Cazenovia College Housing Policy

Cazenovia College is primarily a residential community. All students with less than 90 credits hours, not residing with parents, relatives or legal guardians are **REQUIRED** to live in College housing. The Office of Student Life must grant any exceptions to this policy and inform the Enrollment Services Office of this change. This permission needs to be renewed annually. **Some scholarships require on campus residency.** A student must be enrolled full-time and maintain at least the equivalent of **12** credit hours per semester to live in College-owned or leased housing. Those students required to live in College housing and that do not participate in the Housing Selection Process will be assigned to housing after the process is complete.

Housing Selection Guidelines

Housing numbers are based first on a student’s cohort year (graduation year based on year of entry to Cazenovia College), and second on the number of credit hours accumulated by January 18, 2015.

The **higher** the number, the better it is. The order in which students select their housing is based on the total of all group members’ housing numbers. The highest number selects first for groups and singles.

**Non-transfer** students who entered Cazenovia College in:

- August 2014 or January 2015 will have numbers 1-600
  (1-300= 14 credits or fewer, 301-600=15 credits or more)
- August 2013 or January 2014 will have numbers 1,000-1,600
  (1,000-1,300= 44 credits or fewer, 1,301-1,600=45 credits or more)
- August 2012 or January 2013 will have numbers 2,000-2,600
  (2,000-2,300= 74 credits or fewer, 2,301-2,600=75 credits or more)

**Transfer students:**
Numbers will be within the ranges above, determined by cohort year based on anticipated graduation date at time of entry to Cazenovia College.

**Specifics:**

- Students will receive their housing number via campus mail on April 3, 2015. If the number is lost, you can contact the Office of Student Life for a reminder, but the number cannot be changed, exchanged, or altered in any way.
- All housing must be selected by a complete group. In order to select living space, the group must have the appropriate number of people to fill the living space to its maximum capacity.
- Once a living space has been selected, you will not be permitted to make any changes until after the **second** week of the Fall 2015 semester.
- The group with the highest total number (all numbers in the group will be added together), will choose space options first.
- There is no guarantee that a student will obtain their desired housing option.

Students with questions about Housing Selection are encouraged to review this packet and attend an information session. If you are unable to attend the information sessions you are welcome to talk directly with your Area Coordinator or contact any staff member in the Office of Student Life (315-655-7237).
Housing Selection Process

STEP ONE - Housing Selection Numbers (sent April 3rd)
Each student eligible to participate in Housing Selection will receive a card via campus mail with a number based first on their cohort year, and second by their completed credit hours prior to January 18th, 2015 (winter session credits will be counted). Numbers are randomly assigned by a computer based on the criteria listed above. The total group number determines the order of selection; the highest number goes first.

In order to be cleared to participate in the housing selection process you must: turn in a completed Continuing Student Reservation Agreement; pay the $125 Advance Registration Deposit; and pay all unpaid balances in full. Failure to have all three (3) completed by the March 31, 2015 deadline will prohibit participation in Housing Selection Process. Students who do not meet the March 31, 2015 deadline will be housed on a first-come, first serve basis following completion of the housing selection process. There is no guarantee that a student will obtain housing or receive their desired room.

STEP TWO - Group Application
One person from your group must fill out the Housing Preference Form, available online through myCaz, under Resources, Student Life, Residence Life Forms or in the Office of Student Life, and list all members’ names AND their Housing Selection Number. Housing Preference Forms need to be submitted to the Office of Student life by the indicated deadline date(s).

After the group application deadline date, groups will be notified via email if their group was accepted into their preferred housing based on their housing numbers. The accepted groups will receive an email inviting them to a housing selection meeting for that area so that they can choose the actual room/suite/apartment that they will be living in. Groups that are not accepted will be notified to regroup, and repeat the application process for the next desirable area of housing.

STEP THREE - Room/Suite/Apartment Selection
One person from each group must come to the selection meeting to select a room/suite/apartment. Additional group members can attend the meeting, but one representative will be allowed to make the selection. See schedule below for details.

Other Information

Housing Selection Manipulation
Any student involved in Housing Selection manipulation will be removed from the process (along with his/her group), and will be assigned rooms after the event is complete. Housing Selection manipulation includes, but is not limited to the following examples: submitting false information, changing the assigned housing selection number, misrepresentation (i.e., using someone else’s name), selecting rooms with the knowledge that at least one of the group’s members will not be returning to Cazenovia College, selecting rooms with the intention of moving, etc.

Class attendance
Housing Selection is not an excuse to miss class. If no members from your group are able to attend room/suite/apartment selection, a staff member from Student Life will act on your behalf.

Waiting List
If students choose a room that is not their preferred housing choice, they may choose to be placed on a waiting list in the Office of Student Life. The Office of Student Life will maintain a waiting list throughout the summer and first two weeks of the following academic year to assist students in changing locations if the space becomes available.
Housing Selection Dates/Schedule

Tuesday, Wednesday, Thursday

March 24th, 25th and 26th

9pm – Information Meeting in McDonald Lecture Hall

Tuesday, March 31st

Continuing Student Reservation Agreement, $125 deposit and all unpaid balances paid in full completed

Wednesday, April 1st

Advanced Leadership Community Applications due. Selected students notified on April 3rd via email. Applications available @ https://www.surveymonkey.com/r/2015_Advanced_Leadership_Community_Application.

Thursday, April 2nd

Medical Single Requests due. Students who require special accommodations for medical reasons must submit proper documentation from a health care provider to the Health Office and have approval granted by 5pm on April 2nd. Required forms can be found @ http://www.cazenovia.edu/student-life/health-office/health-forms (Housing Accommodation Form).

