January 2017
Dear Vanderbilt Students,

The housing assignment process for the 2017-2018 academic year is already underway. To help students with this process, Vanderbilt Student Government and the Office of Housing and Residential Education have produced this guide. This year’s housing assignment process differs in significant ways from previous years, so please read this guide in its entirety. This is the first of two parts; the second part of this document will be released in mid- to late February.

Vanderbilt offers a variety of housing options and emphasizes personal choice in a competitive assignment process. We encourage you to explore the options available for on-campus living by visiting different residence halls and talking with friends and other students about their experiences.

This year marks the fourth year of the Warren and Moore College assignment process. This process will continue to be a random selection for rising second-, third-, and fourth-year students. Warren and Moore are unique among Vanderbilt’s housing in that each class is allocated one-third of the spaces in the colleges. Nowhere else on campus—aside from The Commons—is that the case. Because of those fixed allocations, the assignment process for Warren and Moore is different than the processes for all other campus housing. Please be sure to read the section on Warren and Moore colleges carefully.

A Guide to the Housing Assignment Process: 2017–2018 provides you with the following:
• A calendar of important assignment deadlines and events
• Information about housing assignment policies and procedures
• Instructions about how properly to complete and submit housing registration and applications
• Information and examples for forming roommate groups

Registering for the housing assignment process and applying for the various types of housing will take place online. All returning undergraduate students currently enrolled at Vanderbilt must register for housing in the Student Housing Portal from January 9-13, 2017. Students entering their third or fourth year of study or greater in fall 2017 may apply for off-campus authorization. Access to the Student Housing Portal will require your VUnetID and password. Students entering their second year of study in fall 2017 are not eligible to apply for authorization to live off campus.

We want to help you make the best decisions possible in this selection process. VSG works continuously with OHARE to improve the housing assignment process. We are interested in your feedback. If you have any concerns about the room assignment process or suggestions for improving the room assignment process, please do not hesitate to contact VSG. If you have a housing assignment concern or any question about current policies or procedures, please contact OHARE at 322-2591 or visit the OHARE office suite located in Branscomb Suite 4100.

Sincerely,

Ariana Fowler
President
Vanderbilt Student Government

Ashley Ladyman
Assistant Director of Housing Assignments

Office of Housing and Residential Education

OPEN HOUSE SCHEDULE
To give students opportunities to learn more about room types and facilities in our residence halls, the Office of Housing and Residential Education is sponsoring open houses in upper-class residence halls. Resident advisers will be on hand to give tours and answer your questions. Tours will originate from the lobbies designated on the schedule below.

Friday, January 27 and Friday, February 3
3:30–5:00 p.m.
Warren and Moore Colleges
(Meet at the Kissam Center Desk.)

Sunday, February 26
2:00 p.m.–4:00 p.m.
• Alumni Lawn
Cole and Tolman Halls
(Meet at Branscomb Lobby.)
• Carmichael Towers East
Carmichael Towers East Buildings 1 and 2
(Meet at Towers East Desk.)

• Carmichael Towers West
Carmichael Towers West Buildings 3 and 4
(Meet at the Towers West Desk.)
• Branscomb Quadrangle and Blakemore
Lupton, Scales, Stapleton, and Vaughn Halls
(Meet at the Branscomb Lobby.)
Blakemore House
(Meet at the Blakemore Desk.)
• Highland Quadrangle
Lewis, Morgan, Mayfield, and Chaffin
(Meet at the Lewis House Desk.)
The Undergraduate Residential Requirement

The residential experience is understood to be an integral part of a Vanderbilt education. This commitment to residential education is clearly expressed in the university's residential requirement put in place by the Board of Trust in 1959:

“All unmarried undergraduate students must live in residence halls on campus during the academic year, May session, and summer sessions. Authorization to live elsewhere is granted at the discretion of the Director of Housing Assignments in special situations or when space is unavailable on campus.”

—Student Handbook

Eligibility

All returning single, undergraduate students currently enrolled at Vanderbilt are eligible to participate in the housing application and assignment process. Those eligible include students who are enrolled in study abroad programs, students on leave of absence, and students who are currently living off-campus, including Nashville residents. Those ineligible include fall 2017 transfer students and students who are currently living off-campus in single- or double-room accommodations only.

