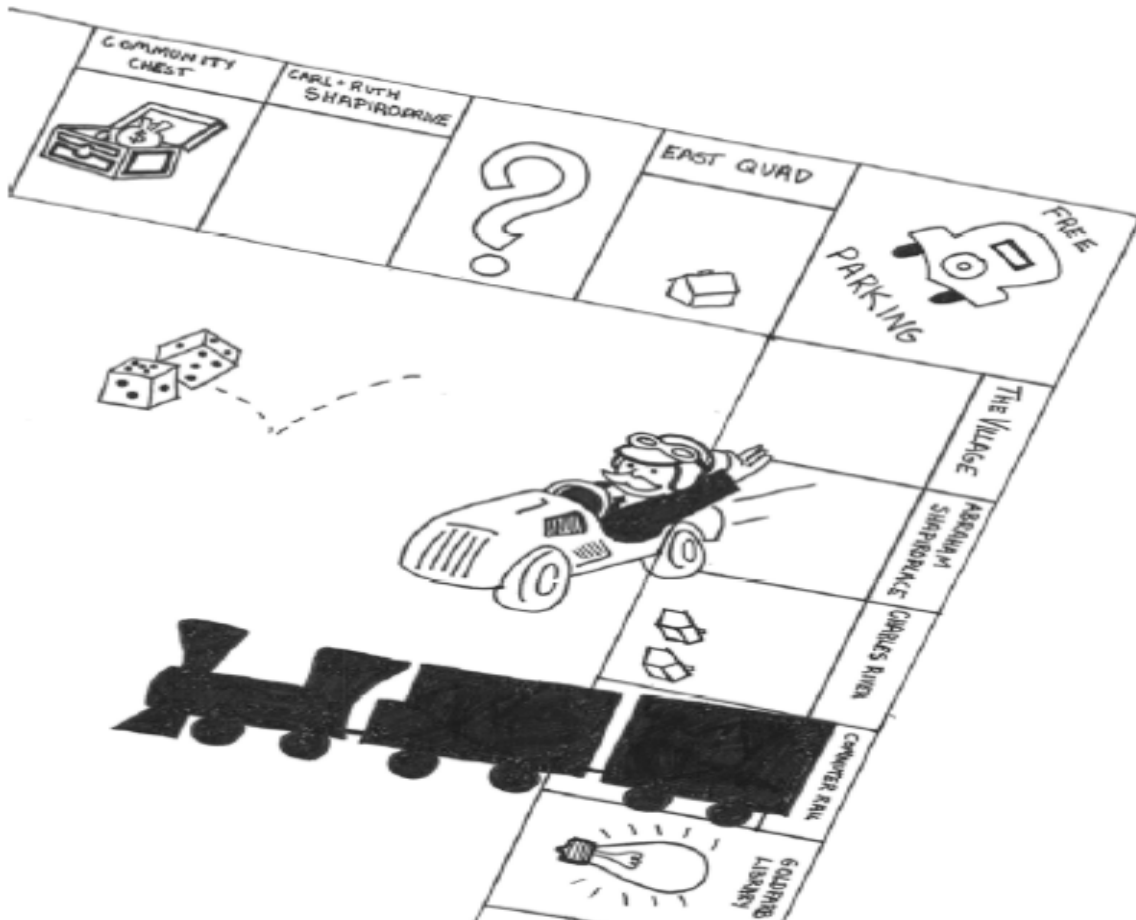
- Step 1: Information Sessions
- Step 2: Intent to Participate (Check The Box)
- Step 3: Investigate and Plan
- Step 4: Room Selection
- Step 5: The Housing Wait list

### Step One – Information Sessions

Information sessions occur prior to Room Selection to go over this process in an interactive way and to provide a broader understanding of the Room Selection Process. Any student with questions is encouraged to attend!

#### Room Selection Information Sessions:

- Mon. Jan 23 7:00 PM – North Polaris Lounge
- Wed. Jan 25 7:00 PM – Massell Shapiro Lounge



## **Step Two – Intent to Participate (Check the Box)**

All students must apply to participate in Room Selection by indicating their desire to be a part of the process in the sage system **by Tuesday January 31, 2012**.

