2017–2018 GUIDE TO THE
Housing Assignment Process
Part 2 of 2
Mixed-Gender Housing Options
Under previous guidelines and policies, students were required to be of the same gender in order to share a bedroom. In order to meet student demand and to recognize the complexities around sex and gender identity, a limited number of two-person Morgan and Lewis apartments have been set aside for students wishing to share a bedroom that would not have been able to under previous guidelines and policies. Students of the same gender per university records are permitted to share a bedroom for all other room types and should participate in those specific assignment processes. Students with additional questions around which assignment process is best for them can reach out to Director of Housing Assignments, Alison Matarese, or the Office of LGBTQI Life.

Students wishing to pursue a mixed-gender, two-person apartment should come to the Office of Housing and Residential Education (Branscomb 4100) on March 1, 2017 between 8:00 a.m. and 4:30 p.m. Both students who wish to reside in the apartment must be present. Students not currently enrolled in courses at Vanderbilt for the spring 2017 semester who would like to be considered for a mixed-gender apartment must email resed@vanderbilt.edu by 4:00 p.m. on March 2, 2017. Utilizing a senior-driven, random selection, five (5) pairs will be selected. Students will be notified of the results on March 3, 2017. Successful pairs will be assigned to an apartment in either Morgan or Lewis House.

Room Reservation Process
(Excluding Warren and Moore Colleges)
Suite/Apartment Reservation Process
Upperclass students seeking to reserve their current suites or apartments must bring their current Vanderbilt identification cards to the Office of Housing and Residential Education Suite (Branscomb 4100) on March 1, 2017 or March 2, 2017 between 8 a.m. and 4:30 p.m. To reserve the space, all residents of the suite or apartment, including new roommates, must be present.

In order to reserve their current suite or apartment, there must be a sufficient number of current students who agree to renew (RA suites and apartments are not eligible for reservation). The guidelines are listed below:

- **Six-Person Towers Suites**
  Three out of six current spring 2017 residents must be returning

- **Morgan and Lewis**
  - **Studio:** Two out of two current spring 2017 residents must be returning
  - **One-Bedroom:** Two out of two current spring 2017 residents must be returning
  - **Two-Bedroom:** Three out of four current spring 2017 residents must be returning

- **Four-Person Chaffin Apartments**
  Three out of four current spring 2017 residents must be returning

- **Branscomb Suite Doubles (Scales and Vaughn):**
  Three out of four current spring 2017 residents must be returning. All four students must be the same gender.

Suites and apartments may be reserved as long as a specified number of the current occupants agree to return. Any returning undergraduate student may fill the remaining spaces so long as apartments remain same gender within all bedrooms. Incoming fall 2017 transfer students and readmitted students are not eligible. Staff suites and apartments and Mayfield Living Learning Lodges are not eligible for reservation. A group may reserve only the suite or apartment it currently occupies and must fill all beds in the suite/apartment.

At the time the suite or apartment is reserved, each student will be required to designate the room in which they will reside. The residents of the suite or apartment should decide who will live in which room prior to the reservation process.
**Single-Room and Double-Room Reservation Process**

*Blakemore, Cole, Tolman, Carmichael Towers II, Lupton and Stapleton*

Rising third- and fourth-year students wishing to reserve their current single or double rooms for the 2017–2018 academic year must bring their current Vanderbilt identification cards to Office of Housing and Residential Education Suite (Branscomb 4100) on March 1, 2017 or March 2, 2017 between 8:00 a.m. and 4:30 p.m. The reservation of a double room requires both current residents to return for the 2017–2018 academic year.

**Carmichael Towers I:**

The current residents of floors 3–6 in Towers I will not be permit-ted to reserve their current rooms. Residents wishing to remain in Carmichael Towers East should participate in either the Upperclass Single Room Process or the Double Room Process.

The sex designations for floors 3–6 in Tower I are determined following the suite and apartment processes. Therefore, these floors will be gender-designated according to projected space needs and included in the appropriate random selection for single and double rooms.