Procedural Fairness

No student is favored over any other. All processes treat all students equally so that every student has an equal opportunity to pursue the housing of her or his choice. Procedural fairness is ensured through a random selection process, referred to by students as the lottery. There are distinct random selections for every type of accommodation offered. (The only exceptions are the Living Learning Communities for which students submit specific applications. Those applications are considered by committees.)

NOTE: Procedural fairness guarantees equal opportunity, not equal outcomes. For example, the Powerball and Mega Millions lotteries are procedurally fair—all tickets have an equal chance of winning. But, the outcomes are not equal—only some ticket buyers win millions.

Likewise in the housing assignment processes each student has equal chances in the lotteries, but some students get to choose before others.

Our housing facilities vary widely in age, construction, location, type, room sizes, finishes, and many other attributes. As a consequence, Vanderbilt cannot guarantee that students will be assigned to the housing that they most prefer or that is “equal” to another. However, all campus housing is suitable for academic, social, and personal growth and success at Vanderbilt. All students who engage in the assignment process will be assigned a room on campus unless authorized by the Director of Housing Assignments (or designee) to live off-campus.

Personal Choice

The housing selection process at Vanderbilt allows students’ choices to determine the rooms in which they will live. Vanderbilt University offers a wide variety of housing. Therefore, it is important that students study this guide carefully in order to make intelligent and well-informed decisions.

- Traditional single and double rooms (one room for sleeping/living)
- Suites (with full kitchens) for six students (two single bedrooms and two double bedrooms)
- Suites (with convenience kitchens) for six students (all single bedrooms)
- Suites (with convenience kitchens) for five students (all single bedrooms)
- Suites (with convenience kitchens) for four students (all single bedrooms)
- Lodges (for students in a direct or indirect study abroad program or participate in an internship outside of Davidson County during the fall semester 2017 are eligible to participate in the random selection process. We encourage those students who have applied to a study abroad program or for an internship outside of Davidson County, but are uncertain as to their status or their participation, to take part in the selection of single- and double-room accommodations only.
- Students who select a single- or double-room on campus and later decide to participate in a study abroad program or in an internship program outside of Davidson County must notify the Office of Housing and Residential Education in writing at least sixty days prior to the start of the semester to request cancellation of their housing contracts. Returning students will be assigned to available housing.
- Students participating in study abroad programs or internships during the fall semester 2017 will be required to live on campus during the spring semester 2018. Returning students will be assigned to available housing.

Living Learning Communities

Students may apply to live in one of Vanderbilt’s Living Learning Communities. The application processes for these communities occurs prior to the regular housing selection processes. Students whose applications are denied may still participate without penalty in the regular housing selection processes that follow. Please see the section on Living Learning Communities for additional information.
Assignments will not accept any documentation or housing requests regarding a student’s medical, psychological, or disability impairment due to a documented and approved need. The EAD/DSP website will make every effort to find an appropriate and reasonable assignment as recommended by the EAD/DSP.

Key Dates
January 15, 2017—Last day to submit requests for special consideration to the Office of Housing Services Program for the 2017–2018 academic year housing

EAD/DSP will notify students of the status of their requests no later than January 31, 2017. Late requests may not be considered until after the housing assignment process is complete. If a student with an approved medical need turns down the opportunity to live in a space that meets their approved need, the student's request may be cancelled by the Office of Housing Assignments, and the student will need to participate in the housing selection process. Any future request from the student must be reviewed by EAD/DSP. The Office of Housing Assignments will reach out to all students who submitted required documentation by the January 15, 2017 deadline and are approved for reasonable accommodation in early February to finalize 2017–2018 housing assignments.

Coed Housing Options for 2017-2018
In response to student demand, several options that de-emphasize gender-based housing assignments will be available for the 2017–2018 academic year.

Three floors in Lupton House in Branscomb Quadrangle will offer an equal number of double rooms for women and for men with bathrooms designated by sex.

One floor in Stapleton House in Branscomb Quadrangle will offer an equal number of double rooms for women and for men with bathrooms designated by sex.

