

HOUSING LOTTERY 2017-18

The Housing Lottery guides students through several rounds in selecting a room or apartment for the coming academic year. The goal is to distribute rooms fairly, within the limits of available resources. The process can be simple if you familiarize yourself with the procedures and, most importantly, ***adhere to deadlines***. For students not obligated to the 2-year housing requirement, failure to participate and select a room or apartment could result in you not securing University housing for the coming year.

Information enclosed in red boxes is especially important!

Who is a candidate for participation?

The Housing Lottery is afforded to current residents of University housing and students returning from SU Abroad programs and COOP/Internship that meet the following qualifications.

Students residing off campus (which includes students living in fraternities or sororities), or not currently attending (on leave of absence) during spring 2017 are not eligible to participate.

To Qualify For Full Participation in the Housing Lottery - Four Conditions Must Be Met.

*Failure to meet all criteria by the deadlines associated with each affects your lottery number and the rounds in which you will be allowed to participate (see *Consequences of missing eligibility deadlines*):*

1. YOU MUST BE A CANDIDATE:

- **Spring 2017 full-time registered University housing resident.**
- **Spring 2017 participant in SU Abroad/COOP/Internship programs** who resided in University housing during the semester immediately prior to their SU Abroad/COOP/Internship semester. Fall 2016 residents who cancelled their spring 2017 housing to participate in their program away from campus were asked to identify their desire to participate by checking the appropriate box on the housing cancellation completed prior to departure. If they did not check the box on the cancellation, they must email housing (housing@syr.edu) to request participation.
- **Fall 2017 new SU student.** SU first-year students may be indicated as future roommates by students who have not fulfilled their 2-year housing requirement. SU first-year students may **ONLY** be pulled-in as roommates in *DellPlain and Haven Halls*. The list of locations for first-year student roommate requests is subject to change. You may include an SU transfer students as future roommates in any of your undergraduate student housing except the Sheraton Syracuse University Hotel and Conference Center.

New students (incoming freshmen and transfers) must submit an e-mail to housing@syr.edu indicating their preference to reside with you – including your full name and your SUID number and their full name and SUID number. Housing Office staff will act as their proxy and be responsible for making their roommate selection(s) on-line and making them eligible for you to select as your preferred roommate. HOWEVER – If you are anticipating requesting a room with additional roommates, (i.e. a 4-person suite or 3-bedroom apartment) they (the new student) must also email the names of the other individuals in order for us to select them on your new student's behalf as preferred roommates.

Current resident lottery candidates must submit to the Housing Office a completed pull-in form instructing us which round(s) you will participate and with whom. Roommate requirements vary among the rounds so you must provide the names and syr.edu email address of all possible roommate combinations you wish to have us request on your new student's behalf. Pull-in forms are available at our [Housing Lottery](#) information page and from the Housing Office, 206 Steele Hall.

2. YOUR \$450 ADVANCE HOUSING PAYMENT MUST BE POSTED TO YOUR MYSLICE BURSAR ACCOUNT BY CLOSE OF BUSINESS, TUESDAY, MARCH 21, 2017:

With the exception of candidates who indicated they wished to 'Opt Out' of participation or been approved for a waiver by February 3, a bill for the \$450 advance housing payment was sent to the billing address of each University housing resident and those eligible participants in SU Programs Abroad, on COOP or Internship who, prior to their departure, indicated they wished to participate. The advance housing payment must be **posted to your MySlice account**, or your waiver request (see below) must be **approved** by the Housing Office, **NO LATER THAN 5 p.m., MARCH 21** to allow full lottery participation. **It's important for you to communicate your housing plans with the person responsible for paying your University bill to ensure receipt by the deadline. We encourage you to check your MySlice account on-line for confirmation of posting of the fall 2017 housing advance.**

The University reserves the right to restrict or withhold participation in the Housing Lottery to any student whose payment is received after the payment deadline – CLOSE OF BUSINESS, March 21. The Housing Office is not responsible for the accuracy of your billing address record(s).

Payment options:

- **IN-PERSON:** Cash or check payments are accepted at Cash Operations windows located in 125 Bowne Hall during business hours, Monday through Friday 8:30 am to 5p.m.
- **CHECK (Bills include a return envelope):** Checks must be made **payable to Syracuse University**, drawn on a U.S. bank, and your student ID# written on the check. Third-party checks will not be accepted. **OVERNIGHT CHECKS SHOULD BE MAILED TO 125 Bowne Hall, SYRACUSE NY 13244.** Payments mailed domestically (United States) can take up to 1 week to post to the student account. Payments mailed internationally can take up to 2 weeks or more to post to a student account.
- **ELECTRONIC FUNDS TRANSFER (EFT) (Refer to <http://bursar.syr.edu> for instructions):** On-line payments can take up to 2 business days to post to the student account.
- **DEBIT/CREDIT CARD (Refer to <http://bursar.syr.edu> for instructions):** On-line payments can take up to 2 business days to post to the student account. Please note you must have a negative account balance or a credit due on your Bursar account to be considered.
- **WIRE TRANSFER (Refer to <http://bursar.syr.edu> for instructions):** Bank wires could post the next day or take several days.

