

TRINITY COLLEGE

Office of Residential Life

On Line Housing Selection Instructions

Spring 2019

What is the Housing Selection Process?

Every spring rising seniors, juniors, and sophomores have the opportunity to choose housing for the following academic year. This housing process functions as a lottery system where students are assigned a “lottery number” which is based on their class year and their housing history. The housing history is where a student has lived on campus while attending Trinity. Every room in the residence halls is assigned a rating which is a letter grade ranging from D- to A+. The Student Government Association – Housing Committee determines these ratings. The committee puts a significant amount of time and effort into reviewing the ratings of each room, in order to determine its rating. Certain attributes of a room are taken into consideration throughout the room rating process. The size of a room, in terms of personal and/or common space, the location and general condition of the hall, and any out of the ordinary occurrences which the committee is aware of, are taken into consideration when determining the rating of a room. (**Note:** The SGA-Housing Committee also reviews the situations where students are living in multiple occupancy rooms where vacancies exist. In an effort to equalize housing situations, the SGA-Housing Committee may adjust the lottery numbers or the room rating of those students occupying spaces where vacancies exist.)

The housing selection process has been designed by students and the housing administration to allocate housing as fairly as possible. Rising seniors will select housing first, followed by rising juniors and then rising sophomores.

Where do I find my lottery number?

Lottery numbers have been posted on the “landing page” of your housing selection site.

- Log into your personal portal at my.trincoll.edu
- Click on community
- Click on the lottery icon
- You will be directed to the landing page where you will see your lottery number.

Before the actual process of assigning rooms begins in April, students need to be preparing for housing selection and familiarizing themselves with the policies regarding housing selection.

The following pages explain in detail the policies and procedures for the 2019 Spring Housing Selection. Please read the instructions carefully in order to be fully prepared. Although the process may seem complicated, we are available to answer questions and will be holding informational sessions .

The *housing assignment* process will begin on April 1st and be completed on April 12th .

What you need to know

ELIGIBILITY FOR PARTICIPATION

To be eligible for the Spring Housing Selection, an individual must be a full time matriculated Trinity College undergraduate who intends to enroll full-time in a campus-based program for the following fall term. Prospective participants must meet all the requirements below in order for their lottery number to be published and to be allowed to participate in the Fall Room Selection beginning April 1st . The requirements to participate in room selection are below:

- **Students must have made substantial payment, as determined by Student Accounts.**
- **Per Connecticut statute, any student living in campus housing must be vaccinated against Meningococcal disease.**
- **Students who have notified the International Programs Office of their intention to study away for the fall term are not permitted to participate in the lottery. *Students scheduled to study away in the spring will sign a ½ year contract.***
- **Any students who have received special assignments prior to the lottery are not permitted to participate in the lottery. This includes students who have assignments based upon medical need, students enrolled in “the Fred”, RAs, and Pride leaders who have accepted positions for 2019-2020 academic year, students who have been accepted to live in Ogilby, and any other student(s) who have accepted a special assignment.**
- **Students must register for fall classes by May 4th. Students who do not register for classes may forfeit their housing assignment.**

There are some deadlines and dates you should be aware of.

Date/deadline	Event
February 13 th	Lottery numbers released. SGA begins accepting lottery number appeals.
February 18 th	Residential Life Office begins accepting Off Campus Housing requests.
February 26 th	Housing selection info session . Terrace Room B (Mather Hall) 12:25 – 1:15
March 1 st	Deadline appealing lottery number to SGA.
March 5 th	Housing selection info session. Rittenberg Lounge (Mather Hall) at 12:15 – 1:30.
March 7 th	Housing based on special need application due in the Accommodations Office for consideration.
March 14 th	Housing selection info session. Terrace Room B (Mather Hall) 4:00 – 5:00
March 15 th	NEW RA applications due.
March 22 nd	Pride Leader applications due.
March 25 th	Applications to the Fred due.
March 25 th (week of)	Appeal decisions sent to students from SGA.
March 26 th	Housing selection info session. Terrace Room B (Mather Hall) 12:15 - 1:15
April 1 st	Housing selection site goes live. Start forming groups, add rooms to wish list.
April 8 th	Class of 2020 assigned housing.
April 9 th – 10 th	Class of 2021 assigned housing.
April 11 th – 12 th	Class of 2022 assigned housing.

Living Off Campus

The limit on the number of students who are released from campus housing will be strictly enforced.
All students who wish to live off campus for the coming academic year must submit a request to live off campus. This applies to students who currently live off campus.

The College will accept the first 175 requests to live off campus, and after reaching this number, the request form will be inactivated and no more requests will be accepted.

- Students whose requests are not accepted will be expected to participate in the housing selection process.
- Students who submit a request will be e-mailed within 48 hours confirming the request was received and either accepted or denied.
- The maximum number of students released from housing from the class of 2022 is 35 and students cannot be on academic probation at the end of two semesters.
- When the Office of Residential Life has received 175 requests, a notice will go out to the community letting everyone know that no more requests will be accepted.

Note: Off Campus housing applications will be accepted starting February 18th until the maximum number allowed (175) are approved.

STUDENTS WHO ARE STUDYING ABROAD

Students who are studying away in the fall will not be allowed to participate in the fall housing selection. Those of you who are abroad during the fall will receive an email from the Residential Life Office in October asking you to send us your housing preferences. We will do our best to assign you to the housing that you prefer. Please be advised we cannot guarantee you will receive the housing you prefer. Assignments will be made based on availability and assignments will be made in lottery number order. The assignment process will begin in late October and continue into January. You will receive your housing assignment via email prior to re-opening in January.

