



Housing Selection Guide

2009-2010

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These notes should be used to guide you through the Housing Selection Process for the 2009-2010 academic year. Please read this guide thoroughly and take note of all dates and deadlines that may apply to you.

The information in this handout applies only to those interested in housing at Merrill College, The University Town Center, UCSC Inn, the Village, and other university sponsored housing.

What is housing selection?

Housing selection is a period of time when continuing students apply for university housing for the following academic year. During this time, students are allowed to select an apartment/residence hall room for the upcoming school year.

You must complete the following steps in order to be eligible for Housing Selection:

1. **Apply online.** Only students who apply for housing during the filing period will be allowed to participate in the housing selection process. The Priority Filing Period is April 13th - April 20th. To apply, go to: **www.studenthousing.ucsc.edu**.
2. **Save your number!** You must retain the application number assigned to you when you apply online. It is important to keep this number for any housing discrepancies.
3. **Attend a meeting.** Residents applying for the Crown-Merrill apartments must attend one of the three **mandatory** informational meetings. Flyers about the meetings will be posted prior to their scheduled

dates. Current apartment residents DO NOT need to attend a meeting. Apartment meeting dates are at the bottom of this guide.

4. **Check your email:** After submitting an online application, eligible students will be receiving an email (to their university email address) from the Central Housing Office by **May 15th** containing their personalized access code and room selection appointment time. This code must not be shared with anyone else unless you are applying for apartment housing or know who you want to share a room with.

5. **Don't miss your appointment.** You will be given an appointment to select your apartment/residence hall room. If you miss your appointment, the likelihood of you getting the living space you want will be greatly decreased.

The Selection Process

Starting this year, Merrill College, along with all of the cross campus housing facilities, will be doing housing selection online.

What you need to know about room selection:

Room Selection Invitation Email

- Check your UCSC email address! By May 15th students who are eligible to participate in online room selection will receive an email containing an access code and appointment time to log in.
- If you do not receive an email, you will not be able to participate in the room selection process, but you still have an excellent chance of getting university housing. After room selection, the housing staff at the residential communities will begin assigning people from their waiting lists as spaces become available.

Logging In

- If you have been assigned an appointment for the online room selection process, we recommend logging in at your scheduled time. You may log in anytime after your appointment, but other students at your community will also be logging into the system during the room selection period to select their housing space.

Group Selection

- You can form a group with students who are eligible to participate in room selection at your community. If you are selecting as a group, you should determine who has the earliest appointment time and allow that person to select for the group.

- Partial groups are allowed, so you can select an apartment/room even if your group won't completely fill the space. Any remaining spaces will be filled by other students during room selection or by the housing staff at your community.
- Once you confirm your selection you cannot go back and make changes so plan ahead! Talk to your group about what type of room each person is willing to accept and who is going to be in the same room with whom, especially if there are members of your group who will not be present at the time of selection.
- In order for another member of your group to select a space for you, you will need to share your access code with her/him. Please use caution when sharing your access code. By doing so, you are authorizing another person to select your housing and agreeing to accept that person's decision as final.

Individual Selection

- You can select a space as an individual, if you prefer. Just remember, if there are unassigned spaces in your apartment/room, they will be filled by students during room selection or by the housing staff at your community.

Complete Your Selection

- Once you choose an apartment/room, you will assign yourself (and any group members) to the available spaces. In addition to your room assignment(s), you (and each group member) will be assigned the meal plan preference specified in your housing application(s).

Room Selection ends at 11:59 PM on May 20, 2009 (Pacific Time).

- If you have not completed your selection by 11:59 PM on May 20th, any existing housing guarantee will be voided and your application will be placed on a waiting list for assignment by the housing staff at your community.

In this system, a resident's appointment time depends on two things: guarantee status and year in school. Guaranteed students will be given first pick of the available rooms and apartments. **Guaranteed students include EOP students, Regents Scholars, Karl Pister recipients, and all second year students.** If you are unsure of your guarantee status, please refer to the worksheet at the end of this packet, or check with the Housing Coordinator.

****MAKE SURE ALL THE PEOPLE IN YOUR HOUSEHOLD ARE ELIGIBLE TO LIVE IN THE APARTMENTS. IF ONE OF YOU DOESN'T HAVE ELIGIBILITY, YOUR HOUSEHOLD WILL NOT BE ABLE TO SELECT AN APARTMENT****

Housing selection is May 18th-20th, 2009

Priority

The priority for on-campus housing is dependent on a student's guarantee status and their current year in school. The chart below shows how priority is determined.

<u>Priority Rank</u>	<u>Year in School</u>	<u>Guarantee Status</u>
First	Senior	Guaranteed
Second	Junior	Guaranteed
Third	Sophomore	Guaranteed
Fourth	Junior	Non-Guaranteed
Fifth	Senior	Non-Guaranteed

(NOTE: 'Year in School' indicates the status the student will have in 2009-2010.)

Mandatory Apartment Meetings

If you are interested in living in the Crown-Merrill apartments, you must attend one of the following mandatory informational meetings:

Tues., April 28th, 8:00pm-9:00pm, in the Crown-Merrill Community Room

Thurs, April 30th, 8:00pm-9:00pm, in the Crown-Merrill Community Room

Fri, May 1st, 8:00pm-9:00pm, in the Crown-Merrill Community Room

(NOTE: Current apartment residents DO NOT need to attend a meeting).

If you have any questions beyond what has been provided in these notes, please check with the Housing Coordinator or your Residential Assistant (RA). We are here to help!

Apply for Housing During the Filing Period:

April 13-20, 2008

www.studenthousing.ucsc.edu

Dates & Deadlines

April 13-20 Priority Filing Period for university housing (online application)

April 28th, April 30th and May 1st

Mandatory Apartment Meetings 8:00pm-9:00pm in the Crown-Merrill Community Room
Housemate Search/Meet a Roomie 9:00pm-9:30, Crown-Merrill Community Room

May 15th Students receive email to their university email address, containing access code, and appointment time for housing selection.

May 18th -20th Online housing selection