Waiver:

Students whose financial aid awards (grants, loans, scholarships) total 70% or more of University room, meal plan, tuition, and fees for the spring 2017 semester may request a waiver of the advance payment on-line through MySlice. Simply select MySlice – Student Services - Housing, Meal Plans and ID Card - Self Service. Then select More Tasks... - Housing Waiver Request. Syracuse University student requests for a waiver are verified for qualification **immediately** against your most current enrollment semester's financial aid records. You are sent an email confirming or denying your eligibility immediately following your request. If you are unsure of your eligibility for a waiver, you should plan to submit a waiver request. Allow sufficient time to meet the payment deadline in the event your request is denied. A request is subject to confirmation of eligibility and must be requested on-line by the payment deadline, **March 21, 2017**.

Credit:

If you have a credit balance on your SU Bursar account which you would like to apply towards the 2017-18 advance housing payment:

- **YOU MUST** request, through the Bursar Office, that a credit on your account be applied to the fall 2017 semester's advance housing payment. Your request is subject to the Bursar Office confirmation a credit exists and they must authorize its allocation for the fall 2017 housing advance payment.
- **THE BURSAR OFFICE** notifies the Housing Office via email of an approved credit allocation for the advance housing payment.

3. YOU MUST AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF STUDENT HOUSING BY TUESDAY, MARCH 21:

Agreeing to abide by the *Terms and Conditions of Student Housing* is a one-time requirement done on-line through MySlice. Simply select MySlice – Student Services - Housing, Meal Plans and ID Card - Self Service. Then select More Tasks...- Housing Lottery Eligibility Check. You have access to this screen if you are a candidate. When you agree, the date and time is recorded.

4. YOU MUST NOT ALREADY HAVE A ROOM ASSIGNMENT FROM AN EARLIER ROUND:

Once assigned you are no longer eligible to participate in the remaining rounds of the lottery.

Consequences of missing eligibility deadlines

- After March 21, either posted payment is verified by Housing staff or you must provide receipt for payment of the \$450 advance in-person in 206 Steele Hall.
- Housing staff will verify your acceptance of the Terms and Conditions of Student Housing.
- When both eligibility requirements are verified you will be issued a lottery number from the remaining range of lottery numbers.
- See the following schedule for inclusion in lottery rounds if your eligibility requirements are fulfilled after deadlines:

Missed Deadlines - Round Inclusion Dates

| *Name | Eligibility verified NO LATER THAN | Roommate Selection | | Room Selection | |
|---|---------------------------------------|--|----------------------------------|----------------------------------|---------------------------------|
| | | Start | End | Start | End |
| Form: Learning Communities & 6 Person Suites | Wednesday, March 22 at 1 p.m. | Paper round: Wednesday, March 22 at 2 p.m. same day results emailed by 5 p.m. | | | |
| Round 1: 1 Person-Options | Thursday, March 23 at 11 a.m. | No Roommates | | Thursday, March 23 12 noon | Friday, March 24 12 noon |
| Round 2: 3 Person Options (must fill to capacity) Gender Inclusive roommate selection allowed for 3- bedroom apartments | Monday, March 27 at 9 a.m. | Monday, March 27 10 a.m. | Tuesday, March 28 10 a.m. | Tuesday, March 28 3 p.m. | Tuesday, March 28 9 p.m. |
| Round 3: 4 Person Options (must fill to capacity) | Wednesday, March 29 at 9 a.m. | Wednesday, March 29 10 a.m. | Thursday, March 30 10 a.m. | Thursday, March 30 3 p.m. | Thursday, March 30 9 p.m. |
| Round 4: 2 Person Options (must fill to capacity) Gender Inclusive roommate selection allowed for 2- bedroom apartments | Monday, April 3 at 9 a.m. | Monday, April 3 10 a.m. | Tuesday, April 4 10 a.m. | Tuesday, April 4 3 p.m. | Wednesday, April 5 9 p.m. |
| Round 5: Any remaining space | Thursday, April 6 at 2 p.m. | Thursday, April 6 12 noon | Thursday, April 6 9 p.m. | Thursday, April 6 3 p.m. | Thursday, April 6 9 p.m. |

Checking Your Eligibility Status

Simply select MySlice – Student Services - Housing, Meal Plans and ID Card - Self Service. Then select More Tasks...- Housing Lottery Eligibility Check. You can also use this link to check your advance payment status and your candidate status (see *To qualify for participation in the Housing Lottery, candidates must satisfy four conditions*). **Once you are confirmed for participation you will not have to access this link again.**

Lottery Number

A random lottery number will be generated for eligible participants after the payment deadline based upon whether you have or do not have the 2-year housing requirement.

