Guide to the Returning Student Housing Selection Process 2016-2017 Academic Year

Viterbo University, Your Home Away from Home

Office of Residence Life Hawk’s Nest

(608) 796-3116 phone residencelife@viterbo.edu
December 1, 2015

Dear Viterbo Students:

Thank you for your interest in on-campus housing. The Office of Residence Life is excited to have you back on campus for another year.

Viterbo University offers a variety of housing options and emphasizes personal choice and fit in its assignment process. We encourage you to explore the diverse options available for on-campus living. This guide, along with visits to different campus apartments and discussion with your peers, will help you choose a living option that best suits your lifestyle.

This guide to the housing selection process provides you with information on the following:

- Housing Options Information
- Reclaiming Current Space
- Applying for Clare Apartments
- Applying for New Housing
- Contractual Details
- Other Very Important Information & Dates

Housing applications for the 2016-2017 year are now available. You may submit your housing contract online at https://www.viterbo.edu/housingcontract.aspx. After submitting your contract, you must also submit a $100.00 housing deposit to the Business Office. Deposits can be submitted online or at the Business Office window. **To receive priority in the housing selection process, both your online contract and $100.00 deposit should be received by Friday, February 19, 2016.** If you have preferred roommates, please also make sure their contracts and deposits are submitted by the February 19, 2016 priority deadline. Regardless of where on campus you want to live, you must submit both the housing contract and deposit. This includes RAs and RA roommates. Depending on the number of contracts submitted, students with late contracts or deposits may not be included in the housing selection process.

We want to help you make the best decision possible in the housing selection process. If you have any concerns about the selection process or suggestions for improving it, please do not hesitate to contact the Office of Residence Life or your Residence Hall Association (RHA) representatives. If you have questions about housing assignment processes or policies, please contact Crystal Lillge in the Office of Residence Life at calillge@viterbo.edu or 608.796.3842.

Sincerely,
The Office of Residence Life
### Overview of Viterbo University’s Housing Options