Students can sign into the sage system with their ID and password (<http://sage.brandeis.edu>). On the main page, select *Room Selection Participation* under *Residence Life* and follow the on-screen instructions from there. **Remember to click save after indicating your intent. You should print the screen as a receipt.**

Only students who are eligible to participate in Room Selection will have access to the Residence Life link in sage. All students who have indicated their intent to participate in the room selection process will receive a randomly generated lottery number by Friday, February 24, 2012. Please be aware that numbers will be sent out via email throughout the day. Do not panic if you do not receive your number at the same time as others, as it takes a few hours for all emails to be sent.

**Any students having problems “checking-the-box” should contact the Department of Community Living immediately.**

Rising sophomores will receive numbers 1-1000 and rising juniors and rising seniors receive numbers 1001-3000. Students applying to study abroad will receive numbers F1-F300. Each number is assigned a time and date for Room Selection. All lottery numbers and time information will be distributed via Brandeis email by February 24, 2011. Lottery numbers are not transferable, nor are they displayed publicly.

Lottery numbers are only distributed to the person assigned that number. Students who wish to withdraw from room selection after indicating their intent may do so without penalty by filling out a Decline of Housing form prior to the room selection date. Students indicating their intent to be a part of the process through sage, but **failing to appear at room selection or send a proxy will be charged \$100.**

### Step Three – Investigate and Plan

Once you have your lottery number, thoroughly investigate all possible avenues for your housing next year.

- Speak with CAs and CDCs for more details.
- Look at the Community Living website for floor plans and other information:  
<http://www.brandeis.edu/dcl>
- Have conversations with potential roommates to discuss individual preferences.
- **Have back-up plans in mind for room selection time.**

### Step Four – Room Selection

Students who receive lottery numbers will choose their 2012-2013 room assignment at the Hassenfeld Conference Center. **Students should review all housing options and prepare several plans for when they arrive.**

After reviewing available housing options at room selection, a student may decide to not select housing. They will need to complete a Decline of Housing form in lieu of selecting a room. **Failure to appear at room selection to either select or decline housing will result in the student's account being charged a \$100 fee.**

#### Pull-in Procedures

Students will be able to “pull-in” other students into their rooms, suites, or apartments. The student with the lowest lottery number in the group will be able to “pull-in” their suite- or apartment-mates at their assigned Room Selection time. **All involved parties must have indicated their intent to participate in room selection via sage and be eligible for room selection.**

Room Selection Worksheets must be completed for neighborhood, suite, and apartment pull-ins **prior** to arrival at Room Selection. For suite and apartments, students **MUST** determine which bedrooms they will occupy prior to room selection and note this on the worksheet. The student with the lowest lottery number in the group is responsible for the completion and submission of the worksheet. Worksheets can be picked up in the Department of Community Living office and online on the Community Living website (<http://www.brandeis.edu/dcl>).

Please note:

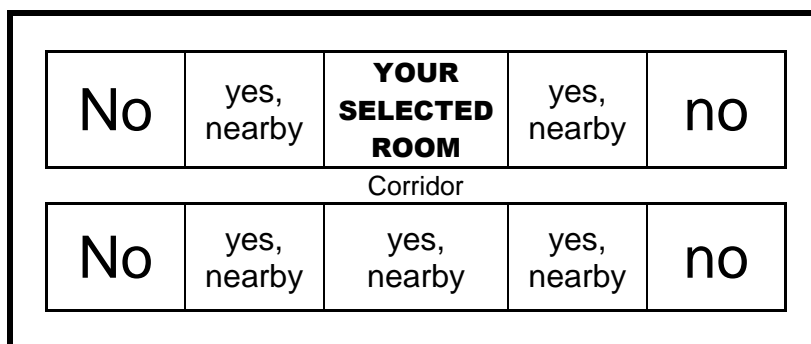
- Sophomores may not pull-in juniors or seniors and vice versa.
- Seniors may only pull-in seniors to live in the Foster Mods.

**Suite/Apartment Pull-Ins:** If you are electing to live in suite-style or apartment-style housing, you will need to fill all of the available spaces in the suite/apartment at Room Selection.