The range of numbers for students with no 2-year requirement: **1-2000**

The range of lottery numbers for students with 2-year requirement: **2001 and up**

Lottery numbers are recorded in the Housing Office and are not transferable to another student.

If you do not participate

If you are obligated to return to University housing - Syracuse University first- and second-year students - and do not participate in the Housing Lottery, you must complete an on-line 2017-18 **Fall Returning Student - 2 year requirement** housing application. This application will be available on-line through MySlice beginning **April 7 at 12 Noon**. Applicants obligated to return to University housing are **RANDOMLY** assigned over the summer months **as space permits**. Notification of assignments is emailed in July.

Averaging

For one-person accommodations, priority is given to lowest lottery number. For multiple-person accommodations, averaging of your lottery numbers within the roommate grouping is used, with priority given to lowest average.

Opt-Out – What does this mean?

UPPERCLASSMEN WHO HAVE FULFILLED THEIR 2-YEAR HOUSING REQUIREMENT

Not planning to participate? Don't want to receive all those e-mails? Opt-Out! Upperclassmen who will have fulfilled their University housing requirement at the end of the spring 2017 semester and know you will not require University housing for the 2017-18 academic year can 'Opt-Out' of participation in the Housing Lottery. By 'opting-out' you remove your name from eligibility for participation in the Housing Lottery and all Housing Lottery mailings (**\$450 advance housing payment billing sent to your billing address in February, and e-mails (25+) sent to eligible participants throughout the process**).

SU STUDENTS WHO HAVE NOT FULFILLED THEIR 2-YEAR HOUSING REQUIREMENT

Certain you will not be returning to SU in the fall? Don't want to receive all those e-mails? You will be able to remove yourself from all mailings related to the Housing Lottery by opting-out.

SU STUDENTS WHO HAVE NOT FULFILLED YOUR 2-YEAR HOUSING REQUIREMENT If you are obligated to return to University housing and fail to select a room during the Housing Lottery or submit an on-line returning student housing application, and register for classes for the coming year, you will be assessed the residency requirement fee - comparable to a two bedroom apartment rate for **EACH OF THE REMAINING SEMESTERS OF YOUR TWO-YEAR HOUSING REQUIREMENT**.

How to 'Opt-Out'

Eligible students simply select MySlice – Student Services - Housing, Meal Plans and ID Card - Self Service. Then select More Tasks...- Housing Lottery Opt Out. A confirmation of your opt-out decision is emailed to your syr.edu email address.

PLEASE NOTE: This feature is disabled during each roommate and room selection period.

Gender Inclusive Housing Option

Syracuse University offers gender inclusive housing for returning undergraduate residents. This means you may select a roommate of any gender as your roommate in a 3-bedroom apartment during round 2 or 2-bedroom apartment during Round 4 of the Housing Lottery.

GENDER-INCLUSIVE HOUSING POLICY

- This is offered as a choice for students participating only ***during the roommate selection period for Rounds 2 and 4***. Students are encouraged to communicate their decision to live in gender inclusive housing with your family.
- Matching roommate choices between students of any gender and the selection of a 3-bedroom apartment during round 2 or 2-bedroom apartment during Round 4 of the Housing Lottery acknowledges that all students agree to abide by the gender inclusive housing policies as stated here.
- If unassigned at the end of Round 2 or Round 4, students will no longer be allowed to select a gender inclusive roommate for the remainder of the Housing Lottery, and are responsible for editing their roommate choices to remove opposite gender roommates for participating in gender-specific rounds.

GENDER INCLUSIVE 3-BEDROOM APARTMENT

If, after selecting an apartment a student cancels their housing or moves from the assigned apartment, the remaining students have the following options:

1. If the remaining occupants are of the same gender:
 - Remaining occupants (mutually) may identify a friend of the same gender to fill the vacancy. The remaining residents must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
 - Remaining occupants (mutually) may identify a friend of the opposite gender, who acknowledges and agrees to abide by the gender inclusive housing policies as stated here, to fill the vacancy. The remaining residents must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
 - The Housing Office will reassign the vacancy to a student of the same gender as the remaining residents.
2. If the remaining occupants are not of the same gender:
 - Remaining occupants may be required to relocate to a 2-bedroom apartment, at the 2-bedroom apartment rate, dependent upon availability.
 - Remaining occupants (mutually) may identify a friend of the opposite gender, who acknowledges and agrees to abide by the gender inclusive housing policies as stated here, to fill the vacancy. The remaining residents must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.