Students who are studying away in the spring may participate in the fall housing selection process. However, you will only contract for housing for one semester. *All students studying away in the spring will be required to vacate their housing by noon on December 19, 2019. There will be no exceptions.*

CANCELLATION DEADLINE AND CANCELLATION FEE

In order to ensure that students who select rooms in the lottery have the intention of residing in those rooms in the fall there are cancellation deadlines to be aware of. This is very helpful in making sure that all vacancies are known well in advance of move-in and that students who do not yet have a room are not waiting for a space to occur. **Any student who cancels their housing assignment between April 8, 2019 and June 30, 2019 will receive a \$500 room cancellation fee on their student account. Any student who cancels their housing between July 1, 2019 and July 31, 2019 will receive a \$750 room cancellation fee on their student account. After July 31, 2019 any student who withdraws from housing will receive a \$1000 room cancellation fee on their student account.** It is therefore very important that you keep the Residential Life Office promptly informed if you do not plan to take the room you accepted when offered the assignment. This policy applies to ***Students who accept a housing assignment prior to the housing lottery, selects***

STEPS IN THE HOUSING SELECTION PROCESS

1. Read All Enclosed Materials Carefully

The information contained in this packet is lengthy so that it can provide you with the information you need to be an informed participant in the housing selection process. No amount of printed material, however, can answer every question. So please attend an informational session. Scheduled sessions are:

- February 26th 12:15 – 1:15 Terrace Room B / Mather Hall
- March 5th 12:15 – 1:15 Rittenberg Lounge/Mather Hall
- March 14th 4:00 – 5:00 Terrace Room B /Mather Hall
- March 26th 12:15 – 1:15 Terrace Room B/ Mather Hall

2. Determine Your Room Rating

Contained at the end of this memo are the 2018-2019 room ratings. The Student Government Association – Housing Committee determines these ratings. The committee puts a significant amount of time and effort into reviewing the ratings of each room, in order to determine its rating. Certain attributes of a room are taken into consideration throughout the room rating process. The size of a room, in terms of personal and/or common space, the location and general condition of the hall, and any out of the ordinary occurrences which the committee is aware of, are taken into consideration when determining the rating of a room. *(Note: The SGA-Housing Committee also reviews the situations where students are living in multiple occupancy rooms where vacancies exist. In an effort to equalize housing situations, the SGA-Housing Committee will **adjust the lottery numbers or the room rating** of those students occupying spaces where vacancies exist.)*

3. Think About Applying For One of the Special Interest Residential Options Prior to the Room Selection Lottery

If you are interested in a more involved residential experience at Trinity there are options open to you. Applications are available for the Fred and the new residential program, Cross Cultural Living Community.

4. Other housing options

Trinity has several types of housing available. Not all residence halls are the same. Below is a brief description of the different residence halls available to select to at the housing lottery.

5. Determine Your Lottery Number and Identify Potential Residences

The Residential Life Office has posted your lottery number on your personal portal. You can log in at my.trincoll.edu and sign in. Keep in mind that these are preliminary numbers and some lottery numbers may change once room rating appeals have been decided as well as judicial sanctions applied options. Floor plans are also available on line at <http://www.trincoll.edu/StudentLife/HousingDining/ResidenceHalls/Pages/default.aspx>

6. Identify a Group of Potential Roommates (Room Groups)

- Some individuals may only want to select a single and only add singles to their wish list.
- To be eligible for a multiple-occupancy room, students must find roommate(s) with whom they plan to live during the entire academic year. In order to secure a multiple occupancy room, students must:
 - a) meet the maximum capacity of the room and
 - b) the potential roommates must then designate a group leader to act as spokesperson for the group. Only the group leader is allowed to add room choices to the groups wish list. When considering a multiple-occupancy room, prospective residents must average their individual Lottery Numbers to establish their collective Lottery Number or GROUP number.

GROUP LEADERS!

- The person who creates the group (invites members to join the group) will automatically be made the Group Leader.
- The Group Leader will add room choices to the wish list....**only** the Group Leader can add rooms to the wish list.
- The Group Leader will regularly check the lottery queue to confirm that the invitees have accepted/declined the invitation.
- A person who declines an invitation cannot change their mind and reactivate themselves in the group. If a member of the group declines and changes his/her mind, that person has to be invited again.

Keep reading.....more detailed instructions regarding how to select on line will follow “housing options to consider”.

The FRED PFIEL COMMUNITY PROJECT ~ Summit East

For information about the Fred, please go to <http://commons.trincoll.edu/thefred/apply> . The mission of the Fred Pfeil Community Project, most commonly known as “*The Fred*,” is to create a comfortable and vibrant space for all students to unite social, cultural, and intellectual interests, thereby enriching campus life. The Fred residents plan and execute weekly Friday night social events and regular interest group programs. Every member is expected to participate in one of these common interest groups, in addition to being a generally active presence in the community.

Applications will be available soon. If you have questions about the application process or living at the Fred, please contact The Fred Community Coordinators, Pauline Choquet and Brielle McDonald.

Applications are due March 25, 2019

The Cross Cultural Living Community ~ Doonesbury Hall

New in the 2019-2020 academic year, the Cross Cultural Living Community (CCLC) is a new living learning community that will be located in Doonesbury Hall. The CCLC is envisioned to be a vibrant intellectual and social community of twenty-five domestic and international students, who will live together in Doonesbury Hall and participate in various events designed to promote cross-cultural and global leaning and understanding on campus. It will offer domestic students an opportunity to engage with, and learn from, international students especially in preparation for study abroad; it will become a place for students returning from study abroad to develop activities and events based on their newly acquired outlook, for international students, CCLC will contribute in making Trinity and Hartford their second home through a supportive community of friends and mentors. CCLC will also allow participants to appreciate the different cultures that make up the United States, and in particular, Hartford.

Applications are available through the CCLC website located at:

[https://www.trincoll.edu/StudentLife/Diversity/OISS/Pages/Cross-Cultural-Living-Community-\(CCLC\).aspx](https://www.trincoll.edu/StudentLife/Diversity/OISS/Pages/Cross-Cultural-Living-Community-(CCLC).aspx)

Applications are due March 11, 2019.

FUNSTON HALL ~ a mixed class residence

Funston Hall will continue to be the residence hall where First Year students and upper class students will live in the same building. For the 2019 - 2020 academic year approximately 50 spaces will be reserved for the class of 2023. 46 spaces will be reserved for non - First Year students who are interested in living in a community where alcohol is not permitted.

There will be singles and quads available for upper class students in Funston. These spaces will be selected through the on line housing selection process the same as selecting any other housing option. First Year students will be assigned throughout the building along with the upper class students. It is our hope that First Year students and upper class will engage with one another in a community of learning and respect.

Other Housing Options ~ Available to add to your wish list.

Below is a brief description of the residence halls. Note: suites with private bathrooms are the responsibility of the residents of the suite. Custodial services will not clean bathrooms located in suites.

North Campus ~ Vernon Street

Vernon Place is located near the top of Vernon Street and shares the building with Vernon Social. This hall consists of singles and 4-bedroom suites. The suites have a common room, but not a private bathroom. There are two community bathrooms on each floor, male and female. Vernon Place has a lounge on each floor which is shared by all residents. The bathrooms are handicap accessible.

High Rise is located next to Vernon Place. High Rise consists of 4-bedroom suites. Each suite has a private bathroom and a common area. There is a community room on the first floor and this hall has elevators.