If one of these spaces becomes vacant over the summer, Community Living will offer it to the next eligible person on the Wait List. If one of these spaces becomes vacant mid-semester, the remaining occupants of the suite/apartment will have **48 hours** to request to pull another student into that space. If one of these spaces becomes available at mid-year, Community Living will entertain pull-in requests but also reserves the right to place any eligible student in need of housing in that space. If Community Living fills a vacancy in a suite/apartment the remaining occupants are expected to be respectful of the new member of the suite/apartment and good citizens as defined in *Rights and Responsibilities*.

**Neighborhood Pull-Ins:** Students signing up for rooms in East Quad-Hassenfeld Hall and the Village Quad will also be able to pull in other students into a near-by room. The process is similar to that of suite and apartment pull-ins. The student with the lowest number may elect to either live in a single or double room. If the student selects a single, they will then be able to select two more students to live in a near-by double room, thereby pulling them in under their lottery number. If the student selects a double, they will then be able to select their roommate and one or two more students to live in a nearby single or double room. This process will be allowed as long as near-by rooms (as determined by Community Living) are available. All spaces must be filled in rooms when a student is pulled in (a student cannot leave a double half empty). **A student cannot select a single and pull-in a student to a nearby single. All neighborhood pull-ins must use at least one double room.**

An example of near-by rooms for a neighborhood pull-in



**Proxy Procedures**

Students who wish to participate in the Room Selection Process but cannot attend at their assigned time must designate a proxy to select housing for them. The student should educate their proxy about their desired choices, as any decisions made by a proxy are binding. Proxies should be informed as possible about their desired options, as proxies will not have access to cellphones or computers once they are at room selection. Students may choose another student or the Department of Community Living as a proxy. Proxy forms are available in the Department of Community Living and from the Community Living website and must be completed by the person being proxied for in advance. Selecting the Department of Community Living as your proxy does not give you an advantage or disadvantage.

Students will receive e-receipts the day after they select a room. Please read and save the email, as it will contain important information regarding your housing assignment. **Be prepared to select a meal plan at room selection too.** Meal plans can be changed any time before May 1, 2012.

**Step Five – The Housing Wait List**

Students who participated in the Room Selection process, but who did not receive campus housing are automatically placed on the wait list. Students on the wait list will be contacted as space is available and in the order of their original lottery numbers. Pull-ins and choices for students on the wait list **cannot** be guaranteed. Students will be contacted via email and/or permanent phone. A student has **24 hours** to accept housing once contacted. Students who decline the housing assignment offered to them will be placed at the bottom of the wait list or removed at the direction of the student. Questions regarding the wait list can be directed to [dcl@brandeis.edu](mailto:dcl@brandeis.edu).

## Property Pieces: Housing Designations

Prior to Room Selection the Department of Community Living designates the gender and class-year of all spaces. Designations are based on the number of students in each class and projected numbers of new students. The following are the designations for the 2012-2013. **Note: Designations are listed according to your 2012-2013 class standing, based upon entry to the University!** *Designations may be altered as determined by the number of students who elect to participate in Room Selection.*

### Rising Sophomore Housing

#### **567 South St**

- Students are responsible for cleaning their bathroom and kitchen. Limited paper products are available from Facilities Services.
- 2 person apartments with single bedrooms and 2 person efficiencies
- Quad remains open for winter break
- Meal plan not required
- **All apartments for Sophomores**

#### **East Quad**

- Corridor style communities with shared bathrooms and lounges
- Mixed gender and single gender communities
- Neighborhood pull-ins available in Hassenfeld
- Meal plan required.
- **All rooms for Sophomores**

#### **Castle Quad**

- Corridor style communities with shared bathrooms and lounges
- 3 and 4 person suites available
- Single gender communities available
- Meal plan required
- **All rooms & suites for Sophomores**
- Note: Students in suites are responsible for cleaning their common room and bathroom. Limited paper products are available from Facilities Services.