GENDER INCLUSIVE 2-BEDROOM APARTMENT

If, after selecting an apartment a student cancels their housing or moves from the assigned apartment, the remaining student has the following options:

1. The remaining occupant may identify a friend to fill the vacancy.
 - Remaining occupant may identify a friend of the same gender to fill the vacancy. The remaining resident must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
 - Remaining occupant may identify a friend of the opposite gender, who acknowledges and agrees to abide by the gender inclusive housing policies as stated here, to fill the vacancy. The remaining resident must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
2. In the event the remaining student does not identify a roommate, the Housing Office will reassign the vacancy to a student of the same gender as the remaining resident.

Importance of Your University E-mail

Syracuse University's e-mail policy requires that all official University e-mail communications be sent to your syr.edu e-mail address. You are personally responsible for maintaining your email account within the allotted space quota. If you exceed your quota all of your incoming mail will be bounced back to senders. ***E-mail is used extensively (25+ emails) during the Housing Lottery. We must emphasize your responsibility to monitor your e-mail's quota, ensuring receipt of all official e-mail, and reading all such email in a timely manner! For information on your e-mail's quota, visit: [SUMail](#).***

How/Where do I participate?

Access to Housing Lottery screens is through MySlice – Student Services - Housing, Meal Plans and ID card - Self Service. Then select Lottery. This is where all of the activity related to online portions of the Housing Lottery will take place – selecting roommates and selecting rooms.

HOME:

Accessed through MySlice – Student Services - Housing, Meal Plans and ID Card - Self Service. The Home screen has four information displays specific to you, your housing records, and the selection timetables. This is information only. NO updates are permitted to the data displayed here.

Messages

This will display messages pertinent to you. Messages will be used extensively throughout the lottery process to convey timely lottery statuses – i.e. to alert you to your eligibility status, or when no rooms remain during a round, etc.

Room Selection

This will **only** display lottery round information during rounds in which ***you have been allotted a selection time***. Otherwise it will simply state “No room selection process to list”

Room Assignments

This displays your room assignment information as well as any roommates with whom you are assigned. You must toggle the term button between spring 2017 and fall 2017 to see your fall 2017 assignment information.

Dining Plans

This will display your dining plan information. At the conclusion of the lottery process in April, when you have the opportunity to select a fall 2017 dining plan, you must toggle the term button between spring 2017 and fall 2017 to see your fall 2017 dining plan.

The LINKS button on the right side of the screen provides access to important information found on the Housing, Meal Plan and ID Card page and other relevant links.

LOTTERY - ROOMMATES:

Accessed through MySlice – Student Services - Housing, Meal Plans and ID Card – Self Service. Then select Lottery - Roommates. You must select the term – fall 2017 and hit SUBMIT. This will bring you to your fall 2017 Roommate Requests and Simple Roommate Search display screen. Rounds 2 through 4 require a correct number of matched roommates at the end of the roommate selection period for a group to be assigned a selection time for the round.

Fall 2017 Roommate Requests

This displays the names of roommates selected by you, as well as the status of your requests and the status of requests of your chosen roommates (matched, unmatched). You can edit your requests in this area using the various buttons provided – remove, poke/accept, or send message.

Simple Roommate Search

This allows you to select your roommates from lottery eligible students. You are limited to the number of roommate requests you may submit by the roommate selection round in which you are participating.

You will need to type in one or more identifiers – your roommate(s) last name, first name, middle initial or their syr.edu email address. If the information you submit is unique, selecting “Request Student as Roommate” will automatically select the student requested. If the information is not unique, a list of potential roommates’ names and their syr.edu email address will be displayed. Select the correct student from the list and select “Continue”. Your selected roommate will receive a confirmation e-mail that they have been selected by you.

ROOMMATES MUST BE UPDATED BY YOU AND YOUR ANTICIPATED ROOMMATE(S) FOR EACH ROUND.

All selected roommate(s) status at the conclusion of each round’s room selection, for *anyone not assigned during the round*, will remain as they were at the conclusion of the previous roommate selection period.

LOTTERY - SELECT ROOM:

To be “*Round eligible*” and assigned a selection time within any round, you must *not* have already been assigned housing and you *must* have met the round’s matched roommate requirement by the close of the roommate selection period for the round.

Once your selection time has begun, you will have access to selection until the end of the round or until you select a room – whichever comes first.

WARNING - IMPROPER SELECTION TIME

All room selection periods are monitored in real time. Room selections made *prior* to assigned selection times, however accomplished, will be immediately rescinded and the student and their roommate(s) eligibility for participation in that round and future rounds will be denied. Additionally, students may be referred to Office of Student Rights and Responsibilities if access and use of the University computing system is found to violate University policy as defined in the SU Student Handbook under ‘SU Computing and Electronic Communications Policy.’