Hansen Hall is located across the street from High Rise, next to the Bistro. Hansen Hall consists of singles and 4-bedroom suites. Each suite has a common room, but the bathrooms are community bathrooms located outside the suites. This hall is handicap accessible.

Long Walk Area ~ Main Quad

Northam is located on the historic Long Walk. It is a small building and consists mostly of two- room doubles. Two doubles on the first floor are one room doubles. The bathrooms are community baths located outside the bedrooms. The first and third floors are male only. The second and fourth floors are female only.

Jarvis is located next to Northam on the Long Walk. This building is divided into towers, A – F. There are 6 person and 8 person suites. The suites are a mix of singles and one room doubles. Some of the suites will be reserved for all male and all female, but the majority will be considered coed. In addition to the bedrooms, each suite has a common room and

two bathrooms (towers B – E). Suites in Towers A and F are all 8 person suites with a common room, study, and three bathrooms. There is one 7 person suite (Jarvis F400) and one 9 person suite (Jarvis C300).

- Be advised that ALL suites in Jarvis will be reserved for “group” selection only.. “Group” suites require that 6 or 8 students average their lottery numbers for 6 and 8 person suites (or 7 and 9). These will be assigned like any other multiple occupancy room.

Cook is located at the end of the Long Walk where the arches are leading to Mather Hall. Cook has three towers and is made up of suites. The quads have two bedrooms and a common room. The doubles are two room doubles on the first, second, and third floors. The fourth floor has one room doubles. The floors are single gender in each tower.

Goodwin is located next to Cook. Goodwin consists of singles and one room doubles. The first floor is male only, the second and third floors are coed and the fourth floor is all female.

Crescent Street Area Crescent Street/New Britain Avenue

Crescent Townhouses: The Townhouses are 8 and 9 person units comprised of 8 and 9 single occupancy bedrooms, full kitchen/living room, 2 or 3 bathrooms, washer/dryer. These units are centrally air conditioned. **The cost to live in the Townhouses as well as the cost of housing outside of Crescent will be announced by the Business Office in April.** The Townhouses will be offered in the housing selection two ways, as groups and for individual selection. Most units will be reserved for groups of 8 or 9. Students will have their lottery numbers averaged just as numbers are averaged for any other multiple occupancy room/suite. A limited number of units will be held for individual selections. In other words, students who are not part of a 9-person group will still have an opportunity to select into a townhouse. These Townhouses are COED. If you are looking to select into a townhouse as an individual, please be advised that the townhouse may be coed.). *All residents will be required to carry a meal plan, including seniors. Detailed information regarding meal plans will not available until later in the semester. For more information regarding meal plans contact Chartwells directly.*

Stowe: located on the corner of New Britain and Crescent Streets, Stowe offers apartment style living. The units are double occupancy and are made up of one bedroom, bathroom, living area and kitchen. There is one quad available in Stowe and is located on the third floor. It is a 2 bedroom unit. These units are single sex suites and will not be offered as coed suites.

Clemens: located on the opposite corner from Stowe, Clemens is also offers apartment style living. The majority of units in Clemens are double occupancy with one bedroom, bathroom, living area, and kitchen. Clemens also has two quads consisting of two bedrooms, bathroom, living area, and kitchen. These units are single sex suites and will not be offered as coed suites.

Summits: Summit North and South are offered in the housing selection, but Summit East is pre-assigned to students who apply to live in the FRED. The 1st, 2nd, and 3rd floors of Summit N/S are made up of 4-bedroom quads. These suites include a bathroom and living area. The 4th floor has one quad which has 4 bedrooms and living area. However there is no private bathroom within the 4th floor suites. There are singles on the 4th floor in addition to the one quad. The 4th floor has a common bathroom facility.

FORFEITURE OF RESIDENCE ASSIGNMENT/CONSOLIDATION POLICY

Spring Housing assignments to multiple-occupancy residences are based upon specific collective Lottery Numbers for distinct groups of individuals. *Therefore, the withdrawal from residence of any member of a group assigned to a multiple-occupancy room may result in the entire group's forfeiting the room assignment.* In any event, it must be clear that if a space occurs in a multiple-occupancy room, the Residential Life Office reserves the right to either reassign the remaining residents or make an administrative placement.

Note: Please be advised that any form of Lottery misconduct (i.e. misuse of lottery numbers, special arrangements between students, etc.) invalidates a residential contract and will result in disciplinary action.

DISABILITY/MEDICAL REQUESTS

The Residential Life Office will make appropriate arrangements for students with special disability / medical requirements that have been documented and declared upon entry to the College. **Lori Clapis, Coordinator of Accommodation Resources must receive documented requests for special accommodations by no later than *March 1st, 2019*.** Students can expect to receive decisions on these requests by April 1-3, 2017. Individuals who have special needs that were not documented until after the deadline may be accommodated on a space-available basis after consultation with the Director of Residential Life and the Accommodation Coordinator.

Applications are available at: <http://www.trincoll.edu/StudentLife/AccommodationServices/Pages/default.aspx>

FURNITURE

All college issued furniture must remain in your room. Each student bedroom will be issued a bed frame, extra-long mattress, desk, desk chair, bureau, wardrobe (if no closet exists), and in many spaces, a bookcase. These items will be inventoried before students arrive, and you will be asked by residential staff to review and sign a *Room Condition Form* which will establish the condition of these items, as well as the physical condition of your room, at both check-in and check-out. Any discrepancies that are found will be billed to the resident(s) of that room. Also, please be advised that the furniture allocated to your room has been purchased and selected because of its fire safety rating. As a result, any additional stuffed furniture of any kind is not permitted to be brought into your residence.

PETS

Students living in campus residences are not allowed to have pets unless approved by the Accommodations Committee. The only exceptions to this policy are fish (in small tanks) and approved service animals. Pets that are found to be living in our spaces will be sent home and the student owners will face judicial action.

ASSIGNMENT OF LOTTERY NUMBERS

Lottery numbers reflect the resident's class and the average desirability rating(s) of their last residence for each semester (A+ through C- as established by the SGA – Housing Committee). Within each class year, however, many students may still have the same grade average. So, there is a randomizer within that class and grade to determine who will go first. Lottery Number assignments for prospective residents who have never before lived on-campus reflect the prospective resident's class year.

