



HOUSING RENEWAL GUIDE – 2010-2011

We have enjoyed having you on campus this year and encourage you to begin considering your living arrangements for next year. This information is designed to help you make informed decisions as you choose where you will live next year. Carefully consider your selection of roommates, space and community before the Housing Lottery on Thursday, April 8, 2010. There is a lot of information here, so you may want to keep it handy and refer to it often. Of course, if you have questions in the meantime, feel free to contact Campus Living at living@lclark.edu or call ext. 7123 or 7183.

If this is your first year on campus and you plan to return to Lewis & Clark in the Fall of 2010, you are required to live on campus and your participation in this process is essential in helping you have the best experience possible. If you have completed the two-year residency requirement, you are encouraged to return to the residence halls, but you are also eligible to apply for residency in the campus apartments or to move off-campus. If you want to live in the apartments, the application materials are on the web at: http://www.lclark.edu/college/student_life/campus_living/ by clicking on “Housing Forms” on the right side bar. You can find the forms you need under the section titled, “Continuing Students.” *Deadline for apartment applications is Friday, March 12, 2010 in Campus Living.*

In this packet you will find information about:

- Housing Renewal Process Timeline
- Themed Communities
- New Initiatives for 2010-2011; Summer Facility Improvements
- Housing Lottery; Process, Exceptions, Squatting, Going Abroad
- Room Selection
- Room and Board Pricing for 2010-2011; Refund Policy
- 2010-2011 Housing Calendar

HOUSING RENEWAL TIMELINE

Familiarize yourself with the Housing Renewal Guide for 2010-11	Now – April 1
Submit \$100 deposit to Student Accounts Office	Now – April 7
Themed Community Application or Reflection Due	March 19
Housing Lottery (Stamm East, Templeton)	April 8, 9am – 4pm
Hall Assignments Posted	April 14 – 16
Room Selection	April 18, 7pm

When completing your housing contract be sure to:

- 1) Read the contract – it is legally binding!
- 2) Complete the upper section checking appropriate boxes; please make at least two hall choices
- 3) Sign the form at the bottom indicating your agreement to the stipulations of the contract.

As part of the housing renewal process, a \$100 deposit must be submitted by April 7 in the Student & Departmental Accounts Office. You may pay by check or in-person debit. Please take your signed Residence Hall Contract with you when you pay your deposit so the Cashier can indicate directly on your contract that the deposit was received. In order to be eligible to submit your housing deposit, please be aware that your student account must not have an “Outstanding

Balance” hold from the Student & Departmental Accounts Office. Questions or concerns about such holds may be directed to Student Accounts at ext. 7829 or accountservices@lclark.edu.

THEMED COMMUNITIES

If you currently live in a themed community (Multicultural, Wellness, Outdoor Pursuits, Visual & Performing Arts, or PEAS) and want to return to the theme for next year, you MUST complete a Themed Community Reflection and submit it by email or in written form to the Campus Living Office by 5pm on Friday, March 19. The form is available online at: http://www.lclark.edu/college/student_life/campus_living/residence_halls/theme_housing/. PLEASE NOTE: The PEAS (Pioneers in Environmental Action and Sustainability) will move from its current location in Copeland to Juniper, a building of Forest Hall.

If you wish to apply to RELOCATE to a themed community, you must complete the appropriate Theme Community Application also available on the web at the address above. In each case, the forms are due by 5pm on March 19th in the Campus Living Office. You will be notified of your status for the theme prior to the lottery. If you are selected to participate, you will draw a lottery number when you submit your housing contract on April 8th from Group 1 lottery numbers. The number will be used to determine the order of room selection. If accepted to the theme, your hall placement is assured even if you are changing halls.

We want to remind you that the College is committed to fostering a fully inclusive campus community that recognizes and celebrates members of different races, ethnicities, nationalities, economic backgrounds, ages, abilities, sexual orientations, and spiritual values. As such, our housing practices now afford gender-neutral housing to students of alternative sexuality or gender identity who feel more comfortable and safe in a living environment other than the traditional roommate pairings. Please contact Sandi Bottemiller, Director of Housing by email at sjb@lclark.edu prior to Friday, March 19, 2010, to communicate your interest in being considered for participation in gender-neutral housing. Assignments will be determined on a case-by-case basis.

FACILITY IMPROVEMENTS & NEW INITIATIVES

Summer 2010: This summer the following facility improvement projects are planned for the residence halls.

