

HOUSING SELECTION MANUAL

2019/2020

Students with questions about Housing Selection are encouraged to review this packet and attend an information session on April 2nd, 2019 at 8PM or April 3rd, 2019 at 9PM in Eckel 109. If you are unable to attend the information sessions, you are welcome to talk directly with the Assistant Director assigned to your current building or contact any staff member in the Office of Residence Life (315-655-7237).

Cazenovia College Housing Policy

Cazenovia College is primarily a residential community. All full-time freshmen, sophomores, and juniors (under 90 credits) are required to live in College residential facilities, except for those who live within commuting distance (25 miles) **and** reside with parents or legal guardians in their primary residence. Some scholarships have residency requirements.

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 not do participate in the Housing Selection Process will be assigned to housing after the process is complete and will be billed for the cost of room and board (Blue Meal Plan).

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 30, 2019.

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:

Group 1: August 2018 or January 2019 will have numbers 1-600

A=14 credits or fewer; B=15 credits or more

Group 2: August 2017 or January 2018 will have numbers 601-1,000

A=44 credits or fewer; B=45 credits or more

Group 3: August 2016 or January 2017 will have numbers 1,001-1,400

A=74 credits or fewer; B=75 credits or more

Group 4: August 2015 or January 2016 will have numbers 1,401-1,600

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 and accumulated credit hours.

Housing Selection Process Steps

1

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 30, 2019, (*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.

2

STEP TWO- *Group Application*

One person from your group must fill out the **Housing Preference & Meal Plan Form**, available online through myCaz, (*under Resources, Student Life, Residence Life Forms*) or in the Office of Residence Life, and list all members' names, meal plans, **AND** their Housing Selection Number. Housing Preference Forms need to be submitted to the Office of Residence 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 re-group, and repeat the application process for the next desirable area of housing.

3

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

Number and Group

- Students will receive their housing number via campus mail on April 3, 2019. If the number is lost or you have questions about your number, you can contact the Office of Residence Life.
- 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.
- With all numbers in the group added together, the group with the highest total number will choose space options first.
- Once a living space has been selected, you will not be permitted to make any changes until after the **second** week of the Fall 2019 semester.

There is no guarantee that a student will obtain their desired housing option.

Returning Registration Deposit

In order to maintain your selected housing, you **must** pay the \$125 deposit and all unpaid balances in full by June 1, 2019. *Failure to have both completed by June 1, 2019 will result in you being removed from your assigned housing and placed in temporary housing for reassignment when all obligations have been met.*

All students required to live in College housing that do not participate in the Housing & Meal Plan Selection Process or are reassigned to temporary housing after not meeting the June 1st requirements will be billed for the cost of room and board. These students will be housed/reassigned as appropriate. There is no guarantee that a student will receive their desired space.

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 Residence 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 Residence Life.

Gender Inclusive Housing Policy

The Office of Residence Life is dedicated to providing safe and comfortable living environments for all students, including those whose gender identity and/or expression differs from the sex assigned to them at birth.

Housing assignments under the Gender Inclusive Housing Policy are guided by the following values:

- Respect for and affirmation of the student's gender identity and/or expression;
- Prioritized attention to the student's physical safety and emotional health; and
- Enhancing the student's opportunity for success at Cazenovia College by finding the best match between the student's needs and the options available.

Because of limitations in the available housing options, there is no guarantee that all requests can be met, but the Office of Residence Life is highly committed to working with the student to find the best accommodations possible. Students interested in a living arrangement offered under this Policy, should submit an application using the [Gender Inclusive Housing Application](#).

If you would like more information about gender inclusive housing at Cazenovia College please contact: The Office of Residence Life at 315.655.7237.

Gender Inclusive Housing FAQs?

Will couples be able to live together?

The Gender Inclusive Housing Policy is intended to enhance student opportunities for success at Cazenovia College by finding the best match between the student's needs and the housing options available. The Office of Residence Life strongly discourages any couple of any kind from living together at any time. Residing as a couple is considered a want, not a need, and is not a consideration under the Gender Inclusive Housing Policy.

Who will be looking at the Gender Inclusive Housing Applications?

As with any special housing offered in the Housing Selection Process, a committee created by the Office of Residence Life will review and approve applications based on student need and space availability. Students not accepted for gender inclusive housing will go through the regular Housing Selection Process.

Will students be targeted by participation in Gender Inclusive Housing?

The Office of Residence Life, including professional staff and the Resident Advisor staff, are committed to creating safe and inclusive communities within all campus residential facilities. We are committed to immediately addressing any problems should they arise.

What is the policy if a student decides to move out of a Gender Inclusive Housing space?

Vacancy in Gender Inclusive Housing will be filled the same way any space is filled in campus housing. Residents within that space will be allotted a certain amount of time to find a person to replace the roommate that has left. If the vacancy is still there passed the assigned date, the Office of Residence Life will fill the space for them. The Office of Residence Life will inform the new student moving into the space that it is a Gender Inclusive Housing space.