**Apartment Processes: Towers Suites and Highland Quad Apartments**

**Apartment Application**

Any student interested in participating in the six-person Towers suite, four-person Highland Quad (Chaffin, Morgan and Lewis) and/or two-person Highland Quad (Morgan and Lewis) random selection processes must complete the Apartment Application in the Student Housing Portal between March 13, 2017 at midnight and March 14, 2017 at noon.

**General Information**

Six-person Towers suites, four-person Highland Quad Apartments, and two-person Highland Quad Apartments will be included the apartment random selection processes. All random selection processes will run consecutively, and students are welcome to participate in all random selection processes. Participating in one random selection process does not prohibit a student from participating in future random selection processes. **Once a room is selected, students are no longer permitted to participate in future random selection processes.**

Roommate/suitemate/hallmate group formation is specific to each random selection process. For each random selection process, students will need to re-form roommate/suitemate/hallmate groups based on the required criteria. Roommate/suitemate/hallmate groups must be fully matched in order to be considered for the random selection process meaning all students must confirm the group by either requesting or accepting the other students.

A seniority-driven, random selection will take place online in the Student Housing Portal. Successful groups will be notified via email and provided with a specific room selection time. Only one (1) member from each group should log into room selection and select the suite or apartment. Groups are encouraged be together for room selection so that all group members can provide input regarding selecting the space. Students will need to be assigned to specific rooms within the suite or apartment during room selection so students are encouraged to plan ahead and determine which students will occupy which space in the suite/apartment before their scheduled selection time.

**Six-Person Towers Suite Random Selection Process**

Students interested in applying for a Towers suite must complete the Apartment Application in the Student Housing Portal between March 13, 2017 at midnight and March 14, 2017 at noon.

Towers suites are comprised of two (2) double bedrooms, two (single) bedrooms, a kitchen/living area, and a bathroom. For the Towers suite process, students will need to form roommate/suitemate groups of six (6) students. Only roommate/suitemate groups of six (6) will be considered for the Towers suite random selection process. Students cannot apply for Towers suites as individuals or in groups of five (5) or fewer students.
In order to form a roommate/suitemate group, all students must have completed the Apartment Application in the Student Housing Portal between March 13, 2017 at midnight and March 14, 2017 at noon. Only students with a completed Apartment Application will be eligible to form a roommate/suitemate group. Towers suite roommate/suitemate groups can be formed between March 15, 2017 at midnight and March 16, 2017 at noon. Towers suites can be coed; however, double bedrooms within the suite must be occupied by two (2) students of the same gender.

Students may only be part of one (1) roommate/suitemate group.

**Steps for Forming Towers Suite Roommate /Suitemate Groups:**
1. Log into the Student Housing Portal.
2. Click on “Roommate/Suitemate Selection.”
3. Select “Roommates/Suitemates.”
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 the “Roommate Search” function. Students are encouraged to search by VUnetID.
7. Confirm that all members of your roommate /suitemate group list the students they would like in the group under “Roommate Requests.” Failure of one (1) or more students to accept all roommates will result in the group being ineligible for consideration in the random selection lottery.

**Towers Suite Results (March 17, 2017 at 6:00 p.m.)**
A seniority-driven, random selection will be conducted to determine successful groups and the order for room selection. The order of room selection is determined by the point average of all six (6) members of the group. Ties in point average are broken utilizing random selection.

**Towers Suite Room Selection (March 20, 2017; Online)**
Room selection for Towers suites will take place online on March 20, 2017. Successful groups with selection times will be able to log into room selection beginning at the start of the room selection event. While groups will be able to view an inventory of available rooms beginning at the start of the room selection event, room selections cannot be made until your scheduled selection time. Please designate one (1) member of your group to complete the online room selection. At your selection time, groups are welcome to select any available space. Students will have the ability to filter rooms based on building and floor. Roommate/suitemate groups must fill one (1) suite, and cannot split to occupy spaces in more than one (1) suite. If groups do not find a space that they wish to select, they can leave the online room selection without selecting a space and participate in future processes without penalty.