IMPORTANT FACTS ABOUT ROOM SELECTION TIMES:

Room selection times are allocated with **lowest averages (lowest numbers for round 1) getting the earliest times**. With the exception of Round 1 (1-person options) a room selection time will appear on your MyHousing page after Housing staff have observed the completion of the following:

- the roommate selection period has ended
- roommate matching criteria is confirmed
- lottery numbers have been averaged for roommates
- selection times are allocated

- **ROOM SELECTION TIMES** are posted to your HOME screen under ROOM SELECTION and emailed to each participant no later than two hours prior to the start time of the room selection period for each round. You are responsible for checking this screen or reading your email and knowing your selection time.

THE MOST IMPORTANT FACT ABOUT ROOM SELECTION TIME!

It is very important for you to understand that everyone in your matched roommate group has been allocated the same room selection time. One person and only one person of your roommate group should select for your group at your room selection time. More than one person trying to select a room for the group at the same time may result in an erroneous assignment and the loss of your priority for selection. Prior consultation between you and your future roommates should result in identification of the person responsible for making the room selection. When a member of your group selects a room, the assignment is final.

- **A PRIORITIZED LIST OF ROOMS** should be developed before your selection time to expedite your search of remaining available rooms for one your group desires. A list of the rooms included in each round are available at our [housing](#) website.
- **WHEN YOUR SELECTION TIME ARRIVES**, you can access room selection through MySlice – Student Services - Housing, Meal Plans and ID Card – Self Service. Then select Lottery – Select a Room. This will bring you the screen displaying Online Room Selection –select the Find Available Rooms button. This will bring you to the screen display of all (remaining) available rooms in this round. The list will be in alphabetical order by hall (residence hall) or by street (South Campus apartments) followed by the room within the residence hall, or building number and apartment number for apartments on South Campus

Residence hall rooms are mostly gender–specific and your list of available rooms will match the gender of your roommate group. If a room has been designated for either gender, or an allowable gender inclusive room, you will also see those rooms among your list. Once you have selected a room you will be brought to a screen displaying Room Booking and asked to assign beds within the room to yourself and your roommate(s), if any. Initially, bed assignments will appear for everyone in your roommate group. You can rearrange the bed assignments by accessing the drop-down arrow next to each bed.

On Main (North) Campus, bed number is not taken into account. However, bed assignments within apartments at South Campus – Chinook, Farm Acre, Lambreth, Small, Winding Ridge and Slocum Heights -are associated with specific bedrooms within the apartment and the keys issued to you upon check-in. Discuss bedroom assignments with your roommate(s) ahead of your selection time.

2-bedroom townhouse apartments: Bed 1 is the back bedroom; Bed 2 is the front bedroom.

Slocum Heights 2-bedroom apartments: As you enter the hallway, Bed 1 is the bedroom to the left; Bed 2 is the bedroom to the right.

3-bedroom apartments: Bed 1 is the back bedroom; Bed 2 is the front left bedroom; Bed 3 is the front right bedroom.

SELECT / AGREE - SUBMIT MY ROOM SELECTION button to finalize your room selection. All members of your roommate group will be sent an automated e-mail notification of fall 20 17 room assignments. Your Home screen will display your fall housing assignment and the names, room/apartment number and bed assignment. You can hover over a roommate's name and their syr.edu email will appear along the bottom of the screen, or you can double click on a roommate's name and an email will be opened to be completed and emailed to your roommate.

Some Issues Encountered While Selecting Roommates On-Line

ROOMMATE'S NAME DOES NOT APPEAR WITHIN THE SELECTION PROCESS GROUP (*This may be the result of*):

- You misspelled their name.
- You used their nickname.
- The person you tried to add already has a housing assignment.
- Your roommate is not eligible for participation in this round: The pool of possible roommates your search is drawing from consists of round eligible students only. Check the eligibility criteria listed previously and be sure your potential roommate has done everything necessary to meet the eligibility criteria before contacting the Housing Office.

ADDED A ROOMMATE IN ERROR

If you inadvertently add a roommate in error, simply click on the REMOVE button to the right of the name and they will be removed from your List of Roommate Requests. The system will generate an e-mail advising the student that they have been removed as a roommate request.

ROOMMATES DO NOT MATCH

Roommate Requests must MATCH before your roommate group can select housing. If there is a roommate request under "Roommate Requests" that DOES NOT MATCH, you cannot select housing until all roommate requests match or until that roommate request has been removed from your "Roommate Requests". You must either delete the Roommate Request that DOES NOT MATCH or have that student log on to their *MySlice* account and go to Housing and make their Roommate Requests so that they match your Roommate Requests **before the end of the roommate selection period for that round.**

NON-MATCHING REQUESTS AMONG MULTIPLE ROOMMATE REQUESTS

ALL the roommates within your group must have all their roommate requests matched. You will initially receive a message stating "Your requested roommates have non-matching requests among themselves" for those cases where matching is not complete. **If this is not resolved before the end of the roommate selection process period ends, ALL roommates will not be permitted to select during the room selection period for that round.**