2018-2019 ROOM RATINGS APPEAL PROCESS

If you feel that there were **extreme** circumstances, which the SGA Housing Committee should be aware of that warrant a review of your lottery number, then you may appeal to them no later than **March 1, 2019**. You must clearly state why your experience was significantly different than that of your classmates in similar rooms. The SGA Housing Committee will review appeals of these ratings if they are submitted to the SGA by **Friday, March 1st**. ***Any appeals submitted after March 1st will not be accepted.***

Appealing Room Rating Instructions:

Email: SGAHousingCommittee@trincoll.edu

Deadline to appeal will be strictly enforced: March 1, 2019

- Submit a BRIEF explanation of extenuating circumstances that made your housing situation significantly different than others in a similar housing arrangement.
- Appeals must be received in the format outlined below.
- *If awarded a lottery number reduction* the decision will be emailed from the Housing Committee during the first week of April.
- Decisions are final and will not be mitigated by the Office of Residential Life.

To submit an appeal the following format must be used:

- Email subject Line: Dorm abbreviation + room number + Last name(s) of appealing student.
Example: President Berger-Sweeney lives in Northam 402, subject line reads: NT402-Berger-Sweeney
- Information required in appeal:
 - ✓ Name
 - ✓ Residence Hall
 - ✓ Description of VALID complaint
 - ✓ Optional: copied of any relevant Facilities work orders and/or photos

Example of valid complaint:

- My room has mold
- There was a mouse caught in my room.
- I was affected by a flood.

Examples of complaints that are NOT VALID:

- I had a roommate conflict
- I had no friends in the residence hall
- My residence hall is too far from classes or Ferris
- My residence hall is noisy

Be sure to add your contact information to the appeal so an SGA member can contact you.

Following the room ratings that have been reviewed by the SGA Housing Committee.

2017 - 2018 ROOM RATINGS

Building	Room Occupancy	Room Rating	Room Numbers
Boardwalk	Double Quad	A C+	201 All rooms
Clemens	RA single Double Quad	A- B B-	101, 103 All rooms 104, 204, 304
Cook	Single 2- room double Quad	B+ B B-	A401 All rooms All rooms
Crescent Townhouses	Singles	A+	All rooms
Doonesbury	Single 2 room double Apartment	B B A+	All rooms All rooms 200
Elton	Single 2 room double 2 room double w/bath Quad	A- B+ A- B+	All rooms All rooms All rooms 301 only
Funston	Single Quad Double	B+ A- B+	All rooms All rooms 400
Goodwin	Single Double	A A-	All rooms All rooms
Hansen	Single Quad	A- A	All rooms All rooms
High Rise	Quad	B+	All rooms
Jackson	Singles Double Quad	B+ B+ A-	All rooms 302 All rooms
Jarvis	Single Double Triple	A A- B+	All rooms All rooms JVC318/319
Jones	Double Single Basement RA single	C+ B+ C	All rooms All rooms 007
North Campus	Single Double	B- C+	All rooms All rooms
Northam	Single 1 - room double 2 – room double	A+ B B+	303, 403 102, 103 All rooms
Ogilby	Single Double Apartment	A- A- A-	B100 All rooms B200, B300
Park Place	Quad	C+	All rooms
Smith	Triple Quad	A- A-	All rooms All rooms
Stowe	Single Double Quad	B+ B B-	205 All rooms
Summit	Single Quad	A A-	All rooms All rooms

Vernon Place	Single Quad	A	All rooms
		A	All rooms
Wheaton	Single Quad	B+	All rooms
		A-	All rooms

...and now ...SELECTING YOUR ROOMS ON LINE

When considering housing ask yourself the following questions:

- What type of room do I want?
- Where on campus do I want to live?
- What is my priority? Living with friends or in a single?

If you are planning to live with friends, TALK to each other. Be sure you agree on the options you are considering. When you have made a plan you will be ready to add rooms to your wish list when the lottery application is launched.

When the lottery program is available,

- go to your personal portal at my.trincoll.edu, log in
- click on community
- lottery icon

You will be taken to the initial page where you will see the housing contract:



Screenshot 1: Housing contract

After agreeing to the housing contract, click on Housing Lottery at the top of the page, you will be taken to the *Landing Page*. Here you will see your lottery number and the schedule of when lottery numbers will be processed

Lottery Schedule

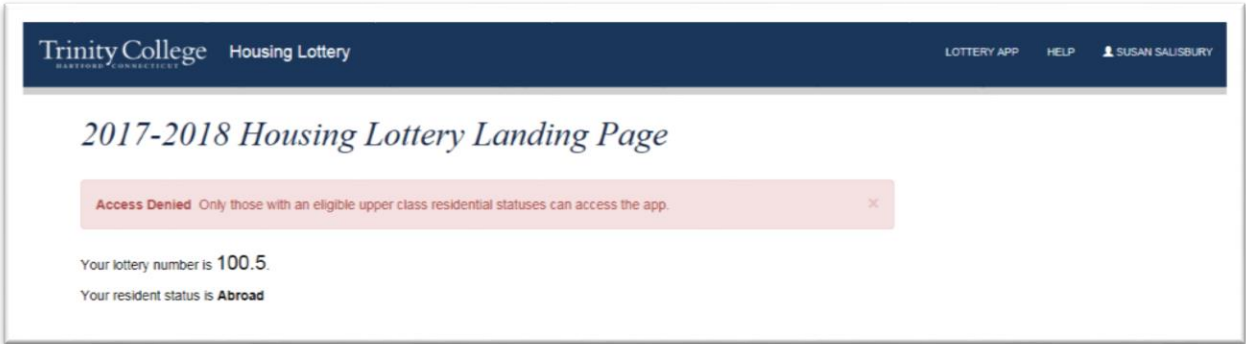
Run	Date / Time	All eligible Lottery Numbers up to but not including
Run # 1	Wednesday, April 12, 2017 10:00:00 AM	265.00
Run # 2	Thursday, April 13, 2017 10:00:00 AM	560.00
Run # 3	Friday, April 14, 2017 10:00:00 AM	825.00
Run # 4	Monday, April 17, 2017 10:00:00 AM	1068.00
Run # 5	Tuesday, April 18, 2017 10:00:00 AM	1260.00
Run # 6	Wednesday, April 19, 2017 10:00:00 AM	1450.00
Run # 7	Thursday, April 20, 2017 10:00:00 AM	1700.00

Screenshot 2: landing page **This is a sample and does not represent this year’s schedule.**

Students who are not eligible to participate will be denied access to the Lottery app and an explanation will be shown. In the screen shot below the reason shown is that the student status is “abroad”.

