

TRINITY COLLEGE

Bantam Network Residential Learning Community

On Line Housing Selection Instructions

Spring 2022

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 residential communities are assigned a rating which is a letter grade which can range from D- to A+. Rarely is D or D- applied to a room or residential community. Only in very exceptional situations will a room be rated below C-. 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.

The housing selection process has been designed through collaboration between students and the housing administration in order to allocate housing as fairly as possible. Rising seniors will be assigned housing first, followed by rising juniors and then rising sophomores.

Where do I find my lottery number?

Lottery numbers are posted on the "landing page" of your housing selection site.

Go to the following link to view your lottery number: <https://internet3.trincoll.edu/ResLife/Lottery>

- Students who have a financial hold on their account will not have a lottery number posted. If you have been notified that there is a financial hold on your account, be sure to reach out to Student Accounts at student-accounts@trincoll.edu with any billing questions. When the hold is cleared your lottery number will be visible. Please note that there is no lottery number penalty applied due to a financial hold. The lottery number that was generated will only be hidden until the account is cleared by Student Accounts.

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 2022 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.

The housing assignment process is scheduled to open on April 17th and be completed on April 29th .

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 Spring Housing Selection process (housing lottery) beginning in April. 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 must be fully vaccinated against COVID-19.
- Students who have notified the Office of Study Away 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", the CCLC, Resident Advisors, and Pride leaders who have accepted positions for 2022-2023

academic year, students who have been accepted to live in Ogilby, and any other student(s) who has accepted a special assignment.

- Students must pre-register for fall classes. Students who do not register for classes may forfeit their housing assignment.

Date/deadline	Event
March 6 th	Pride Leader application deadline.
March 8 th	Summer research application deadline.
March 13 th	Off Campus housing application deadline.
March 15 th	Housing Accommodation application deadline.
March 2nd	Lottery numbers released. SGA begins accepting lottery number appeals.
March 28 th	The FRED application deadline
March 28 th	CCLC application deadline.
March 28 th	RA application deadline
April 1st	Lottery number appeals deadline.
April 11 th – 17 th	Advance Registration
April 17th	Housing selection site goes live. Start forming groups, add rooms to wish list.
April 24 th	Summer Housing application deadline.
April 25 th	Class of 2023 assigned housing.
April 26th - 27 th	Class of 2024 assigned housing.
April 28 th – 29 th	Class of 2025 assigned housing.
May 10 th – 16 th	Finals
May 17 th	Residence Halls close for all non-graduating seniors.
May 22 nd	Class of 2022 Commencement
May 22 nd	Residence Halls close for all students.
May 23 rd – May 31 st	Summer housing transition. Note: some summer residents may transition earlier if Summer housing assignment is ready for occupancy.

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 deadline to apply for approval to live off campus is March 13th. Decisions regarding approval to live off campus will be sent to students by April 1st. Be advised that approvals will be made in lottery number order. Rising seniors will be considered first, followed by rising juniors, then rising sophomores.

- Students whose requests are not accepted will be expected to participate in the housing selection process.
- Students on academic probation after two semesters will not be approved to live off campus.
- Students studying away in the spring who wish to apply to live off campus in the spring must apply during the application process now.
- Students who elect to live off campus without approval will receive a \$2,500 financial penalty.

COMMUTER STATUS

Students who wish to apply for commuter status must live at their legal permanent address within 50 miles of Trinity College and live with a parent or legal guardian. The deadline to apply April 10th. If you wish to apply after this date please contact the Bantam Network Residential Community Office at housing@trincoll.edu.

STUDENTS WHO ARE STUDYING ABROAD

Students who are studying away in the fall do not participate in the fall housing selection process. Students who are abroad during the fall will receive an email from the Bantam Network Residential Learning Community Office in October asking for 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, students studying away spring 2023 only contract for housing for one semester. *All students studying away in the spring will be required to vacate their housing within 24 hours of their last final in December.*

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 be advised there is a cancellation fee 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 either (A) does not select housing but chooses to live off campus without approval or (B) accepts a housing assignment and then cancels housing will be charged a \$2,500 financial penalty.** This policy applies to *Students who accept a housing assignment prior to the housing lottery, selects housing during the scheduled housing process, and students who accept a housing assignment during the summer placement process*