Friday, April 3rd

Housing Numbers distributed to students that completed Reservation Agreement, paid deposit & accounts cleared through Enrollment Services.

The order in which students select their housing is based on the total of all group members’ housing numbers.

<table>
<thead>
<tr>
<th>I want this housing</th>
<th>Hard Copy of Housing Preference Form Due to Office of Student Life (by 3pm)</th>
<th>Did I make it? (check email after 8am)</th>
<th>Pick your place (in person at 4pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shove Suites – 5 person (4 available)</td>
<td>April 6th</td>
<td>April 7th</td>
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<tr>
<td>Shove Suites – 4 person (10 available)</td>
<td>April 8th</td>
<td>April 9th</td>
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<tr>
<td>Farber Basement – 4 person (1 available)</td>
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<td>Shove Suites – 3 person (8 available)</td>
<td>April 10th</td>
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<td>April 13th</td>
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<tr>
<td>9 Sullivan Apartments – 2 person (2 available)</td>
<td>April 13th</td>
<td>April 14th</td>
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<td>McLaughlin Apartments – 2 person (2 available)</td>
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<td>9 Sullivan Apartments – 4 person (9 available)</td>
<td>April 15th</td>
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<td>McLaughlin Apartments – 6/7/8 person (1 each available)</td>
<td>April 17th</td>
<td>April 18th</td>
<td>April 20th</td>
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<td>Triples/Quads/Specials</td>
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<tr>
<td>Triples: Watts 4; Hubbard 4; 15 Sullivan 2; Village Suites 6</td>
<td>April 20th</td>
<td>April 21st</td>
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<td>Quads: 15 Sullivan 1; Hubbard 4; Shove 2; Watts 2</td>
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<tr>
<td>Special Grouped Rooms Hubbard 6 person (1 Double+1 Quad)</td>
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<td>Singles</td>
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<td>Doubles</td>
<td>April 27th</td>
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<td>April 29th* times tbd</td>
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Housing Selection Descriptions/Costs

**Double Rooms ($3,595.00/semester)**

Farber, Hubbard, Watts, Park, Shove and 15 Sullivan Street all have the standard double room option.

**Triple/Quads ($3,595.00/semester)**

Farber, Watts, Hubbard and 15 Sullivan Street have 3 person rooms. Hubbard, Shove and Watts have 4 person rooms available.

**15 Sullivan Street ($3,595.00/semester)**

This house holds 21 females in double, triple and quad rooms. The house has a large common room and kitchen area.

**Village Suites ($3,595.00/semester)**

Village Suites, located on Albany Street above M&T Bank, houses 26 upperclassmen in triple, quad and double rooms. The facility includes a lounge area/full kitchen and laundry facilities.

**Single Rooms ($4,183.00/semester)**

Single rooms are available in Hubbard and Village Commons.

To qualify for Village Commons you must currently have a 3.0 cumulative GPA. Village Commons is also a 24-hour quiet hour hall.

**Shove & Farber Suites ($4,257.00/semester)**

Shove Suites has 3, 4 and 5 person suites. Each suite has individual bedrooms (except 1 double) with a common room, kitchenette, and bathroom.

Farber has 1 suite with two (2) double rooms, with a common room, kitchenette and bathroom.

**9 Sullivan Apartments & McLaughlin Apartments ($4,399.00/semester)**

9 Sullivan Street Apartments are comprised of one and two bedroom apartments. Each bedroom is double capacity. Each apartment includes a living room, study area, kitchen and bathroom. The apartment is furnished. The kitchen has a full stove and refrigerator.

McLaughlin Apartments are substance free. Students choosing to reside in substance-free housing agree to live in an environment without the presence of alcohol, tobacco and other drugs. Any violation may result in your relocation to other campus housing. The McLaughlin Apartments are located at 82 Albany Street across the street from the Lincklaen House. There are 5 apartments of varying sizes.

- Apartment 1: 2 triples/1 double
- Apartment 2: 2 triples/1 single
- Apartment 3: 1 double
- Apartment 4: 1 double
- Apartment 5: 1 quad/1 double

Only residents of the apartments are eligible for the commuter meal plan.
Office of Student Life – Fall 2015 Housing Preference Form

Number of People in Group: □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 8

<table>
<thead>
<tr>
<th>#</th>
<th>First Name(print)</th>
<th>Last Name (print)</th>
<th>Housing #</th>
<th>First 4 digits of Student ID</th>
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Housing Interest: Select only 1 option

**Shove Suites**
- □ 5 Person Shove Suites
- □ 4 Person Shove Suites
- □ 3 Person Shove Suites

**9 Sullivan Street Apartments**
- □ 4 person 9 Sullivan Apartments
- □ 2 person 9 Sullivan Apartments

**Farber Suite**
- □ 4 Person Farber

**McLaughlin Apartments**
- □ 2 person McLaughlin Apartments
- □ 6 person McLaughlin Apartments
- □ 7 person McLaughlin Apartments
- □ 8 person McLaughlin Apartments

**Special Grouped Rooms**
- □ 6 person Hubbard (*1 double + 1 quad*)

**Triples/Quads**
- □ Triple
- □ Quad

**Double Rooms**
- □ Double

**Single Rooms**
- □ Single

Qualifications:
- McLaughlin: *Substance Free*
- Village Commons: *3.0 GPA; 24-hour quiet hour hall*