

# The 2011-2012 Returning Student Housing Assignment Process (HAP)

## Residential Programs & Services (RPS) at MCLA

### What is the Returning Student Housing Assignment Process (HAP)?

The Returning Student Housing Assignment Process (HAP) is the system we use to assign currently enrolled students to their 2011-2012 academic year housing. Current students have seniority in the room assignment system and this process allows current students to select their housing prior to the new students who will join the MCLA community in the fall.

### Who is eligible to participate in the Returning Student HAP?

All full-time students who are currently enrolled at MCLA **and** are planning to be enrolled in on-campus classes during the Fall 2011 semester are eligible to participate in this process. This includes any students who are currently enrolled, but studying off-site (ex. Study Abroad, Internship Programs). This process **is not** open to students who have withdrawn from the College, students on a Leave of Absence, students who plan to study off-site in the fall or new transfers and freshmen who will start their studies at MCLA in the fall.

Students who have an on-campus residency requirement **must** participate in this process. Students who no longer have a residency requirement are welcome to participate in this process, as are current commuters who would like to live on campus next year.

**EVERY** student who participates in this process **must** clear any student account charges **no later than** Wednesday, April 20th and must register for Fall 2011 classes **no later than** Friday, April 29th.

### What general information do I need to know?

You are currently reading the document that contains the overall instructions for the HAP. You should **read both pages** of this document very carefully and start thinking about where you want to live and with whom you would like to live.

The next thing you should do is **plan for the payment of your \$100 non-refundable room reservation deposit (RRD)**. You must pay this deposit to the Bursar's office **no later than** 12:00 noon on Wednesday, April 20th in order to participate in the process, so it is important to plan ahead.

**The forms you will need** to fill out for the HAP process will be available to you on **Monday, March 21st**. You will be able to access these forms on the RPS website and will receive an e-mail on Monday, March 21st that contains a link to that site. **ALL students must read the Residence Area Occupancy Agreement (RAOA) and complete the form located on the fifth page** of the Agreement. Once you complete the form, **you need to take your form to the Bursar's office with your \$100 non-refundable room reservation deposit (RRD)**. The Bursar's office will stamp your form to indicate that you have made your payment. Again, this needs to be done **no later than** 12:00 noon on Wednesday, April 20th.

**The last thing** you need to do to complete your participation in the process is turn in your Housing Assignment Preference Form. These forms are due to the RPS office **no later than** 4:00 pm on Wednesday, April 20th. The exact details of what is due to the RPS office on that day depends on where you want to live, so **read the next section of these instructions to learn more**.

### Next step? Decide where you want to live!

*If you want to live in Berkshire Towers (BT) or Hoosac Hall (HH).....*

**This is an individual-based process if you are seeking a double room in BT or HH or a single room in BT.** Complete your *Residence Area Occupancy Agreement* and bring the Agreement along with your \$100 non-refundable housing deposit to the Bursar's office to get an official stamp verifying your payment. Next, complete your HAP Preference Form. **Final step: Bring your completed HAP Preference Form and your completed Residence Area Occupancy Agreement to the RPS office in Townhouse #89 no later than 4:00 pm on Wednesday, April 20th.** Assignments to specific rooms will be made the week of April 25th.

**If you have a full group of 6 or 8 people who would like to form a group and vie for a first or third suite, it is a group process.** (Second suites are not available for selection as a group.) Complete your *Residence Area Occupancy Agreement* and bring the Agreement along with your \$100 non-refundable housing deposit to the Bursar's office to get an official stamp verifying your payment. Next, **your group needs to sit down together and complete one BT Suite HAP Preference Form.** When you meet together to complete the HAP Preference Form, you should select one person from the group to serve as the Group Spokesperson. **The Group Spokesperson is responsible for bringing your suite's HAP Preference Form AND the Residence Area Occupancy Agreements for EVERY member of the group to the RPS office no later than 4:00 pm on Wednesday, April 20th.** Assignments to specific suites will be made during the week of April 25th.

*If you want to live in the Flagg Townhouse Apartment Complex.....*

**This is a group-based process.** Students must form groups of 5 or 6 in order to vie for an apartment. **Occupancy in the apartments is restricted to the designated design occupancy** of each apartment (1 person in a design single; 2 persons in a design double and 3 persons in a design triple). **We are not able to offer any premium single rooms in any apartments during the upcoming year.** All 6-person apartments have 2 singles & 2 doubles. Phase I, 5-person apartments have a double & a triple (T01-36). Phase II, 5-person apartments have a single & 2 doubles (T37-92).