All even numbered singles/doubles floors in Carmichael Towers East will offer an equal number of rooms for women and for men with bathrooms designated by sex.

The second and third floors of Blakemore House will offer an equal number of double rooms for women and men. All double rooms have private full bathrooms.

The second floor of McGill Hall will offer an equal number of rooms for men and women with bathrooms designated by sex. The third and fourth floors of McGill will offer an equal number of rooms for men and women with gender-inclusive bathrooms.

McTyeire International House floors will be coed. Students will be assigned spaces within their language community. Bathrooms will be designated by sex.

Students Requesting Reasonable Accommodations Under the ADA

The Office of Housing and Residential Education partners with the Office of Equal Opportunity, Affirmative Action, and Disability Services (EAD)/Disability Services Program (DSP) to ensure consistency in evaluating requests for special consideration in housing.

Students seeking special consideration due to a documented impairment and who would like to be considered for reasonable accommodations under the Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973 should contact the Disability Services Program Monday–Friday between 8:00 a.m. and 5:00 p.m. at 615-322-4705.

EAD/DSP will review all requests and share approved student requests with the Office of Housing Assignments. Students with approved requests will be offered a reasonable accommodation that meets the documented and approved need. The EAD/DSP website (vanderbilt.edu/ead/bs_students.html#a2) provides information for students regarding reasonable accommodations, documentation guidelines, and other information about the office.

All students who request reasonable accommodations due to a medical, psychological, or disability impairment must submit full and current documentation to the DSP. The Office of Housing Assignments will not accept any documentation or housing requests regarding a student’s medical, psychological, or disability-related condition. If DSP determines that you are eligible for special housing, the Office of Housing Assignments will contact you about your assignment and will make every effort to find an appropriate and reasonable assignment as recommended by the EAD/DSP.

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Housing Designations

Gender
In general, the university designates buildings, floors, suites, apartments, and lodges by gender. Females and males have a roughly proportionate opportunity to be assigned to the various types of accommodations on campus.

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In Warren and Moore Colleges, floors and suites will not be designated by sex. That is, females and males will live on the same floors and they may—if they choose to—live in the same suites. In Warren and Moore, the traditional doubles are single gender only.

Off-Campus Housing: General Information

The Office of Housing Assignments anticipates authorizing roughly 600 students to reside off-campus for the 2017–2018 academic year.

Students entering their third year and fourth year of study or greater will be eligible to request authorization to reside off-campus for the 2017–2018 academic year. Students currently residing off-campus for the 2016–2017 academic year who would like to continue residing off-campus for the 2017–2018 academic year must re-apply for off-campus authorization in order to be re-authorized for the 2017–2018 academic year.

For the off-campus authorization process, a seniority driven, random selection is utilized for all applicants. Students entering their fourth year of study or greater receive four (4) points and students entering their third year of study receive three (3) points for the purpose of the random selection lottery. Ties in point average are broken by random selection.

In accordance with recommendations of VSG, off-campus authorizations will be prioritized as follows:

1. Students entering their third year and fourth year of study or greater
2. Students currently residing off-campus for the 2016–2017 academic year who would like to continue residing off-campus for the 2017–2018 academic year
3. Students entering their fourth year of study or greater
4. Students entering their third year of study
5. Students entering their second year of study or greater
6. Students entering their first year of study or greater
7. Any applicant not meeting the above criteria

In accordance with recommendations of VSG, off-campus authorizations will be prioritized as follows:
1. Students living off campus for the spring of 2017 will be given first priority.
2. Students who will be entering their fourth (or greater) year of study in the fall semester of 2017 will be given second priority.
3. Students who will be entering their third year of study in the fall semester of 2017 will be given third priority.

Students in the above three categories should understand that their priority is contingent upon submitting all required registrations and applications by the posted deadlines.

Students who intend to study in a direct or indirect study abroad program, participate in an internship outside of Davidson County, or take a leave of absence during the fall semester 2017 are not eligible to reside off-campus and should not request off-campus authorization. Students granted authorization to live off-campus forfeit their off-campus authorization for the entire 2017–2018 academic year if they decide to study abroad, participate in an internship outside of Davidson County, or take a leave of absence during the fall semester 2017. STUDENTS PARTICIPATING IN STUDY ABROAD PROGRAMS OR INTERNSHIPS DURING THE FALL SEMESTER 2017 WILL BE REQUIRED TO LIVE ON-CAMPUS DURING THE SPRING SEMESTER 2018, AND THEY WILL BE ASSIGNED TO AVAILABLE ON-CAMPUS HOUSING.