Other reasons for being ineligible are:

- Assigned: student already signed up for housing.
- Pre-assigned: assigned prior to lottery, i.e., RA, Pride Leader, accepted to the Fred....
- Withdrawn: student was approved to live off campus.
- Financial hold: student needs to contact Student Accounts immediately to clear account.

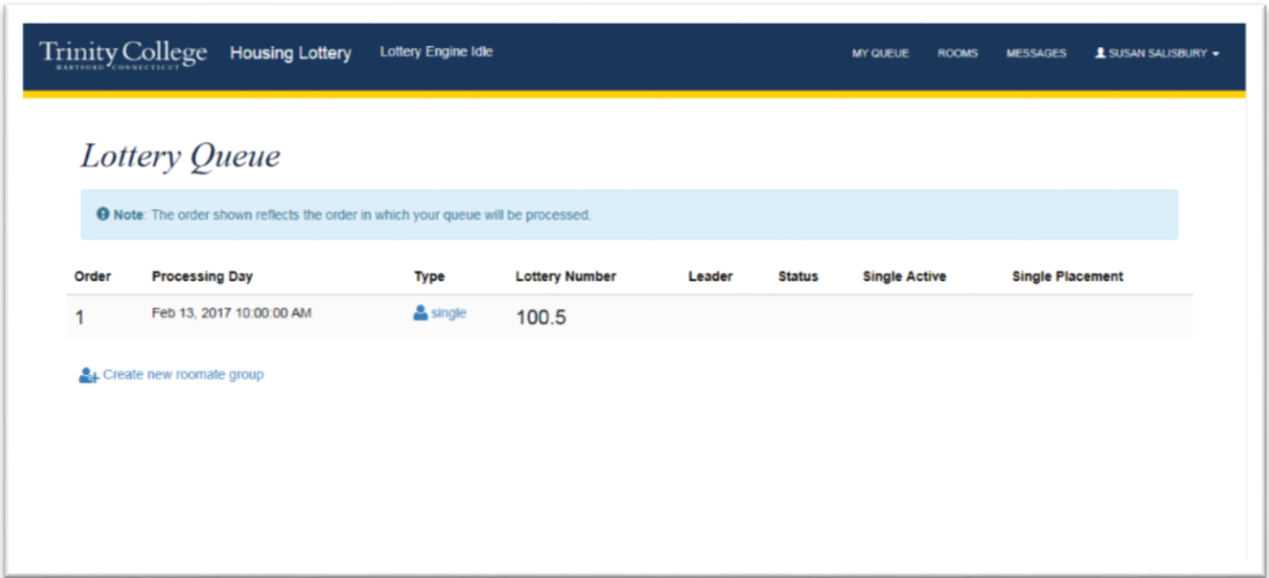


Screenshot 3 example of “denied access” page

Students who are eligible

- Click on Lottery App in the upper right corner. This will take you to the **Lottery Queue**. In the **Lottery Queue** you will be able to create new groups. Consider a single as a group as well as doubles, quads, or suite/units.

In the screen shot 4 below this is what students will see before inviting people to join a group *or* being invited to join a group. If you wish to select into singles only and not be part of group you can begin to add housing options to your wish list.



Screenshot 4 example of lottery queue before creating a group

If the only housing option you are interested in is a single, then click on “single” under **type**. You will see the following in screenshot 4 below.

Note the warning: **Warning!** Your wish list is empty.
If you do not add any options to your wish list, when the selection process runs, you will not be assigned housing.

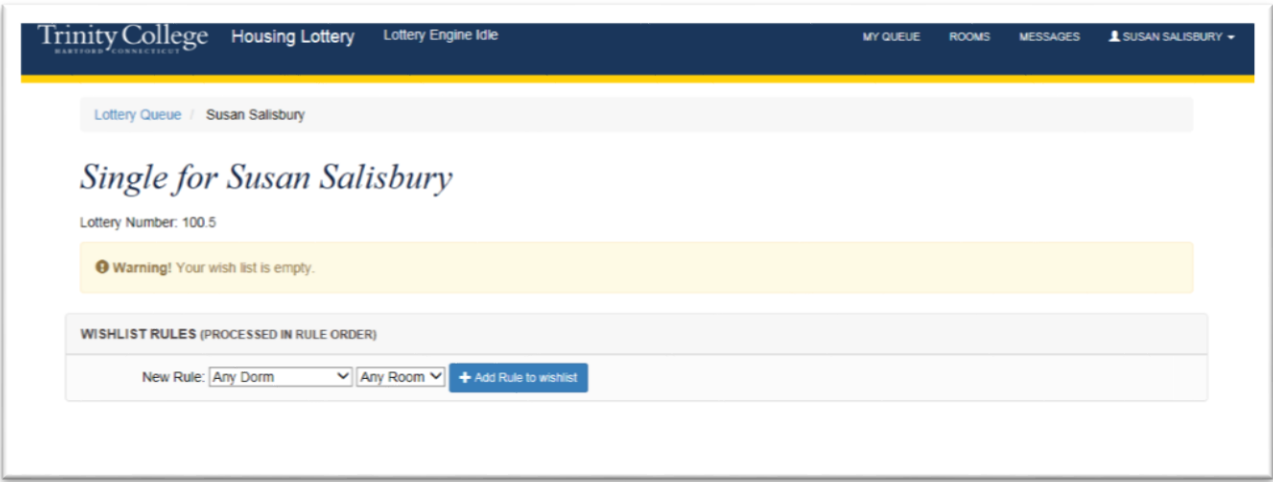
If there are specific residence halls and/or rooms you want you have the opportunity to add these to your wish list.

- Click on the arrow under Any Dorm: you will see a list of residence halls, select the residence hall you want.
- Click on the arrow under Any Room: you will see a list of rooms available in that residence hall. You can click on as many as you want.

