



## Office of Residence Life 2019-20 Housing Lottery Information

### Important Deadlines and Dates

#### *Class of 2020 Off-Campus Lottery*

<b>On-Campus Lottery</b>		
Housing Application Opens	October 30, 9 a.m.	The Housing Director
Roommate Requests Open	October 30, 9 a.m.	The Housing Director
Roommates Requests Close	November 9, 4 p.m.	The Housing Director
Class of 2020 Off-Campus Release Notification	December 7, 4 p.m.	Student G-Mail
Class of 2020 Off-Campus Release Decline	February 1, 2019	Google Form

#### *Class of 2020 and 2021 On-Campus Lottery*

<b>On-Campus Lottery</b>		
Housing Application Opens	February 20, 9 a.m.	The Housing Director
Roommate Requests Open	March 4, 9 a.m.	The Housing Director
Roommates Requests Close	March 14, 4 p.m.	The Housing Director
Group Pick Times Posted	March 25, 4 p.m.	The Housing Director
Class of 2020 and 2021 Housing Selection	March 29, 9am Start	The Housing Director

#### *Class of 2022 Non-Residential Colleges Lottery*

Housing Application Opens	February 20, 9 a.m.	The Housing Director
Roommate Requests Open	April 1, 9 a.m.	The Housing Director
Roommates Requests Close	April 8, 4 p.m.	The Housing Director
Group Pick Times Posted	April 10, 4 p.m.	The Housing Director
Non-Res College Housing Selection	April 12, 9am Start	The Housing Director

#### *Class of 2022 Residential Colleges Lottery*

Housing Application Opens	February 20, 9 a.m.	The Housing Director
Roommate Requests Open	April 1, 9 a.m.	The Housing Director
Roommates Requests Close	April 8, 4 p.m.	The Housing Director
Group Pick Times Posted	April 10, 4 p.m.	The Housing Director
Res College Housing Selection	April 12, 9am Start	The Housing Director

*Students are responsible for reading and abiding by all Housing Lottery guidelines. Questions can be addressed at scheduled information sessions, by contacting an Area Coordinator, or by calling the Office of Residence Life at (203) 254-4215 or emailing at [residencelife@fairfield.edu](mailto:residencelife@fairfield.edu).*

## Office of Residence Life 2019-20 Housing Lottery Information

### General Lottery Information

#### Housing Lottery Eligibility

- Students who are currently members of the Classes of 2020, 2021, and 2022, and are currently living on campus, are required to participate. The housing lottery gives priority to students by class year. If students are unsure of their class standing, they should contact their Academic Dean for a review.
- If a student is already released to Off-Campus Boarder (OCB) status, they are not eligible to participate in any of the on-campus housing lotteries.
- Only current full-time, matriculated resident students are permitted to participate in the housing lottery process. ***Part-time students are not eligible to participate and should not be chosen as roommates.***
- ***Students who are withdrawn for the current semester are not eligible to participate in the Housing Lottery Process.***
- Commuters will be eligible to participate in the housing lottery only if they pay the \$400 refundable housing deposit and fill out the Housing Request Form in Residence Life by **February 15, 2019**. Students who submit after February 15, 2019 may not be eligible to participate in the lottery process, at the discretion of the Office of Residence Life, and will be placed in housing over the summer.
- Students who have been placed on *Housing Restriction* by the Dean of Students Office are not eligible to participate in the housing lottery process. These students will be placed into housing by the Office of Residence Life during the summer and will be notified of their housing assignment in August.

#### Housing Lottery Application Process

- All students are responsible for completing the Housing Application through “The Housing Director.”
- ***Students will not be able to move on to the Roommate Selection Portion of the Housing Lottery Process if they do not complete the Housing Application.***
- The Housing Application will be open and available throughout the entire Housing Lottery Process for all class years.

#### Roommate Selection Process

- The Roommate Selection Process will only be available on the Housing Director through your Self-Service Page. Students will only have access to the Roommate Selection Process during their scheduled times noted on the front page.
- ***All roommate groups must be requested and confirmed through “The Housing Director” by the deadline.*** Each student must request and/or confirm each member of their Roommate Group. Students who fail to meet these deadlines will be ineligible for the Housing Selection process and will be placed in housing during the summer. These students will be notified of their housing assignment in August when the student housing assignments are sent out.
- Once a group has completed their roommate request/confirmations, students will be assigned a random computer-generated lottery number. Students failing to meet deadlines also will not be able to participate in the housing lottery and will be assigned housing over the summer.
- ***Groups submitted into the lottery process are locked until mid-September. Any changes to that group may result in forfeiture of the group’s housing assignment. The Office of Residence Life reserves the right to make changes to students’ housing per the Student Handbook.***
- Following the completion of a Roommate Group, students will receive a system-generated e-mail to their student Gmail accounts notifying them that their Roommate Group has been confirmed and completed. If a student group does not receive confirmation of their complete group, it is up to the students to correct the error before the close of the Roommate Selection Process.

