

Housing Selection 2008-2009

Basic Steps to Housing Selection (please read all details as explained below these basic steps):

1. Submit \$150 deposit by February 22, 2008 by 4 pm and a completed "Intent to Participate" form at Cashier Window.
 - a. **Students must go in person to the Cashiers' window**; parents or guardians cannot call in with a credit card number to make a deposit.
 - b. Students can start submitting deposits on **Monday February 4, 2008**
2. Attend Housing Selection on Saturday March 8th or arrange a proxy to attend for you.
3. Plan several housing options; your first choice may not be available
 - a. Discuss with your group how it will spilt up if necessary.
4. Receive lottery number via e-mail on Wednesday February 27, 2008
 - a. Check accuracy of information
 - b. Determine your selection time (based on lowest lottery number among your housing group)
5. Arrive at Housing Selection on Saturday March 8th at the designated time to select housing
 - a. Bring completed Housing Application and Agreement and photo ID.
6. If you do not receive housing on March 8, 2008 during your designated time, return at the end of the selection when you may select from any available spaces still remaining.
 - a. If no spaces are available at that time, you may choose to sign up for the waitlist.

Housing Selection Details

Eligibility

To live in University housing, a student must be considered a full-time, day undergraduate student, maintaining a minimum of 12 credits.

Study Abroad/Internship Students

Students studying abroad during the Spring 2008 semester must complete the following by February 22, 2008:

- Complete an Intent to Participate Form at the Cashiers' Office
- Submit a \$150 deposit at the Cashiers' Office
- Submit the Residence Life Checklist including the Proxy Form

Students studying abroad during the Fall 2008 semester and wishing to return to campus housing for the Spring 2009 semester must complete the following by February 22, 2008:

- Complete an Intent to Participate Form at the Cashiers' Office
- Submit a \$150 deposit at the Cashiers' Office
- Return a signed 2008-2009 Housing Application & Agreement to the Office of Residence Life (Kanbar Campus Center 317)

Housing Deposits & Intent to Participate Forms

All students planning to participate in the Housing Selection Process must submit an "Intent to Participate" form with their \$150 housing deposit to the **Cashiers' window in Archer Hall**, in person, starting February 4, 2008 and no later than 4:00 pm on February 22, 2008.

The deposit is refundable, unless you have been assigned housing or decline an assignment offer from the waitlist. Deposits can be made with cash, check or credit card (credit card numbers are acceptable) and must be made in person, no phone calls will be accepted for deposits. (Checks made payable to Philadelphia University)

Lottery Numbers

Students will be notified of their assigned lottery number through their **UNIVERSITY E-MAIL ACCOUNT** on February 27, 2008 and may pick up a Housing Application and Agreement in the Office of Residence Life, 317 Kanbar Campus Center, at that time. Please verify the information sent in your lottery number e-mail, *especially class year*. Lottery numbers will be randomly generated and assigned by computer. Your lottery number will designate your time slot for selection. You should attend the time slot of the lowest lottery number in your group.

Housing Groups

Students will select to live in groups based on the size of the apartment/room they would like to live in. Once a group is selected the entire group will go to the Housing Selection day during the time slot for the lowest lottery number in the group. Students may sign up for housing with students in other classes; however, only upper class students can pull a lower class student into the group. Students that do not deposit on time CANNOT sign up with a housing group during the housing selection lottery times.

Seniors can pull in – Seniors, Juniors or Sophomores

Juniors can pull in – Juniors or Sophomores

Sophomores can pull – other Sophomores

Housing Options

Seniors & Juniors can live in the following housing options:

- Alden Park
- Independence Hall
- Townhouses
- Scholler Hall

Sophomores can live in the following housing options:

- Independence Hall
- Scholler Hall

Late Deposits

Any deposits received after 4 pm will be considered a LATE DEPOSIT and will not be eligible to participate in the regular Housing Selection day. Late deposits will be able to select the remaining spaces at 6:30 pm on Saturday March 8, 2008. Late deposits are not eligible to be pulled into a housing group.

Housing Selection by Proxy

For students that are unable to be present during their lottery number's designated time, you may designate another student as a proxy. In order to do so, you must submit a Proxy Form to the Office of Residence Life by 4:00 pm on Wednesday, March 5, 2008. Forms will be available in the Office of Residence Life. Your proxy will have the right to select your space for you. Once your proxy has selected

your space, you are officially assigned to your space and contractually obligated for the 2008 – 2009 academic year.

Housing Application & Agreement Terms

Once a space has been selected by a resident and assigned, the Housing Application and Agreement becomes a binding agreement for the *full 2008 – 2009 academic year*. The only exceptions to this policy are students that graduate early, study abroad or leave for an internship position.