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. We are in the process of updating the power point presentation that is located on line. The presentation recorded last year is still available, although some information may be dated.
- 2. Determine Your Room Rating**
Contained at the end of this memo are the 2021 - 2022 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 will be 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, will be taken into consideration when determining the rating of a room.
- 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 Cross Cultural Living Community (CCLC)
- 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 Bantam Network Housing Office has posted your lottery number on your landing page. You can access your lottery portal at <https://internet3.trincoll.edu/ResLife/Lottery>
 - Keep in mind that these are preliminary numbers and some lottery numbers may change once room rating appeals are decided as well as judicial sanctions applied. *Floor plans are also available on line at* <https://www.trincoll.edu/bantam-network/residential-learning-community/living-at-trinity/neighborhoods/>
- 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) 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 group 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 <https://forms.gle/whrqjvPpLyv1PNAJ7>. 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. **Application deadline: March 28, 2022**

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

Below is a brief description of the residential communities. 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

North Campus is located on Vernon Street next to High Rise and across from Hansen Hall. This residential community will be changed from a First Year residence to a non-First Year residence beginning for the fall 2022 semester.

- Room type: Traditional singles, traditional one room doubles, oversized singles (formerly doubles), oversized doubles (formerly triples).
- Bathrooms: Community. Male, Female, Gender inclusive on each floor.
- Gender inclusive doubles
- Lounge: located on second floor.
- Kitchen access: located on second floor.
- Air conditioning: No.
- Elevator access: Yes.

Vernon Place is located near the top of Vernon Street and shares the building with Vernon Social.

- Room Type: Singles and four - bedroom suites with common room.
- Bathrooms: Community. Male and female on each floor.
- Gender inclusive suites
- Lounge: one on each floor.
- Kitchen access: none.
- Air conditioning: Yes, May to October only.
- Elevator access: Yes.

High Rise is located next to Vernon Place.

- Room Type: four - bedroom suites with common room.
- Bathrooms: Private single use bathroom in each suite.
- Gender inclusive suites.
- Community Room located on ground level.
- Kitchen access: none.
- Air conditioning: No
- Elevator Access: Yes

Hansen Hall is located across the street from High Rise, next to the Bistro.

- Room Type: Singles and four bedroom suites with common room.
- Bathrooms: Community. Male and female on each floor.
- Gender inclusive suites.
- Lounge: Ground level.
- Kitchen Access: none
- Air conditioning: none.
- Elevator Access: Yes.

Long Walk Area ~ Main Quad

Northam is located on the historic Long Walk.

Room Type: One room doubles and two room doubles.

- Bathrooms: Community. One per floor.
- Single sex doubles.
- Single sex floors.
- Community Room located in lower level.
- Kitchen access: none.
- Air conditioning: Yes. May to October only.
- Elevator access: No.

Jarvis is located next to Northam on the Long Walk. This building is divided into towers, A – F & T.

- Room Type: 6 & 8 person suites consisting of a mix of singles and one room doubles plus common room.
- Bathrooms: Private single use bathrooms in each suite.
- Gender inclusive, including gender inclusive doubles within the suites.
- Community rooms: none.
- Kitchen access: none.
- Air conditioning: Yes, May to October only.
- Elevator access: No
- 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 the number of students who average their lottery numbers matches the occupancy of the suite.

Cook is located at the end of the Long Walk where the arches are leading to Mather Hall. Cook has three towers, A B & C. A tower is reserved for First Year students. B & C is offered through the housing lottery.

- Room Type: Two - bedroom suites (no common room) and two - bedroom suites (with common room), one room doubles.
- Bathrooms: Community. One bathroom per floor.
- Single sex floors.
- Single sex doubles.
- Community room: none
- Kitchen access: none.
- Air conditioning: No
- Elevator access: No

Goodwin is located next to Cook on the Main quad.