Off-campus authorization decisions will be announced via email on January 24, 2017 at 5:00 p.m. Students who are granted authorization but wish to decline their off-campus authorization in order to participate in the on-campus room selection process must do so by noon on January 31, 2017 at noon in the Student Housing Portal. Students who decline off-campus authorization are required to reside on-campus for the 2017–2018 academic year. Requests to reside off-campus for the spring 2018 semester will not be considered.

Students declining off-campus authorization after January 31, 2017 at noon will lose a point in the housing assignment process and will not be allowed to reserve their current spaces. Authorization to live off-campus is granted at the discretion of the Director of Housing Assignments (or designee) and may be revoked at any time for good cause, as determined by the Director of Housing Assignments. Reasons for the revocation of off-campus authorization include, but are not limited to, violations of the Good Neighbor Guidelines or behavior that adversely affects the university’s relationship with the neighboring community, all residents may be considered in violation of this policy even though the conduct of an individual resident cannot be specifically identified. A student whose authorization to live off-campus is revoked will be required to return to campus immediately and live in on-campus housing assigned at the discretion of the Director of Housing Assignments.

IN ALL CASES, STUDENTS WISHING TO RESIDE OFF-CAMPUS FOR THE 2017–2018 ACADEMIC YEAR SHOULD NOT MAKE OFF-CAMPUS LIVING ARRANGEMENTS UNTIL THEY HAVE BEEN OFFICIALLY AUTHORIZED BY THE DIRECTOR OF HOUSING ASSIGNMENTS. CONTRACTS BETWEEN STUDENTS AND OFF-CAMPUS LANDLORDS AND AGREEMENTS BETWEEN FRIENDS TO SUBLEASE A SPACE OFF-CAMPUS ARE NOT VALID REASONS FOR GRANTING REQUESTS FOR AUTHORIZATION TO LIVE OFF-CAMPUS.

Off-Campus Housing Applications and Roommate Groups

Off-campus housing applications will be available in the Student Housing Portal for all eligible students from January 17, 2017 at midnight until January 18, 2017 at noon. All rising third-year and fourth-year students or greater that are interested in residing off-campus for the 2017–2018 academic year must complete the off-campus application.

For the purposes of the off-campus, seniority-driven, random-selection lottery, students will be permitted to form roommate groups. Students who form roommate groups will be linked together for the seniority-driven, random-selection lottery and will either be granted or denied authorization to reside off campus as a group. The maximum-size roommate group for the off-campus, seniority driven, random-selection lottery is three (3) students. Students currently residing off campus for the spring 2017 semester must re-apply for authorization as an individual and cannot form a roommate group. Students who complete both the housing registration and the off-campus application will be eligible to form roommate groups from January 20, 2017 at midnight until January 23, 2017 at noon. Students who wish to apply for off-campus authorization as an individual only need to complete the Off-Campus Housing Application to be considered in the off-campus lottery.

Students wishing to form a roommate group for the off-campus seniority-driven, random selection lottery can do so in the Student Housing Portal from January 20, 2017 at midnight until January 23, 2017 at noon.

Steps for Forming Roommate Groups:
1. Log into the Student Housing Portal.
2. Click on “Roommate Selection”.
3. Select “Roommates/Suitemates”.
4. Select “Fall 2017” as the term and click “Submit”.
5. If any other students have already requested you as a roommate, the requests will show under “Pending Requests.” To accept requests, click the green box. To decline requests, click the red box.
6. To request a student, utilize the “Roommate Search” function. Students are strongly encouraged to search by VUnetID.
7. Confirm that all members of your roommate group confirm the student/s in the group no later than January 23, 2017 at noon.