<table>
<thead>
<tr>
<th>Housing Option</th>
<th>Description</th>
<th>Application Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reclaim Your Current Space in McDonald, Rose, Canticle, or Treacy</td>
<td>This option is only for students who are currently living in McDonald, Rose, Canticle or Treacy and would like to return to their same apartment, floor or building next year. Students cannot reclaim Clare.</td>
<td>Students may reclaim their current space by submitting a 2016-2017 housing contract. Please note, you are only guaranteed your current space if both your online housing contract and deposit are received by the <strong>February 19th deadline</strong>. See page 5 for more details.</td>
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<tr>
<td>Clare Apartments</td>
<td>Clare Apartments is Viterbo University's newest apartment option. Clare consists of 23 four-bedroom, 11 two-bedroom, and 4 studio apartments housing a total of 118 students. Each apartment unit has single bedrooms; a living/dining area; bathroom; air-conditioning; and a kitchen with a sink, stove, microwave and refrigerator. The apartment unit comes furnished with a breakfast area, couch, chairs, dressers, desks, and beds. Each apartment unit also has Internet access and cable TV. Residents of each floor share a study lounge with an additional meeting lounge on the first floor. Laundry facilities are located on the ground level. Underground parking is available for 33 residents (additional parking fees apply).</td>
<td>Due to the high interest in residing in Clare and its off-campus feel, housing selection for Clare is determined by a formula that takes into account a student’s earned credit hours, GPA, and past behavior on campus. <strong>Students interested in Clare must indicate so on their housing contracts.</strong> They will then be ranked according to the formula. Students who are ranked in the top 114 spots will have first opportunity to select housing options in Clare. Students with a rank greater than 114 will be placed on a waiting list for Clare. See pages 6-7 for more information on Clare application instructions.</td>
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<td>Housing Option</td>
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<tr>
<td>Rose Terrace</td>
<td>Rose Terrace is a four-story community that provides co-ed, apartment-style living for 90 sophomores, juniors, and seniors. Four individuals occupy each unit. Each apartment unit has two bedrooms; a living/dining area; private bathroom; air-conditioning; and a kitchen with a sink, stove, and refrigerator. The apartment unit comes furnished with a dining room table set, couch, chairs, dressers, desks, and bunk beds. Each apartment unit also has Internet access and cable TV. The basement has study/programming areas, storage, and laundry facilities.</td>
<td>Each returning student who does not reclaim his or her current apartment or floor and is not placed into Clare Apartments will go through the general housing selection process for Rose, McDonald, Treacy, and Canticle. Students applying for these apartments are encouraged to determine their roommates prior to the apartment selection dates. Students can list their requested roommate(s) on their online contracts, but it is not required. Following Clare selection and reclaiming, students will be emailed a link to an online form. Students must finalize their requests for roommates using this form. Students wishing to live together will then be assigned a selection time based on the group’s averaged number of credit hours. Selection times will be emailed to each group on <strong>Friday, March 11th</strong>. Groups of four will have priority over groups of three, who will have priority over groups of two, who will have priority over individuals. <strong>All roommates wishing to live together must submit their online housing contracts and deposits by the February 19th deadline.</strong> See pages 8-9 for more information.</td>
</tr>
<tr>
<td>McDonald Terrace</td>
<td>McDonald Terrace was renovated in Summer 2015 and is a two-story community that provides co-ed, apartment-style living for 78 sophomores, juniors, and seniors. Four individuals occupy each apartment unit, which has two bedrooms, a living/dining area, private bathroom; air-conditioning, and a kitchen with a sink, stove, and refrigerator. The apartment unit comes furnished with a dining room table set, couch, chairs, dressers, desks, and bunk beds. Each apartment unit also has Internet access and cable TV. The terrace level has study/programming areas, storage, and laundry facilities.</td>
<td></td>
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<tr>
<td>Treacy House</td>
<td>Treacy House was renovated in Summer 2014 and is a two-story community that provides co-ed, apartment-style living for 45 sophomores, juniors, and seniors. Four individuals occupy most units, with two 5-person apartments available. The 4-person apartments have two bedrooms, a living/dining area, private bathroom, air-conditioning, a kitchen with a sink, stove, and refrigerator. The 5-person apartments have three bedrooms. Apartments come furnished with a dining room table set, couch, chairs, dressers, desks, and bunk beds. Each apartment unit has Internet access and cable TV. The terrace level has study/programming areas, storage, and laundry facilities.</td>
<td></td>
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<tr>
<td>Canticle House</td>
<td>Canticle House is two buildings, each with a two-story community that provides co-ed, apartment-style living. A total of 40 sophomores, juniors, and seniors are housed. Two or three individuals occupy each unit. Each apartment unit has two bedrooms, a living/dining area, private bathroom, air-conditioning, and a kitchen with a sink, stove, and refrigerator. The apartment unit comes furnished with a dining room table set, couch, chairs, dressers, desks, and bunk beds. Each apartment unit has Internet access and cable TV. The basement level has storage and laundry facilities.</td>
<td></td>
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</tbody>
</table>
Reclaiming Your Current Space in McDonald, Rose, Canticle or Treacy

Any student who lives in McDonald, Rose, Canticle, or Treacy may reclaim his or her current apartment or building providing his or her online contract and deposit are submitted in by **Friday, February 19th**. The process is outlined below.

- **Student online housing contracts** need to be submitted on or before **February 19th at 4pm**. In addition, the **$100 housing deposit** must be submitted to the Business Office by this same date and time.

- **Reclaiming Your Apartment**: Visit the Office of Residence Life between the hours of 9am and 12pm on Wednesday, March 2nd. Students must come in person to the Office of Residence Life to reclaim their apartments, and only the current residents of the space can reclaim it (i.e. a student cannot reserve a space for a student who did not previously live in the apartment).

- **Reclaiming Your Building**: Visit the Office of Residence Life between the hours of 1pm and 4pm on Wednesday, March 2nd. Students must come in person to the Office of Residence Life to reclaim their floor, and only the current residents of the floor can reclaim it (i.e. a student cannot reclaim the space for a student who did not previously live on that floor).

- **Special Circumstances (RA roommates)**: Current RA roommates may not reclaim their rooms and must go through the general process of returner room selection. This process begins with submitting the online housing contract and $100 deposit, and selection takes place on March 15 & 16. See pages 8-9 for an overview of the process.

**Frequently Asked Question on Reclaiming**

Q. I currently live in a 3-person apartment in Canticle. One of my roommates is graduating, but my other roommate and I would like to reclaim. We would like our friend who currently lives in Rose to be our third roommate. Can we all reclaim the apartment?

A. Only people who currently live in the apartment can reclaim (i.e. you and your current roommate). Your friend will have to go through the housing selection process as an individual on March 16th. Provided your apartment is still available, he/she can then sign up to fill the third space.