## Office of Residence Life 2019-20 Housing Lottery Information

- *Prior to Room Selection, selection times will be available to completed and confirmed groups in advance of the pick night.*

### Single Rooms and Roommates

- *There are only a few singles available for first-years and sophomores on campus for the 2019-20 academic year. Those singles are only available for students who have been approved through the Accessibility Office prior to the start of each class years' housing lottery start dates. Students who fail to submit documentation in a timely fashion may not receive their accommodation.*
- There will be limited singles available for students with Special Accommodations.
- If students are looking for a roommate, they have the ability to search for a roommate(s) through The Housing Director's roommate search feature. This feature will allow students to search for potential roommates who have completed the Housing Application in "The Housing Director" and have similar lifestyles preferences. The Office of Residence Life will also be keeping a *Roommate Finder Binder*, which will serve as an alternate location for individuals or groups looking for roommates. If students are still unable to find a roommate, they are encouraged to meet with their Area Coordinator who may be able to assist them in connecting with others searching for a roommate.

### Housing Preference Waiting List

- If students do not receive their desired housing assignment, they may be placed on a waiting list by completing a Post Lottery Request to the Change Housing Form, which will be available the day after their classes' housing selection. If a space becomes available, Residence Life will move those students off the waiting list over the summer. Please note that you may not receive an update of your assignment change until August.
- Students who change from their initial group to a group of the same size after the lottery process by completing the Post-Lottery Request Form may forfeit their lottery number. This does not apply to groups who are reconfiguring group sizes for purposes of housing selection. In this instance, the majority groups' numbers will prevail.

### Educational Leave

- *If students have applied, or plan to apply, to educational leave programs (Study Abroad) for the fall semester they are not eligible to participate in the housing lottery process!*
- If students select a room and then apply to go abroad, they will lose the space selected and their roommate(s) may lose their current space and be reassigned to another room.
- If plans change and the student does not go abroad, they will be placed by Residence Life staff during the summer and will receive their housing assignment in August.
- If a student's friends are participating in study abroad for the fall semester and would like to live together when they return, they will have an opportunity to request their housing prior to their return by completing the online form that will be sent to them in late October/early November. The Office of Residence Life will do its best to meet all requests on a first-come, first-serve basis.

### Student Behavior and the Lottery Process

- Students are expected to abide by all lottery guidelines.
- *Students who fail to pick a room when their group's designated time slot is open will still be able to select housing, but groups that have time slots later than the group's assigned time will be able to proceed with their housing selection. If all housing is selected by the time the group signs in after their designated time, they will be placed on a waitlist and received their housing assignment in August. It is the student's responsibility to select housing during their designated time slot.*

## Office of Residence Life 2019-20 Housing Lottery Information

- Any student currently on Disciplinary Probation by the Dean of Students Office may be ineligible to participate in the housing lotteries and may be placed in housing at the discretion of the Office of Residence Life. Students who have been placed on *Housing Restriction* by the Dean of Students Office are not eligible to participate in the housing lottery process. Any student who is ineligible to participate in the housing lottery process will be placed into housing by the Office of Residence Life over the summer and will be notified of their housing assignment in August.
- Any student placed on Disciplinary Probation or Housing Restriction after selections have been made may lose their granted status, including their release to Off-Campus Status.
- Any student who breaches the housing contract may lose their housing assignment as determined by the Office of Residence Life.

### Housing Accommodations

*Any student requiring a housing accommodation for medical, psychological, or other conditions that rise to the level of being a disability, must complete all the following steps by the housing accommodation deadline of February 15th, 2019:*

- *Complete the Housing Policy Exception Request Form located on Residence Life's website and also located at this link: [Housing Policy Exception Request Form](#). Please note on this form that you will be submitting documentation to support your request to Accessibility in the Academic and Career Development Center ("ACDC").*
- *Register with Accessibility by creating an online profile and uploading all supporting documentation for your housing accommodation request to your online Accessibility profile by February 15th, 2019. To create an online profile, students must log onto my.Fairfield and click on the Accessibility and Accommodations task icon and click the "get started" button.*
- *After creating your online profile with Accessibility and providing supporting documentation, please call 203-254-4081 to request a meeting with the Director of Accessibility to complete the intake and housing accommodation request process.*

*The deadline to request housing accommodation for the 2019-2020 semester is February 15th 2019.*

*Any Housing Policy Exception Request Forms and Student Accessibility profiles created for housing accommodations that are received or created after the February 15, 2019 deadline will not be reviewed by Accessibility and Residence Life until the conclusion of the Housing Lottery Processes, after April 12, 2019.*