- Stewart: carpet throughout
- Forest: kitchen renovation in Ponderosa and Spruce (2nd floors)
- Platt: new desk task lighting, replacement hallway lighting
- Howard: kitchen installations on 2nd and 3rd floors
- Copeland: roof replacement for C, D, E, F and G wings

Hartzfeld Hall: In environmentally concerning and economically challenging times, the College is serious about reducing our energy use. In an effort to support those reductions, we closed all of the residence halls during this past winter break. After calculating our energy savings and subtracting our incurred costs (both direct and indirect) the College saved in excess of \$20,000 over four weeks. It stands to reason that we will continue this practice into the future. Only Hartzfeld Hall will remain open for students with express permission to remain on campus. If you apply and are assigned to Hartzfeld for 2010-11, please be advised that you may be required to pack the contents of your room for the winter break. The College will provide adequate storage space for your belongings. (This change will not affect the campus apartments that will remain open during winter break for full-year occupants.)

Copeland Hall: We anticipate the return of the Residential Exploration and Discovery (REaD) Living/Learning Community for the 2010-11 academic year. During the next two months, we hope to attract approximately 60 new students to apply for this themed community. In order to make way for REaD, we are designating Copeland B30, B40 and C30, C40 and C50 as the home.

HOUSING LOTTERY PROCESS

Residence Hall Contracts: Completed contracts must be submitted on Thursday, April 8th in person in Stamm East in Templeton anytime between 9am and 4pm. Bring your completed contract stamped by the Student Accounts Office as evidence of your \$100 housing deposit. (Please do not mail or try to submit your contract to Campus Living prior to April 8th.) You will then participate in the lottery based on your residence hall choice and your cohort year. (That means if you are a first-year student but have enough credits to be a sophomore, you will be considered a first-year student for this process.) Contracts submitted after April 8th 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. Remember, the College requires that you live on campus for four consecutive semesters (even if you have junior 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 or providential circumstances that may preclude your completion of the residency requirement, you may submit a written petition requesting an exemption to the two-year requirement. The Contract Release Guidelines are on web at: http://www.lclark.edu/college/student_life/campus_living/housing_forms/ under the section titled, "Continuing Students." We recommend that you submit your written petition and all supporting documentation well before the April 8th lottery. It could take up to two weeks for you to receive an answer to your petition. If you are unable to submit it prior to March 29th, please complete the lottery process to insure your desired placement in the halls especially in the event of a negative outcome.

Lottery: We use the lottery to determine hall and room assignments in two separate processes. Students who choose to return to the same residence hall (Group 1) will have higher priority in room selection than those students who wish to change halls (Group 2). Within those two groups (same hall, change hall) lottery numbers are based on cohort group. Students who currently live off campus fall into the Group 2 category. Stewart, Odell and Akin as well as Platt and Howard are considered separate halls. However, the buildings of Forest (Alder, Juniper, Manzanita, Ponderosa and Spruce) as well as Hartzfeld A, B, C and D are each considered as the same hall.

At the close of the lottery, the preference information you entered on the contract will be input into our housing database and assignments for Fall semester will be made based on your lottery number. Hall assignments will be posted on the bulletin board outside Campus Living on Wednesday, April 14, 2010.

Squatting: If you want to return to the double room you currently occupy (squat), you may do so at the lottery on April 8th 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. **Quads and singles are not eligible for squatting.** For those who are being displaced for theme designations (Juniper, Lower Spruce [which will be all female] and Copeland B & C), squatter rights will be extended to you for other areas of your respective hall, provided the room you select is not being squatted by the current occupants.

Roommates: If there is someone you want to live with next year, the two of you should come to the lottery together on April 8th. The three hall choices you and your roommate enter on your housing contract should match to insure that you are placed in the same location. You and your preferred roommate will each select a lottery number corresponding to your particular situation be it Group 1 or Group 2. The numbers you draw will then be averaged and that will be the number used to determine your hall placement. If your roommate choice is someone who currently lives in another complex, you should know that your combined lottery number will lower your priority among the other returning residents in your complex. It will however improve your selected roommate's chances of getting into that new hall.

There is a terrific roommate opportunity for those of you who would be interested in living with a Japanese exchange student from Waseda University, Kansai Gaidai University and Hokusei Gakuen University. If you have studied in Japan or plan to do so, this could be the perfect opportunity for you to exchange insights and experiences with a Japanese student for the upcoming academic year. If you're interested in this opportunity, please write on your contract "Japanese Exchange Student" on the Roommate Preference Sheet so that we can pair you with a compatible roommate.

