**Housing Lottery Process**

**Residence Hall Contracts:** Completed contracts must be submitted on Thursday, April 6th, in person in Stamm West in Templeton anytime between 9am and 4pm. Bring your completed contract stamped by the Student Accounts Office as evidence of your $200 housing deposit. *(Please do not mail or try to submit your contract to Campus Living prior to April 6th.)* You will then participate in the lottery based on the number of semesters you have successfully completed at Lewis & Clark. We will assume a successful completion of the current semester. Contracts submitted after April 6th may be subject to a waiting list for an assignment.

The residence hall contract is a *legally binding document*, so please read it carefully before signing. Students returning to the halls for the second (sophomore) year should sign a full year contract unless you have been accepted for participation in an overseas or domestic program. **If you travel abroad during your sophomore year, you must return to campus housing in the semester following your overseas program to complete the four semesters of residency.** Remember, the College requires that you live on campus for four consecutive semesters (even if you have junior academic standing). **If you do not submit a housing contract but are required to live on campus, charges for room and board will be assessed to your student account and a room will be assigned to you for Fall semester.**

**Exceptions:** If you believe you have extenuating circumstances that may preclude completion of the residency requirement, you may submit a petition form requesting an exemption from the four-semester requirement. The Contract Release Petition is online at: [http://www.lclark.edu/college/student_life/campus_living/housing_forms/](http://www.lclark.edu/college/student_life/campus_living/housing_forms/) under the section titled, “Continuing Students.” We recommend that you submit your petition and all supporting documentation by March 17th, well before the April 6th lottery. It could take up to two weeks for you to receive an answer to your petition. If you are unable to submit a petition prior to March 17th, please complete the lottery process to ensure your desired placement in the halls in the event of an unsuccessful petition.

**Lottery:** We use the lottery to determine room assignments in two separate steps. The first step, the April 6th housing lottery is the “paperwork phase.” We hope to get a reasonably clear picture of where students want to live and once we’ve entered your preference information into our housing database, we’ll then be able to make your time assignment for the “room selection phase.” On April 16th, you will once again come to Stamm Dining Room in Templeton at your pre-determined time and choose your room for Fall 2017; rising seniors first, rising juniors and finally rising sophomores. (Rising seniors and juniors who submitted their housing materials as part of Early Sign-Up will have chosen their rooms by this time).

**Squatting:** If you want to return to (squat) the double room you currently occupy, you may do so at the lottery on April 6th provided you have a specific roommate and that roommate is also a resident of your current hall. If you wish to live with someone who resides outside your current residence hall, you will not be allowed to squat your room. **Triples, quads and singles are not eligible for squatting.**

**Roommates:** If there is someone you want to live with next year, the two of you should come to the lottery together on April 6th. The three hall choices you and your roommate enter on your housing contract should match. You and your preferred roommate will each select a lottery number from the box corresponding to the number of semesters you have completed. The numbers you draw will then be averaged and that will be the number used to determine your hall and room placement on April 16th. If you don’t have a roommate but want one, Campus Living is hosting a Facebook “event,” so that you can virtually connect to potential roommates. Check it out on the LC Campus Living page [https://www.facebook.com/events/408518046207350/](https://www.facebook.com/events/408518046207350/). If you find a roommate after the lottery on April 6, you must notify Campus Living before 5pm on Thursday, April 13 so that your lottery numbers can be adjusted.
Quads/Suites: For quads, the process will be the same as for doubles. If possible, all four students should come to the April 6th housing lottery together. Since it is impossible to know whether or not a quad (or suite) will be available at the time you are scheduled for room selection in the second phase of this process, it will be important for you to consider which one of the three students (or two for a triple) you want to list as your primary roommate. Perhaps the best way to clarify this is by example: You are student A and you want to live with student B, C and D. Each of you will draw a lottery number. The four numbers you draw will be added together and then divided by 4; giving you a group lottery number for the quad/suite. Then, we will recalculate the average lottery number for students A and C who have decided they will be primary roommates; and the same for students B and D. If during your specified room selection time, you aren’t able to secure a quad, it will be necessary for you to “de-couple” and each roommate pair sign up for a double occupancy room.

If you and three of your friends sign up for a quad during room selection but during the summer one or more of you cancels their reservation, the remaining students will be moved to double occupancy rooms. (It is plausible, but unlikely, that a fourth student would be assigned to the quad, allowing the three to remain the that room.) Should cancellation occur after August 1st making reassignment more difficult, the double/single fee will apply to each of the remaining residents in the room.