IN ORDER TO BE CONSIDERED A FULLY MATCHED ROOMMATE GROUP, ALL MEMBERS OF THE ROOMMATE GROUP MUST EITHER REQUEST ONE ANOTHER OR ACCEPT ANY PENDING REQUESTS FROM OTHER GROUP MEMBERS. NO EMAILS OR COMMUNICATION REGARDING ROOMMATES WILL BE SENT TO STUDENTS FROM THE OFFICE OF HOUSING ASSIGNMENTS. STUDENTS ARE RESPONSIBLE FOR COORDINATING WITH ONE ANOTHER TO ENSURE GROUPS ARE PROPERLY FORMED. UNMATCHED ROOMMATE GROUPS WILL BE CONSIDERED AS INDIVIDUALS FOR THE PURPOSE OF THE OFF-CAMPUS RANDOM SELECTION LOTTERY.

Students will be notified of the results of the off-campus housing lottery on January 24, 2017 at 5:00 p.m. via email. Students who are granted authorization to reside off-campus but wish to decline the offer in order to participate in the on-campus room selection process must do so by Tuesday, January 31, 2017 at noon in the Student Housing Portal. Students who decline their authorization after the January 31, 2017 deadline will lose a point in the on-campus room selection process and lose the ability to reserve their current spaces for the 2017–2018 academic year.

Fraternity and Sorority Housing

Students elected to officers’ positions who plan to live in their chapter houses must complete the housing registration online between January 9 and January 13, 2017. Chapter-house residency is normally restricted to rising juniors and seniors; however, a chapter may petition to have a rising sophomore in residence. Please contact the Office of Greek Life in order to file a petition.

Greek chapter housing packets will be available for pickup in the Office of Housing Assignments (Branscomb 4100) beginning January 30, 2017. All Greek Chapter packets (cover sheet and individual application forms) must be completed and returned to the Office of Housing Assignments (Branscomb 4100) by February 24, 2017 at 5:00 p.m. Greek chapter housing authorizations are for the full academic year unless there is a change of officers in a house. In houses in which there is any change of officers at mid-year, new residents of the house must submit an application. The number of students moving out of the residence halls and into a Greek house must equal the number of students moving out of the house into the residence halls. No vacancies may be created in the residence hall system.
### JANUARY 2017

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| • First Day of Classes  
• Housing Registration Opens at Midnight | • Housing Registration Opens at Midnight | • Off-Campus Application Opens at Midnight | • Off-Campus Application Closes at Noon | • Housing Registration Closes at 6:00 p.m. |  |  |
| 15     | 16     | 17      | 18        | 19       | 20     | 21       |
| 22     | 23     | 24      | 25        | 26       | 27     | 28       |
| • Off-Campus Application Closes at Noon | • Off-Campus Application Closes at Noon | • Off-Campus Roommate Group Matching Opens at Midnight |  |  |  |
| 29     | 30     | 31      |  |  |  |  |
|  |  | FEBRUARY 1 |  |  |  |  |
| 1       | 2      | 3       | 4         | 5        | 6      | 7        |
| • Warren and Moore Roommate/Hallmate Matching Opens at Midnight |  |  |  |  |  |  |
| 8       | 9      | 10      | 11        | 12       | 13     | 14       |
| • Warren and Moore Roommate/Hallmate Matching Closes at Noon | • Warren and Moore Roommate/Hallmate Matching Closes at Noon | • Warren and Moore Roommate/Hallmate Matching Closes at Noon | • Warren and Moore Roommate/Hallmate Matching Closes at Noon | • Off-Campus Roommate Group Matching Opens at Midnight |  |  |
| 15     | 16     | 17      | 18        | 19       | 20     | 21       |
| 22     | 23     | 24      | 25        | 26       | 27     | 28       |
| • Off-Campus Roommate Group Matching Closes at Noon | • Off-Campus Roommate Group Matching Closes at Noon | • Greek Packets Due by 4:30 p.m. |  |  |  |  |
| 29     | 30     | 31      |  |  |  |  |
|  |  | FEBRUARY 2 |  |  |  |  |
| 1       | 2      | 3       | 4         | 5        | 6      | 7        |
| 8       | 9      | 10      | 11        | 12       | 13     | 14       |

Students are solely and completely responsible for properly and validly submitting applications, completing roommate matching, and for meeting all deadlines.
Living Learning Communities

Vanderbilt’s living learning communities offer students with special educational interests the opportunity to interact with faculty members and to live together in residence halls with structured learning environments.