- Room type: Singles and one room doubles.
- Bathrooms: Community. One bathroom on 1st and 4th floor. Two bathrooms on 2nd and 3rd floors.
- Single sex floors (1st and 4th)
- Single sex doubles
- Community room: none
- Kitchen access: none
- Air conditioning: No
- Elevator Access: Yes

Crescent Street Area Crescent Street/New Britain Avenue

Crescent Townhouses:

- Room Type: eight and nine person houses, all single bedrooms.
- Bathrooms: 2 or 3 single use bathrooms per house.
- Gender inclusive houses. Two houses are single sex.
- Kitchen access: each house has a full kitchen
- Air conditioning: Yes
- Elevator access: No
- Washer/dryer in each house.
 - Be advised: Housing fees will not be available until later this spring. Please note that the housing fee for the Townhouses is higher than traditional housing.
- Two houses are reserved for individual selection. Students who are not part of an 8 or 9-person group will still have an opportunity to select into a townhouse.
- *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 is located on the corner of New Britain and Crescent Streets, Stowe offers apartment style living.

Room Type: one bedroom suites (double occupancy) and one two bedroom suite (four person occupancy).

Bathrooms: private single use in each unit.

- Gender inclusive suites.
- Kitchen access: Yes. Each unit has kitchen.
- Air conditioning: No
- Elevator access: No

Clemens is located on the opposite corner from Stowe on New Britain Ave and Crescent Street.

- Room Type: one bedroom suites (double occupancy) and 2 two bedroom suites (four person occupancy).
- Bathrooms: private single use in each unit.
- Single sex suites.

- Kitchen access: each unit has a kitchen.
- Air conditioning: No

Summit North and Summit South are located on Summit Street next to Trinity Commons.

- Room Type: four - bedroom suites with common room. Singles located on the 4th floor.
- Bathrooms: private single use in each suite with the exception of SN401 and SS401. Community bathrooms on 4th floor.
- Gender inclusive suites.
- Community room: Yes
- Kitchen access: Yes, located on the ground floor.
- Air conditioning: Yes, May to October only.
- Elevator access: Yes

South Campus Area

The residential communities located on the South side of campus are dedicated First year communities. These communities are Cook A, Jones, Elton, Jackson, Smith, Trinity, and Funston.

FORFEITURE OF RESIDENCE ASSIGNMENT/CONSOLIDATION POLICY

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 Bantam Network Housing Office reserves the right to reassign the remaining residents or make an administrative placement. Residents of a suite/room that where a vacancy has occurred may be given the opportunity to “pull in” a new roommate of their choice.

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 Bantam Network Housing Office will make appropriate arrangements for students who have been approved for a housing accommodation based on medical need. **Students who wish to apply for a housing accommodation can find the application and information at <https://www.trincoll.edu/sarc/students/>** The deadline to apply for an accommodation is **March 15th**. To be considered for a housing accommodation, the application will require detailed physician’s documentation. Individuals who have special needs that are not documented until after the deadline may be accommodated on a space-available basis after consultation with a representative from SARC.

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 permitted to have pets** unless approved by the Student Accessibility Resource Center. 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 student’s class year 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. Therefore a randomizer is assigned 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 student’s class year.

2021 -2022 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 **April 1, 2022** . You must clearly state why your experience was significantly different from 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, April 1st** . ***Any appeals submitted after April 1st will not be accepted.***

Appealing Room Rating Instructions:

Email: SGAHousingCommittee@trincoll.edu

Deadline to appeal will be strictly enforced: April 1, 2022

- Submit a BRIEF explanation of extenuating circumstances that made your housing situation significantly different from others in a similar housing arrangement.
- **Appeals relating to COVID-19 issues (having to quarantine and isolate) will NOT be accepted.**
- Appeals must be received in the format outlined below.
- *If awarded a lottery number reduction* the decision will be emailed from the Housing Committee prior to the opening of the housing selection process.
- Decisions are final and will not be mitigated by the Bantam Network Housing Office.

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
 - ✓ Lottery number
 - ✓ Description of VALID complaint
 - ✓ Optional: copied of any relevant Facilities work orders and/or photos

Example of valid complaint:

- My room has mold (complaints regarding mold/mildew will be followed up with the Facilities Department.)
- 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 if too far from classes or Ferris
- My residence hall is noisy
- I had to quarantine for COVID-19 protocol.

Do not assume that you are speaking on behalf of your suitemates. The appeal must include the entire suite.

