

**UNIVERSITY OF MAINE AT MACHIAS**  
**OFFICE OF RESIDENCE LIFE**  
**ROOM SELECTION PROCEDURES**  
**Fall 2011**

General Information

In this packet you will find important information on how to participate in Room Selection this spring. Some things are different from previous years, so please read carefully and ask questions if anything is unclear.

- A. Read Contract Terms and Agreements for the Residence Hall Contract (on line or available in the Student Life Office).
- B. Complete a Residence Hall Contract, including the Residence Hall Preference Survey. **If your roommate happens to change his/her plans over the summer, you will be assigned a new roommate, so the Preference Survey is important.**
- C. If you want to live in a suite, be sure you have enough roommates to fill a suite.
- D. If you cannot make it to your selection date/time, you may have a “proxy” (substitute) choose for you as long as he/she has your completed application and a form of ID from you.
- E. You are signing a contract for the **FULL ACADEMIC YEAR, FALL and SPRING**, 2011-2012, and will be held financially responsible. According to the Residence Hall Contract, returning students must cancel the Contract prior to June 1 for the fall semester in order not to be charged for room and board. Request must be in writing. \*Remember that the Housing Policy requires first and second year students to live on campus.
- F. Room Selection is only for current students who are registered for Spring 2011 courses at UMM and registered for Fall 2011.
- G. New incoming students will not be permitted to participate in any aspect of Room Selection.
- H. After reading this booklet, if you are confused or have any questions, please attend one of the informational meetings below, or see your RD for clarification.

Tuesday, April 5, 2011	7:00-8:00 pm	Sennett Study Lounge
Wednesday, April 6, 2011	10:00-11:00 am	Dorward Main Lounge
Thursday, April 7, 2011	12:00-1:00pm	Kilburn Commons Lobby

*\*\* Gender Neutral Housing Information \*\**

The suites in Dorward Hall, A1 in Dorward and B2 in Sennett Hall will be Gender Neutral. In order to live in a suite, students must apply as a group of four. First priority for the Gender Neutral floors in Dorward and Sennett Hall will be given to those groups who applied for a suite and did not get it. Others wanting to live on the Gender Neutral floors will be able to sign up during traditional room sign-up, based on the amount of credit hours they have. Students must have a roommate to sign up for a room on the Gender Neutral Floor.

**\*\*There is another Gender Neutral option next year! The basement (BB) floor in Dorward Hall will be available! Eight (8) rooms will be singles (single room fees apply), and two (2) rooms will be available as doubles. Students wishing to live in the “singles” will have to apply during the single room application process, and the doubles will be available as another option for those wanting to live in Gender Neutral Housing.**

## Guidelines and Eligibility for the Suite Selection Process

- A. Eligibility: Living in the suites in Dorward Hall is considered a privilege, not a right. Based on that, all students must meet the following eligibility requirements:
1. Must be a current UMM student enrolled in Spring 2011 classes.
  2. Must be registered for Fall 2011 classes.
  3. Students must be in good judicial standing.
- Students who do not meet the above requirements will be notified in writing by the Office of Residence Life prior to the start of Room Selection.
  - The underlying principle of Room Selection for the suites is to fill the suite. Groups of students who can fill a suite will be given highest priority during Room Selection.

**STUDENTS ARE NOT ALLOWED TO SQUAT SUITES OR SINGLES – THESE SPACES ARE GRANTED ON GPA AND EARNED CREDIT HOURS**

### THE SUITE LOTTERY Tuesday, April 12, 2011

Looking to move into a suite for the 2011-2012 academic year? You must get a group of 4 people together and enter the lottery!!

1. Get a group of 4 people together.
2. Be sure that everyone in your group has signed a Residence Hall contract and meal plan form. Contracts and meal plan forms are available in the Resident Director's office.
3. If a commuter is part of the group applying for a suite, they must have the room deposit of \$100 paid by Friday, April 8, 2011.
4. Complete the Suite Lottery Application attached to this packet. **Application, all Residence Hall Contracts, and all Meal Plan Forms must be returned by Friday, April 8, 2011 to your Resident Director.**
5. All Suite Lottery Group Applicants will be verified for priority points and contracts.
6. Priority points will be based on the following formula:  
 $(GPA \times 120) + (Earned \ \& \ transferred \ CR \ Hrs. \times 5)$ 
  - a. "Displaced students," students who are currently living in a space that cannot be squatted for next year, will have 5 extra points added to the Room Selection Priority Number.
7. Come to the Lottery on Tuesday, April 12, 2011 in the Dorward Main Lounge. You must arrive at 3:15 pm to select a lottery number. These numbers will only be used in case of ties between groups of the same size and number of points.
8. The Lottery will begin at 3:30 pm. A representative of your group must be present at the Lottery. If there is not a representative of your group present and the group is offered a suite, you will lose the suite.
9. We will start with the group that has the highest priority points. If there is a tie for priority points, then lottery numbers will be used.
10. There is no guarantee of a suite in the process.
11. People will not be able to switch rooms after they have been assigned to a space.
12. At the end of the process, all unsuccessful candidates will be invited to put their names on a "waiting list" which will not be added to after this day and which will be dissolved on July 9, 2011. To remain on the waiting list, students must sign up for on-campus housing elsewhere on campus for Fall 2011. Spaces that open in the suites during April 13 -July 9, 2011 will be offered to the waiting list member(s) with the highest lottery number. Spaces which become open after July 9<sup>th</sup> will be offered to transfer students. Those who applied for Gender Neutral Housing will have first priority on the Gender Neutral floor in Sennett Hall.
13. The nature of this selection process makes squatting impossible. Each spring, rooms for the following academic year will be selected by this same process. Current residents who wish to remain in the hall will have to keep their grades high and continue to accumulate credit hours to ensure a high priority number.