**Please remember, submitting your housing contract online and $100 deposit to the Business Office are the first steps in the process!** You will not be permitted to reclaim your current space or move forward with housing selection until your housing contract is submitted online and your housing deposit is received by the Business Office.
Applying for Clare Apartments

Due to the high demand for housing in Clare, the Office of Residence Life has developed a formula to give preference for Clare housing to upper-class students who demonstrate academic achievement and good behavior. The formula is explained below.

<table>
<thead>
<tr>
<th>Expected Graduation Date*</th>
<th>Point Value</th>
</tr>
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<tbody>
<tr>
<td>December 2016/May 2017 (minimum 69 credits earned)</td>
<td>5</td>
</tr>
<tr>
<td>December 2017 (minimum 54 credits earned)</td>
<td>4.5</td>
</tr>
<tr>
<td>May 2018 (minimum 36 credits earned)</td>
<td>4</td>
</tr>
<tr>
<td>December 2019 (minimum 21 credits earned)</td>
<td>3</td>
</tr>
<tr>
<td>May 2019 (minimum 12 credits earned)</td>
<td>2</td>
</tr>
<tr>
<td>Later than May 2019 (less than 12 credits earned)</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPA*</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.51-4.0</td>
<td>4</td>
</tr>
<tr>
<td>3.01-3.5</td>
<td>3</td>
</tr>
<tr>
<td>2.51-3.0</td>
<td>2</td>
</tr>
<tr>
<td>2.01-2.5</td>
<td>1</td>
</tr>
<tr>
<td>&lt; 2.0</td>
<td>0</td>
</tr>
</tbody>
</table>

*This information is based on information processed by the Registrar’s Office at the end of the Fall 2015 semester. Students not meeting the minimum credit hour requirements will be bumped to the level below.

**In general a significant discipline issue refers to a drug or alcohol violation or multiple violations of another residence life policy or the Code of Student Conduct.

Students with prior disciplinary records may not be eligible to live in Clare Apartments. Each disciplinary file will be reviewed individually and on a case by case basis. Decisions regarding Clare eligibility will be made by the Director of Residence Life. If you have questions regarding your disciplinary record and Clare eligibility, please contact Crystal Lillge, Director of Residence Life.

Example:
The following is an example of how the formula is calculated for a student participating in the Housing Selection Process:

**Student A:** A current on-campus resident with no disciplinary issues in Fall 2015 (45 credits earned), expected to graduate in May 2018 and has a 3.3 GPA=8 (4+3+1).

**Student B:** A current off-campus student, expected to graduate in May 2017 and has a 3.6 GPA=9 points (5+4+0).

Students are ranked according to their point value. Students with the highest point values will rank at the top. Students with a rank assigned to the top 114 will have the first opportunity to select Clare. Only students who qualify for Clare may live there; students not falling in the top 114 rank, but wishing to live in Clare will be placed on a waiting list. Students tied in point value will be ranked by credit hours accumulated.
Applying for Clare Apartments (continued)

Students who rank in the top 114 spots according to the formula explained on the previous page will be assigned a March 1st selection time for Clare. Students will be notified via email by February 25th of the specific time. The time is based on point total.

If a student’s assigned time is later than the time of the preferred roommate(s), the entire group may sign up using the time given to the roommate with the earliest time. However, for a group of roommates to sign up for Clare together, they must each rank individually within the top 114.

Helpful Reminders:

- To participate in Clare selection your online housing contract and $100 deposit must be submitted by February 19th at 4pm.
- Clare Apartment selection will take place on March 1st beginning at 7pm in the lobby of Clare Apartments.
- Be sure to arrive ON TIME for selection. If your number is called and you are not there, you will be moved to the bottom of the list for apartment selection.
- Students who need special accommodations will have first priority in selection. If you believe you need special accommodations, please contact Crystal Lillge in the Office of Residence Life by February 1st, 2016.

Consolidation Policy

Viterbo University follows a room consolidation policy. In order to accommodate the top 114 students in Clare, students may be asked to consolidate. For example, an individual male who selects a two-person apartment may be asked to consolidate with a group of three males who select a four-person apartment.
Applying for New Housing in McDonald, Rose, Treacy, or Canticle

Housing Selection for all returning students who are not reclaiming their current space or seeking room assignment in Clare will take place Tuesday, March 15th and Wednesday, March 16th, from 7-9pm in the Hawk’s Nest (Marian Hall). To participate in housing selection on these dates, students must have their housing contracts submitted online and their $100 deposit submitted to the Business Office (students encouraged to pay online) by February 19th, 2016 at 4pm. Information is outlined below.