Roommate Finder Service

A Facebook account will go live at noon on March 8, 2017 to allow eligible students the opportunity to search the site for a roommate. During rounds 2 through 4, students must fill a room/suite/apartment to capacity. Therefore roommate(s) must be identified as matching (mutual) for participation in those rounds. Students may log into Facebook and submit a friend request to [SUhousing Roommatefinder](#). Before accepting a friend request, Housing Office staff verifies the student is eligible for participation in the Housing Lottery – paid/waived the \$450 advance housing payment and agreed to the *Terms and Conditions of Student Housing* via the Housing Lottery Eligibility Check on your Housing, Meal Plan and ID Card Self Service page. Once accepted, students are able to chat with each other on the wall and send messages related to their housing plans with the hopes of finding a roommate. Housing Office staff will monitor student data posted to ensure proper etiquette and civility. Improper use or abuse of the roommate finder may result in referral to the Office of Student Rights and Responsibilities for non-compliance with proper student conduct, your information removed from display, and the loss of your eligibility for participation in the Housing Lottery.

Opportunities to select:

Follow the correct column under Room Type in the Housing Lottery 2017 Calendar based upon your residency status at the conclusion of the spring 2017 semester (see next page).

Learning Communities and 6-person suites - this is a paper round: The form for this round is available from the Housing Office and on-line at <http://housingmealplans.syr.edu/maps-and-forms/lottery/>. Directions for completing the form **are provided on the back (page 2) of the Form.**

Learning Communities: Application and approval through the Learning Communities Office is required **before** submission of a Learning Community/6-person suite Request Form. Learning Community approval does not ensure space availability. For detailed descriptions of the learning communities and how to apply, visit lc.syr.edu.

Six-person suites: There are two 6-person suites on campus, both located in Watson Hall. You must be able to fill a 6-person suite to be eligible to submit the Learning Community/6-person suite Request Form.

Rounds 1 through 5: Each round will close at the end of the round's room selection period or when all rooms are selected – whichever comes first. At the conclusion of round 5, any remaining unassigned lottery eligible candidates must submit an on-line returning student housing application to secure housing. The on-line application will be available on April 7 by 12 noon. Applicants' random assignments will be posted to your MyHousing page in July.1

Housing Lottery 2017 Calendar

revised 3/2/17

LOTTERY ELIGIBILITY REQUIREMENTS: CAMPUS RESIDENT or **Qualifying SU Abroad/CO-OP student
PAYMENT: Posted to your MySlice account by Tuesday, March 21
ACCEPT THE TERMS AND CONDITIONS: On your Self Service page by Tuesday, March 21

| *Name | Room Type | | Roommate Selection | | Room Selection | |
|---|---|---|--|----------------------------------|----------------------------------|---------------------------------|
| | 2-year requirement | No 2-year requirement | Start | End | Start | End |
| Form: Learning Communities & 6 Person Suites | Learning community approved 6 person suites available to all eligible students | | Paper round: Wednesday, March 22 at 2 p.m. same day results emailed by 5 p.m. | | | |
| Round 1: 1 Person-Options | None | All | No Roommates | | Thursday, March 23 12 noon | Friday, March 24 12 noon |
| Round 2: 3 Person Options (must fill to capacity) Gender Inclusive roommate selection allowed for 3- bedroom apartments | South Campus: 3-bedroom apartments North Campus: All 3-person options | South Campus: 3-bedroom apartments | Monday, March 27 10 a.m. | Tuesday, March 28 10 a.m. | Tuesday, March 28 3 p.m. | Tuesday, March 28 9 p.m. |
| Round 3: 4 Person Options (must fill to capacity) | North Campus: All 4-person options | None | Wednesday, March 29 10 a.m. | Thursday, March 30 10 a.m. | Thursday, March 30 3 p.m. | Thursday, March 30 9 p.m. |
| Round 4: 2 Person Options (must fill to capacity) Gender Inclusive roommate selection allowed for 2- bedroom apartments | South Campus: 2-bedroom apartments or Skyhalls North Campus: All 2-person options | South Campus: 2-bedroom apartments or Skyhalls | Monday, April 3 10 a.m. | Tuesday, April 4 10 a.m. | Tuesday, April 4 3 p.m. | Wednesday, April 5 9 p.m. |
| Round 5: Any remaining space | Includes any unselected space from previous rounds | None | Thursday, April 6 12 noon | Thursday, April 6 9 p.m. | Thursday, April 6 3 p.m. | Thursday, April 6 9 p.m. |

Selection times are emailed approximately 2 hours prior to the start time of each round
 Deadline to cancel to reside off-campus (fulfilled 2-year housing requirement) Monday May 1 at 5 p.m.
 \$450 Cancellation fee charged for all off-campus and commute from home cancellations

*Numbered rounds are on-line

**In order to qualify for eligibility SU Abroad and COOP students must have lived in on-campus housing the semester immediately preceding their SU Abroad or COOP semester

Frequently Asked Questions

Q: What are my chances?