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

Members of the SGA Housing Committee spent several weeks touring all residence halls, looking at rooms and speaking with residents to ensure that they were informed prior to reviewing the room ratings and making any changes. Following are the room ratings the SGA Housing Committee have assigned.

2021 - 2022 ROOM RATINGS			
Building	Room Occupancy	Room Rating	Room Numbers
Clemens	Double – 1 bedroom Quad – 2 bedroom Single suite	B B+ A-	All rooms 204, 304 103
Cook	Single 2- room double 2-room double SUITE 1-room double	A- B+ A B-	401 A102, A102, A202, A203, A302, A303, A402, A403, A101, A201, A301, B101, B102, B201, B202, B301, B302, C301, C302 B404, B405, C406
Crescent Townhouses	Singles	A+	All rooms

Elton	Single 2 room double Single w/bath 2 BR suite -Quad	A- B+ A A-	All rooms All rooms All rooms 101, 301
Doonesbury	Single Double 2-rm Apartment	A- A- A	All rooms All rooms 200, 300
Funston	Single Quad Double-single	B B+ B+	All rooms All rooms 400
Goodwin	Single Double – 1- rm	B+ B-	All rooms
Hansen	Single RA single Quad	C+ B+ B-	016, 112, 215, 315 All rooms
High Rise	Quad	A-	All rooms
Jackson	Singles Double Quad	B B- B+	All rooms 302 All rooms
Jarvis	Singles Doubles 1- rm	A A-	All rooms All rooms
Jones	Singles Doubles 1-rm	C C-	All rooms All rooms
North Campus	Singles Doubles	C+ C	All rooms All Rooms
Northam	Single Double single Double 2-rm	A- A B+	303, 403 102, 103 All rooms
Ogilby	Single Double Apartment	A+ A+ A+	B100 All rooms B200, B300
Smith	Triple Quad	B B+	All rooms All rooms
Stowe	Singles Double – 1 BR Quad – 2 BR	B C- B-	105, 205 All rooms 303/305
Summits Suites	Singles Double Quads	A A A	All rooms SS305 All rooms
Vernon Place	Singles Quads	A A	All rooms All rooms
Trinity Hall	Single Quad	A- A	All rooms 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.

- On April 6th you will be able to sign into your lottery portal, sign your housing contract and then begin to create groups and add housing options to the wish list.

<https://internet3.trincoll.edu/ResLife/Lottery>

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



Screenshot 1: Housing contract

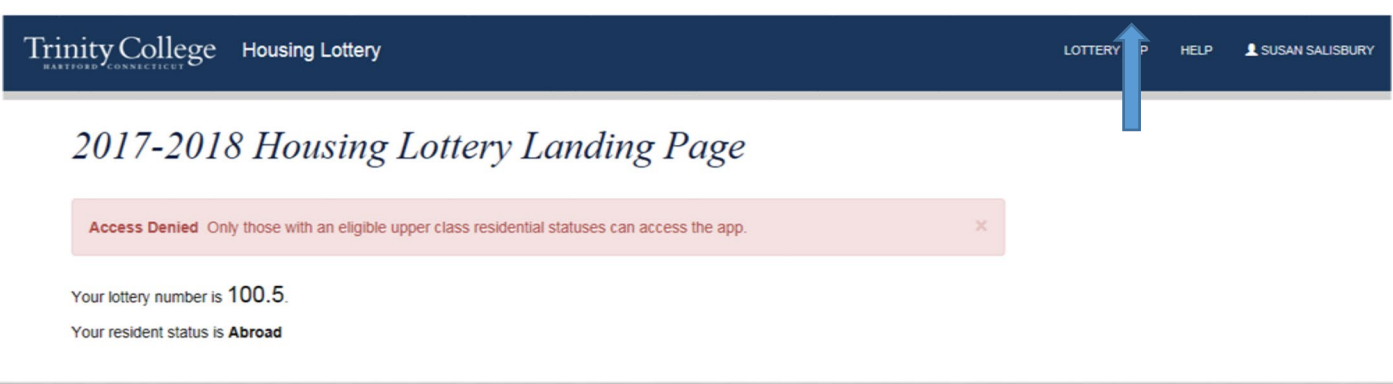
After agreeing to the housing contract, click on Housing Lottery at the top of the page, you will be taken to the *Landing Page*. Here you will see your lottery number and the schedule of when lottery numbers will be processed.