#### **Massell and North Quad**

- Corridor style communities with shared bathrooms and lounges
- Mixed gender and single gender communities
- Meal plan required
- **All singles for Sophomores**

#### **Rosenthal Quad**

- 8 person suites with single and double bedrooms (All Suites in Rosenthal will be selected by two groups of 4 – 2 singles and 1 double)
- Students are responsible for cleaning their bathroom and common room. Limited paper products are available from Facilities Services.
- Meal plan required
- **All suites for Sophomores**

## **Village Quad**

- Corridor style communities with shared bathrooms, kitchens, and lounges
- Single- and mixed-gender wings available.
- Neighborhood pull-in available
- Meal plan required. Special “Village” meal plan available
- **House A and 1<sup>st</sup> floors of House B and C for Sophomores.**

## **Rising Junior/Senior Housing**

### **Village Quad**

- Corridor style communities with shared bathrooms, kitchens, and lounges
- Single- and mixed-gender wings available.
- Neighborhood pull-in available
- Meal plan required. Special “Village” meal plan available
- **House B and C available for students studying abroad in Spring 2013.**

### **Ziv Quad**

- 6 person suites with single bedrooms
- Students are responsible for cleaning their bathroom and common room. Limited paper products are available from Facilities Services.
- Meal plan required
- **Limited suites in Ziv 130 are available for students studying abroad in the spring 2013.**
- **All other suites for Juniors and Seniors**

### **Charles River Quad**

- Students are responsible for cleaning their bathroom, kitchen, and common room. Limited paper products are available from Facilities Services.
- 2, 3, or 5 person apartments with single bedrooms and single efficiencies
- Quad remains open for winter break
- No meal plan required
- **All apartments in buildings 110, 164, & 178 for Juniors & Seniors**
- **Some apartments in building 150 for juniors and seniors. Most apartments in 150 are for graduate students.**

### **Ridgewood Apartments**

- 4 and 6 person apartments with single bedrooms
- Students are responsible for cleaning their bathroom, kitchen, and common room. Limited paper products are available from Facilities Services.
- Quad remains open for winter break.
- No meal plan required
- **All apartments for Juniors and Seniors**

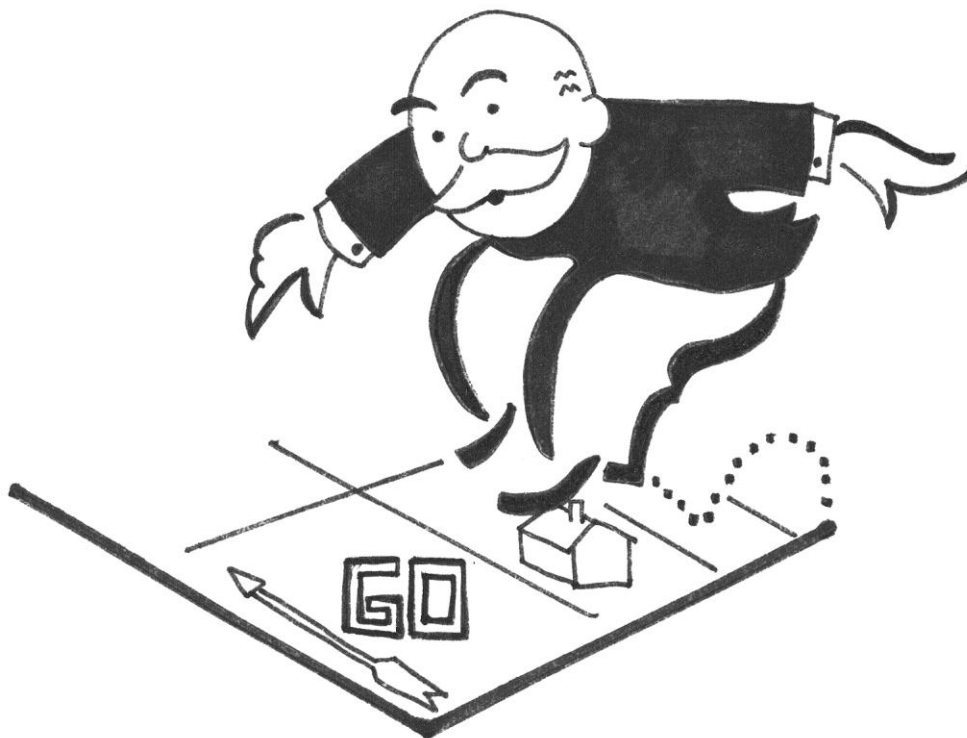
### **Foster Mods**

- 4 or 6 person apartments with single bedrooms
- Students are responsible for cleaning their bathroom, kitchen, and common room. Limited paper products are available from Facilities Services.
- Quad remains open for winter break
- No meal plan required
- **All apartments for Seniors**