**Four-Person Highland Quadrangle Apartment Process:**
**Chaffin, Morgan, and Lewis Apartments**
Students interested in applying for a four-person Highland Quad apartment must complete the Apartment Application in the Student Housing Portal between March 13, 2017 at midnight and March 14, 2017 at noon.
Four-person Highland Quad apartments are comprised of two (2) double bedrooms, a kitchen/living area, and a bathroom. For the four-person Highland Quad apartment random selection process, students will need to form roommate groups of four (4) students. Only roommate groups of four (4) will be considered for the four-person Highland Quad apartment random selection process. Students cannot apply for an apartment as an individual, or as groups of three (3) or fewer students.

In order to form a roommate group, all students must have completed the Apartment Application in the Student Housing Portal between March 13, 2017 at midnight and March 14, 2017 at noon. Four-person Highland Quad apartment roommate groups can be formed between March 21, 2017 at midnight and March 22, 2017 at noon. Four-person Highland Quad apartments can be coed; however, bedrooms must be occupied by two (2) students of the same gender. As a result, roommate groups must be comprised of either four (4) students of the same gender or two (2) students of one gender and two (2) students of another gender. Students who do not abide by these policies will be removed from the process.

Students may only be part of one (1) roommate group.

Steps for Forming Four-Person Highland Quad Apartment 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 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 the “Roommate Search” function. Students are encouraged to search by VUnetID.
7. Confirm that all members of your roommate group list the students they would like in the group under “Roommate Requests.” Failure of one (1) or more students to accept all roommates will result in the group being ineligible for consideration in the random selection process.

Four-Person Highland Quad Apartment Results (March 23, 2017 at 6:00 p.m.)
A seniority-driven, random selection will be conducted to determine successful groups and the order for room selection. The order of room selection is determined by the point average of all four (4) members of the group. Ties in point average are broken utilizing random selection.

Four-Person Highland Quad Apartment Room Selection (March 24, 2017; Online)
Room selection for the four-person Highland Quad apartments will take place online on March 24, 2017. Successful groups with selection times will be able to log into room selection beginning at the start of the room selection event. While groups will be able to view an inventory of available rooms beginning at the start of the room selection event, room selections cannot be made until your scheduled selection time. Please designate one (1) member of your group to complete the online room selection. At your selection time, groups are welcome to select any available space. Students will have the ability to filter rooms based on building and floor. Roommate groups must fill one (1) apartment, and cannot split to occupy spaces in more than one (1) apartment.

If groups do not find a space that they wish to select, they can leave the online room selection without selecting a space and participate in future processes without penalty.
Two-Person Highland Quad Apartment Process: Morgan and Lewis

Students interested in applying for a two-person Highland Quad apartment must complete the Apartment Application in the Student Housing Portal between March 13, 2017 at midnight and March 14, 2017 at noon.

Two-person Highland Quad apartments are comprised of a double bedroom, a kitchen/living area, and a bathroom. Twenty (20) of these apartments are considered “studio style” meaning the bedroom is not separate from the living/kitchen area. For the two-person Highland Quad apartment random selection process, students will need to form roommate/hallmate groups of either two (2) or four (4) students. Only roommate/hallmate groups of two (2) or four (4) will be considered for the two-person Highland Quad apartment random selection process. Individual applicants and roommate groups of three (3) students will not be considered for the random selection process.

In order to form a roommate/hallmate group, all students must have completed the Apartment Application in the Student Housing Portal between March 13, 2017 at midnight and March 14, 2017 at noon. Two-person Highland Quad apartment roommate/hallmate groups can be formed between March 26, 2017 at midnight and March 27, 2017 at noon. Two-person Highland Quad apartments must be comprised of two (2) students of the same gender; therefore, roommate/hallmate groups must either be comprised of four (4) students of the same gender or two (2) students of one gender and two (2) students of another gender. Groups that do not abide by these policies will be removed from the process.