Triples: Triple rooms may not be chosen during room selection on April 16th with fewer than three students. If you live/lived in an overflow room in Stewart, Odell, Akin, this year and wish to do so again, we anticipate needing to triple some rooms in the fall once again. You must have three people to sign up for an overflow room on April 16. No rent rebates will be issued for the 17-18 academic year.

Singles: Where single rooms are available, they are awarded based on the lottery number drawn. If you have special circumstances surrounding your need for a single, you may complete the Single Room Request form (http://www.lclark.edu/college/student_life/campus_living/housing_forms/) and return it either by email (living@lclark.edu) with your housing contract, along with any supporting documentation on April 6th. Submission of the Single Room form does NOT guarantee placement in a single room.

If you are not awarded a single room during the room selection process on April 16th, you may enter the campus wide waiting list for a single room. As the summer progresses, if singles become available, you may be moved off the waiting list based on your class standing. We will suspend lottery numbers in this case. To sign-up on the campus wide waiting list for a single, come by the Campus Living office between Monday, April 17th and Friday, May 5th to add your name to the list. We will attempt to contact you by email during the summer should a single become available.

Transfer Student Status and Turning 21: If you transferred to Lewis & Clark and this is your first residential experience and you are not yet 21 years of age, you are required to complete the housing renewal process. If, at your previous institution you lived on campus, you may add that time to the number of semesters you have lived here. If that number totals four semesters, you are not required to live on campus in the 2017-18 academic year.

If you will turn 21 before Fall semester (September 5) begins, you are eligible to move off campus for the 2017-18 academic year. If you will turn 21 before Spring semester (January 16) begins and want the option of moving off campus for that semester, you should sign a “Fall Only” contract. Please note that the housing contract is binding for the “Terms” you indicate. You will not be released from a contract should you turn 21 during the contract period.

Going Abroad: If you have NOT completed the residency requirement and have been accepted to an L&C sponsored overseas or domestic program that precludes a full year of residency, you should sign your contract for one semester. If your overseas program is scheduled for Spring semester, follow the instructions detailed above for the lottery on April 6th.
If your program is scheduled during Fall semester, you should make your deposit, complete your housing contract and submit it during the Housing Lottery on April 6th. Campus Living staff will make housing assignments for Spring 2018 beginning in November based upon your lottery number and hall preferences. Notification of your room assignment will be sent to you by email in early December. If you choose not to file your contract on April 6th, please be aware that your priority for hall and room assignment could be jeopardized. It is to your advantage to complete and return your contract (with confirmation of your $200 deposit) on April 6th.

If you are participating in an overseas or domestic program during your sophomore year, you will be required to complete the four-semester residency requirement in the Fall of 2018 unless you reach 21 years of age before the semester begins on September 4, 2018.

**ROOM SELECTION**

On April 12th, you will receive a detailed email from Campus Living verifying your time assignment (between 10am and 4pm) and instructions to prepare you for room selection for the fall. (If you squatted your room during the April 6th lottery, you will not need to go to Room Selection.)

- Room selection will begin promptly at 10am on Sunday, April 16th, 2017 in Stamm Dining Room. If you are unable to participate at the time you are assigned, please make arrangements to have a friend select a room for you.
- Once the process begins, if your name is called and you or your selected roommate are not present, you lose your priority in the selection process and will only be able to choose a room or have one assigned to you after all other students have completed the process. If for some reason you cannot attend the room selection time and cannot find a proxy, please provide the Campus Living Office with a list of room choices by 5pm on Thursday, April 13th.
- Please come prepared with at least three room choices as some rooms on each floor will be designated for new students and not available at the time you select your room.
- Continuing students who do not have a preferred roommate and sign up for a double occupancy room should anticipate completing a Roommate Preference Sheet (available online at: [http://www.lclark.edu/college/student_life/campus_living/housing_forms/](http://www.lclark.edu/college/student_life/campus_living/housing_forms/)) and being assigned a roommate.

Campus Living reserves the right to change room assignments over the summer in order to adjust for balance of men and women on co-ed floors, place two upper division students together so that first year students can be placed together, adjust a co-ed floor to single sex or vice-versa, to adjust assignment when contract cancellations occur, and to preserve the integrity of a floor designation. We will attempt to contact you by email, should a change occur that affects your assignment.

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**2017-2018 ROOM & BOARD PRICING**

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<tr>
<th>Housing Rates</th>
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<td>Rent for Apartments*</td>
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