## Riding the Railroads: Study Abroad and Room Selection

The following policies apply to students who apply, and are approved, to study abroad for any portion of the 2012-2013 academic year.

- The Village and a select number of suites in Ziv are available for students studying abroad in spring 2013.
- All students who apply to study abroad and sign up for room selection will receive numbers F1-F300.
- Students who withdraw from studying abroad prior to room selection will have their lottery number converted to a regular room selection number.
- Students approved to study abroad in fall 2012 will be removed from the room selection process, and their numbers will be deactivated.
- Students approved to study abroad in spring 2013 will participate in a separate room selection on Thursday, March 15.
- Any student approved to study abroad in the spring semester will be guaranteed on-campus housing.
- Students who do not check the box or do not attend room selection are not guaranteed housing.
- Students selecting the Village for the fall semester and not studying abroad in the spring will be required to change housing for the spring semester.
- **Students approved to study abroad in spring 2013 must still check the box in order to participate in room selection and receive housing for fall 2012.**



## Getting a Monopoly: Partially Filled Spaces

While the Department of Community Living encourages students to select roommates, those who do not have a roommate choice may elect to place themselves in a double room to be assigned a roommate. Students involved in a neighbor pull-in must fill all rooms. Students wishing to select a suite or an apartment must fill all rooms at the time of Room Selection, unless selecting a space in a Rosenthal suite. Suites in Rosenthal will be filled by two groups of 4. The groups must occupy one wing of the Rosenthal suite. Students who elect to fill a four person Rosenthal must be prepared to live in a mixed-gender environment, as the Department of Community Living does not designate suites as male or female.

If a space becomes empty in a room, apartment, or suite after room selection, Community Living may fill the space at any time with a student on the wait list.

## Community Chest: Gender Designations

Community Living designates floors in corridor style buildings (East, Castle, North, Massell, the Village) as either single-gender (male or female) or mixed-gender. Floor designations are listed on the Community Living website at [www.brandeis.edu/dcl/roomselection](http://www.brandeis.edu/dcl/roomselection).

## Gender Neutral Housing

Gender-neutral housing is defined as a housing option in-which two or more students may share a multiple-occupancy bedroom, in mutual agreement, regardless of the students' sex or gender. Gender-neutral housing supports the set in the University's non-discrimination policy and fully commits to the principles of social justice with respect to sexual orientation, sex, gender, and gender identity.

Gender-neutral housing applies to all multiple-occupancy rooms on mixed-gender floors in East and the Village, double rooms in suites in the Castle and Rosenthal, and efficiency apartments in 567 South St. All apartments and suites in 567 South Street, the Castle, Charles River, the Foster Mods, Ridgewood, Rosenthal, and Ziv are also gender-neutral. These options will not impact the number of single-gender housing options available. Gender-neutral bathrooms are designated on mixed-gender floors when possible.

Gender-neutral housing will never be forced upon a student. If a vacancy occurs in a room on a mixed-gender floor, the room is not treated as a gender-neutral space. The remaining occupants may pull in a student to maintain the gender neutrality of the room or the Department of Community Living will assign a student to the room. The sex of the students will be considered when a vacancy exists in a multiple occupancy space. Vacancies in suites and apartments will be treated as gender-neutral if the occupants of the suite originally filled the space as a gender neutral space. If the suite or apartment is housed as a single gender space, the gender of the space will be maintained and the unit will not be treated as a gender neutral space.

Students are encouraged to direct all gender-related needs to the Department of Community Living. The Department is committed to providing all students, including transgender students, with the optimal living and learning environment possible at any point in their personal development while at Brandeis University. For more information on gender-neutral housing, please see the Department of Community Living website ([www.brandeis.edu/dcl](http://www.brandeis.edu/dcl)).