Students may only be part of one (1) roommate/hallmate group.

Steps for Forming Two-Person Highland Quad Apartment Roommate/Hallmate Groups:
1. Log into the Student Housing Portal.
2. Click on “Roommate/Hallmate Selection.”
3. Select “Roommates/Suitemates.”
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 the “Roommate Search” function. Students are encouraged to search by VUnetID.
7. Confirm that all members of your roommate group list the students they would like in the group under “Roommate Requests.” Failure of one (1) or more students to accept all roommates/hallmates will result in the group being ineligible for consideration in the random selection process.

Two-Person Highland Quad Apartment Results (March 28, 2017 at 6:00 p.m.)

A seniority-driven, random selection will be conducted to determine successful groups and the order for room selection. The order of room selection is determined by the point average of all members of the group. Ties in point average are broken utilizing random selection.

Two-Person Apartment Room Selection (March 29, 2017; Online)

Room selection for two-person Highland Quad apartments will take place online on March 29, 2017. Groups with selection times will be able to log into room selection beginning at the start of the room selection event. While groups will be able to view an inventory of available rooms beginning at the start of the room selection event, room selections cannot be made until your scheduled selection time. Please designate one (1) member of your group to complete the online room selection. At your selection time, groups are welcome to select any available space. Students will have the ability to filter rooms based on building and floor. Roommate/hallmate groups of two (2) must fill one (1) apartment, and cannot split to occupy spaces in more than one (1) apartment. Roommate/hallmate groups of four (4) must select two (2) apartments. If groups do not find a space that they wish to select, they can leave the online room selection without selecting a space and participate in future processes without penalty.
Students are solely and completely responsible for properly submitting valid and complete ballots and for meeting all deadlines. Earlier dates can be found in Part 1 of this document.

### MARCH 2017

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Upperclass Student Single Room Process (Rising Third- and Fourth-Year Students or Greater Only)

Upperclass Single Room Application (Rising Third- and Fourth-Year Students or Greater Only)
Any rising third-year student or greater interested in pursuing a single room must complete the Upperclass Single Room Application in the Student Housing Portal between March 30, 2017 at midnight and March 31, 2017 at noon. Students applying as individuals for single rooms only need to complete the Upperclass Singles Application to be considered for the random selection process.

Hallmate Requests
For the Upperclass Single Room process, students will be permitted to form hallmate groups of up to four (4) students. Forming a hallmate group will link students together for the purpose of the random selection process. **All students in a hallmate group must be of the same gender.** Mixed-gender hallmate groups will NOT be considered in the random selection process.

In order to form a hallmate group, all students must have completed the Upperclass Single Room Application in the Student Housing Portal between March 30, 2017 at midnight and March 31, 2017 at noon. Upperclass single room hallmate groups can be formed between April 2, 2017 at midnight and April 3, 2017 at noon.

Steps for Forming Upperclass Singles Hallmate Groups:
1. Log into the Student Housing Portal.
2. Click on “Hallmate Selection.”
3. Select “Roommates/Suitemates.”
4. Select “Fall 2017” as the term and click “Submit.”
5. If any other student/s have already requested you as a 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 the “Roommate Search” function. Students are encouraged to search by VUnetID.
7. Confirm that all members of your hallmate group list the students they would like in the group under “Roommate Requests.” Failure of one (1) or more students to accept all hallmates will result in the group not being linked for the random selection process.

Upperclass Single Room Results (April 4, 2017 at 6:00 p.m.)
A seniority-driven, random selection will be conducted to determine successful individuals/hallmate groups and the order for room selection. The order of room selection is determined by the point average of all members of the group. Ties in point average are broken utilizing random selection.