- Submit your online housing contract and $100 deposit by February 19th, 2016 at 4pm. All students wishing to live in campus housing for the 2016-2017 academic year must do this. If your contract or deposit is late, you risk not being included in the housing selection process.

- On your housing contract, you have the option to indicate your roommate preferences. If you are sure of your roommates at the time you submit your contract, you are welcome to indicate that on your contract. However, if you are still unsure, please leave this section blank. There will be an online form available in March where you can finalize your roommate choices.

- On February 25th, all students with a submitted housing contract and $100 deposit will receive a link to an online form. Students must use this form to indicate their roommate choices (even if they have previously done so on their housing contracts). Students interested in Canticle or a 5-person apartment in Treacy can also use the online form to indicate this. This form is due by 4pm on Thursday, March 3rd.

- Although not mandatory, students are encouraged to completely fill their apartments with roommates of their choice (i.e. four students in a Rose, McDonald, or Treacy apartment or two-three students in a Canticle apartment). To encourage students to fill their apartments, groups of four will be given priority in the housing selection process, followed by groups of three, followed by groups of two. Students may sign up as individuals, but they will be given the lowest priority in the selection process. DISCLAIMER: The Office of Residence Life follows a room/apartment consolidation policy. If you do not fill your apartment with roommates of your choice at the time of housing selection, the Office of Residence Life reserves the right to fill your apartment for you.
Applying for New Housing in McDonald, Rose, Treacy, or Canticle (continued)

- Students will sign up for apartments based on a selection number assigned to them. Selection numbers are assigned based on the number of accumulated credit hours earned by the end of Fall 2015 (as calculated by the Registrar) and by the number of people in the group. Students signing up in a group will have their credit hours averaged. Groups with 4 people will be given priority over groups of 3, 2, and 1. An example is included below. Selection numbers with your selection time and date will be emailed to you on Friday, March 10.

- One member of each group must be present at the selection time assigned to them in order to choose their apartment.

- Be sure to arrive **ON TIME** for selection. If your number is called and you are not there, you will be moved to the bottom of the list for housing selection.

Below is an example of how housing selection times and numbers are chosen for students:

<table>
<thead>
<tr>
<th>Group 1 includes:</th>
<th>Group 2 includes:</th>
<th>Group 3 includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student A</strong>: 46 earned credits</td>
<td><strong>Student E</strong>: 100 earned credits</td>
<td><strong>Student H</strong>: 12 earned credits</td>
</tr>
<tr>
<td><strong>Student B</strong>: 53 earned credits</td>
<td><strong>Student F</strong>: 90 earned credits</td>
<td><strong>Student I</strong>: 17 earned credits</td>
</tr>
<tr>
<td><strong>Student C</strong>: 45 earned credits</td>
<td><strong>Student G</strong>: 86 earned credits</td>
<td><strong>Student J</strong>: 15 earned credits</td>
</tr>
<tr>
<td><strong>Student D</strong>: 52 earned credits</td>
<td>(100+90+87)/3=92</td>
<td><strong>Student K</strong>: 18 credits</td>
</tr>
<tr>
<td>(46+53+45+52)/4=49</td>
<td></td>
<td>(12+17+15+18)/4=15.5</td>
</tr>
</tbody>
</table>

**Who will receive the lower selection number and earlier selection time?**

Group 1 will receive the lowest selection number and earliest selection time followed by Group 3 followed by Group 2. Although Group 2 has the highest average number of credit hours, they are given a later time because they are only a group of three people as opposed to a group of four.

**Need a roommate(s)?**

As noted on the previous page, students are encouraged to choose all their own roommates for the 2016-2017 academic year. Groups able to fill an entire apartment will be given priority in housing selection. Thus, it is in your best interest to fill your entire apartment before the housing selection dates.

If you need a roommate or apartment mate for the 2016-2017 year, the Office of Residence Life keeps a running list of students looking for roommates. Please contact Crystal Lillge in Residence Life at calillge@viterbo.edu.

Students who are unable to find roommates or who wish not to choose their own roommates may sign up as individuals at a scheduled time. However, they will be given the lowest priority and thus a later selection time. Their apartments will be filled after housing selection by the Office of Residence Life.
**Contractual Details**

Please note, this is not intended as an exhaustive listing of the contract’s terms and conditions. Please view the contract online for its entire contents: [https://www.viterbo.edu/housingcontract.aspx](https://www.viterbo.edu/housingcontract.aspx).