Run	Date/Time	All eligible Lottery Numbers less than or equal to	
Run #1	Monday, April 25, 2022	10:00 AM	1 - 555
Run #2	Tuesday, April 26, 2022	10:00 AM	1 - 849
Run #3	Wednesday, April 27, 2022	10:00 AM	1 - 1140
Run #4	Thursday, April 28, 2022	10:00 AM	1 -1420
Run #5	Friday, April 29, 2022	10:00 AM	1 -1700 or final number

Students who are not eligible to participate will be denied access to the Lottery app and an explanation will be shown. In the screenshot 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. Note: the lottery number is hidden for students with a financial hold.

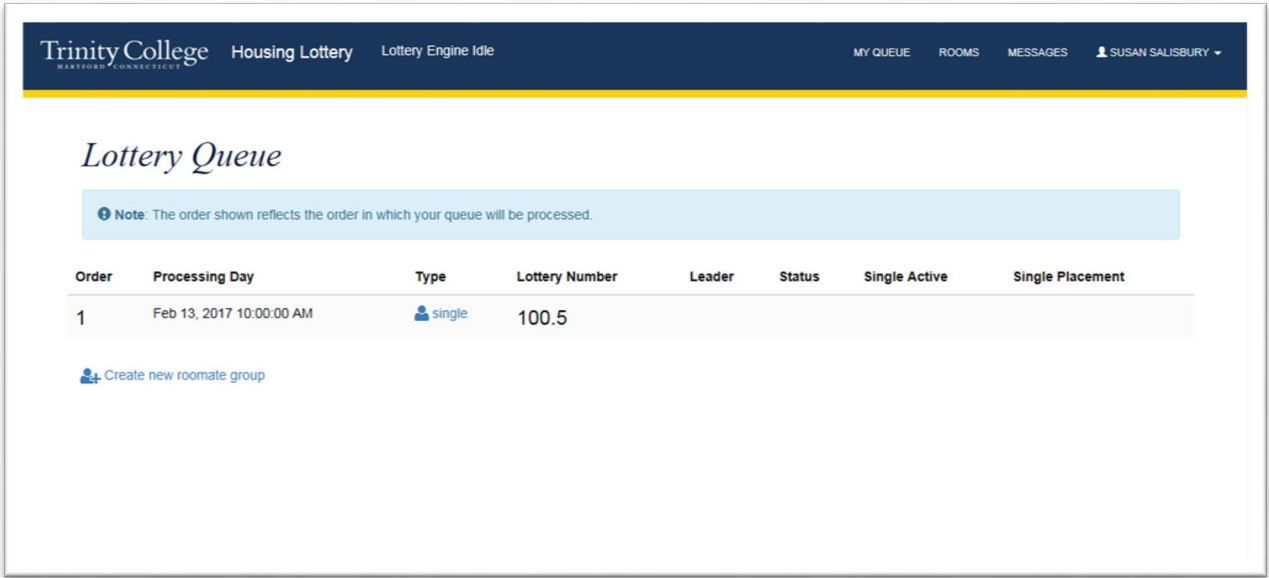


Screenshot 3 example of “denied access” page

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 screenshot 4 below this is what you 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.