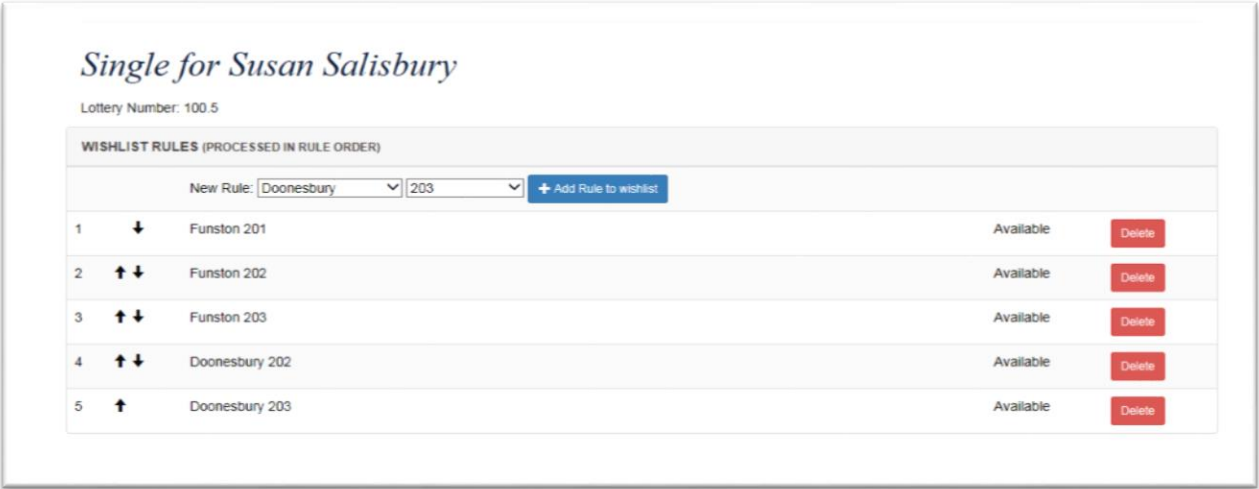
If you don’t care where the single is that you are assigned to, you can choose Any Dorm/Any Room by clicking on the box
If none of your preferred rooms are available when your lottery number is processed the program will look for a single anywhere for you.

+ Add Rule to wishlist

The arrows located to the left of the room on your wish list gives you the opportunity to move the rooms into a preferred order. Simply click on the up or down arrow to move the rooms in the order you prefer.



Screenshot 5: My queue singles option




Screenshot 6: wish list selection for singles

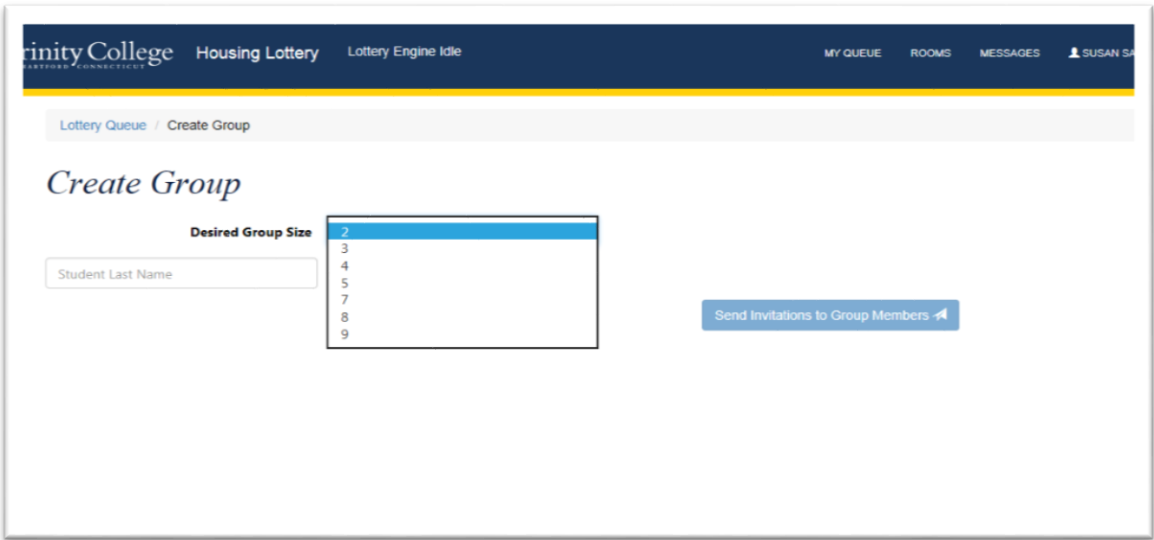
Creating a Group

In your queue

- Click on Create new roommate group.


 **IMPORTANT:** The person creating the group and sending invitations is the **GROUP LEADER**. Only the Group Leader can add room options to the wish list. More about Group Leaders below.

- Click on the dropdown of the desired group size. Groups range from 2 through 9.



Screenshot 7: choosing size of group

- Enter the name (s) of the person (s) you want to invite to your group.
- On the queue page note that a group is added to your queue. The group lottery number appears with status pending until all members of your group accept your invitation. If any of your invitations are declined your group will become invalid.

 **Group Leaders!** Be sure you are checking your queue to see if invites are accepted/declined/pending. TALK to the members of your group to be sure they are checking for invitations and accepting the invite.

- Click on your group and you will see the page that indicates the group leader (in **bold** print) and the person (s) invited to the group and their status:
 - Accept
 - Declined
 - Invitation Pending
- Add room options to your wish list.
- Use arrows to determine order of preference of your room options.

Adding rooms to your wish list

Exploring Rooms

To explore your housing options:

- When you log in you will be on your landing page
- Click on lottery app
- Click on explore rooms
- You will be directed to the page where all the residence halls are listed.
- Click on the residence halls you are interested in.

Below is an example of what you will see. Rooms that are green are still available. The rooms will also indicate sex of the room, male/female/coed and the number of beds in the room/suite.

CAUTIONARY NOTE: If you are agreeing to participate in more than one group, you will be assigned with the group that has the lowest group number. Once you are assigned, the remaining group(s) you agreed to be part of will be invalidated and it is possible that they will not be assigned housing when their group number is processed.

TrinityCollege

HARTFORD CONNECTICUT

Housing Lottery

Lottery Engine Idle

MY QUEUE

EXPLORE ROOMS

MESSAGES

SUSAN SALISBURY

▼

Rooms / Dorm / High Rise

Rooms in High Rise

Click on table headings to sort

Room Number ▲	Beds	Status	Male	Female	Coed	Rooms
HR 101	4	Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4
HR 102	4	Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4
HR 103	4	Available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4