*Students with disabilities approved for housing accommodations will be notified via email with a letter from Residence Life with their approved housing accommodation and housing assignment.*

*More information regarding special requests and accommodation needs based on disabilities and the housing accommodation process can be found in the Student Handbook at the following link:*

*<https://www.fairfield.edu/handbook/policiesprocedures/#SpecialAccommodations>*

### Off-Campus Lottery Guidelines

Any student who wishes to live on the beach or off-campus must participate in the OCB lottery to be considered for a release from their housing contract. In order to be eligible for the Off-Campus Lottery all students must complete an Off-Campus Housing Application through "The Housing Director" (THD). If a student wishes to apply with a group, up to four students (for a five-person group); they will need to create a roommate group by completing the Roommate Group Selection module in THD. The OCB lottery application and Group Selection must be completed through THD starting on **Tuesday, October 30 at 9 a.m. and ending at 4 p.m. on November 9<sup>th</sup>**. *No applications*

## Office of Residence Life 2019-20 Housing Lottery Information

*will be accepted after November 9<sup>th</sup>. Residence Life recommends that students do not wait until the last day to submit their Application or Group Selection.*

All groups approved for off-campus living will be notified on December 7, 2018 by 4:00 p.m. and given until February 1, 2019 to find off-campus accommodations. If groups have not been successful in doing so, they are able to decline their Off-Campus status by completing an online Google Document sent to students by the Office of Residence Life and will be eligible to sign up for the remaining on-campus housing lotteries. Once a student declines their Off-Campus status, they will be ineligible to be re-released Off-Campus and will remain on-campus.

***Getting released off campus is not guaranteed.*** The Office of Residence Life advises all students to refrain from signing a lease or any other rental agreement until after December 7<sup>th</sup>. If students sign a lease, and are not released off campus, they will be financially responsible for both on and off-campus housing and the lease agreement. Students should refer to the Fairfield University Student Handbook for any questions.

Members of the Class of 2020 who are in good-standing are eligible to participate in the OCB lottery. If students have a question about their class year, they should contact their academic dean.

The OCB Application is located online via [THD](#). Students will need to first complete the Off-Campus Housing Lottery Application before they are able to move on to the Roommate Selection. Please note that you will not be able to find and select/approve a roommate if they have not completed their Off-Campus Housing Lottery Application. Groups can be no larger than five (5) people. It is the responsibility of each member of the group to complete the Off-Campus Housing Application. Once the application has been completed, any student wishing to apply as a group will need to complete the Roommate Selection Process. It is the responsibility of each group member to request/accept every member of their group's roommate request.

Students will receive e-mails each time they complete each step of the Off-Campus Lottery Process. It is the student's responsibility to ensure that each step of the lottery process is completed. Failure to complete each step of the process may make a student or group ineligible for the Lottery Process. If students have questions or concerns, they should contact Residence Life at (203) 254-4215 or [residencelife@fairfield.edu](mailto:residencelife@fairfield.edu).

### **Class of 2020 Housing Lottery Guidelines (On-Campus)**

- Members of the Class of 2020 have the opportunity to select housing in Faber Hall, Meditz Hall, 47 Mahan Road, Dolan Hall, the Townhouses and the South Townhouses (New Townhouses).
- Members of the Class of 2020 can enter the housing lottery as groups of four (4) (47 Mahan Road, Meditz Hall, Dolan Hall, Faber Hall, Townhouses and South Townhouses); six (6) (Meditz Hall, Dolan Hall, and the Townhouses); and eight (8) (Meditz Hall, Dolan Hall, and South Townhouses).
- Each member of the group needs to complete their Housing Application and submit their roommate requests and confirm each member of their housing group. Students are strongly encouraged to work with the other members of their group to ensure that each member requests and confirms each member of their housing group. Failure to complete the Housing Application and the Roommate Request/Confirmation will result in the group not being eligible for Housing Selection.
- Please note that members of the Class of 2020 who select Faber Hall will be required to have a meal plan (14 Meals and \$100 Dining Dollars).
- To qualify as a Senior (2020) group for the four (4)-person lottery, groups must meet the following criteria:
  - The group must all be of the same gender;
  - The group must have four (4) members; incomplete groups will not be eligible.
  - Seniors will receive the best individual priority lottery numbers, followed by the Junior Build-A-Houses, and then the junior class. The Office of Residence Life will average each group's

## Office of Residence Life 2019-20 Housing Lottery Information

individual lottery to get the group lottery number. Groups that consist of all seniors will still have priority, but groups that contain juniors will have higher lottery numbers and will pick later in the process after groups of all seniors have selected. The more juniors in a group the later you will be selecting in the process.

- To help you with the selection process, below is a list of the anticipated available number of units for each group size in each area. Please note that the number of units are subject to change.