The McTyeire International House, the McGill Project, and the Mayfield Living Learning Lodge Program have special application and admission processes. Applications and additional information are available from the Office of Housing and Residential Education.

McTyeire International House offers programs for students seeking to improve their fluency in French, German, Japanese, Chinese, Spanish, or Russian. An additional program is offered in English for students seeking to learn more about international topics. McTyeire students are required to speak their target languages or discuss international topics at specific activities, including weekly study break and international dinners prepared in the McTyeire kitchen and served in McTyeire’s own dining room Monday through Thursday.

Find out more about the McTyeire living learning community at vanderbilt.edu/ResEd/main/living-learning-communities/mcintyre-international-house.

The McGill Project offers students an open and inviting environment where they can learn from and interact with faculty and staff members outside the classroom. A home for students with a wide variety of majors and interests, McGill Project members consider themselves part of an ongoing campus tradition of free expression and discovery, represented during yearly programs and activities. During McGill’s Annual Spring Showcase, project members present visual art, poetry, performance art, and other creative exhibits. Weekly McGill Hours allow Vanderbilt professors, Nashville community activists, and McGill residents to share and discuss more controversial and provocative topics outside the classroom. Get a closer look at McGill at vanderbilt.edu/ResEd/main/living-learning-communities/mcgill.

The Mayfield Living Learning Community seeks to empower students to pursue their service and learning interests. The Mayfields provide opportunities to create a self-generated, self-directed group project with the guidance of a faculty adviser of the students’ choice. Groups apply by creating and presenting a detailed proposal of their project’s purpose, goals, and timeline. Following a panel-style interview process, groups with well-formed and well-articulated projects may be admitted into the community. Upon entry into the lodges, members present visual art, poetry, performance art, and other creative exhibits. Weekly Mayfield Hours allow Vanderbilt professors, Nashville community activists, and Mayfield residents to share and discuss more controversial and provocative topics outside the classroom. Get a closer look at Mayfield at vanderbilt.edu/ResEd/main/living-learning-communities/mayfields.

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Basic College Halls Plan
- 12 meals per week
- $225 Meal Money per semester
- $3.15 rollback per missed meal
- 5 Flex Meals
- Special Meal Plan Events (students may attend all regular meal plan events as well)
- College Hall Meal Plan Events

Warren and Moore Statements of Affirmation: To be eligible to live in Warren and Moore every student who participates in the new resident process must assent to each of four statements of affirmation:

- “I affirm the importance of being a good student-citizen of Vanderbilt University, and I pledge to promote the values espoused by our Community Creed—Scholarship, Honesty, Civility, Accountability, Caring, Discovery, Celebration—in College Halls.”
- “I promise to care for and support my fellow students in College Halls, during times of both challenge and celebration.”
- “I commit to actively participate in the civic, social, and intellectual life of College Halls.”
- “I understand that my behavior and participation in a College Hall is subject to review by the faculty director and staff and that inappropriate behavior or lack of engagement may result in the loss of the privilege of residing in the College Halls.”

Warren and Moore Application Question: All students participating in the new resident process must answer the following:

- “Please list a few of your most notable interests as they relate to the residential college.”

Students residing in Warren and Moore during the spring semester of 2017 have priority to return for the 2017-2018 academic year. Students who reside in Warren and Moore during the fall semester of 2016, but did not return to Vanderbilt for the spring semester of 2017, are eligible to participate in the internal process. Permission to remain in the community will be at the discretion of the faculty directors. All residents must remain in their current college and are not eligible for spaces in the other college. In order to participate in either the Warren and Moore room reservation or internal process, students must complete the housing registration between January 9 and January 13, 2017. Any student that participates in either room reservation or the internal process is guaranteed a space in their building for the 2017-2018 academic year.