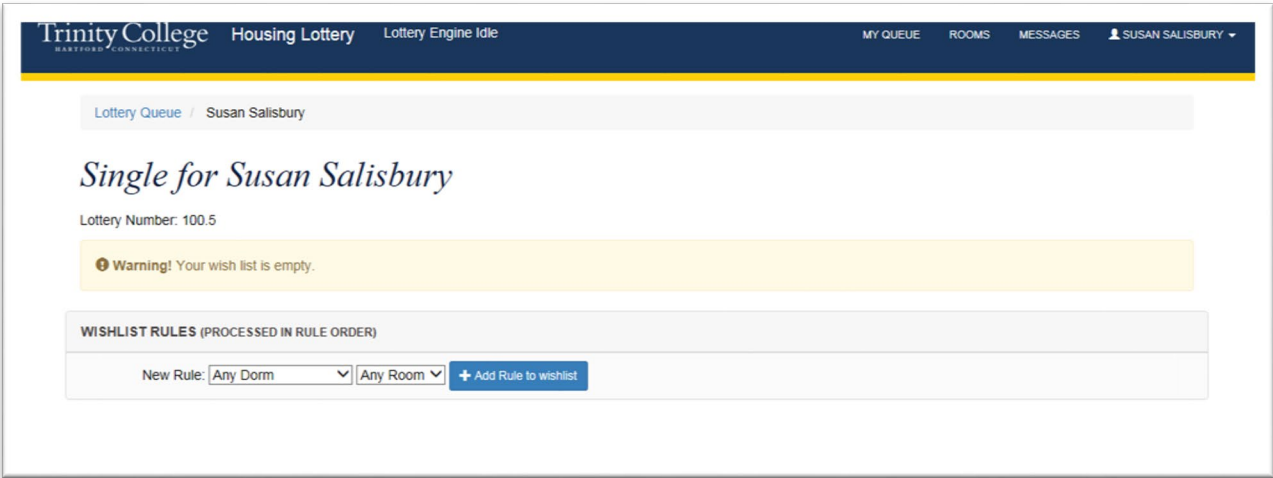
Note the warning: **Warning!** Your wish list is empty.
If you do not add any options to your wish list, when the selection process runs, you will not be assigned housing.

- 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.

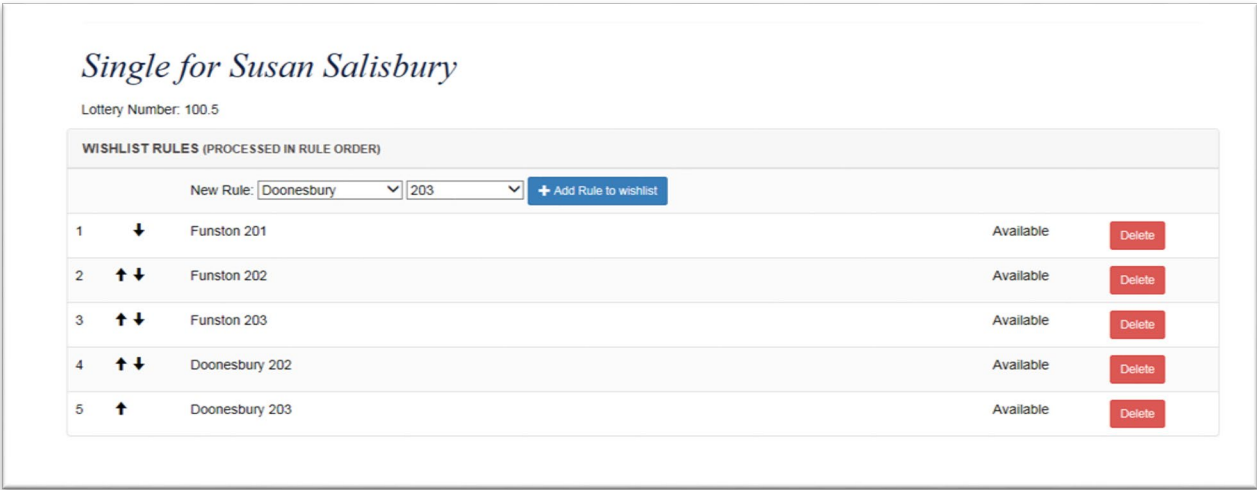
If you don’t care where the single is that you are assigned to, you can choose Any Dorm/Any Room by clicking on the box
If none of your preferred rooms are available when your lottery number is processed the program will look for a single anywhere for you.