Class of 2020	Number of Students	Number Available	Type of Housing
47 Mahan Rd	4	43	Apartment
Meditz Hall	4	6	Apartment
Townhouses	4	69	Townhouse
Dolan Hall	4	1	Apartment
Faber Hall	4	20	Suite
South Townhouses	4	3	Townhouse
<b>Total 4-Person Spaces</b>		<b>142</b>	

- To qualify as a Senior (2020) group for the six (6)-person lottery, groups must meet the following criteria:
  - The group must all be of the same gender;
  - The group must have six (6) members; incomplete groups will not be eligible.
  - Seniors will receive the best individual priority lottery numbers, followed by the Junior Build-A-Houses, and then the junior class. The Office of Residence Life will average each group's individual lottery to get the group lottery number. Groups that consist of all seniors will still have priority, but groups that contain juniors will have higher lottery numbers and will pick later in the process after groups of all seniors have selected. The more juniors in a group the later you will be selecting in the process.
  - To help you with the selection process, below is a list of the anticipated available number of units for each group size in each area. Please note that the number of units are subject to change.

Class of 2020	Number of Students	Number Available	Type of Housing
Meditz Hall	6	19	Apartment
Townhouses	6	26	Townhouse
Dolan Hall	6	7	Apartment
<b>Total 6-Person Spaces</b>		<b>52</b>	

- To qualify as a Senior (2020) group for the eight (8)-person lottery, groups must meet the following criteria:
  - The group must all be of the same gender;
  - The group must have eight (8) members; incomplete groups will not be eligible.
  - Seniors will receive the best individual priority lottery numbers, followed by the Junior Build-A-Houses, and then the junior class. The Office of Residence Life will average each group's individual lottery to get the group lottery number. Groups that consist of all seniors will still have priority, but groups that contain juniors will have higher lottery numbers and will pick later in the process after groups of all seniors have selected. The more juniors in a group the later you will be selecting in the process.

## Office of Residence Life 2019-20 Housing Lottery Information

- To help you with the selection process, below is a list of the anticipated available number of units for each group size in each area. Please note that the number of units are subject to change.

Class of 2020	Number of Students	Number Available	Type of Housing
Meditz Hall	8	4	Apartment
Dolan Hall	8	10	Apartment
South Townhouses	8	14	Townhouse
<b>Total 8-Person Spaced</b>		<b>28</b>	

- Groups should plan on the possibility of having to add or drop members. This conversation should take place prior to submitting the application.
- Members of the Classes of 2020 and 2021 will be selecting their housing through “The Housing Director” online on Friday, March 29, 2019 starting at 9am. Groups consisting of all seniors will be selecting before mixed junior/senior groups, Build-A-Houses, and all junior groups.

### Class of 2021 Housing Lottery Guidelines

- Members of the Class of 2021 have the opportunity to select housing (after the Class of 2020) in Faber Hall, Meditz Hall, 47 Mahan Road, Dolan Hall, the Townhouses, and South Townhouses.
- Members of the Class of 2021 can enter the housing lottery as groups of four (4) (47 Mahan Road, Meditz Hall, Dolan Hall, Faber Hall, Townhouses and South Townhouses); six (6) (Meditz Hall, Dolan Hall, and the Townhouses); and eight (8) (Meditz Hall, Dolan Hall, and South Townhouses).
- Each member of the group needs to complete their Housing Application and submit their roommate requests and confirm each member of their housing group. Students are strongly encouraged to work with the other members of their group to ensure that each member requests and confirms each member of their housing group. Failure to complete the Housing Application and the Roommate Request/Confirmation will result in the group not being eligible for Housing Selection.
- Please note that members of the Class of 2021 who select Faber Hall will be required to have a meal plan (14 Meals and \$100 Dining Dollars)
- To qualify as a Junior (2021) group for the four (4) person lottery, the group must meet the following criteria:
  - The group must all be of the same gender;
  - The group must have four (4) members; incomplete groups will not be eligible.
  - Only members of the Class of 2020 and 2021 are eligible to enter the four (4)-person lottery, no sophomore (Class of 2022) residents on an application will be accepted.
  - To help you with the selection process, below is a list of the available number of units for each group size in each area. Please note that the number of units reflected below is the current count available for selection prior to the Class of 2020’s Housing Selection and will change once they have selected their housing.

Class of 2021	Number of Students	Number Available	Type of Housing
47 Mahan Rd	4	43	Apartment
Meditz Hall	4	6	Apartment
Townhouses	4	69	Townhouse
Dolan Hall	4	1	Apartment



## Office of Residence Life 2019-20 Housing Lottery Information

Faber Hall	4	20	Suite
South Townhouse	4	3	Townhouse
Total 4-Person Spaces		142	

- To qualify as a Junior (2021) group for the six (6)-person lottery, the group must meet the following criteria:
  - The group must all be of the same gender;
  - The group must have six (6) members; incomplete groups will not be eligible.
  - Only members of the Class of 2020 and 2021 are eligible to enter the six (6)-person lottery, no sophomore (Class of 2022) residents on an application will be accepted.
  - To help you with the selection process, below is a list of the available number of units for each group size in each area. Please note that the number of units reflected below is the current count available for selection prior to the Class of 2020's Housing Selection and will change once they have selected their housing. Please note that the number of units are subject to change.

