

# HOUSING SELECTION GUIDELINES 2016-2017

## THIS IS IMPORTANT!

Your Housing Selection Agreement is your PERSONAL INVITATION for admission to the HOUSING SELECTION EVENTS. You MUST bring it to these events.

*If you need help understanding anything on this form, contact Residence Life at 903.923.2321 or Reslife@etbu.edu.*

**You are invited to participate in the Housing Selection process for 2016-2017.**

### **Homestead Process:**

#### **1. Homestead Application and Housing Selection Agreements due Thursday, March 24, at 5:00 p.m. to Student Affairs.**

If you are interested in the Homestead process, you must fulfill the qualifications and complete the form as outlined on the HOMESTEAD APPLICATION. This application along with the Housing Selection Agreements of all of your roommates must be turned in as one packet to Student Affairs by 5:00 p.m. on March 24. If approved, you will receive an email by Monday, March 28, letting you know that you do not need to attend the Draw Day or Housing Selection Night.

### **Non-Homestead Process:**

#### **1. Draw Day: Tuesday, March 29, 10:00 a.m.-5:00 p.m. in the Hogue Meeting Room (OSC).**

Doors open at 10:00 a.m. and close at 5:00 p.m. **BRING YOUR HOUSING SELECTION AGREEMENT WITH YOU. IT IS YOUR ADMITTANCE TICKET.** You can select your Draw Number on this day only. **If you intend to live on campus, you MUST draw a number even if you are planning to select a room with an upperclassman.** If you cannot attend the Draw Day, you will need to get a proxy – please see Proxy Process information below.

**On the DRAW DAY** you will draw a number with the class that you will be a part of at the end of Spring 2016.

*These credit numbers include three flex hours.*

**87+ credits** = Senior Numbers    **57-86 credits** = Junior Numbers    **56 or fewer credits** = Sophomore Numbers

We will record the number you draw, as well as staple the Number to your Housing Selection Agreement. This is your admission ticket to select a room on Tuesday, March 29.

**The number you draw is your number. Numbers CANNOT be traded.**

#### **2. Housing Selection Night: Tuesday, March 29, at 8:00 p.m. in the Ornelas Student Center.**

All students will need to report to the Student Center by 8:00 p.m. on Tuesday, March 29. You must bring your Housing Selection Agreement or you will not be able to participate. If you cannot attend the Housing Selection Night, you will need to get a proxy – please see Proxy Process information below.

**(See reverse side for important Housing Selection Night information.)**

### **\*\*PROXY PROCESS\*\***

PLAN AHEAD: You must attend both Draw Day & Housing Selection Night  
(OR send a proxy, see below for details).

**Failure to attend either event will affect your status in the housing process!**

If you cannot attend either event, you MUST:

1. Send your Housing Selection Agreement and a signed PROXY FORM with a friend to choose a number for you on the Draw Day **and/or**:
2. Send a friend to Housing Selection Night with your Housing Selection Agreement and a signed PROXY FORM to select a room for you.

**Note:** *If you do not participate in these events you are still required to live on campus. Residence Life will assign you a room & roommate and will bill you accordingly.*

# Housing Selection Night Process Information

*Read Carefully!*

**EVERY student MUST have a completed Housing Selection Agreement in order to participate in Draw Day & Housing Selection Night.**

**Housing Selection Night: Tuesday, March 29, at 8:00 p.m.**

## **What will the Housing Selection Night process look like?**

1. You need to be in the Ornelas Student Center by:
  - a. Senior Numbers – 8:00 p.m.
  - b. Junior Numbers – 8:30 p.m.
  - c. Sophomore Numbers – 9:00 p.m.
2. If you do not have a full apartment and are still looking for a roommate(s), please visit our “Get A Roommate” area in the Student Affairs Conference room beginning at 7:00 p.m. on Tuesday, March 29. You can also sign-up in Student Affairs to find other roommates.
3. You must be ready to sign up as a complete group of current ETBU students (two for Linebery; four students for Ornelas, Mabee, UA; and four-six students for Fry). **If you do not have a complete apartment when your number is called, you will not be able to select your room until all others have gone through the selection process** (please see point number 10 below).
4. You must have your Housing Selection Agreement with your attached Draw Number. This form must be complete before you are able to participate in the selection process.
5. When the lowest number of your group is called, you will head to the Check-In table. **All members of your group must be present OR you must have a proxy form for members who are not present.**
6. A staff member will guide you back to the selection area. There will be a separate area for female and male housing options.
7. Groups will go in one at a time to have the opportunity to see all open and available housing spaces.
8. Once you have selected your space as a group, you will hand your Housing Selection Agreement to the staff member who will then mark down your housing assignment on your Housing Selection Agreement and in our housing chart.
9. This will complete your housing selection process. THANK YOU!
10. If you do not come in with a complete group and/or you are requesting a non-current ETBU student:
  - a. You will not be able to select your apartment when your number is called.
  - b. You must wait until all others have gone through the selection process and then we will take the remaining students through the process based on:
    - i. A full apartment, even with non-current ETBU students (transfers only, no incoming freshmen).
    - ii. Numerical order based on your draw number for all singles, doubles and triples.