Room Reservation (February 1 and 2, 2017 from 8:00 a.m. to 4:30 p.m. in the OHARE Suite—Branscomb 4100)
Individual students currently residing in single rooms will have the opportunity to reserve their spaces for the 2017-2018 academic year. Students wanting to reserve their current rooms for the 2017-2018 academic year should come to the OHARE Suite—Branscomb 4100 on February 1 or 2 between 8:00 a.m. and 4:30 p.m. For double rooms and suites, all current residents must arrive together. To reserve a double room or a suite, all current spring 2017 residents must agree to return to the double room or suite for the 2017-2018 academic year. Only fully occupied double rooms and suites are eligible for reservation.

Students residing in ADA spaces for spring 2017 will not be eligible to reserve their current spaces and will need to participate in the returner internal process in order to return to their building. Students with questions about the status of their spaces should contact the Office of Housing Assignments.

Warren and Moore Colleges Returner Internal Process
(Begins February 6, 2017 at Midnight)
Current spring 2017 residents, as well as fall 2016 residents of Warren and Moore that did not return to Vanderbilt for the spring 2017 semester, are eligible to participate in the Warren and Moore Colleges internal process. Fall 2016 residents who moved to another on-campus room assignment for the spring 2017 are not eligible to participate in the internal process. Any current spring 2017 resident that wishes to participate in the internal process must complete the Warren and Moore Colleges internal process application in the Student Housing Portal between February 6, 2017 at midnight and February 7, 2017 at noon. Students applying as individuals for single rooms only need to complete the Returner Application in order to be eligible for the random selection.

Steps for Forming Roommate Groups:
1. Log into the Student Housing Portal.
2. Click on “Roommate Selection.”
3. Select “Roommates/Hallmates.”
4. Select “Fall 2017” as the term and click “Submit.”
5. If any other student(s) have already requested you as a roommate, the requests will show under “Pending Requests.” To accept requests, click the green box. To decline requests, click the red box.
6. To request a student, utilize “Roommate Search” function. Students are encouraged to search by VUnetID.
7. Confirm that all members of your roommate/hallmate group accept/request the student(s) they would like in their group under “Roommate Requests.”

IN ORDER TO BE CONSIDERED A FULLY MATCHED ROOM-MATE/HALLMATE GROUP, ALL MEMBERS OF THE GROUP MUST EITHER REQUEST ONE ANOTHER OR ACCEPT ANY PENDING REQUESTS FROM OTHER GROUP MEMBERS. NO EMAILS OR COMMUNICATION REGARDING ROOM-MATES/HALLMATES WILL BE SENT TO STUDENTS FROM THE OFFICE OF HOUSING ASSIGNMENTS. STUDENTS ARE RESPONSIBLE FOR COORDINATING WITH ONE ANOTHER TO ENSURE GROUPS ARE PROPERLY FORMED. UNMATCHED ROOMMATE GROUPS WILL BE CONSIDERED AS INDIVIDUALS FOR THE PURPOSE OF THE INTERNAL PROCESS RANDOM SELECTION.

For the internal process, students will be permitted to form roommate/hallmate groups of up to six (6) students. Forming a roommate/hallmate group enables students in the group to be linked together for the purposes of the random selection and enable them to select rooms as a group. In order to form a roommate/hallmate group, all students must complete the Returner Application in the Student Housing Portal between February 6, 2017 at midnight and February 7, 2017 at noon. Roommate/hallmate groups can be formed between February 8, 2017 at midnight and February 9, 2017 at noon.

Returner Internal Process Results
(February 10, 2017 at 5:00 p.m.)
A seniority-driven, random selection will be conducted to determine the order for room selection. Students will be contacted on February 10, 2017 with a room selection date and time and information on completing the online room selection.

Returner Internal Process Room Selection
(February 13, 2017—Online)
Room selection for the internal process will take place online on February 13, 2017. Students and groups with selection times will be able to log into room selection beginning at 6:00 p.m. While students and groups will be able to view an inventory of available rooms beginning at 6:00 p.m., room selections cannot be made until your scheduled time. For roommate/hallmate groups of two or more, please designate one member of your group to complete the room selection.

Once logged into room selection, students can choose from any available space. Students will be able to filter available rooms based on room type and floor. For roommate/hallmate groups of two or more, please be advised that in order to select a space, you must fill the room and/or suite. For example, a roommate/hallmate group of two students must either take one double room or two single rooms. The group cannot split in a way in which one student could take one space in a double and the other student take a single room.

