Contained below are instructions for both the Apartment Selection and Residence Hall Room Draw processes. Be sure to note all deadlines and requirements, including paying dorm damage charges, room retention, and requesting to live off-campus.

**Important Dates:**
- **Apartment Applications Available:** Friday, March 1, 9:00 am
- **Apartment Applications Due:** Wednesday, March 13, 4:45 pm
- **Request to Live Off Campus Available:** Friday, March 1, 9:00 am
- **Dorm Damage Payments Due:** Wednesday, March 13, 4:45 pm
- **Apartment Acceptances Announced:** Friday, March 22, 5:00 pm
- **Off-Campus Request Deadline:** Monday, March 25, 4:45 pm
- **Room Retention Deadline:** Monday, March 25, 4:45 pm
- **Apartment Lottery Numbers Sent:** Thursday, March 28
- **Room Draw Lottery Numbers Sent:** Thursday, March 28
- **Apartment Selection:** Monday, April 1
- **Residence Hall Room Draw:** Tuesday – Thursday, April 2 – 4

**Dorm Damages:**
Dorm damage charges of $50 or more must be paid (cash or check only) by 4:45 pm on March 13. Damages can be paid in the Dean of Students Office. To see if you owe damages, check your latest Dorm Damage statement sent via email from Lyn Hughes on Friday, March 1st. Total charges of less than $50 will be carried over until next year, and do not need to be paid at this time.

**Room Retention:**
Roommates living in double rooms who wish to retain their current rooms for the 2013-2014 academic year must complete the Room Retention Form (see Lyn in the Dean of Students Office) before 4:45 pm, Monday, March 25. This option is open to roommates currently living in a double room only; both roommates must agree to retain. If you are the sole occupant of a double room you are not eligible for room retention. If you have not paid your dorm damage by Wednesday, March 13, you may not retain your room. The Fawcett, Auen, and Berger apartments are not eligible to be retained.

**Apartment Applications:**
All CMC students are eligible to apply for residence in the Student Apartments, regardless of class standing. Applications are available starting Friday, March 1, and must be submitted in person to the Dean of Students Office, by 4:45 pm, Wednesday March 13. Dorm damages must be paid prior to, or at the time of, your application submission. Each group will turn in one application. Each group will be assigned a lottery number to determine which groups will be accepted to live at the Student Apartments (see below). Each group will be notified by campus mail if they will be living in the apartments and the order in which they will select their apartment. If applicant(s) has incurred significant prior dorm damage this may affect their application.

The Auen and Fawcett apartments will not be a part of apartment selection but will instead be a part of room draw.

Any student apartment not selected during apartment selection will become available in room draw. A group of four students may draw into the apartment. The highest lottery number among the group of four will be used.

**Lottery Numbers:**

**Apartment Applications**
- Each applicant group will be assigned a group score. Group scores are the sum total of all group members’ priority points. Individual members receive priority points based on their matriculation class designation (see below). Freshmen receive 1 point, Sophomores 2, Juniors 3, and Seniors 4. The highest possible group score is 16.
Group lottery numbers will be randomly assigned to each group by computer, based on group scores. The lottery numbers will determine which groups get into the apartments, as well as the group draw order. All 16 point groups will have higher lottery numbers than 15 point groups, 15’s will be higher than 14’s, etc.

All groups will be notified of their lottery numbers and whether or not they were accepted to live in the apartments by 5:00 pm on Thursday, March 28. Members of groups who are not accepted to live in the apartments will automatically be entered in the Residence Hall Room Draw lottery.

**Residence Hall Room Draw**

**All students who are not retaining their room, who were not approved to live off campus, or who did not get an apartment through the Apartment Selection process, must participate in the Residence Hall Room Draw process.** For all students who reconciled their dorm damage deposit to under $50 prior to the March 13 deadline, random computer-generated lottery numbers will be assigned within each class, based on the matriculation class designations (see below). “Super-Seniors” and Juniors select rooms first, followed by Sophomores, followed by Freshmen. If you fail to reconcile your dorm damage to less than $50 by Wednesday, March 13, 4:45 pm, you will be given a lottery number at the end of your class.

Your individual lottery numbers will be emailed to you, along with a Room Draw schedule and instructions, on Thursday, March 28.

Two students drawing a double room will use the highest lottery number between them.

The Fawcett and Auen apartments will be available during room draw. These apartments are each comprised of two double rooms, a bathroom, a common area, and a kitchen with a dishwasher. Because they are on the main residential campus, these two apartments will be treated like rooms in the residence halls: Story House will provide regular custodial services, residents of these two apartments must still be on a meal plan, and residents must vacate the apartment during winter break. A group of four students may draw into the apartment. The highest lottery number among the group of four will be used.

**PLEASE NOTE:**

*Exchange of priority numbers, falsifying documents, tampering with dorm charts, harassing, threatening or coercing another student into either leaving his or her chosen room or altering his or her room selection will result in disciplinary action, loss of right to a room, and/or loss of the privilege to participate in the room draw process. In such a case the offending student’s room will be assigned by the Assistant Dean of Students/Director of Residential Life.*

**Matriculation Class Designation:**

Your matriculation class designation is determined by your matriculation group at CMC. All students who entered together as freshmen in Fall 2012 are designated as “Freshman,” all who entered together as freshmen in Fall 2011 are designated as “Sophomores,” all who entered together as freshmen in Fall 2010 are designated “Juniors,” and all who entered as freshman prior to Fall 2010 are “Super-Seniors.” All Super-Seniors and Juniors will draw together.

The matriculation class designation for transfer students is based on projected graduation date.