+ 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

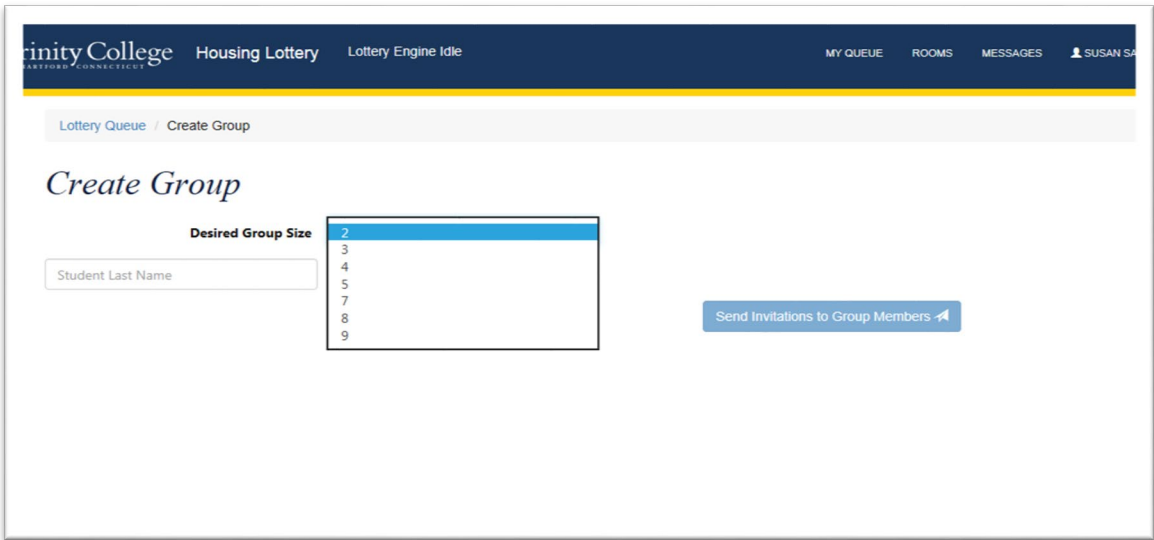
In your queue

- 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.

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	✓	✓	✓	4
HR 102	4	Available	✓	✓	✓	4
HR 103	4	Available	✓	✓	✓	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.

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Housing Lottery

Lottery Engine Idle

MY QUEUEROOMSMESSAGES

SUSAN SALISBURY

Lottery Queue

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

Order	Processing Day	Type	Lottery Number	Leader	Status	Single Active	Single Placement
1	Feb 10, 2017 10:00:00 AM	👥 (2 people)	61.75	Susan Salisbury	Pending		
2	Feb 10, 2017 10:00:00 AM	👤 single	100.5				

Create new roommate group

Screenshot 8 Lottery queue with group formed

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Housing Lottery

Lottery Engine Idle

MY QUEUE

ROOMS

MESSAGES

SUSAN SALISBURY

Lottery Queue / Group #80

GROUP #80

Average Lottery #: 61.75
Desired Size: 2
Members Accepted: 1
Group Status: Pending
Group Leader: Susan Salisbury

Change Group Leader

Roommate	Gender	Lottery#	Confirmed	Status
Elizabeth DiRico	F	23	<input type="checkbox"/>	Invitation Pending
Susan Salisbury *	F	100.5	<input checked="" type="checkbox"/>	Accept

WISHLIST RULES (PROCESSED IN RULE ORDER)

New Rule:

Any Dorm

Any Room

+ Add Rule to wishlist

1

↓

Clemens 301

Available

Delete

2

↑ ↓

Clemens 202

Available

Delete

3

↑ ↓

Stowe 202

Available

Delete

4

↑

Any Dorm Any Room

Delete

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

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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 25th the lottery numbers will begin to be processed. The numbers will be processed in “batches” according to the schedule below. The class of 2023 will be processed on the first day. The class of 2024 and 2025 will be processed over two days. Housing selection will be completed April 29th .

Run	Date/Time	All eligible Lottery Numbers less than or equal to	
Run #1	Monday, April 25, 2022	10:00 AM	1 - 555
Run #2	Tuesday, April 26, 2022	10:00 AM	1 - 849
Run #3	Wednesday, April 27, 2022	10:00 AM	1 - 1140
Run #4	Thursday, April 28, 2022	10:00 AM	1 -1420
Run #5	Friday, April 29, 2022	10:00 AM	1 -1700 or final number


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

Example:

- April 25th (day 1) numbers will be processed between 1 and 555.
- April 26th (day 2) numbers will be processed between 1 and 849
- April 27th (day 3) numbers will be processed between 1 and 1140.....


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 Williams
-  Jordan Williams
-  Tony Williams
-  Brian Johnson

[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.  Brian Johnson


 Remove  from CL 104A


2.  Jordan Williams

 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