

SELECTION RESTRICTIONS

Restrictions:

- Picking a room with a person who is not currently your roommate (s) is allowed. Please communicate your intentions with your current roommate (s).
- Students choosing a room or an apartment minus a roommate (s) will be assigned a roommate. **Students in this situation may also be paired and re-assigned with other returning students nearby in the same situation.**
- Current students cannot “pull” new incoming students into an apartment during the room selection process.

IMPORTANT DATES & DEADLINES

April 16: Office of Residence Life & Housing—Campus Meadows

Pay \$350 deposit & submit completed Housing Contract. We will be taking deposits and applications until 3:00 PM on Thursday, April 16. Submit your deposits early to avoid long lines. **You must start the deposit and Room Selection Process at the Office of Residence Life & Housing. Your deposit must be in by this time if you want to choose a room during one of the Room Selection Nights.**

Monday, April 20: Reservoir Run Room Selection - RMCC 288

Students interested in picking a Reservoir Run apartment will select with roommates on this night. Selection order will be determined by point total as detailed inside this brochure. **Reservoir Run is limited to students with no judicial violations and a minimum GPA of 2.0.**

Tuesday, April 21: Campus Meadows & College Hill Room Selection-RMCC 288

Students interested in picking a Campus Meadows or College Hill apartment will select with roommates on this night. Selection order will be determined by point total as detailed inside this brochure.

If you are having a friend choose your room because you are unable to attend, your friend must bring your signed Proxy Form!! The Proxy Form is available in the Office of Residence Life.

Friday, April 24: Late Room Selection— Office of Residence Life & Housing, Campus Meadows

You may still go to the Office of Residence Life & Housing to pay your deposit and select a room from the remaining selection. Selection becomes very limited after May 15. Students paying their deposit after May 15 may not get their preferred housing and may also be placed on a waiting list..

NOTE: If, for any reason, you are unable to make arrangements to pay your deposit but desire on-campus housing for next year, please come to the Office of Residence Life & Housing to speak with us.

ROOM SELECTION PROCESS 2009-2010



HERKIMER COUNTY COMMUNITY COLLEGE

OFFICE OF RESIDENCE LIFE & HOUSING

**VERY IMPORTANT INFORMATION
PLEASE READ THOROUGHLY AND
COMPLETELY!!**

WHAT IS ROOM SELECTION?

Room selection is the process whereby students apply for on-campus housing for the 2009-2010 academic year. Students select their new room and room-mates according to a point total. A student receives a point total based on their GPA (positive points), # of credits earned (positive points), and judicial standing (negative points if you have been sanctioned through the judicial process). **Students will be awarded 5 additional points for currently living on-campus and may earn 5 more points for completing the Housing Quality of Life Survey on Student Online Services. Check your e-mail regularly for a link to the survey.** Higher point totals select first.

HOW DO I APPLY?

Any student wanting housing for next year (2009-2010) must pay a \$350 deposit that will serve as your damage deposit for next year and submit a new Housing Contract to the Office of Residence Life by 3:00 PM on Thursday, April 16. **After this date, you may still go to the Office of Residence Life & Housing to pay your deposit and select a room from the remaining selection beginning on April 24th. In addition to the security deposit and contract, the following requirements must be met:**

- 1) All students must be registered for 12 credits for fall 2009,
- 2) Must be in good financial standing,
- 3) Must not have any unsatisfied judicial sanctions.

WHEN & WHERE IS IT?

Monday, April 20th at 7:00 PM @ CC 288—Reservoir Run
Tuesday, April 21st at 7:00 PM @ RMCC 288—Campus Meadows & College Hill

ROOM CHANGES AFTER SELECTION?

No changes will be allowed after you have selected your room. If there are extenuating circumstances, you must submit a letter to the Office of Residence Life & Housing stating the reason that a change is necessary. The specific change request must be included in the letter. You will be contacted if your request for a change is granted.

CAN I GET MY DEPOSIT BACK IF I CHANGE MY MIND?

If you choose to move off-campus or choose not to return to Herkimer County Community College, you will need to submit a signed letter to the Office of Residence Life & Housing with your reasons for the move prior to July 1st in order to be eligible for a \$350 security deposit refund.

WHAT ABOUT MY SELECTION NUMBER?

All students who pay their \$350 damage deposit by 3:00 PM on Thursday, April 16th will be eligible to participate in the room selection process. You can receive your point total at the Office of Residence Life on Monday, April 20th. Roommate pairs may use the higher of their two point totals when selecting a room. (i.e.: Joe has number 32 and his desired roommate Mike has number 24. They will both select their room using Joe's point total of 32.)

RESIDENCE HALL OPTIONS

Reservoir Run - Same sex by apartment. Four-person suite apartments with single bedrooms. Mail delivery in building. Washer & Dryer in each apartment. Kitchen appliances including microwave. **Limited to students with no judicial violations and a minimum GPA of 2.0.**

Campus Meadows - Same sex by apartment. Mix of flats and townhouse apartments for 2 to 4 students. Laundry room and mail boxes in complex. Kitchen appliances minus a microwave included.

College Hill- Same sex by apartment. Mix of single and double room apartments for 2 or 3 students. Laundry room and mail boxes in complex. Kitchen appliances minus a microwave included.

WHAT IF I CAN'T MAKE MY TIME FOR ROOM SELECTION?

Do not miss a class to participate in Room Selection!! If there are any steps of the room selection process that you will be unable to complete due to work, class, etc., you may have someone participate for you. Simply pick up and complete a "Proxy Form" which is available at the Office of Residence Life & Housing. If you do not fill out a proxy form, a room cannot be chosen in your absence. The person you have choose your room at Room Selection Night must have the proxy form with them in order to select for you.

WHAT IF I HAVE OTHER QUESTIONS???

After you have read through this brochure, you may contact your RA or Area Coordinator with questions regarding this process. You can also get answers to your questions at the Office of Residence Life & Housing in Campus Meadows or by giving us a call at 867-2222.