**Proxies (Room Draw Only):**

If you are unable to attend Room Draw in person, you may assign a proxy to choose a room for you. After you receive your lottery number, but prior to Room Draw, see Lyn Hughes in the Dean of Students Office to register your proxy. You must come to the Dean of Students Office in person to assign your proxy. Your proxy will not be able to select a room for you during Room Draw unless you have registered them as your proxy in advance. Anyone who does not attend Room Draw or send a proxy will have a room assigned over the summer by the Assistant Dean of Students/Director of Residential Life.

**Roommates (Residence Halls only):**

Those who choose to be roommates for the 2013-2014 academic year must go through Room Draw together, using the better of their two lottery numbers (or higher Room Draw ranking). If only one of the two is able to attend the selection, a
proxy must attend for the student who is unable to attend. One roommate may serve as a proxy for another. Proxies must be registered ahead of time with Lyn Hughes in the Dean of Students Office, as specified above.

During the room selection process you will be choosing a room or a roommate for the entire 2013-2014 academic year. Once you have selected your room and roommate through the Room Draw process your decision will be binding for the full academic year and no additional changes will be made. You are responsible for the choices you make during the Room Draw process, and you will need to work out any conflicts that may arise between you and your roommate.

North Quad Half-Suites:
In North Quad half-suites, groups of four students may draw into the traditional half-suites of either both north-facing rooms or both south-facing rooms. In the pod suites, students may draw into either both east-facing rooms or into both west-facing rooms. You may neither draw into one northern room and one southern room in the traditional suites nor into one eastern room and one western room in the pod suites.

To exercise this housing option, all four students in the group must arrive at Room Draw together, and will draw based on the best lottery number of the four. If there are no half-suites available when your four-person group enters Room Draw you will need to split up and follow the instructions for roommates (see above). This may include one of the pairs leaving to draw at a later time if their lottery numbers are scheduled for a later time. Also, if any member of the four-person group withdraws from their selected room after Room Draw, the remaining roommates will be reassigned to a new location at the discretion of the Assistant Dean of Students/Director of Residential Life.

Drawing a Double Room Without a Roommate:
If you would like to draw into a double room without a roommate, you must sign a waiver from the Dean of Students Office, either in advance or at Room Draw, indicating that you understand that you will be placed into the housing pool with all new (freshmen and transfers) and readmitted students, and you will be assigned a roommate over the summer. To obtain a waiver in advance, contact Lyn Hughes in the Dean of Students Office. You will not be allowed to draw into a double room without a roommate unless you have signed this waiver.

Class Quotas:
At least 10% of each residence hall is reserved for new students. New students are not permitted to live in the student apartments.

Meal Plans:
Students living in the residence halls must select a meal plan at Room Draw. Students living in the apartments have the option of selecting a meal plan but are not required to have a meal plan. Meal plan options are: 16 meals per week ($160 board plus), 14 meals per week ($140 board plus), 12 meals per week ($120 board plus), or 8 meals per week ($80 board plus).

If you have previously received permission to be off the meal plan for medical reasons you must submit a new letter from your physician stating why you should remain off the meal plan for the 2013-2014 academic year. This letter can be faxed (909-621-8495) or emailed to both Eric Vos and Lyn Hughes.

Off-Campus Living Option:
A maximum of 70 students will be granted permission to live off-campus for the 2013-2014 academic year. To request permission to live off-campus you must pay your dorm damages by March 13 (if $50 or more), and complete a request form prior to 5:00 pm Monday, March 25. You will be notified by Wednesday, March 25 if you have been granted permission to live off campus. DO NOT sign a lease until you have been notified that you are approved to live off campus. If granted permission, you will be removed from the lottery process and may not participate in Room Draw. Married students and students with dependent children are automatically granted off-campus status and do not need to participate in Room Draw.

Students who are denied permission to live off-campus may be granted permission at a later date under the following conditions: 1) a student on the off-campus list wishes to move into the space to be vacated on campus, and/or 2) the move is approved by the Assistant Dean of Students/Director of Residential Life. Students who move off campus without permission may be charged the full 2013-2014 double room rate and face disciplinary action.
Gender Designations:

Apartments:
There are no predetermined gender designations for any of the apartments.

Residence Halls:
The CMC residence halls have single-gender rooms, but some buildings have mixed-gender floors:

- Beckett and the second and third floors of Marks Halls have mixed-gender floors with single-gender bathrooms.
- The second and third floors of Stark Hall are also mixed-gender with single-gender bathrooms.
- The rooms and floors in Crown Hall have no predetermined gender designation although each room will be a single gender. Each floor will have both male- and female-designated bathrooms.
- In Beckett, Marks, and Stark the gender split is generally down the center of the hall, with men living on one side and women living on the other side.

No other Mid or South Quad residence halls will have mixed-gender floors for the 2013-2014 academic year.

The gender designation for the pod suites in North Quad will be as follows for the 2013-2014 academic year:

- Green and Wohlford pods will be female-designated
- Appleby and Boswell pods will be male-designated

Maps showing the gender of specific rooms will be posted in the windows of Armour Conference Room in Heggblade by Monday, April 1.

Substance-Free Residence Hall (Stark):
Stark Hall is a substance-free living environment and by choosing to live in Stark you agree to not bring alcohol, tobacco products, or any other controlled substance into the building. The Residence Hall License Agreement includes an agreement to not bring these substances into the building, and to not allow your guests to do so. You may review the actual license agreement by seeing Lyn Hughes in the Dean of Students Office.

Non-Smoking Halls:
CMC has a “courtesy policy” for smoking in student rooms (See page 31 of The Guide to Student Life). Crown Hall is a non-smoking hall in accordance with the environmental guidelines that determine its Leadership in Energy and Environmental Design (LEED) Rating. Following renovations this summer 2013, Beckett, Phillips, and Berger Halls will also become non-smoking halls because of their new LEED Rating.