Once you submit your room selection, changes are not permitted and your selected space will be your assignment for the 2017-2018 academic year. If students/groups do not find a room that they wish to select, they can leave the online selection without selecting a space and participate in future processes without penalty.

Warren and Moore Colleges New Resident Process
Any rising second, third-, or fourth-year student is eligible to participate in the Warren and Moore new resident process. In order to participate in the new resident process, students must complete the housing registration between January 9 and January 13, 2017.

Warren and Moore Colleges New Resident Process
(Begins February 14, 2017 at Midnight)
Any student that wishes to participate in the new resident process must complete the Warren and Moore Colleges new resident application in the Student Housing Portal between February 14 at midnight and February 15, 2017 at noon. Students applying as individuals for single rooms only need to complete the new resident application in order to be eligible for the random selection.

For the new resident process, students will be permitted to form roommate/hallmate groups of up to six (6) students. Forming a roommate group enables students in the group to be linked together for the purposes of the random selection. Students can only form roommate/hallmate groups with other students in their class cohort.
Steps for Forming Roommate Groups

1. Log into the Student Housing Portal.
2. Click on “Roommate Selection.”
3. Select “Roommates/Hallmates.”
4. Select “Fall 2017” as the term and click “Submit.”
5. If any other student/s have already requested you as a roommate/hallmate, the requests will show under “Pending Requests.” To accept requests, click the green box. To decline requests, click the red box.
6. To request a student, utilize “Roommate Search” function.

In order to be considered a fully matched roommate/hallmate group, all members of the group must either request one another or accept any pending requests from other group members. No emails or communication regarding roommates/hallmates will be sent to students from the office of housing assignments. Students are responsible for coordinating with one another to ensure groups are properly formed.

New Resident Process Results for Rising Third- and Fourth-Year Students (February 20, 2017 at 6:00 p.m.)

A seniority-driven, random selection will be conducted to determine successful students/groups and the order for room selection. Students will be contacted on February 20, 2017 with the results. Successful students/groups will be provided with a room selection date and time and information on completing the online room selection.

Due to the ability of current Warren and Moore residents to return to their buildings for the 2017–2018 academic year, limited space will be available for rising third- and fourth-year students. Individuals and roommate/hallmate groups will fall in the lottery once quotas for sex and class are filled.

New Resident Process Room Selection for Rising Third- and Fourth-Year Students (February 21, 2017 —Online)

Room selection for the new resident process (rising third- and fourth-year students) will take place online on February 21, 2017. Students and groups with selection times will be able to log into room selection beginning at 6:00 p.m. While students and groups will be able to view an inventory of available rooms beginning at 6:00 p.m., room selections cannot be made until your scheduled time.

For roommate/hallmate groups of two or more, please designate one member of your group to complete the room selection. Once logged into room selection, students can choose from any available space. Students will be able to filter available rooms based on room type and floor. For roommate/hallmate groups of two or more, please be advised that in order to select a space, you must fill the room and/or suite. For example, a roommate/hallmate group of two students must either take one double room or two single rooms. The group cannot split in a way in which one student could take one space in a double and the other student take a single room.

Once you submit your room selection, changes are not permitted and your selected space will be your assignment for the 2017–2018 academic year. If students/groups do not find a room that they wish to select, they can leave the online selection without selecting a space and participate in future processes without penalty.

New Resident Process Results and Room Assignments for Rising Second-Year Students (February 27, 2017 at 6:00 p.m.)

A random selection will be conducted to determine successful students/groups. Rising second-year students that are successful in the random selection process will be randomly assigned a room in either Warren or Moore College. Roommate/hallmate groups will remain together. If a roommate/hallmate group is successful in the random selection, all students in that group will receive a space.

Rising second-year students that receive an assignment to Warren or Moore Colleges can decline the room they are assigned to between February 28, 2017 and March 3, 2017 by logging into the Student Housing Portal and completing the Warren and Moore room assignment decline application. Students that decline their assignment by March 3, 2017 are eligible to participate in subsequent room assignment processes without penalty.