## Chance Card: Withdrawing From Housing

Students who withdraw from housing must submit their intentions in writing or fill out a Withdrawal from Housing form available on the Department of Community Living website. Depending on the time of withdrawal, students may be eligible for a full or partial refund of their housing fees, per the following schedule:

- On or before May 1, 2012 for fall semester or November 15, 2012 for spring semester, students are not charged for the semester.
- After May 1, 2012 for fall semester or after November 15, 2012 for spring semester, students will not receive a refund to housing costs. Refunds will only be granted under extreme or extraordinary circumstances.

**Students wishing to move off-campus must withdraw from housing before May 1, 2012 in order to ensure a full refund.**

## Property Exchanges and Room Transfers

**Students are not permitted to transfer assignments until after the second week of the semester.** Extenuating circumstances must be directed to the Department of Community Living by August 1, 2012. Room transfers are contingent upon the housing wait list and other needs of the Department of Community Living. **Students must move into the room they selected at Room Selection.** Students choosing to change rooms without the approval of the Department of Community Living may be judicially referred.

## Do Not Pass Go, Do Not Collect \$200: Integrity

Students are expected to conduct themselves with integrity and respect at all times during the Room Selection Process. Students caught tampering or manipulating with the Room Selection Process risk removal from their selected housing assignment and possible judicial referral. **Manipulation of the Room Selection Process results in fewer housing options for all students and a more stressful experience for everyone.** Students are encouraged to report any manipulation of the system to the Department of Community Living.

The room selection process can be difficult and stressful for some students. When negotiating living arrangements, housing choices, pull-ins, and any other decisions, students should be respectful, courteous, and civil towards one another. If everyone treats each other well, the room selection process is a lot easier for everyone.

## **Medical, Psychological, and Disability Need-Based Housing Requests**

Students may request a reasonable accommodation as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students must renew documentation each year. Students with a medical or physical condition should provide their clinician with the Medical Care Provider Form and submit all documentation to Health Services. Students with a psychological need should submit all documentation to the Psychological Counseling Center. Additionally, a Need-Based Housing Request Form should be completed and returned to Community Living in Usdan. All documentation and forms are due **January 31, 2012**. All forms are available in the Department of Community Living and from the Community Living website.

Students who have been authorized for need-based housing assignments will receive written notification before room selection takes place. Students whose needs require them to live in on-campus housing will be prioritized. All other students participate in Room Selection based on their lottery number. Students can then attempt to select a space that not only meets the requirements of their accommodation but their desired social setting as well.

Additionally, students authorized to live in a single room or air conditioned spaces will operate on a "pass system" according to their lottery number. The "pass system" allows each student to select from reserved need-based spaces and allow them to utilize pull-ins, if they wish.

More detailed information can be found in the **Medical, Psychological, and Disability Need-Based Housing Requests brochure** available in the Department of Community Living and Academic Services.

## Checklist of Important Dates

### Important Dates

- Attend a Room Selection Information Session:
  - **Mon. Jan 23 @ 7:00 PM – North Polaris Lounge**
  - **Wed. Jan 25 @ 7:00 PM – Massell Shapiro Lounge**
  
- Indicate intent to participate via sage by **Tues. Jan. 31**
  
- Submit documentation for Need-Based Housing Requests by **Tues. Jan. 31**
  
- Receive Lottery Number by **Fri. Feb. 24**
  
- Check the Community Living website for additional information and updates
  
- Develop plans for room selection. Include back-up plans in case your first choices aren't available!
  
- Attend Room Selection at assigned time. Dates include:
  - **Thurs. Mar 15 2:00 PM – 7:00 PM**
  - **Sun. Mar. 18 10:00 AM – 9:00 PM**
  - **Mon. Mar. 19 5:00 PM – 12:00 AM (midnight)**
  - **Tues. Mar. 20 5:00 PM – 12:00 AM (midnight)**
  
- Withdraw from housing by **Tues. May 1, 2012** to avoid financial penalty.