

Room Selection Information

2007-2008

This booklet has been designed to help you understand the Elmira College Room Selection process and hopefully answer some of your questions before you have them. If you have any additional questions, you may contact your RLC or Ben Curtis '99, Director of Residence Life.

This information is accurate as of February 26, 2007. Further changes will be communicated through your Resident Assistant. This booklet can also be viewed at ECWeb.

Good luck with the Room Selection process!!

Katie Chase '05
Matt McMahon '05
Residence Life Coordinator

Residence Life Coordinator

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General Information

1. All members of the Classes of 2008, 2009, and 2010 except those living with their parents or biological children within commuting distance (fifty miles) of the College, those over twenty-five years old, or those who are married are required to reside in College housing and take their meals in the College Dining Hall.
2. Only those students who have paid their \$300 non-refundable confirmation fee, had their enrollment card signed by a parent, and are registered for Term I, 2007 may participate in Room Selection.
3. Room Selection will take place in the **Campus Center Dining Hall** from **Monday, April 2, - Thursday, April 5, 2007**, depending on class year.

Monday, April 2, 2007

Squatter's Rights Selection from 2:30-3:30 p.m.
Alcohol and Tobacco-Free Floor Selection from 3:30-4:30 p.m.
1st half of the Class of 2008, from 5:00 p.m. to completion

Tuesday, April 3, 2007

2nd half of the Class of 2008, from 5:00 p.m. to completion

Wednesday, April 4, 2007

Class of 2009, from 5:00 p.m. to completion

Thursday, April 5, 2007

Class of 2010, from 5:00 p.m. to completion

4. You are required to bring your **lottery card** and your **class schedule** for Term I of 2007. No one will be allowed to select a room without those two items.
5. Elmira College reserves the right to change room selections as a result of changes in enrollment and facility issues.
6. **If you have any questions regarding Room Selection, please call Matt McMahon '05 at ext. 1833, Katie Chase '05 at ext. 1835, or Ben Curtis '99 at ext. 1821.**

Lottery Cards

- Confirmation fees are due March 1, 2007. If you are not sure if your fee has been paid, check with Michele Johnson in McGraw Hall Room 215, ext. 1762.
- All students who pay their fees by March 12, 2007, will be assigned a lottery number that will be mailed the week of March 12, 2007.
- Each student is randomly assigned a number by computer. This number determines when, in relation to other students in your class, you will select a room. For example, if your lottery number is 1, you will be the first person in your class to select a room.
- When roommates are choosing rooms together, use the best class year and lowest lottery number. This also pertains to choosing suites. Use the lowest lottery number of everyone in the suite. (i.e. the lottery number 125 from the Class of 2009 would be a better number than the lottery number 10 from the Class of 2010.)
- You will receive your PINK lottery card in your campus mailbox the week of March 12, 2007. Do not lose this card. **If you lose your lottery card, go to the Office of Student Life in McGraw Hall, Room 127 as soon as possible.**
- Students whose fees arrived after March 12, 2007, will be assigned numbers at the end of their class in the order in which they request a number. These students are required to request a lottery number at the Office of Student Life in McGraw Hall, Room 127, between 9:00 a.m. and 2:00 p.m. and at least three hours prior to Room Selection.

Alcohol and Tobacco-Free Floors Selection

The Alcohol and Tobacco-Free floors are a set of floors that have been designated by Elmira College for students that are interested in living in a supportive environment that is free of alcohol and tobacco products. **Any student who chooses a room on one of these floors or applies for a room change to one of these floors will be required to sign an agreement prior to moving into the room.** This agreement requires that residents of these floors be involved in the governance of their environment to a far greater extent than exists in most other dorms at Elmira College. Therefore, students are responsible for reminding and confronting individuals when violations of this agreement occur.

Alcohol and Tobacco Free Floors Selection (continued)

- The Alcohol and Tobacco-Free floors will be in Twin Towers B and will consist of the fifth, sixth, seventh, and eighth floors. Sixth and eighth floors will be reserved for women and fifth and seventh floors will serve as co-ed floors.
- Students must bring their Lottery Card and proof of Fall 2007 Registration with them to the Campus Center Dining Hall on Monday, April 2, 2007, at 3:30 p.m.
- If you are unable to attend this selection, you can sign up for a room by proxy (see section entitled “Proxy Forms.”)
- By selecting this option for your room, you will not participate in the regular room selection process for your class year.
- There will be an informational meeting for all students planning on living on an Alcohol and Tobacco-Free floor on Monday, March 26, 2007, at 9:30 p.m. This meeting will take place in the Student Government Room in the Campus Center.

Squatter’s Rights

- All members of the Class of 2008 can opt to remain in their present rooms.
- If you live in a double room, you must have a roommate. Adjoining singles in Tompkins are treated as individual rooms for squatter’s rights purposes.
- Entire suites may not be reserved by squatter’s rights, only rooms.
- If your room has been designated for the other gender for the 2007-2008 academic year, you will be given the option of an equivalent room to reserve.
- **Students wishing to reserve their rooms must request to do so on Monday, April 2, 2007, between 2:30 p.m. and 3:30 p.m. in the Dining Hall in the Campus Center.**
- If you are unable to attend this meeting you are allowed to sign up by proxy. See section entitled “Proxy Forms.”