Quads/Suites: The current lottery system does not allow four students to average their lottery numbers primarily because most of the quads are reserved for first year students. The same is true for Hartzfeld, so if your hope is to have a suite with three friends, keep in mind that it is feasible that not all four of you will be assigned to Hartzfeld. In the past ten years, there has consistently been a waiting list of at least 80 students who were not assigned to Hartzfeld. Please note that Hartzfeld will be a 10-month residence. That means if you are awarded a room in Hartzfeld for the 2010-11 academic year, you must pack up your room during winter break. See additional information under, “New Initiatives” above.

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 in 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.

Singles: Where single rooms are available they are awarded based on seniority in the hall and the lottery number drawn. You have the best chance of getting a single in the residence hall where you currently live provided that hall has single rooms. If you have special circumstances surrounding your need for a single, please complete the Single Room Request form either by email or submit it with your housing contract, and any supporting documentation on April 8th. Submission of this form does **NOT** guarantee placement in a single room.

http://www.lclark.edu/college/student_life/campus_living/housing_forms/

If you are not awarded a single room during the room selection process on April 18th, you may enter the campus wide waiting list for a single room. As the summer progresses if singles become available, you may be moved 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 19th and Friday, May 7th to add your name to the list. We will attempt to contact you by email should a single become available.

Going Abroad: If you have been accepted to an LC 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 during Spring semester, follow the instructions detailed above for the lottery on April 8th.

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 8th. You will NOT draw for a lottery number at that time. However, Campus Living staff will make housing assignments for Spring 2011 beginning in mid-November. 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 8th, you should 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 \$100 deposit) on April 8th.

ROOM SELECTION

Beginning at 1pm on April 14th, you may verify your residence hall assignment from a list posted outside Campus Living, and prepare for room selection for the fall. (If you squatted your room during the April 8th lottery, you will not need to go to Room Selection.)

- Room selection will begin promptly at 7pm on Sunday, April 18th, 2010 in the main lounge of each residence hall. (Hartzfeld selection will take place in Platt Main Lounge at 8:30pm.) If you are unable to participate at that time, please make arrangements to have a friend select a room for you.
- Themed community participants for Fall 2010 will be first to select rooms based on lottery numbers.
- 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 and your roommate are unable to attend the housing lottery, you must contact the AD of your residence hall for 2010 immediately to explain whether someone may be selecting a room on your behalf.
- 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 should anticipate completing a Roommate Preference Sheet (available online at: 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 numbers 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.

2010-2011 ROOM & BOARD PRICING

Housing Options:	Room Rent for Double, Quad & Suite:	\$2,529/semester
	Room Rent for Single:	\$2,891/semester
Meal Plan Options:	19 Meal Plan (no flex)	\$2,295/semester
	14 Meal Plan (no flex)	\$2,132/semester
	14 Flex Plan:	\$2,254/semester (150 flex points)
	10 Flex Plan:	\$2,269/semester (175 flex points)
	7 Flex Plan:	\$2,153/semester (200 flex points)

Refunds: If you cancel your contract on or before July 1, 2010, your \$100 housing deposit is refundable. Cancellation after July 1 and before halls open on August 29, 2010 constitutes forfeiture of your housing deposit. Your contract becomes binding when the halls open on August 29. Petitioning for contract release is your responsibility if cancellation occurs after occupancy. Room and board charges may be prorated but your deposit will be forfeited even if you are released from your contract.

2010-2011 HOUSING CALENDAR

Fall Semester 2010

Halls Open @ 9am	August 29
Classes Begin	August 30
Last Day to Change Meal Plan	September 3
Fall Break	October 6 – 9
Thanksgiving Break – Halls Open, no Meals	November 25 – 28
Halls Close @ 3pm	December 16

Spring Semester 2011

Hall Open @ 9am	January 16
MLK Day Observed, College Closed	January 17
Classes Begin	January 18
Last Day to Change Meal Plan	January 21
Family Weekend	March 4 – 6
Spring Break – Halls Open, no Meals	March 19 – 27
Halls Close @ 3pm	May 6

Please use this information as a reference when booking your return flight to campus for the 2010-11 academic year. Early arrivals are discouraged and significant charges (up to \$100/night) for access to the halls before August 29th (and January 16th for Spring) will be assessed to your student account.