

# HOUSING SELECTION MANUAL

2022/2023

*Students with questions about Housing Selection are encouraged to review this packet and attend an information session on March 22nd, 2022 at 8PM or March 24th, 2022 at 3PM on Microsoft Teams. Please contact Elaine Koch at [ekoch@cazenovia.edu](mailto:ekoch@cazenovia.edu) to be invited to the session. If you are unable to attend the information sessions, you are welcome to talk/email directly with Blake Curtis, Assistant Director of Residence Life and Conduct (315-655-7316, [bacurtis@cazenovia.edu](mailto:bacurtis@cazenovia.edu)) and Richard Dellavechia, Assistant Director of Residence Life and Conduct (315-655-7178), [redellavechia@cazenovia.edu](mailto:redellavechia@cazenovia.edu)).*

## **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.

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, 2022.

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 2021 or January 2022 will have numbers 1-400

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

**Group 2:** August 2020 or January 2021 will have numbers 401-800

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

**Group 3:** August 2019 or January 2020 will have numbers 801-1,200

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

**Group 4:** August 2018 or January 2019 will have numbers 1,201-1,400

**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* (automatically populate into the online form Housing Preference and Meal Plan Form)

Each student eligible to participate in Housing Selection will receive a number based first on their cohort year, and second by their completed credit hours prior to January 30, 2022, (*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 Affairs, Residence Life Forms, Returning Students, Housing Preference & Meal Plan Form*) or use this link, [Housing Preference and Meal Plan Form](#), and list all members' names and meal plans.

Housing Preference Forms need to be submitted online 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 Microsoft Teams 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 attend the Microsoft Teams 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 have their housing number automatically populate the Housing Preference and Meal Plan Form. If you have questions about your number, you can contact Blake Curtis at [bacurtis@cazenovia.edu](mailto:bacurtis@cazenovia.edu) or Richard Dellavechia at [redellavechia@cazenovia.edu](mailto:redellavechia@cazenovia.edu)
- 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. (Exceptions will be made for those seeking a roommate for a double room.)
- 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 2022 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, 2022. *Failure to have both completed by June 1, 2022 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 1<sup>st</sup> 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 their 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. Please notify Blake Curtis at [bacurtis@cazenovia.edu](mailto:bacurtis@cazenovia.edu) and Richard Dellavechia at [redellavechia@cazenovia.edu](mailto:redellavechia@cazenovia.edu)

#### Waiting List

If students choose a room that is not their preferred housing choice, they may choose to be placed on a waiting list after the Housing Selection process has been completed by emailing Elaine Koch at [eckoch@cazenovia.edu](mailto:eckoch@cazenovia.edu). Waitlists use housing selection numbers to determine rank order of the list.

## Housing Selection (2022/2023)

<b>Housing Selection Descriptions/Costs</b>				
<b>Room Type</b>	<b>\$ Amt. Per Semester</b>	<b>\$ Amt. Per Year</b>	<b>Building Options</b>	<b>Extras</b>
<b>Double</b>	\$4,103.00	\$8,206.00	Farber Hubbard Park Shove Village Suites	
<b>Triple (3) /Quad (4)</b>	\$4,103.00	\$8,206.00	Farber (3) Hubbard (3&4) Village Suites (3) Shove (4)	
<b>Single</b>	\$4,775.00	\$9,550.00	Hubbard Village Commons	To qualify for <b>Village Commons</b> , you <u>must</u> currently have a 3.0 cumulative GPA. <b>Village Commons</b> is a 24-hour quiet hour hall.
<b>Double as a Single Room</b>	\$4825.00	\$9650.00	Farber Hubbard Park Shove	Only seven double rooms will be available for doubles as single rooms per buildings listed. They will be available during singles selection and you should complete the Housing Preference Form as a single and indicate your preference during selection.
<b>Suite</b>	\$4,858.00	\$9,716.00	Shove – 3, 4, & 5 person	Each suite has individual bedrooms ( <i>except 1 double</i> ) with a common room, kitchenette, and bathroom. <b>*Please note: Suite bathrooms will not be cleaned by housekeeping throughout the year.</b>
<b>Apartment*</b>	\$5,023.00	\$10,046.00	9 Sullivan Street – 1 and 2 bedrooms	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. <b>*Please note: Apartment bathrooms will not be cleaned by housekeeping throughout the year.</b>

## Housing Selection (2022/2023)

*\*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
<b>Gold Meal Plan</b>	\$7,200	24/week	\$200	10	
<b>Blue Meal Plan</b>	\$6,530	19/week	\$75	5	
<b>Commuter Meal Plan</b>	\$2,028	80/semester	\$25	2	<i>The Commuter Meal Plan is available only to off-campus and commuter students and 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	Electronic Copy of Housing Preference Form Due through myCaz (by 3pm)	Did I make it? (check email)	Housing Selection (by invite through Microsoft Teams at designated time)
<b>Shove Suites – 5 person (4 available)</b>	April 4 <sup>th</sup>	April 5 <sup>th</sup> (after 8am)	April 5 <sup>th</sup> @ 2:30pm
<b>Shove Suites – 4 person (10 available)</b>	April 6 <sup>th</sup>	April 7 <sup>th</sup> (after 8am)	April 7 <sup>th</sup> @ 2:30pm
<b>Shove Suites – 3 person (7 available)</b>	April 10 <sup>th</sup>	April 11 <sup>th</sup> (after 8am)	April 11 <sup>th</sup> @ 2:30pm
<b>9 Sullivan Apartments– 4 person (9 available)</b>	April 12 <sup>th</sup>	April 13 <sup>th</sup> (after 8am)	April 13 <sup>th</sup> @ 2:30pm
<b>Triples/Quads</b> <i>Triples: Hubbard 5; Village Suites 6; Farber 3</i> <i>Quads: Hubbard 2; Shove 2;</i>	April 13 <sup>th</sup>	April 14 <sup>th</sup> (after 8am)	April 14 <sup>th</sup> @ 2:30pm
<b>Singles</b>	April 18 <sup>th</sup>	April 19 <sup>th</sup> (after 8am)	April 19 <sup>th</sup> @ 2:30pm
<b>Doubles</b>	April 20 <sup>th</sup>	April 21 <sup>st</sup> (after 8am)	April 21 <sup>st</sup> @ 2:30pm

*\*Please note that 2:30 pm is the start time for most processes depending on the group/individual housing selection number, your time may be later than this on your invite.*

## Important Housing Selection Dates

**Tuesday, March 22<sup>nd</sup>**

8pm – Information Meeting on Microsoft Teams

**Thursday, March 24<sup>th</sup>**

3pm – Information Meeting on Microsoft Teams

**Sunday, April 3<sup>rd</sup>**

**Housing Accommodations Requests** due. Students with disabilities that require a single room and/or specific housing requirement to meet a medical need 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](#).

**Wednesday, June 1<sup>st</sup>**

\$125 deposit and all unpaid balances paid in full completed