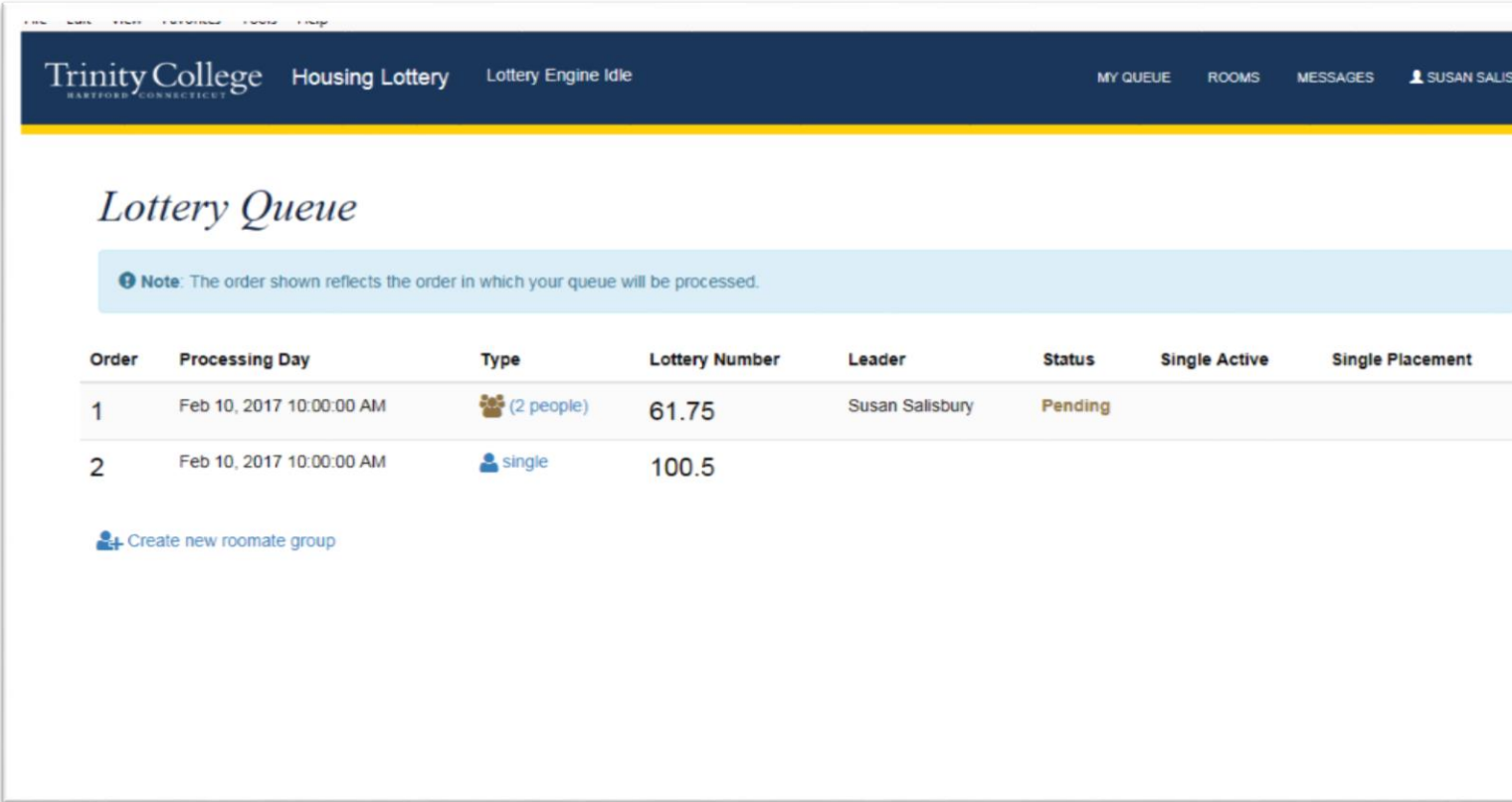
Bear in mind this is a wish list and you are not guaranteed that you will get these rooms. You can add as many as you want. You can also select Any Dorm/Any Room.

Below is an example of someone who is creating a few different scenarios. Note the following:

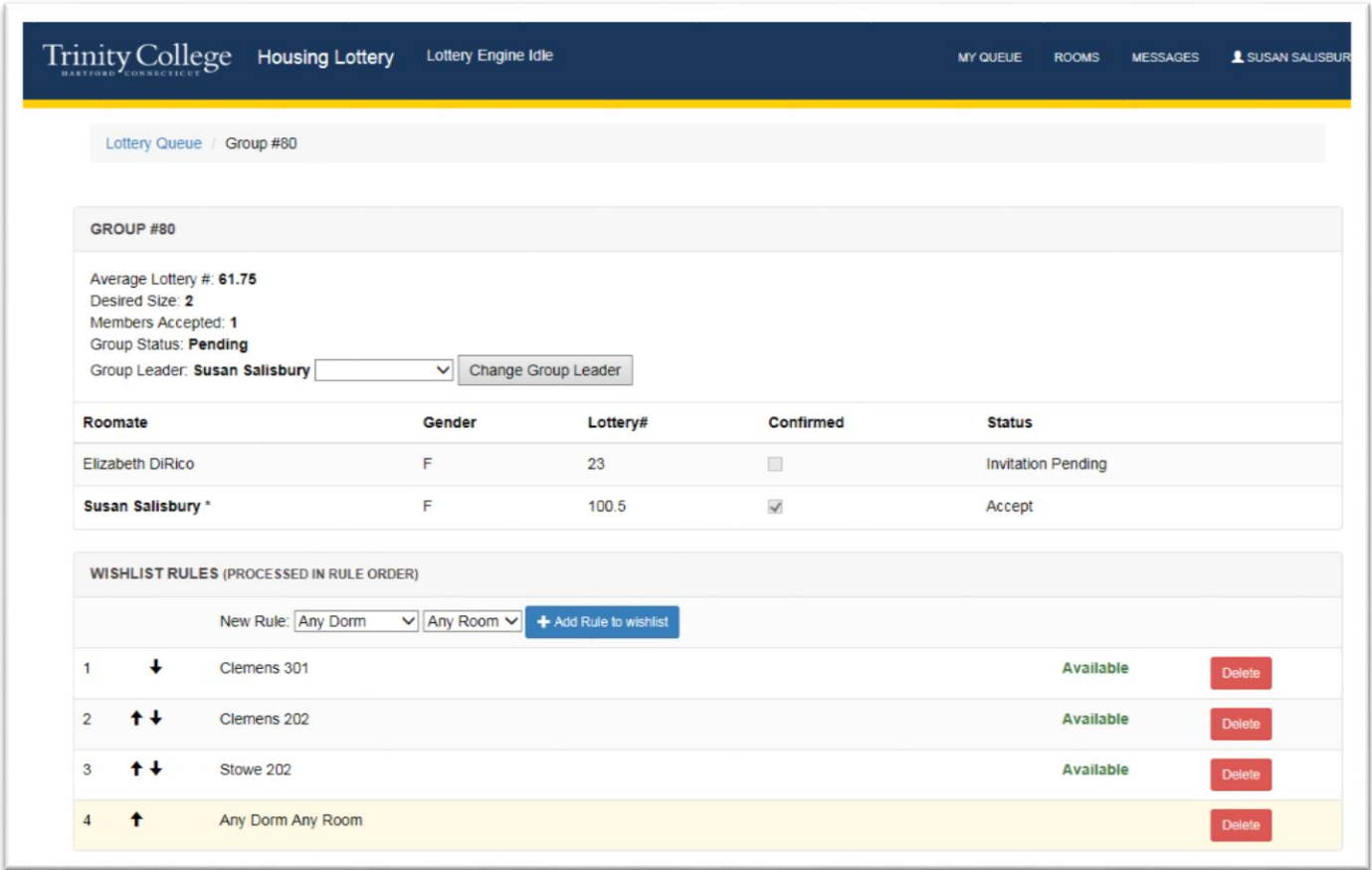
- The assignment will be made in lottery number order.
- If a quad on the wish list is available, the members of the group will be assigned to that quad.
- If all the quads on the wish list are no longer available, the program will jump to the next choice in lottery number order. In this scenario the next choice is a double. If the doubles on the wish list are not available, the program will select a single (next in lottery number order.)
- *If the single is preferred, the double must be made invalid since it is next in lottery order.*

