No lottery, no wait list!

Important Dates and Deadlines
Lottery and Room Selection Process Information
Freshman & Sophomore Mandatory Housing Policy
Disability Accommodations
Cancellation Policy

RowanUniversity
RESIDENTIAL LEARNING & UNIVERSITY HOUSING
ROOM SELECTION
2017-2018
Rowan
### DATES TO REMEMBER:

**Sunday, February 12**

- Students who select a room during the room selection process who would like to request a change to that assignment may submit that request to the Residential Learning and University Housing MyHousing section of the Self Service web site: www.rowan.edu/selfservice.

- Students will be instructed to complete their roommate selections via MyHousing between February 20 and February 26 at 11:59pm. No roommate matches or changes can be made after February 26 at 11:59pm. Please remember students must mutually select each other in order to go through room selection together.

- Students will be notified of their date and time for room selection via their Rowan University e-mail address by close of business on March 20.

- Failure to select on the day you are assigned to select your room will result in you selecting a room during a makeup round which is scheduled to take place after all rounds of room selection are completed.

**Monday, March 20**

- Room Selection Ends

**Thursday, April 13**

- Room Change Requests

### 2017-2018 DEADLINES:

**All currently enrolled students seeking University housing for 2017-2018 must apply by Sunday, February 12 at 11:59 pm via the MyHousing section of the Self Service web site: www.rowan.edu/selfservice.**

**How to apply:**

- Login to self service
- Click on Go to ApplyOnline
- Click on the student tab
- From the drop down menu select “Fall 2017 – Spring 2018 Housing Application”

By 11:59pm – Students who are currently residing in 220 Rowan Boulevard will have an opportunity to reserve their same bed space for fall 2017 - spring 2018. You will be emailed directions on how to complete this process during the week of January 23. Students who wish to reserve their same bed space must still complete a housing application via MyHousing.

**Information Privacy**

To facilitate roommate matches during the room selection process, certain information from the application, as well as the room selection made, will be visible to other students. To keep your information private, contact the Dean of Students’ office at 856-256-4283 prior to February 13.

---

### Determining Class Rank

Class rank is determined by the number of credits completed by Fall semester 2016 plus the credits the student is currently enrolled in during Spring 2017. Transfer credits are considered only if they are accepted by the Rowan University Registrar’s office by February 13, 2017.

<table>
<thead>
<tr>
<th>Class</th>
<th>Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>90 or more credits</td>
</tr>
<tr>
<td>Juniors</td>
<td>58 to 89 credits</td>
</tr>
<tr>
<td>Sophomores</td>
<td>57 and below</td>
</tr>
</tbody>
</table>

**Room Change Requests**

Students who select a room during the room selection process who would like to request a change to that assignment may submit that request to Residential Learning and University Housing MyHousing section of the Self Service web site: www.rowan.edu/selfservice. Click on Students and then MyHousing. Select the room change request option. In your request, please note that it is for Fall 2017, not the current semester. Room change requests will NOT be granted during the room selection period while other students are choosing rooms, but will be reviewed and granted after May 1st if the space is available.

**Information Privacy**

To facilitate roommate matches during the room selection process, certain information from the application, as well as the room selection made, will be visible to other students. To keep your information private, contact the Dean of Students’ office at 856-256-4283 prior to February 13.
IMPORTANT!
Check your Rowan e-mail for updates. You will be notified of the date and appointment time for you to select your room by March 20 by 4:30pm. Check again on the day prior to your room selection round to find out your individual appointment time.

Thursday, March 2
- Monday, March 6
ADA Room Selection
Appointments

Wednesday, March 8
Honors Room Selection

Thursday, March 9
Degree in 3

Tuesday, March 21
Senior Round - Groups

Thursday, March 23
Senior Round - Individuals

Monday, March 27
Junior Round - Groups

Wednesday, March 29
Junior Round - Individuals

Friday, March 31
Sophomore Round - Groups

Tuesday, April 4
Sophomore Round - Groups

Friday, April 7
Sophomore Round - Groups

Tuesday, April 11
Sophomore Round - Individuals

Thursday, April 13
Make up Round

OTHER IMPORTANT NOTES

Roommate Selection
All students who have applied by Sunday, February 12 will have the opportunity to select roommates via the MyHousing section of the Self Service web site between February 20 and February 26 at 11:59pm. Roommate selections must be mutually agreed upon.