A: This is the most commonly asked question we hear during the Housing Lottery. Honestly, there is no right answer. More than 4,000 students participate in the Housing Lottery. Annual changes make prior years' results misleading.

Q: How do friends select rooms near each other?

A: Students hoping to be placed in close proximity to their friends must coordinate their selection times. Each round's matched roommate pairings will have their lottery numbers averaged and a selection time assigned. Friends must share their selection times to determine an overlapping time when all are eligible to be on-line.

Example:

Group A wishes to live in a two-bedroom apartment on South Campus, as close as possible to **Group B**.

Group A has a selection time of 9 p.m. on April 4 that runs until the end of Round 4.

Group B has a selection time of 10 a.m. on April 5 that runs through the end of Round 4.

In this instance, everyone is eligible to select as of 10 a.m. on April 5. Both groups could then view and select from the same pool of available rooms.

Q: What if I cannot fill a room or apartment to capacity?

A: During rounds 2 through 4 of the Housing Lottery, participation is available to students that can fill a room/suite/apartment to capacity. Therefore roommate(s) must be identified as 'matches' (mutual) during the roommate selection period for the round in which they wish to participate to be issued a selection times for the round. To help students who have not identified a future roommate for the Housing Lottery a roommate finder service available on Facebook (see the description and link earlier in this publication).

Q: What if my roommate and I are not compatible?

A: It is important to put careful consideration into the selection of your future roommate as changing assignments is not likely to be an option.

Q: What if my roommate cancels or makes a housing change after selecting housing with me?

A: Our office is unable to notify you of the cancellation or change of housing assignment of your roommate. Your roommate(s) should notify you of their plans so you may plan accordingly. Your MyHousing Overview display is always up-to-date with your current housing data. You can check this information on-line anytime you need to confirm your roommate's name and e-mail address. If your roommate cancels or relocates, you have a few options. Options available to you are limited by the date housing is informed of a cancellation:

- A new freshman or transfer is assigned to the space - either a freshman or transfer assigned by the Housing Office, or a freshman or transfer you identify as your preferred roommate. All pull-in requests must be mutual and submitted beginning May 1. Your pull-in request becomes invalid if you cancel your housing.
- A returning student is assigned to the space. This could be someone assigned by the Housing Office, or a returning student you identify as your pull-in preferred roommate (such requests must be mutual). Your request can be declared invalid for several reasons (See "Pull-In Disqualification" on the next page).
- You could be consolidated to a comparable room within your residence hall or South Campus street name.

Common Mistakes to Avoid

We would like to help you avoid unnecessary mistakes that can lead to frustration and disappointment during the lottery process. Many problems can be avoided through proper planning and discussion with future roommate(s) and by doing the following:

MEET DEADLINES

By far the most avoidable mistake by participants is the meeting of deadlines. Deadlines are necessary to allow for processing throughout the lottery. Be sure you and your roommate(s) are on top of all deadlines throughout the process

HAVE SEVERAL CONTINGENCY PLANS

Your housing preferences – room types or locations - are likely to be on several students' lists of preferred housing. Be prepared for this likelihood by having several alternate choices ready to save you time during your selection period.

FLOOR PLANS, FURNISHINGS AND LAYOUTS

Floor plans, furnishings and layouts are available on our web site: housingmealplans.syr.edu, under residential facilities, for your reference. **Make a prioritized list of room/apartment numbers you want BEFORE your selection time.** Use your time wisely and be prepared to select from the listing of available rooms.

Ask the Experts

Word-of-mouth advice is usually misleading, if not totally inaccurate. Housing Office staff can provide informed answers to your questions. Simply e-mail us at housing@syr.edu or stop by and speak to one of us personally. We are located in 206 Steele Hall and 210 Goldstein Student Center. Our business hours are 8:30 a.m. to 5 p.m. Monday through Friday. Staff will also be available to answer lottery questions at the following places and times:

Wednesday, March 1 – lunch hours – Graham Dining Hall

Thursday, March 2 – lunch hours – Ernie Davis Dining Hall

Friday, March 3 – lunch hours – Brockway Dining Hall

Tuesday, March 7 – lunch hours - Shaw Dining Hall

Wednesday, March 8 – lunch hours – Sadler Dining Hall

Wednesday, March 22 – 12 pm-4pm – 211 Steele Hall

Thursday, March 23 12 pm-4pm – 211 Steele Hall

Monday, March 27 – 12 pm-4pm – 211 Steele Hall

Wednesday, March 29 – 12 pm-4pm – 211 Steele Hall

Monday, April 3 – 12 pm-4pm – 211 Steele Hall

SOUTH CAMPUS APARTMENT OPEN HOUSES:

Sunday, March 26 – 3 pm-5 pm – 3-bedroom apartment at 220 Small Rd, Apt 5

Sunday, April 2, 3 pm-5 pm –2-bedroom apartments at 231 Winding Ridge, Apt 6; 351 Slocum Heights, Apt 6

Housing Policy Reminders

NO SMOKING

Syracuse University regulations prohibit smoking on all University property.