Room Selection Process

1. You will select your room in class year order between April 2 and April 5, 2007. The date that you will be selecting your room will be printed on your Lottery Card.
2. Students whose lottery numbers would not allow them to select a single room are expected to select with a roommate. Students who do not locate a roommate on their own will be paired with a roommate by the Residence Life staff. If you are having trouble finding a roommate, please attend the “Find a Roommate Night” on March 28, 2007, at 9:30 p.m. in the Tiff Lounge.
3. The date and time that you will be selecting your room will be indicated on your lottery card. You should arrive at the Campus Center Dining Hall prior to the time specified.
4. You must present your lottery card and your Term I class schedule in order to participate in room selection. If you do not have your Term I class schedule and your lottery card with you, you will not be allowed to choose a room. Make sure that you bring both items with you.
5. There will be a posting explaining which rooms are available. When your number is called, you will proceed through the Room Selection process.
6. Please make sure to fill out an evaluation at the end of the process to help us make changes that will make the Room Selection process more efficient in the future.

Floor Breakdown by Dorm

	Women	Men
Alumni Hall	2 nd floor, selecting from the South end	1 st floor, selecting from the South end
Anderson Hall	Rooms reserved for the class of 2010.	Three singles and one double on 1 st floor
Columbia Hall	Rooms reserved for the class of 2010.	Not applicable
Perry Hall	1 st floor & 2 nd floor	Terrace & 3 rd floors
Tompkins Hall	2 nd , 3 rd , & 4 th floors	Not applicable
Tower A	5 th , 6 th , 7 th , & 8 th floors	1 st floor
Tower B	2 nd , 4 th , 6 th , & 8 th floors	1 st floor
Co-ed floors in Towers	Tower A - 2 nd 3 rd & 4 th floors	Tower B - 3 rd 5 th & 7 th floors

Important information to remember:

- A group may reserve a suite in Twin Towers and Perry Hall, provided that the suite is filled to capacity (five in Towers, four in Perry). In other cases only individual rooms may be reserved. All members of a group interested in reserving a suite must be present or represented by a proxy at the time the suite is reserved. Adjoining singles in Tompkins Hall may be reserved on the same basis as stated above.
- Classifications for Room Selection and for Cooperative Housing Selection are determined by the class year you were placed in on your entry to Elmira College, (i.e. someone entering as a freshman in the Fall of 2003 will be considered an '07.) Students who transferred to Elmira and were grouped as anything other than a freshman will select with others in that grouping. (i.e. A Transfer student who entered Elmira College in the Fall of 2004 who was grouped at the point of arrival by the Registrar as likely to graduate in 2008 will select with the Class of '08.) Advanced Placement credits earned in High School will not be used to determine class year for your room selection class or for the point system for Cooperative Housing selection. If you believe that the class year listed on your Lottery Card is incorrect, you should discuss proper classification with the Office of the Registrar prior to your room selection date. **The Registrar's classification will be used in all cases.**

Room Changes

- If you would like to request a room change, you may fill out a room change form at room selection or by going to the Office of Student Life in McGraw Hall, Room 127.
- Room changes are not guaranteed. They will be considered in the order of class year and lottery number and will depend on the availability of rooms.
- Room changes will be considered over the summer, and you will be notified when the room change happens. Room changes are unlikely to occur during room selection.

Special Housing Consideration

A student seeking special accommodations in housing due to a disability of any kind will make a request in writing. This letter should be addressed to **Dean Joseph Koczan, ADA Compliance Officer, McGraw Hall, Room 211.**

- For currently enrolled students participating in the Room Selection process in March, for the next academic year, requests are due by **February 1st.**

Proxy Forms

- If you are unable to attend Room Selection, a friend may represent your interests by presenting a Proxy Form, obtained from the Campus Center Information Desk or the Office of Student Life in McGraw 127.
- One half of this form must be returned to Ben Curtis '99 in McGraw Hall, Room 127 **by 5:00 p.m. the business day before** the day you are eligible to select.
- The person selecting for you must present the other half of the form, your lottery card, and proof of your Term I class registration for Fall 2007 at Room Selection.
- When space is available changes will be made, most taking place during Term I, 2007. **Room changes are based on the room change policy and must be made by the Residence Life staff.**

EXAMPLE PROXY FORM

If you cannot be present for Room Selection, it is crucial that you complete this form. One half should be submitted to the Office of Student Life no later than 2:00 p.m. the day before your night of selection. The other half must be given to your proxy to bring to Room Selection with your registration and Lottery Card.

PRINT YOUR NAME AND CLASS YEAR _____

LOTTERY NUMBER _____

INDIVIDUAL TO SERVE AS PROXY _____

Dorm Preference	Room Preference
1. _____	_____
2. _____	_____
3. _____	_____

List room numbers whenever possible.

Your Signature: _____

Important Dates

Squatter's rights reservations	Monday, April 2, 2007 from 2:30 p.m. to 3:30 p.m. Campus Center Tiff Lounge
Alcohol and Tobacco Free- Floor	Monday, April 2, 2007 from 3:30 p.m. to 4:30 p.m. Campus Center Tiff Lounge
1 st half of the Class of 2008	Monday, April 2, 2007 , from 5:00 p.m. to completion Campus Center Dining Hall
2 nd half of the Class of 2008	Tuesday, April 3, 2007 , from 5:00 p.m. to completion Campus Center Dining Hall
Class of 2009	Wednesday, April 4, 2007 , from 5:00 p.m. to completion Campus Center Dining Hall
Class of 2010	Thursday, April 5, 2007 from 5:00 p.m. to completion Campus Center Dining Hall

Important Phone Numbers

Director of Residence Life	Ben Curtis '99	x 1821
Alumni Hall RLC	Matt McMahan '05	x 1833
Anderson Hall RLC	Katie Chase '05	x 1835
Columbia Hall RLC	Meghan Rydzik	x 1836
Perry Hall and Tompkins Hall RLC	Tobias Houdeshell	x 1838
Twin Towers RLC	Carl Steidel	x 1834
Twin Towers RLC	Shawn Karney	x 1972
Bursar	Michele Johnson	x 1762
Registrar	Mike Halperin	x 1895