Class of 2021	Number of Students	Number Available	Type of Housing
Meditz Hall	6	19	Apartment
Townhouses	6	26	Townhouse
Dolan Hall	6	7	Apartment
Total 6-Person Spaces		52	

- To qualify as a Junior (2021) group for the eight (8)-person lottery, the group must meet the following criteria:
  - The group must all be of the same gender;
  - The group must have eight (8) members; incomplete groups will not be accepted.
  - Only members of the Class of 2020 and 2021 are eligible to enter the eight-person lottery, no sophomore (Class of 2022) residents on an application will be accepted.
  - To help you with the selection process, below is a list of the available number of units for each group size in each area. Please note that the number of units reflected below is the current count available for selection prior to the Class of 2020's Housing Selection and will change once they have selected their housing. Please note that the number of units are subject to change.

Class of 2021	Number of Students	Number Available	Type of Housing
Meditz Hall	8	4	Apartment
Dolan Hall	8	10	Apartment
South Townhouses	8	14	Townhouse
Total 8-Person Spaced		28	

- Groups should also plan on the possibility of having to add or drop members. This conversation should take place prior to submitting your Roommate Requests. ***Getting your optimal housing choice is not guaranteed.*** After the Roommate Selection closes on March 14, 2019, the Office of Residence Life will notify groups if they are likely to not get their group-sized housing and will be notified by March 25, 2019. The Office of Residence Life will work with these groups and help them reconfigure their group size to help allow them to select housing.



## Office of Residence Life 2019-20 Housing Lottery Information

- Members of the Class of 2021 will be selecting their housing online through “The Housing Director” on Friday, March 29, 2019 starting at 9am. Groups consisting of all seniors will be selecting before mixed junior/senior groups, Build-A-Houses, and all junior groups.

### Class of 2022 Residential Colleges Application

- Members of the Class of 2022 have the opportunity to participate in one of three Residential Colleges for their sophomore year. Participation is voluntary.
  - Ignatian Leadership Residential College – 42 Langguth Rd
  - Creative Life - Loyola Hall
  - Service for Justice - 70 McCormick Road
- The Living & Learning web site [www.fairfield.edu/rescolleges](http://www.fairfield.edu/rescolleges) has detailed information about each community and the common application.
- Students selected to live in a Residential College will have a specific housing Roommate Selection process for each of the Residential Colleges, which will be different from the non-Residential College Roommate Selection.
- Students participating in a Residential College will receive priority housing in the community that they were accepted into.
- Only students selected to live in a Residential College can enter the lottery as pairs for a traditional hall (Loyola Hall or 70 McCormick Rd) or in blocks of four (4) or eight (8) (42 Langguth Rd).
- Each member of the group needs to complete their Housing Application and submit their roommate requests and confirm each member of their housing group. Students are strongly encouraged to work with the other members of their group to ensure that each member requests and confirms each member of their housing group. Failure to complete the Housing Application and the Roommate Request/Confirmation will result in the group not being eligible for Housing Selection.
- Members of the Ignatian Leadership, Service for Justice, and Creative Life Residential Colleges are selecting their housing online through “The Housing Director” on Friday, April 12, 2019 starting at 9am. The best lottery number for each group in each process will be the number used for assigning the group’s selection time. Each Residential College will have their own Room Selection process.
- To help you with the selection process, below is a list of the available number of units for each group size in each area. Please note that the number of units are subject to change.

Res College	Number of Students	Number Available	Type of Housing
42 Langguth Rd	4	25	Suite
42 Langguth Rd	8	12	Suite
70 McCormick Rd	2	64	Traditional Hall
Loyola Hall (1st and 2nd)	2	64	Traditional Hall

### Class of 2022 Non-Residential College Guidelines

- Members of the Class of 2022 can enter the Roommate Selection Process in groups of four (4) for suite-style housing in Faber, Kostka, or Claver Halls or in groups of two (2) for Loyola Hall 3<sup>rd</sup> floor. Please note that there will be a limited number of suites available in Faber Hall.
- Each member of the group needs to complete their Housing Application and submit their roommate requests and confirm each member of their housing group. Students are strongly encouraged to work with the other members of their group to ensure that each member requests and confirms each member of their housing group. Failure to complete the Housing Application and the Roommate Request/Confirmation will result in the group not being eligible for Housing Selection.