Selecting a Room With Roommates
Eligible students who would like to live together must mutually request each other between February 20 and February 26 at 11:59pm.

- To request another student, go online to www.rowan.edu/selfservice and select MyHousing. Click on Room Selection and then Roommate Selection to enter the name(s) of your selected roommate(s). Each student in the group must complete their own roommate selections and mutually request all other group members.

- Groups may be from 2 to 6 people. Most apartments accommodate 4 people. There are very few Triad and Townhouse apartments that accommodate 6 people, and these are typically taken early.

- On the assigned date, students who have mutually selected each other will be able to select rooms together as a group. The group will all be assigned to the round according to the roommate who has the lowest class rank.

Examples:
- 4 Seniors = Senior Round
- 2 Seniors and 2 Juniors = Junior Round
- 3 Juniors and 1 Sophomore = Sophomore Round

- Students MUST select a room on the day of their assigned time. Students/groups that do not select a space will automatically be assigned to select a bed space on make up day.

Selecting a Room as an Individual
Students who do not wish to select a room with any preferred roommates may select on their own. Individual students will be assigned appointment times within the round for their class. A proportion of spaces will be reserved in each building for students selecting as individuals.

2017-2018 Housing Fees
Rates are subject to change and are not final until approval by the Board of Trustees each year. Students applying for 2017-2018 housing should budget for a nominal increase over current rates.

Mandatory Housing Policy - Freshmen and Sophomores
Full time, unmarried undergraduates under age 21 with fewer than 58 credits are required to live in University Housing, unless they will be commuting from a parent or guardian’s home within 40 miles of the Rowan campus.

Students who plan to commute during the 2017-2018 year, must file for commuter status by February 13. To file for commuter status, obtain the “Statement of Student Residence” form online at: www.rowan.edu/ruhl

Registration holds will be enforced on students who do not file for commuter status or apply for housing by February 13! Holds will prevent enrollment in Fall classes.
Disability Accommodations
Students requiring disability related accommodations affecting their housing must apply and submit supporting documentation to the Academic Success Center- Office of Disability Resources by the application deadline, February 13, 2017. Failure to meet this deadline may limit the ability of the University to reserve housing space meeting their needs. Questions should be directed to the Academic Success Center at 856-256-4259 or successcenter@rowan.edu.

E-Mail Communications Policy
All communications regarding the housing lottery and room selection process will be sent to the student’s Rowan University e-mail address. It is the student’s responsibility to check this e-mail account regularly.

Cancellation Policy
The Terms and Conditions of the housing contract/license agreement stipulate that the contract is for the entire academic year (Fall 2017 and Spring 2018). You are financially obligated to the contract until a request to cancel is approved.

The deadline to request to cancel with no penalty is five (5) business days after the student selects a space during room selection, or the University notifies the student of a confirmed housing assignment. To submit your request to cancel your housing assignment within this 5 day period, please log on to www.rowan.edu/selfservice and click on MyHousing to submit your cancellation request.

Freshmen and Sophomore students who are subject to the mandatory housing policy are not eligible to cancel unless they will be commuting from the home of their parent or legal guardian and submit the required “Statement of Student Residence” form. After the deadline, cancellations are subject to the following cancellation fees.

Requests for fall semester submitted by:

<table>
<thead>
<tr>
<th>Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through May 31, 2017</td>
<td>$100</td>
</tr>
<tr>
<td>June 1 to July 31, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>August 1 to August 31, 2017</td>
<td>$500</td>
</tr>
<tr>
<td>On or after September 1, 2017</td>
<td>$500</td>
</tr>
</tbody>
</table>

Requests submitted after August 31, 2017 will only be approved due to withdrawal, graduation or leave of absence, participation in an approved academic program, marriage or domestic partnership, or medical, financial or other hardship.

Questions? Contact Us...
Phone: 856-256-4266 | Email: housingquestions@rowan.edu
Web: http://www.rowan.edu/studentaffairs/reslife/assignment/
UniversityHousingLottery.htm