If you are vying for an apartment, complete your *Residence Area Occupancy Agreement* and bring the Agreement along with your \$100 non-refundable housing deposit to the Bursar's office to get an official stamp verifying your payment. Next, **your group needs to sit down together and complete one TH Apartment HAP Preference Form.** When you meet together to complete the HAP Preference Form, you should select one person from the group to serve as the Group Spokesperson. **The Group Spokesperson is responsible for bringing your apartment's HAP Preference Form AND the Residence Area Occupancy Agreements for EVERY member of the group to the RPS office no later than 4:00 pm on Wednesday, April 20th.** Assignments to specific apartments will be made during the week of April 25th.

# Thirteen Important Things to Know.....

1. By choosing a room and submitting a signed *Residence Area Occupancy Agreement*, you are **agreeing to reside on campus for the entire academic year unless you withdraw or graduate from the College. Signing a *Residence Area Occupancy Agreement* indicates you agree to abide by the terms of the *Agreement* (including *Further Terms & Conditions* and *The Resident Student Handbook*). During the 2011-2012 academic year, all three residence areas (including the Townhouses) will be closed from the last day of finals, Tuesday, December 20th through Monday, January 2nd.** All students are expected to vacate the premises and turn in their keys during this time period. Winter Break housing will be available in the Flagg Townhouse Apartment Complex, for an additional fee, from Monday, January 2nd through spring semester opening on Sunday, January 15th.
2. **A \$100 (non-refundable) room reservation deposit is due to the Bursar's office prior to submitting your HAP materials to Residential Programs & Services (RPS).** The deposit may be paid by cash, personal check, your credit card or with the credit card of another (e.g. parent, guardian). All credit card payments must be made on the MCLA website. You cannot participate in the HAP (the assignment selection process) without making your room reservation deposit payment prior to 12:00 noon on Wednesday, April 20th.
3. Students who plan to participate in this process **must satisfy all financial obligations posted to their student account by Wednesday, April 20th.** Participants must also **register for Fall 2011 classes no later than Friday, April 29th.**
4. **All spaces in the Returning Student Housing Assignment Process are distributed via a ranking system based on overall GPA, class status, campus citizenship, completion of residency requirement and resident student status.** Students choosing to live in Berkshire Towers and Hoosac Hall receive an individual ranking. Students vying for Townhouses receive a ranking which is an average of the full group's individual rankings.
5. In the Townhouses, **only full apartment groups** of 5 or 6 may apply for this process. Individual students must combine with others to form a full group in order to participate. If you need assistance with this task, please utilize the "**RPS Housing Connections**" bulletin board on the FirstClass desktop. When you write messages on this bulletin board, please be sure to be specific about what kind of connection you are trying to make. Provide your name, the type of room you are looking for or offering out and other important information. Once you make a connection with another person, take your interactions out of the bulletin board and communicate via personal FirstClass accounts. **If, in the end, you are not able to form a full group and are still interested in living in the Townhouses, you may initially choose a room in another residence area and waitlist for a space in the Townhouses.**
6. **Coed housing** is available within designated suites in Berkshire Towers and in Townhouse apartments. Students residing in coed apartments are responsible for filling any vacancies that may occur within their apartment. **Failure to identify your own replacement apartment mate(s) may result in the dissolution of the apartment's coed status and its return to a single sex apartment.**
7. RPS assigns room and apartment mates based on biological sex. **If you identify as a transgendered student** and wish to discuss your housing options, please contact the RPS office no later than Friday, April 8th to schedule a meeting with the Director.
8. All MCLA residence areas are **smoke-free**. Berkshire Towers and Hoosac Hall are **alcohol-prohibited**, as is any apartment where one or more residents are less than 21 years of age as of September 5, 2011.
9. **The 2011-2012 academic year room rents are:** Berkshire Towers doubles, \$2425 per semester; Hoosac Hall doubles, \$2300 per semester; Townhouse doubles, \$2525 per semester; Berkshire Towers design singles, \$2625 per semester; Townhouse design singles, \$2725 per semester.
10. **All students with a residency requirement are required to participate in a College meal plan.** Meal plan requirements for the 2011-2012 academic year have not yet been finalized. Additional information regarding meal plan requirements will be sent to you at a later date. **Non-residency requirement students living on campus do not have a meal plan requirement, but are welcome to enroll in the meal plan of their choosing.**
11. **Parking permits** for returning students are distributed via the Housing Assignment Process (HAP). In Berkshire Towers and Hoosac Hall, parking permits are assigned by HAP number ranking. In the Townhouses, each apartment is guaranteed one parking permit through the HAP. Please be sure to discuss this decision with your apartment mates and provide us with the name of the person who will receive the permit on your HAP Preference Form.
12. If you are currently on a **discipline level higher than General Probation II**, you are required to meet with the Director of Residential Programs & Services or her designee prior to participating in the Housing Assignment Process. All students currently on a discipline level of General Probation I or higher will receive a point deduction on their overall HAP number ranking.
13. If you **provide false or misleading information** to improve your housing assignment status, you will lose your right to participate in the HAP process.