**Assignment Policy**

Viterbo University will not discriminate in room or building assignment on the basis of race, color, religion, sexual orientation, national origin, or ancestry. Continuing residents will be given the opportunity to select their rooms in accordance with reassignment and selection procedures announced by the university. The university reserves the right to place limits on the number of residents to be reassigned, in order to maximize space for new residents. New residents will be assigned to their preferred building to the extent possible. Failure to honor assignment preferences will not void the contract. The university reserves the right to change room or building assignments, to assign roommates, or to consolidate vacancies. This may be done by requiring residents to move from single occupancy of rooms designed as doubles to double occupancy in the same building. If a student refuses to consolidate, he/she is subject to paying the single room price designated for that building on a prorated basis.

**Eligibility**

You must be enrolled at Viterbo University and be determined eligible to reside in student housing by the Director of Residence Life or other appropriate Viterbo University authority. Students are required to have full-time status to live on campus. Students carrying less than 12 credits must request approval of the Director of Residence Life to live on campus.

**Refunds and Appeals**

The $100 deposit is refundable only with a written request received by May 1, 2016, for returning students. Information on Termination of Contract after May 1st can be found in the Housing and Dining Service Agreement.

**Meal Plan**

All residential students are required to carry one of the meal plans offered. Sophomores, juniors, and seniors have the option to choose any of the on-campus meal plans offered. Students who require exemption from the meal plan for medical or health reasons should contact Crystal Lillge, Director of Residence Life. Please read the Residence Hall Terms and Conditions in the Housing and Dining Service Agreement for more information.
Frequently Asked Questions

Below are answers to some frequently-asked questions. For any other questions, please contact Crystal Lillge in the Office of Residence Life at calillge@viterbo.edu or (608) 796-3843.

I am a current off-campus student. Can I move on campus?
Certainly! We accept most full-time Viterbo Students into campus housing. You will be required to go through the same process as current on-campus students.

What if I live in the Residence Halls currently and would like to live there again?
Typically, residence halls are reserved for incoming freshman. If the demand for housing from upper class students exceeds the space available in our apartments, a floor for upperclassmen in Marian or Bonaventure may be reserved. If you would like to live in the residence halls again, please speak with Crystal Lillge in residence life.

Can we trade selection times?
No, you cannot trade selection times. The Office of Residence Life will email you your selection time and may require ID be shown at the time of sign-up.

What if I change my mind about housing and want to live off campus?
See refunds and appeals process on page 10.

Can I view the apartments before selection so I know what they look like?
Yes! There will be open houses for apartments on January 13th at 7pm and on January 14th at 7pm, starting in the Hawk’s Nest.

What if I need accommodations related to housing?
If you have a disability and seek accommodations or priority in the selection process, you may meet with Crystal Lillge, Director of Residence Life, to discuss your needs and submit the necessary paperwork. Please do so before February 1st. The Office of Residence Life will review your needs and make a decision on your accommodations. The Office may also request you meet with Jane Eddy, ADA Coordinator.

What if I am unable to attend selection?
If you are signing up as a group, one person from your group must be present at your selection time. If you are an individual, somebody can sign up for you as long as they have something in writing from you giving them permission to do so.

I want to reclaim my apartment, but I also want to live with different roommates. Can I still reclaim?
Yes, you can still reclaim the apartment, but you cannot claim it for your preferred roommates. Thus, there is no guarantee you will be able to live with them. The preferred roommates will have to go through regular housing selection and select your apartment. There is no guarantee the apartment will not be filled before their selection time. Additionally, your current roommates may wish to reclaim the apartment as well, so this is something that should be discussed with them prior to signing up for housing.

I am having trouble finding a roommate(s). Can you help?
Yes! Please contact Crystal Lillge in Residence Life for a list of students in a similar situation.

Am I required to have a meal plan?
Yes, all students living on campus are required to have a meal plan. Only students with severe dietary restrictions or allergies are given an exception. If you think you may qualify for an exception, please contact
Other Very Important Information & Dates

**Resident Parking Permits** are handled through the Viterbo University Business Office. Visit the office’s webpage for more information.

**Living On Campus Half the Academic Year?**
Planning on starting an internship, going on a study abroad program, or graduating in December? Cancellation of the contract is possible at the end of the first semester. To terminate your contract for one of the above reasons, you will need to submit a Housing and Meal Plan Withdrawal Form.

**Special Circumstances & Appeals**
If you have a disability or special circumstance that requires you to have priority for housing selection, you must meet with Crystal Lillge, Director of Residence Life, to discuss your needs and submit necessary paperwork. You must do this by Monday, February 1st. This allows the Office of Residence Life time to review your needs and make a decision on your housing accommodations.