## Office of Residence Life 2019-20 Housing Lottery Information

- Members of the Class of 2022 in the Non-Residential College Process will be selecting their housing online through “The Housing Director” on Friday, April 12, 2019 starting at 9am. The best lottery number for each group in each process will be the number used for assigning the group’s selection time.
- Groups of four (4) that will not be able to select housing due to their lottery number will be notified and placed on a waitlist for a suite in Faber, Kostka or Claver Hall. As spaces become available in one of these buildings, groups will be moved off of the waitlist into the available spaces.
- Over the summer, any groups that are not able to be placed in Faber, Kostka or Claver Halls will be placed into traditional housing in Loyola Hall.
- To help you with the selection process, below is a list of the available number of units for each group size in each area.

Non-Res College	Number of Students	Number Available	Type of Housing
Kostka Hall	4	43	Suite
Claver Hall	4	45	Suite
Faber Hall	4	13	Suite
Loyola Hall (3rd Floor)	2	37	Traditional Hall

### Frequently Asked Questions about the Off-Campus Lottery

**1. How do I complete my Off-Campus Lottery Application?**

For more information on how to complete Off-Campus Lottery application, please click on the following link:

[https://fairfield.datacenter.adirondacksolutions.com/fairfield\\_contractfiles\\_prod/THD\\_How\\_to\\_complete\\_Housing\\_Application.pdf](https://fairfield.datacenter.adirondacksolutions.com/fairfield_contractfiles_prod/THD_How_to_complete_Housing_Application.pdf)

**2. How do I create a roommate group?**

For more information on how to create a roommate group, please click on the following link:

[https://fairfield.datacenter.adirondacksolutions.com/fairfield\\_contractfiles\\_prod/THD\\_How\\_to\\_Roommate\\_Selection.pdf](https://fairfield.datacenter.adirondacksolutions.com/fairfield_contractfiles_prod/THD_How_to_Roommate_Selection.pdf)

**3. Who can apply for Off-Campus status?**

Students who are currently members of the Class of 2020 (rising seniors) and are in good standing may apply for Off-Campus status. Note the following:

- a. *Class years are determined by their Academic College.*
- b. *Transfer students should contact the Registrar to make sure their class year is correct prior to the start of the lottery process.*

Members of the Class of 2021 are not eligible to participate in the Off-Campus lottery process.

**4. How does the Off-Campus Lottery work?**

Students wishing to live off campus must fill out an Off-Campus Lottery application through The Housing Director. Applications are available from 9 a.m. on October 30, 2018 until 4 p.m. on November 9, 2018. Students applying for Off-Campus status will submit an application for themselves to live off-campus and they will need to complete the Roommate Selection for the Off-Campus Lottery in order for their group to be eligible to be released Off-Campus to live together for the next academic year. Each group can be up to five (5) people. Once all applications and groups are received, each student will receive a lottery number. The lottery numbers for each group will be an average of each individual in the group. There are a set number of students who will be released in December based on their Group

## Office of Residence Life 2019-20 Housing Lottery Information

Lottery Number.

### 5. How do I apply?

The Housing Lottery Application surveys will only be available through “The Housing Director.” Each student applying to the Off-Campus Lottery will need to complete the Off-Campus Housing Application. Once the application has been completed, any student wishing to apply with a group will need to complete the Roommate Selection Process. Students can apply in groups of one to five students.

Each member of the group must take responsibility for the successful completion of the Off-Campus Housing Application and Roommate Selection. Once a student’s application and roommate group is submitted and accepted, it cannot be changed or modified.

### 6. What happens after I apply?

Students will receive system-generated e-mails to their student Gmail account notifying them each time they complete a step in the Off-Campus Lottery Process. It is the student’s responsibility to ensure that their Off-Campus Housing Application and Roommate Selection is completed.

### 7. When do students find out if their group has been released to OCB?

Students will be notified via their student Gmail account of their release status on **December 7, 2018 around 4 p.m.** Students *should not* call Residence Life about their Off-Campus status; it will not be given out.

### 8. What if students are released to Off-Campus status?

If a group is released to Off-Campus status, they have until **February 1, 2019** to notify the Office of Residence Life if they choose to *decline* Off-Campus status by completing an online Google Document. This will ensure students’ eligibility for the on-campus housing lotteries later in the spring semester. If students do not contact Residence Life, it will be assumed the students have secured off-campus housing and they will not be eligible for the spring on-campus lotteries.

Students who decline their Off-Campus Status by **February 1, 2019** will be eligible to participate in the On-Campus Housing Lottery. Students who decline their Off-Campus Status after **February 1, 2019**, may not be eligible to participate in the On-Campus Housing Lottery process, and the decision to allow students participation in the On-Campus Lottery Process is at the discretion of the Office of Residence Life. Additionally, any students declining their Off-Campus Status will not be eligible for re-release.