Upperclass Singles Room Selection (April 5, 2017; Online)
Room selection for upperclass singles will take place online on April 5, 2017. Individuals and groups with selection times will be able to log into room selection beginning at the start of the room selection event. While individuals and groups will be able to view an inventory of available rooms beginning at the start of the room selection event, room selections cannot be made until your scheduled selection time. For groups larger than one (1), please designate one (1) member of your group to complete the online room selection. At your selection time, individuals/groups are welcome to select any available space. Students will have the ability to filter rooms based on building and floor. If individuals/groups do not find a space that they wish to select, they can leave the online room selection without selecting a space and participate in future processes without penalty. For hallmate groups of either two (2), three (3) or four (4) students, all students in the group must select a space or leave the room selection. The group cannot be split.
DOUBLE ROOM PROCESS

Double Room Application
Any student interested in pursuing a double room or suite double must complete the Double Room Application in the Student Housing Portal between April 6, 2017 at midnight and April 7, 2017 at noon.

Roommate/Hallmate Requests
For the double room process, students will be permitted to form roommate/hallmate groups of either two (2) or four (4) students. Forming a roommate/hallmate group will link students together for the purpose of the random selection process. Individual applicants and roommate/hallmate groups of three (3) students will not be considered for the random selection process. All students in a roommate/hallmate group must be of the same gender. Mixed-gender roommate/hallmate groups will NOT be considered in the random selection process.

In order to form a roommate/hallmate group, all students must have completed the Double Room Application in the Student Housing Portal between April 6, 2017 at midnight and April 7, 2017 at noon. Double room roommate/hallmate groups can be formed between April 9, 2017 at midnight and April 10, 2017 at noon.

Steps for Forming Double Room Roommate/Hallmate Groups:
1. Log into the Student Housing Portal.
2. Click on “Roommate/Hallmate Selection.”
3. Select “Roommates/Suitmates.”
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 the “Roommate Search” function. Students are encouraged to search by VUnetID.
7. Confirm that all members of your roommate/hallmate group list the students they would like in the group under “Roommate Requests.” Failure of one (1) or more students to accept all roommates/hallmates will result in the group being ineligible for consideration in the random selection lottery.

Double Room Results (April 11, 2017 at 6:00 p.m.)
A seniority-driven, random selection will be conducted to determine successful groups and the order for room selection. The order of room selection is determined by the point average of all members of the roommate/hallmate group.

Double Room Selection (April 12, 2017; Online)
Room selection for double rooms will take place online on April 12, 2017. Groups with selection times will be able to log into room selection beginning at the start of the room selection event. While groups will be able to view an inventory of available rooms beginning at the start of the room selection event, room selections cannot be made until your scheduled selection time. Please designate one (1) member of your group to complete the online room selection. At your selection time, groups are welcome to select any available space so long as the room is filled. Students will have the ability to filter rooms based on building and floor. Students participating the double room process must select a room. Failure to select a room will result in the Director of Housing Assignments or designee completing the assignment.

Housing Waitlist
In accordance with Vanderbilt’s commitment to residential education, every effort is made to house as many students as possible on campus. Planning for the random selection takes into account the fact that assignments are canceled in the summer by students who change their plans to return to Vanderbilt. To take advantage of these cancellations, a waiting list for housing is intentionally created.

Any student without a 2017–2018 academic year room assignment upon completion of the Double Room process should sign up for the Housing Waitlist. The Housing Waitlist form will be available in the Student Housing Portal on April 17, 2017 at midnight. Students on the housing waitlist will be assigned to available vacancies over the summer months. Students are assigned off the waitlist first come, first served.

Rising Second-Year Singles Waitlist
Due to supply of single rooms being exhausted upon completion of the upperclass singles process, rising second-year students are not eligible to apply for single rooms. All rising second-year students without a room assignment at the start of the double room process should participate in the double room process and select a room at their designated room selection time.

After completion of the room selection process, any rising second-year student who participated in the room selection process and selected a room for the 2017–2018 academic year may sign up for the rising second-year student single room waitlist.

In order to sign up, interested students should complete the Rising Second-Year Student Singles Waitlist application in the Student Housing Portal between April 17, 2017 at midnight and April 21, 2017 at 6:00 p.m.
Should single rooms become available over the summer months, a random selection will be held. If you are selected for a single room, you will be contacted via email and must respond indicating your desire to forfeit your space in your assigned room.

