

FREQUENTLY ASKED QUESTIONS

❖ **What if I cannot attend my scheduled Room Selection date & time?**

While it is best to be present to select your room assignment at the designated time, you can have a Proxy select a room for you if you cannot be present. Choosing a proxy should be done carefully since you will be entrusting this individual to make a decision on your behalf, which will determine where you reside for Fall 2009. You must complete a Proxy authorization form and give it to your proxy with your clearance email & lottery number & completed residential contract attached to it. If the Proxy does not have all these forms, your Proxy will not under any circumstances be allowed to serve in your absence. Blank Proxy Forms will be available in the Student Life Office in Alliot hall.

❖ **What if I arrive late for my scheduled Room Selection date & time?**

You are encouraged to arrive at least 15 minutes prior to your scheduled time. Once the process has begun, you will either be allowed to pick at that point of time or will not be allowed to proceed until the completion of the evening; depending on the situation/circumstance.

❖ **Do I have to pay my confirmation deposit if I am living at home or currently approved to live off campus?**

The confirmation deposit is not a housing deposit. All students must pay the deposit to confirm that they will be returning to Saint Michael's College in the Fall 2009 semester or studying abroad through Saint Michael's College. The deposit can be paid through the Student Accounts Office with cash, a check, or if you happen to currently have a credit on your student account.

❖ **What if I pay my confirmation deposit after February 25, 2009?**

Students paying after February 25, 2009 will receive a clearance email but will not receive a lottery number. Students in these cases, who have been cleared by the student accounts office, will be able to choose a bed based on the number of their prospective roommate. If the student does not have a potential roommate for next year, he/she will go through selection at the end of the Double Room lottery process (March 30) after those who have a lottery number. If there are no open beds, then the student will be placed on a housing waitlist.

❖ **What if I pay my confirmation deposit but then decide to take a leave or withdraw from Saint Michael's College?**

If a student withdraws prior to June 30, 50% of the deposit is refundable. Any time after June 30, the entire deposit is forfeited.

❖ **Will I be able to remain in a first year residence hall?**

No. All first year residence halls will be reserved for the incoming 2013 class. Those residence halls include Ryan, Lyons and Joyce Halls.

❖ **Who can apply to be in the Townhouses/Apartment style housing?**

Members of the class of 2010 and 2011 can apply but there are no guarantees.

❖ **What do you mean by class priority or the priority breakdown?**

Student or group status is assigned according to class year. Anyone from the class of 2010 will select housing first in any of the selection processes. Priority is given in order of rising Seniors ('10), then rising Juniors ('11), then rising Sophomores ('12). For group

living options, groups of all seniors are given Priority One. Each junior added to the card drops the priority by one. The same applies for tickets that have juniors ('11) applying with sophomores ('12). In all cases, gender distribution of housing is also considered. For more information about this, please refer to page 5 of the 2009 Room Selection booklet.

❖ **How do I know my class year standing?**

Class year is defined by the Registrar's office. It is defined that all undergraduates are assigned to a class based on the number of credits they have completed. If you have questions specific to your class status, please contact the Registrar's Office.

❖ **Can AP credits help me?**

Yes if the AP credits are applied to your transcript, they may increase the number of "completed" credits that could bring you to the next class year.

❖ **Where and when will the Room Selection Process be held?**

With the exception of the mandatory meetings, all Room Selection Processes will take place in Alliot hall.

❖ **How will I know what day to be present for Room Selection?**

The date and time that you should be present for Room Selection will be indicated in the 2009 Room Selection booklet. You will need your confirmation email/lottery number and completed residential contract in order to attend. Please have your Knight card available in case we need information from you.

❖ **Where and when do I receive my lottery number?**

ALL current residential students who plan on returning to Saint Michael's College in the Fall of 2009 and have been cleared by the Student Accounts Office will be issued an electronic number on Wednesday, March 4th (exception: Class of 2010 members successful in receiving a 6/5 person townhouse on February 5th.). All students cleared will receive their number by their Saint Michael's College email as well as a copy sent to their Saint Michael's College post office box. This number is your lottery number for the duration of room selection.

❖ **How do I apply for the triples?**

Triples will not be part of the room selection process. Students may "wish" for a triple at the time of the wishlist process. Students must apply for the triples as a group of three. Individuals cannot single into a triple room.

❖ **Can I pull in someone who is currently on a leave from the college?**

No. You cannot pull in anyone who is not currently enrolled at Saint Michael's College during the Spring 2009 semester. Students on a leave or withdrawn from the college must contact the Student Life office directly and they will be placed on a housing waitlist. They will be assigned housing in late July/early August.

❖ **Can I submit a lottery card with less than what the apartment/suite houses?**

No. The number of students must match the size of the space they are seeking (e.g., eight students for the eight-person group suite; four students for the four-person Townhouse; two students for a double, etc.). Incomplete cards will be voided.

❖ **What if I am unhappy with what I selected for housing?**

On **April 22** the Student Life Office will begin to accept wishlist requests. Students

submit a wishlist form requesting a change in their fall housing. When completing this form, it is suggested that the student be broad on their “wishes” to increase their chances of a possible change. Submitting a wish **does not** guarantee a change (Wishlist: pg. 6).

❖ **What do I do if I plan to be a commuter?**

If a student plans to be a commuter from home, they must contact Sheryl Fleury in the Student Life office and complete a housing release form. They cannot participate in any of the room selection processes.

❖ **If I do not plan to return or will withdraw from Saint Michael's College, what steps do I take?**

Contact Joan Wry, Associate Academic Dean or John Sheehey at the Registrar’s office both located in Founders hall.

❖ **Who do I contact with other questions?**

Detailed information about room selection can be found in the 2009 Room Selection booklet. Copies of the booklet are available in the Student Life Office or online: http://www.smcvt.edu/studentlife/residential/housing/room_selection.asp.

The RA or RD of your building, or the AD of your area, are also available for questions.