### 9. What if students are not released to Off-Campus status?

If students are not released to Off-Campus status, they will automatically be on the waitlist to be released. They should plan to participate in the on-campus housing lottery process. The University may re-evaluate the situation in May 2019 to determine if more students will be released.

If students prefer to stay on the Off-Campus waitlist and not participate in the housing lottery process, Residence Life will assign an available room during the summer and send out their housing assignment in August.

**Students *should not sign a lease* until they have been officially released to Off-Campus status.** If students sign a lease and are not officially released, they will still be charged full room and board charges for a residence hall room. Failure to participate in the On-Campus Lottery will not default students to Off-Campus status.

## Office of Residence Life 2019-20 Housing Lottery Information

### **10. I didn't get Off-Campus status, but still want to live off-campus. Can I become a commuter?**

Not necessarily. To change to commuter status, students must live with a parent, legal guardian or spouse within 35 driving miles of the University at their primary residence. This change is also *not* automatic and permission must be granted by Residence Life. To request a change to commuter status, students should access the request form on the Office of Residence Life's webpage. Once the Office of Residence Life has received the request to change to commuter status, the student will be required to schedule a meeting with the Senior Associate Director of Housing Operations in the Office of Residence Life.

### **11. When should I sign a lease to live off-campus?**

On December 7, 2018, students who have gone through the Off-Campus Lottery process will be told whether or not they have been released from their housing contract. Students are advised not to sign a lease until the lottery has been held and after they have confirmed release from Fairfield University's four-year housing requirement. (In years past students signed leases before the lottery and were then not released. This exposed them to significant financial and legal problems, which they then asked the University to help mitigate. We do not want those issues again this year, which is why we have been taking these additional steps to provide students with information prior to the lottery.)

### **12. What do I do if I have already signed a lease?**

It is a reality that students do sign leases before the lottery, despite the University's advice not to do so. If you decide to sign a lease before the lottery occurs, it is our strong recommendation that you consider doing two things:

- a. Advise your prospective landlord that you must first go through a lottery process in order to be released from your obligation with Fairfield University to live off-campus your senior year; and
- b. Include in the terms of your lease language that will allow you to be released from your obligations under the lease with the landlord in the event you are not released to live off-campus as a result of the Off-Campus Lottery.

### **13. What happens if I am on disciplinary probation or Housing Restriction?**

Any member of the Class of 2020 currently on Disciplinary Probation or Housing Restriction with the Dean of Students Office may be ineligible to participate in the Off or On-Campus Lottery.

Any member of the Class of 2020 placed on Disciplinary Probation or Housing Restriction after lottery numbers and selections have been made may lose their Off-Campus status and their housing assignment may be determined by the Office of the Dean of Students.

### **14. The Housing Contract**

Any student who causes excessive damage or breaches the housing contract may lose their Off-Campus status and their housing assignment may be determined by Residence Life.

### **15. When does the academic year start?**

The 2019-20 academic year starts **September 3, 2019, after the Labor Day Holiday.**

### **16. A few years ago, Hurricane Sandy forced all students to evacuate their beach house for an extended period of time and students moved into temporary housing on campus. If there is**

## Office of Residence Life 2019-20 Housing Lottery Information

**another storm, will the University provide housing again? What should I do before signing a beach lease?**

While the University hopes there will never be another storm like Sandy, recent experience tells us that we must assume such events will occur in the future. In the case of Sandy, although many students were able to return to their beach houses, some lost their houses permanently. It is also a reality that when you live on the coastline, flooding does occur on a regular basis (super-storm or not) and can cause significant damage to personal belongings as well as the home itself. The University strongly recommends that students who plan to sign a lease for a beach house discuss with their prospective landlord prior to signing what would happen in the event of a storm, an evacuation, and/or flooding. Things to discuss would include but not be limited, to questions such as what would be expected of the students in terms of security deposits? Continuing rent payments? Repairs? Recovering costs on destroyed property? Resuming residency in the instance of a forced evacuation, etc.? If you are not comfortable with the answers you are getting to these important questions, don't sign the lease. The University cannot guarantee that it can always provide temporary housing in the case of a storm in the future. For all these reasons, we also strongly recommend that anyone considering signing a lease look into obtaining renters' insurance and flood insurance.