## **Guidelines and Eligibility for The Single Room Selection**

### A. Eligibility:

Living in a single is considered a privilege, not a right. Based on that, all students must meet the following eligibility requirements:

1. Must be a current UMM student enrolled in Spring 2011.
  2. Must be a current UMM student registered for Fall 2011 classes.
- Students who do not meet the above requirements will be notified in writing by the Office of Residence Life prior to the start of room selection.
  - Students wishing to live in the singles in the basement of Dorward Hall must fill out the single room application form and come to single room selection.

## **Single Room Selection Tuesday, April 12, 2011**

1. Fill out a single room application included in this packet. Applications, along with Housing Contracts and Meal Plan Forms must be submitted to the Office of Student Life or the Resident Director's office by Friday, April 8, 2011.
2. Points will be based on the following formula:  
 $(GPA \times 120) + (Earned \text{ and transferred } CR. Hrs. \times 5)$ 
  - a. "Displaced students," as defined by Residence Life, will have 5 extra points added to the Room Selection Priority Number.
3. Come to single selection on Tuesday, April 12, 2011. You must arrive at 3:45 pm to select a lottery number. These numbers will only be used in case of ties between individuals and number of points.
4. The lottery will begin at 4:00 pm. If you cannot attend, you must send a proxy with another student.
5. Students with the largest number of priority points will be offered the singles first in descending order of points. There are 13 singles available in the C Wing of Dorward, Dorward Room 235, and Room 142 in Dorward on the Gender Neutral Floor, and eight (8) rooms on BB in Dorward.

There are three (3) singles reserved for students needing some type of accommodation – one (1) male and two (2) female spaces. These rooms are located in the C wing of Dorward.

All requests based on an accommodation must be generated through the Coordinator of Special Services located in Torrey Hall, Room 229A. The Coordinator will make a recommendation to the Office of Student Life.

## **Squatters' Rights**

Students who are currently living in a particular room may have the right to request the same room for next year with squatters' rights. If you are not squatting the room with your roommate and want another student to move into that space, you must bring the Squatters' Rights Waiver signed by your roommate to Room Selection. However, the student you want to room with must wait until tradition room sign up based on the credit hours they have as squatting is only for students who currently live in the rooms they are requesting. Please complete the following steps:

1. See your Resident Director in his/her office on the following day to squat your current room:

Tuesday, April 12, 2010	7:00 pm-9:00 pm	RD Office
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2. Sign a Housing Contract and Meal Plan Form.

**All students participating in Room Selection must be currently enrolled in classes at UMM and registered for Fall 2011.**

## **Sign Up in Traditional Housing**

1. If you would like to move to another room, please sign up accordingly:

Wednesday, April 13, 2011	7:00 pm-8:00 pm	Seniors (91+ credits)
	8:00 pm-9:00 pm	Juniors (61-90 credits)

Thursday, April 14, 2011	7:00 pm-8:00 pm	Sophomores (24-60 credits)
	8:00 pm-9:00 pm	New Students (0-24 credits)

This process will occur in the RD's Office.

2. Sign a Housing Contract and Meal Plan Form.

**All students participating in Room Selection must be currently enrolled in classes at UMM and registered for Fall 2011.**

## Squatters' Rights Waiver

I, \_\_\_\_\_ do not wish to squat my current room for the Fall 2011 semester. \_\_\_\_\_ may squat room \_\_\_\_\_ with another student.  
(Roommate's name)  
(Room number & hall)

\_\_\_\_\_  
Print name of roommate squatting the room

\_\_\_\_\_  
Print name of roommate waiving their squatters' rights

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

*Please cut on the line below to separate forms.*

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## University of Maine at Machias Room Selection Proxy Form

I, \_\_\_\_\_ appoint \_\_\_\_\_ to act on my behalf during the room selection process. I understand that my appointed proxy will make decisions on my behalf and that all selections are final. If I am unsatisfied with the selection that my proxy has made I will need to wait until room selection has been completed before making any changes.

\_\_\_\_\_  
Student Requesting Proxy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proxy

\_\_\_\_\_  
Date

Please stop by your Resident Director's office to pick up a housing contract before your allotted time. Your proxy will need to bring this signed form and your signed housing contract to your allotted selection time.

**SUITE LOTTERY APPLICATION**  
**Applications Due Friday, April 8, 2011**

Please complete this worksheet and turn into the Office of Residence Life by Friday, April 8, 2011 along with the Residence Hall Contract. Suites will be selected based on total points of the students seeking to live together. In order to sign up for a suite, you must have four people.

	Name of Person wanting suite	Signature	Name of roommate
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

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Office Use

	Priority Points	Displaced Pts.	Total
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Total Points for Group: \_\_\_\_\_

Notified Group on Eligibility: \_\_\_\_\_  
Date

**SINGLE ROOM APPLICATION FORM**  
**Application due Friday, April 8, 2011**

Name: \_\_\_\_\_

Number of credit hours to date: \_\_\_\_\_

Number of semesters in UMM Residence Halls: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Please state your reasons for wanting a single room within the Residence Halls: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Office use only

Priority Points: \_\_\_\_\_

Semester in Residence Halls: \_\_\_\_\_

Building: \_\_\_\_\_

Awarded a single: \_\_\_\_\_ Location of single: \_\_\_\_\_

Date of award: \_\_\_\_\_