Note: in this scenario, the invitations are pending. If still pending when the numbers are processed, the program will skip over the first two options and assign the student to a single, providing there are available options. To avoid not being assigned housing, after you add specific options to your wish list, utilize the Any dorm/any room option. You must click

on this to add to the wish list.



Screenshot 8 Lottery queue with group formed



Screenshot 9 : Group page showing person (s) in group and wish list

As you can see in screenshot 10 below, three groups have been created for housing:

- Quad
- Double
- Single
-

Note that the options in the queue are in lottery number order. The group with the lowest averaged lottery number will be the first assigned if the quads added to the wish list are available when the lottery number comes up for assignment. If none of the quads on the wish list are available, the next group (double) will be assigned to the doubles choices on the wish list. If none of the doubles *on the wish list* are available, then the student will be assigned to a single that appears on the wish list.

Lottery Tip: Any Dorm/Any Room + Add Rule to wishlist

Keep in mind that you can add this rule to your wish list so in the event that if all of your more specific choices on your wish list are no longer available the program will assign you to what is available.

- If your first choice is a double or quad followed by a single, but your lottery number is lower than any of your groups you can click on the box to the right and request that the single be processed AFTER the group

Lottery Queue

Note: The order shown reflects the order in which your queue will be processed.

Order	Type	Lottery Number	First Processing Day	Group Leader	Group Member Status	Single Status	Single Placement
1	(2 people)	117.5	Apr 12, 2017 10:00:00 AM	Susan Salisbury	Pending		
2	single	100.5	Apr 12, 2017 10:00:00 AM			<input checked="" type="checkbox"/> Active ⓘ	Process Single after # 117.5 ⓘ
3	(2 people)	23		Susan Salisbury	Invalid		
4	(4 people)	42		Susan Salisbury	Invalid		

Create new roommate group

Trinity College
HARTFORD, CONNECTICUT

Housing Lottery

Lottery Engine Idle

MY QUEUE

ROOMS

MESSAGES

SUSAN SALISBURY

Lottery Queue

Note: The order shown reflects the order in which your queue will be processed.

Order	Type	Lottery Number	First Processing Day	Group Leader	Group Member Status	Single	Single Placement
1	(4 people)	56.62	Feb 10, 2017 10:00:00 AM	Susan Salisbury	Pending		
2	(2 people)	61.75	Feb 10, 2017 10:00:00 AM	Susan Salisbury	Pending		
3	single	100.5	Feb 13, 2017 10:00:00 AM				

Create new roommate group

Screenshot 10 : example of lottery queue

I have created a group, added many options to my wish list. Everyone in my group has accepted my invitation. What happens next?

On April 8th , the lottery numbers will begin to be processed. The numbers will be processed in “batches” according to the schedule below. The class of 2020 will be processed on the first day. The class of 2021 and 2022 will be processed over two days. Housing selection will be completed April 12th .

Run	Date / Time	All eligible Lottery Numbers
Run # 1	Monday, April 8, 2019 10:00:00 AM	562.00
Run # 2	Tuesday, April 9, 2019 10:00:00 AM	830.00
Run # 3	Wednesday, April 10, 2019 10:00:00 AM	1135.00

Run	Date / Time	All eligible Lottery Numbers
Run # 4	Thursday, April 11, 2019 10:00:00 AM	1423.00
Run # 5	Friday, April 12, 2019 10:00:00 AM	1752.00

Lottery numbers will be processed each day up to the final number scheduled for that day.

Example:


April 8th (day 1) numbers will be processed between 1 and 562.

April 9th (day 2) numbers will be processed between 1 and 830

April 10th (day 3) numbers will be processed between 1 and 1135.....


Until the final day when all numbers will be processed through the final number. This allows students to add more options to their wish list even if their number was processed on a previous day.

When you have been assigned to housing you will see your assignment on your landing page.

 **Group Leaders!** You will assign the members of your group to the specific rooms in your suite/townhouse. The group leader will have an extra link on their landing page. From there the group leader can assign the group members to the specific room.


2016-2017 SGA Test Housing Lottery Landing Page

Congratulations! You have been assigned:

 **Clemens 104**

- Josh Ballman
- Jordan Brown
- Tony O'Rourke
- Benjamin

[View your group](#)

 As group leader of a group that has been assigned a suite, you need to [make individual room assignments](#) for the members of your group.

[Lottery Queue](#) / [Group #80 Suite Assignment](#)



Group Leader of Suite Individual Room Assignment



Your suite **Clemens 104** consists of **2 rooms** and **4 beds**.



As a group leader, you are permitted to assign your roommates to their individual rooms.



Please use the form below to arrange your individual room selections.

1. Room **CL 104A** has 2 beds

1.  


 Remove  from CL 104A

2.  

 Remove  from CL 104A

2. Room **CL 104B** has 2 beds

Assign Resident...

 Assign to CL 104B

After housing selection has ended you find that the rooms are not assigned correctly within the suite, contact the Residential Life Office so corrections can be made.

SUMMER PLACEMENT PROCESS

We will maintain a wait list for students who did not select housing during the process because the preferred options were not available. There is no guarantee that students will be assigned to the housing they prefer. If you wish to make a change or you did not get assigned housing, email Susan Salisbury at susan.salisbury@trincoll.edu