### 17. Other Questions?

Contact Residence Life at (203) 254-4215 or e-mail [residencelife@fairfield.edu](mailto:residencelife@fairfield.edu)

## Frequently Asked Questions about the On-Campus Lottery

### 1. How do I complete my Housing Application?

For more information on how to complete the housing application, please click on the following link: [https://fairfield.datacenter.adirondacksolutions.com/fairfield\\_contractfiles\\_prod/THD\\_How\\_to\\_complete\\_Housing\\_Application.pdf](https://fairfield.datacenter.adirondacksolutions.com/fairfield_contractfiles_prod/THD_How_to_complete_Housing_Application.pdf)

### 2. How do I create a roommate group?

For more information on how to create a roommate group, please click on the following link: [https://fairfield.datacenter.adirondacksolutions.com/fairfield\\_contractfiles\\_prod/THD\\_How\\_to\\_Roommate\\_Selection.pdf](https://fairfield.datacenter.adirondacksolutions.com/fairfield_contractfiles_prod/THD_How_to_Roommate_Selection.pdf)

### 3. How do I select housing for my group?

For more information on how to select housing, please click on the following link: [https://fairfield.datacenter.adirondacksolutions.com/fairfield\\_contractfiles\\_prod/THD\\_Room\\_Selection\\_How\\_To.pdf](https://fairfield.datacenter.adirondacksolutions.com/fairfield_contractfiles_prod/THD_Room_Selection_How_To.pdf)

### 4. What if I am not able to select a four-person residence?

If a four-person rising junior or senior group is unable to select four-person housing, they have two options. The first option (if available) is to reconfigure the group to become a six or eight-person group and selecting the appropriate housing. If this option is chosen, you will be locked into your selection and will not be able to change back to a four-person group. The second option would be to stay as a four-person group and be placed into housing during the summer when housing becomes available. If this option is chosen, selected students may not find out their housing assignment until mid-August. These groups also run the risk of not getting their first choice of housing or not being placed together in housing and groups may be broken-up to accommodate all junior and senior students in upper-classmen housing.

### 5. What if I leave my original lottery group after they have picked/been placed?

## Office of Residence Life 2019-20 Housing Lottery Information

If a student elects to leave their original lottery group after they have picked/been placed, the group could lose their housing. The loss of the housing would be at the discretion of the Senior Associate Director or Director of Residence Life.

### **6. What if I participated in the lottery process, but was unable to select housing due to lack of availability?**

Students, who are unable to select housing during the lottery process, but have participated, can come to the Office of Residence Life the day following their pick night and complete a Post-Lottery Request Form. Students who complete this form are not guaranteed their first choice of housing, but are guaranteed to be placed into housing during the summer. Students will be notified of their housing assignment in mid-August.

### **7. Is it possible to add an additional student to the Townhouses?**

For the 2019-2020 academic year the Office of Residence Life has been given approval to add an additional student to the four-person townhouse units (4) to make them five-person townhouse units (5). The Office of Residence Life is only able to add the additional student to the four-person townhouse units (4) per the Town of Fairfield. For groups wishing to add an additional student to their four-person townhouse unit (4), a fully matched group of four (4) students must participate and select a four-person townhouse unit (4). Once they have selected a unit, they will need to complete Townhouse Request for an Additional Roommate form by [clicking here](#). For requests to be considered, they must be submitted by Friday, May 3, 2019.

### **8. How do I select housing if my entire group is studying abroad during housing selection?**

With “The Housing Director,” the entire room selection process is an online selection. Students will be able to log-in to “The Housing Director” during their specified pick time to select their housing. Each group will have a specified time when the housing selection is available to their group to select housing. If a group logs-in after their specified pick time, they will still have the ability to join in on the process and still select housing providing that there is still housing inventory available for them to select from. Please note that all pick times are set in Eastern Standard Time and it is the student’s responsibility to ensure that their account is working prior to their selection time.

### **9. What can I do if I selected housing during Pick Night, but it is not my first choice of housing?**

If you selected housing during the lottery process, but it was not your first choice, you may come to the Office of Residence Life at the conclusion of the Housing Selection process and complete a Request to Change Housing Form. This form will allow you to indicate the style of housing that you wish to change to, but not a specific location (i.e. room/house/apartment number). If a change is made, you will not be notified until housing assignment letters are sent in mid-August. Once the housing assignments have been sent, there is no way to change the housing assignment back.

### **10. What happens if I do not participate in the lottery process?**

All students are encouraged to complete a housing application regardless if they are participating in the roommate selection process. So if a student fails to join a group, the Office of Residence Life will have your housing lifestyle preferences on file so that they can place you into housing with individuals with similar housing lifestyles. Additionally, the Office of Residence Life recommends that students who do not participate in the lottery process to complete a Post-Lottery Request form in the Office of Residence Life. The Office of Residence Life will keep these requests on file and students will be placed in housing over the summer. Students will be notified of their assignment in mid-August when the housing assignment letters go out.

### **11. Other Questions?**



## Office of Residence Life 2019-20 Housing Lottery Information

Contact Residence Life at (203) 254-4215 or e-mail [residencelife@fairfield.edu](mailto:residencelife@fairfield.edu) or [csousa@fairfield.edu](mailto:csousa@fairfield.edu).