Meal Plans

All residents of Scholler Hall are required to select either a 14 or 19 Meal Plan. Meal plans are optional for all apartments, townhouses and affiliated housing options.

Special Accommodations Requests

Any students requesting special accommodations for medical reasons must submit appropriate documentation by Friday February 29, 2008 for consideration. Forms are available in the Office of Residence Life or the Office of Disability Services (102 Kanbar Campus Center). It is necessary to submit requests and documentation each year for review. Only requests covered by the Americans with Disabilities Act (42 U.S.C. § 12101) will be considered and will be reviewed by the Office of Disability Services.

Waitlist Information

Once all spaces have been assigned, remaining students with lottery numbers will be placed on the waitlist. All waitlist students will be given a new lottery number. Students have until Friday March 14, 2008 to submit a Housing Application and Agreement to maintain their status on the waitlist. Students who do not select housing or submit a housing agreement by Friday, March 14, 2008 will have their \$150 deposit automatically refunded to their account and will not be considered for the waitlist. Students must come in person to the Office of Residence Life to submit their housing application.

Independence Plaza Residents ONLY

As part of the University's commitment to fostering strong relationships with the surrounding community, all IP residents are required to sign an Addendum to their Housing Application and Agreement. The Addendum includes policies and procedures the University has created to ensure students and surrounding neighbors maintain positive relationships. Students who are unwilling to agree to and sign the Addendum will not be assigned to Independence Plaza.

Alden Park (Affiliated Housing) Residents ONLY

Affiliated housing refers to an off-campus property where the University leases and assigns housing for a specific number of units; affiliated housing is considered on-campus for the purposes of financial aid. All students selecting a space in affiliated housing are responsible for scheduling and paying for their own connection and service for telephone access. The University pays all other utilities, including cable and broadband internet access. There is only one internet connection per room and it is the residents responsibility to purchase a router if they desire more than one connection. Alden Park residents also have to sign an addendum to live in Alden Park. Due to the nature of our relationship with Alden Park, a violation of the Community Standards or the policies outlined in the Addendum could result in reassignment or termination of the Housing Agreement. Rising sophomores are not permitted to live in Alden Park.

Important Reminders!

- Prior to selecting a space, plan alternative choices for yourself and roommates. Ensure you have thought about all options before your designated date and time.
- Discuss alternatives with potential roommates in the event you are not able to sign up for the unit size you desire. Understand that if you are required to split a group into smaller groups, only the group with a lottery number for the current time will be allowed to sign up. The other group will have to come back during their designated date and time.
- Ensure you know the correct number of students needed to sign up for a space. For apartment style units, you must have the exact occupancy to sign up for the apartment until the last listed lottery time. Students may sign up for individual spaces in Scholler Hall during their designated selection time.
- Check your lottery number e-mail to ensure you are classified as the correct year. Corrections to class year cannot be made the day of lottery and may potentially impact your ability to select a space.
- Bring a photo ID to verify your identity and lottery number. **No ID = No Space.**

What to Bring!

- **You will need to bring with you a photo ID**, a Housing Application and Agreement, and the Housing Application and Agreements of anyone who has selected you as his/her proxy.

Current Housing & Meal Plan Rates for 2007-2008 Academic Year

Note: Rates for housing and meal plans have not been finalized for the 2008-2009 academic year. Please use the following rates with an expected increase for reference only.

Independence Plaza \$6234/Year	5 – Meal Plan \$1614/Year
Scholler Hall \$4258/Year	10 – Meal Plan \$3022/Year
Townhouses \$5990/Year	14 – Meal Plan \$4100/Year
Alden Park Apartments (Affiliated Housing) \$6234/Year	19 – Meal Plan \$4312/Year



Office of Residence Life
215-951-2741
RESLIFE@PHILAU.EDU

Important Dates!

Monday January 14th

Housing Selection Information Emailed to **Student Philadelphia University E-mail Account**

Monday February 4th

Deposits and "Intent to Participate" forms accepted at *Cashier's Office* in Archer Hall

Tuesday February 12th

Information session for Freshman
Ravenhill Mansion 8:30 pm; *Ronson Lounge* 9:30 pm

Friday February 22nd

Final Day for Residents to Submit \$150 Deposit & Intent to Participate Forms to the *Cashiers Office* by 4:00p

Wednesday February 27th

Lottery Numbers sent to Residents' University Email Account

Wednesday February 27th
Wednesday March 5th

Proxy Sign Up – *Office of Residence Life*

Monday March 3rd

"Roommate Roundup" – 7:00p *Ravenhill Manison*

Saturday March 8th

Housing Selection Process, 10:00a – 10:00p
Kanbar Campus Center Performance Space

Thursday March 27th

Office Campus Housing Fair, 11:00 am –1:00 pm *Down's Auditorium*