Special Notes

Semester Housing Rates for the 2017–2018 Academic Year
Subject to approval by the Board of Trust, the 2017–2018 housing rate will be $5,106 per semester. The rate includes a $6.00 Vanderbilt Student Government fee per semester. These rates are projected for the upcoming academic year and will not be finalized until the Board of Trust meets during the spring semester.

Notification of Roommates and Suitemates
Students who cancel their housing for any reason (participate in a study abroad program or internships, take a leave of absence, withdraw, etc.) are responsible for notifying their roommates and/or suitemates prior to the time, or at the same time, that the university is notified. The Office of Housing Assignments will immediately assign the canceled rooms to students on the housing wait list, returning students, or transfer students unless notice is immediately received that the remaining roommate/s or suitemates have a roommate/suitemate preference. All vacant spaces are subject to assignment by the Office of Housing and Residential Education at any time.

Residence Hall Semester Break Closing
All residence halls will close for the Thanksgiving holiday (November), semester break, and spring break for the 2017-2018 academic year. All residence halls will remain open during the mini fall holiday.

Terms of the Contract
Once students have received their room assignments, they are housed for the entire academic year. This means both FALL AND SPRING SEMESTERS, unless the they withdraw from the university, take a leave of absence, graduate, participate in an out-of-town internship, or participate in a Vanderbilt study abroad program. Normally, there is no shortage of housing during the spring semester. Therefore, students will not be permitted to move off campus at mid-year.

Target Date for Fall Arrivals
On occasion, students have been assigned to temporary housing at the start of the school year. By identifying vacancies early, students awaiting regular assignments can be moved into regular housing more efficiently. In order to help these students, a target date has been set by which all residential students are expected to be in residence and registered by the residential staff. The first day of classes (August 23) is the target date.

Change of Room Assignment
The Office of Housing Assignments must authorize ALL room changes. A student may not sign up for one room in a suite and then informally occupy another room, even in the same suite.

Conduct Regulations
Students are expected to abide by the policies and regulations stated in this booklet, their housing contracts, other publications of the housing office, and in the Student Handbook.

- All information provided on housing forms and applications must be complete and accurate. Furnishing false information may result in loss of assignment to all involved as well as disciplinary action against all involved. Filing or submitting an application or forming a roommate/suitemate/hallmate group on behalf of an individual without that individual’s express consent is prohibited and may result in loss of assignment and disciplinary action. Participating in a room selection process after receiving a room assignment is prohibited and may result in loss of assignment and disciplinary action.

- Efforts to cause another student to change their housing preference in a selection process through harassment, coercion, or intimidation are prohibited and may result in loss of assignment and disciplinary action. Participating in a room selection process after receiving a room assignment is prohibited and may result in loss of assignment and disciplinary action.

- Attempting to manipulate the assignment process so that one is assigned to a double room with an idea of occupying it alone and driving off prospective roommates is prohibited and may result in loss of assignment and disciplinary action.

- Roommates, including students assigned to cancelled spaces, should be treated with respect and consideration. Students experiencing difficulties with their roommates should attempt to work through their differences. Mediation by professional staff members is available and may be required. A student assigned to a space has a contract for that space. A student cannot demand or require that another student request a room change or be forced to change rooms. A student should not attempt to coerce a roommate to request a room change. A student who is unhappy with their roommate may request a room change. Approval of such requests is not guaranteed.
In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, and the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Vanderbilt University does not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, military service, covered veteran status, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other university-administered programs; or employment. In addition, the university does not discriminate against individuals on the basis of their gender expression, consistent with the university’s nondiscrimination policy. Inquiries or complaints should be directed to the Equal Opportunity, Affirmative Action, and Disability Services Department, Baker Building, PMB 401809, 2301 Vanderbilt Place, Nashville, TN 37240-1809. Telephone (615) 322-4705 (V/TDD); Fax (615) 343-4969.