ACADEMIC YEAR COMMITMENT

Regardless of class standing your commitment is for the full academic year-**both fall and spring semesters**. Room charges are billed by the semester. The term of occupancy and your financial obligation is from fall opening in August until close of residence halls in May.

TWO-YEAR HOUSING REQUIREMENT

Syracuse University first- and second-year students are required to live in University housing. Completion of the two-year requirement midway through an academic year does not exempt a student from the academic year housing commitment.

CONSOLIDATION POLICY

Residents of rooms or apartments that are not occupied at capacity may be required to relocate to comparable space within their residence hall or in

another housing unit in pursuit of housing priorities. (See Relocation Application – Housing Priorities)

MEAL PLAN REQUIREMENT

All undergraduate students assigned to residence halls (both North and South Campus) are required to be on a meal plan. Following the conclusion of the Housing Lottery students assigned to housing will be notified via their syr.edu e-mail address to access the meal plan management web site to select meal plans for fall 2017 based upon your housing assignment and anticipated class status.

Housing Change Waiting List: Beginning May 1

There may be an opportunity to change your housing for the fall semester based on cancellations. To be eligible for the waiting list, a student must have received an assignment via the housing lottery. The waiting list will be available between May 1 and July 1 ONLY. After July 1, requests will not be accepted. Waiting list offers will be emailed from July 1 through July 15. The waiting list is no longer active as of July 15. You will maintain the room assignment you selected during the Housing Lottery unless notified a change is possible.

Housing staff have sole discretion in determining which relocation applications will be considered for change, including pull-in requests, in order to make optimal use of residential space and in meeting housing priorities:

HOUSING PRIORITIES

- **First**, new first-year applicants must be assigned to a room.
- **Second**, individuals whose roommate(s) are leaving may designate specific individuals (pull-ins) to relocate to the vacancy within their room, apartment or suite. All such pull-ins are subject to the Pull-In Disqualification rule below. **All pull-in requests must be on file no later than July 1.**
- **Third, Consolidation:** Residents of rooms or apartments that are not occupied at capacity may be required to relocate to comparable space within their residence hall or in another housing unit in pursuit of housing priorities above.
- **Lastly, Waiting List Applicants:** Vacated space is offered to students who have submitted an on-line wait list application. – please note: moves are **extremely** limited.

PULL-IN DISQUALIFICATION

The Housing Office reserves the right to deny pull-in requests for any reason, including but not limited to the following:

- The vacancy is created by a cancellation for non-academic reasons.
- Your pull-in request is for someone ineligible as a pull-in.
- You cancel or relocate from the room or apartment with the vacancy.
- Overriding housing priorities (listed above).

Cancellation of Housing Lottery Assignments

LEAVING THE UNIVERSITY

Students who leave the University are responsible for canceling their housing through the cancellation process available on-line beginning March 23 through July 1. Cancellations received **AFTER July 1** are subject to penalties and refunds according to schedules stated in the *Tuition, Fees, and Related Policies*, available at the Bursar's Office website. Go to <http://bursar.syr.edu> and select Student – then *Tuition, Fees, and Related Policies*.

- **Withdrawing or taking a leave of absence** - You must process your withdrawal or leave by initiating your paperwork through your home college.
- **Participating in an SU Abroad Program** beginning in fall 2017. Your name will be verified against a list of future participants identified by the SU Abroad office.
- **Participating in an SU COOP or Internship** beginning in the coming fall term.

- **Graduating** at the end of the spring 2017 term.

TO LIVE OFF-CAMPUS OR COMMUTE FROM HOME

Students not obligated to the University's two-year housing requirement may cancel their assignment to reside off campus or commute from home through Thursday, May 1. **After May 1, the academic year housing commitment is financially binding regardless of class standing, unless a student withdraws from the University.** Cancellation to reside off campus or to commute from home must be done in-person in the Housing Office – 206 Steele Hall or 210 Goldstein Student Center

ALL cancellations of lottery assignments by students to reside off campus (those students not obligated to the 2-year housing requirement) or to commute from home will be assessed a \$450 cancellation charge. Students who are considering living off campus or commuting from home should anticipate this cancellation charge in making their decision to participate in the Housing Lottery.

DURING THE ACADEMIC YEAR

With the start of the fall semester, other penalties and refunds for housing and meal plans apply. Cancellation and refund policies are stated in the *Tuition, Fees, and Related Policies*, available at [Tuition and Fees](#).