Housing Selection (2019/2020)

Housing Selection Descriptions/Costs				
Room Type	\$ Amt. Per Semester	\$ Amt. Per Year	Building Options	Extras
Double	\$4,003.00	\$8,006.00	Farber Hubbard Park Shove Village Suites 15 Sullivan St.	
Triple (3) /Quad (4)	\$4,003.00	\$8,006.00	Farber (3) Hubbard (3&4) Village Suites (3) 15 Sullivan St. (3&4) Shove (4)	
15 Sullivan St.	\$4,003.00	\$8,006.00	X	Single, double, triple, and quad rooms available; Large common room and kitchen area.
Village Suites	\$4,003.00	\$8,006.00	X	Located on Albany Street above M&T Bank; Houses 25 upperclassmen in triple and double rooms; Includes a lounge area/full kitchen and laundry facilities.
Single	\$4,658.00	\$9,316.00	Hubbard Village Commons	To qualify for Village Commons , you <u>must</u> currently have a 3.0 cumulative GPA. Village Commons is a 24-hour quiet hour hall.
Suite	\$4,740.00	\$9,480	Shove – 3, 4, & 5 person	Each suite has individual bedrooms (<i>except 1 double</i>) with a common room, kitchenette, and bathroom.
Apartment*	\$4,900.00	\$9,800.00	9 Sullivan Street – 2 bedroom	Each bedroom is double capacity; Apartment includes a living room, study area, kitchen and bathroom; Apartment is furnished- kitchen has a full stove and refrigerator.

Housing Selection (2019/2020)

**Only residents of the apartments are eligible for the commuter meal plan.*

Meal Plan Options

Plan Name	Cost	Dining Hall/Late Nite Visits	Dining Dollars	Guest Meals/semester	Notes
Gold Meal Plan	\$6,990	24/week	\$200	10	<i>The recommended meal plan for incoming first year students is the Gold Meal Plan.</i>
Blue Meal Plan	\$6,338	19/week	\$75	5	
Commuter Meal Plan	\$1,968	80/semester	\$25	2	<i>The Commuter Meal Plan is available only to off-campus and commuter students or apartment residents.</i>

**Meal plan selections are for the entire academic year, unless changed before the add/drop deadline.*

Housing Selection Schedule

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

Housing Options	Hard Copy of Housing Preference Form Due to Watts 119 (by 3pm)	Did I make it? (check email)	Housing Selection (in person at designated time)
Shove Suites – 5 person (4 available)	April 8 th	April 9 th (after 8am)	April 9 th @ 4pm
Shove Suites – 4 person (10 available)	April 10 th	April 11 th (after 8am)	April 11 th @ 4pm
Shove Suites – 3 person (8 available) <i>*1 suite has a double and single</i>	April 12 th	April 15 th (after 8am)	April 15 th @ 4pm
9 Sullivan Apartments– 4 person (9 available)	April 16 th	April 17 th (after 8am)	April 17 th @ 4pm
Triples/Quads <i>Triples: Hubbard 5; 15 Sullivan 2; Village Suites 6; Farber 3</i> <i>Quads: Hubbard 2; Shove 2;</i>	April 18 th	April 19 th (after 5pm)	April 19 th @ 2:30pm
Singles	April 22 nd	April 22 nd (after 5pm)	April 23 rd @ 4pm
Doubles	April 23 rd	April 24 th (after 8pm)	April 25 th @ 4pm

Important Housing Selection Dates

Tuesday, April 2nd	8pm – Information Meeting in McDonald Lecture Hall
Wednesday, April 3rd	9pm – Information Meeting in McDonald Lecture Hall
Wednesday, April 3rd	Housing numbers distributed
Friday, April 5rd	Gender Inclusive Housing Applications due. Because of limitations in the available housing options, there is no guarantee that all requests can be met, but The Office of Residence Life is highly committed to working with the student to find the best accommodations possible. Selected students notified via email. Applications available @ Gender Inclusive Housing Application .
Friday, April 5rd	Housing Accommodations Requests due. Students with disabilities that require a specific type of housing assignment may request a housing accommodation through the Office of Special Services . For qualified students with documented disabilities, the Office of Special Services, in consultation with the Health Office as needed, recommends housing accommodations to the Office of Residence Life. Required forms can be found @ Housing Accommodation Request Form .
Friday, April 19th	Living Learning Community Application Deadline <i>Diversity Learning Community & Leadership Development Community (details will be sent through email)</i>
Saturday, June 1st	\$125 deposit and all unpaid balances paid in full completed

Housing Selection *(2019/2020)*

Office of Residence Life – Fall 2019 Housing Preference Form

Number of People in Group: 1 2 3 4 5

#	First Name(print)	Last Name (print)	Housing #	First 4 digits of Student ID	Meal Plan (Blue, Gold, Commuter)
1					
2					
3					
4					
5					
6					
7					
8					
Total					

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

Triples/Quads

- Triple
- Quad

Single Rooms

- Single

Double Rooms

- Double

Qualifications:

Village Commons: **3.0 GPA**; 24-hour quiet hour hall.