January 2018
Dear Vanderbilt Students,

The housing assignment process for the 2018–2019 academic year will begin January 8, 2018. 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 from previous years, so please read this guide in its entirety.

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 fifth year of the Warren and Moore Colleges assignment process. In addition, E. Bronson Ingram College will open in fall 2018. The Residential Colleges process will continue to be a random selection for rising second-, third-, and fourth-year students. Warren, Moore, and E. Bronson Ingram Colleges 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 the Residential Colleges is different than the processes for all other campus housing. Please be sure to read the section on Residential Colleges carefully.

This guide 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 for forming roommate/hallmate 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 complete the Housing Registration in the Student Housing Portal between January 8, 2018, and January 12, 2018. Students entering their fourth year of study or greater in fall 2018 will be permitted to apply for authorization to reside off campus. Students entering their second or third year of study in fall 2018 will not be permitted to apply for authorization to reside 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 4100.

Sincerely,

Alison Matarese
Director of Housing Assignments

Jami Cox
President—Vanderbilt Student Government

Ashley Ladyman
Assistant Director of Housing Assignments
OPEN HOUSE SCHEDULE

To give students the opportunity to learn more about the various residential communities and room types, the Office of Housing and Residential Education is sponsoring open houses in the upperclass residence halls. Residential Education staff will be on hand to give tours and answer questions.

Friday, January 26, 2018 and Friday, February 2, 2018
3:30 p.m.–5 p.m.

• Warren and Moore Colleges
  (Meet at the Kissam Center Front Desk)

Sunday, February 25, 2018
2 p.m.–4 p.m.

• Alumni Lawn
  Cole and Tolman Halls
  (Meet in Branscomb Lobby.)

• Carmichael Towers East
  Carmichael Towers I and Towers II
  (Meet at the Towers East Front Desk.)

• Carmichael Towers West
  Carmichael Towers III and IV
  (Meet at the Towers West Front Desk.)

• Branscomb
  Lupton, Scales, Stapleton, and Vaughn
  (Meet in the Branscomb Lobby.)

• Blakemore House
  (Meet at the Blakemore Front Desk.)

• Highland Quad
  Morgan, Lewis, and Chaffin
  (Meet at the Lewis House Front 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 unmarried, 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 2018 transfer students and students who have been readmitted to Vanderbilt and are returning for fall 2018.

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 MegaMillions 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 students that they 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 10 students (all single bedrooms)
• Studio, one-bedroom, and two-bedroom apartments
• College Halls
• Special interest residence halls
• Coeducational living options
• Single-sex living options

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.
Student Accountability
Students are solely responsible for understanding the policies and procedures of the housing assignment process and meeting all deadlines.

Students Participating in Study Abroad Programs or Out-of-Town Internships in Fall 2018
Students who intend to study in a direct or indirect study abroad program or participate in an internship outside of Davidson County during the fall semester 2018 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 (60) days prior to the start of the fall 2018 semester to request a cancellation of their housing contracts. Students who return to Vanderbilt for the spring 2019 semester will be assigned to available housing.

Students participating in study abroad programs or internships during the fall 2018 semester will be required to live on campus during the spring 2019 semester. Spring housing applications for returning students will be available November 1–30, 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.

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 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/resed/housing-assignments/requests-for-ada-accommodations-and-other-special-requests) 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 reasonable accommodations, 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.

The deadline to submit requests for reasonable accommodations for the 2018–2019 academic year is January 15, 2018.

EAD/DSP will notify students of the status of their requests no later than January 31, 2018. 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 canceled by the Office of Housing Assignments, and the student will need to participate in the housing selection process. Any future requests 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, 2018 deadline and are approved for reasonable accommodation in mid February to finalize 2018–2019 housing assignments.

Registering for the 2018–2019 Housing Assignment Process

All students, except those graduating prior to the fall 2018 semester, must register for the housing assignment process between January 8, 2018 and January 12, 2018 in the Student Housing Portal. The deadline to register is January 12, 2018 at 6 p.m. CST. Students register by logging in to the Student Housing Portal and completing the 2018–2019 Housing Registration. All students who plan to enroll in courses at Vanderbilt for the fall 2018 semester must complete the housing registration.

Students who register after the deadline will not be permitted to reserve their current spaces (if applicable) and will lose a year of priority in the assignment process.
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.

Coed Housing Options for 2018-2019
In response to student demand, several options that de-emphasize gender-based housing assignments will be available for the 2018–2019 academic year.

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

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

All even numbered singles and 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 for men. All double rooms have private full bathrooms.

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

In Warren College, Moore College, and E. Bronson Ingram College, 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—live in the same suites. In Warren, Moore, and E. Bronson Ingram Colleges, traditional doubles are single gender only. Community bathrooms will be designated by sex.

Off-Campus Housing: General Information
The Office of Housing Assignments anticipates authorizing roughly 300 students to reside off campus for the 2018–2019 academic year. Only students entering their fourth year of study or greater will be eligible to request authorization to reside off campus for the 2018–2019 academic year. Students currently residing off campus for the 2017-2018 academic year who would like to continue residing off-campus for the 2018–2019 academic year must re-apply for off-campus authorization in order to be re-authorized for the 2018–2019 academic year. Current off-campus residents who fail to re-apply for off-campus authorization for the 2018–2019 academic year will be required to reside on campus.

For the off-campus authorization process, a seniority driven, random selection is utilized for all applicants. 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 living off campus for the 2017–2018 academic year who properly re-apply by the deadline will be given first priority.
2. Students who will be entering their fourth year of study or greater for the 2018–2019 academic year who properly apply by the deadline will be given second priority.

Students in the above categories should understand that their priority is contingent upon completing their Housing Registration and Off-Campus Housing application 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 2018 semester 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 2018–2019 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 2018 semester.
Students participating in study abroad programs or internships during the fall 2018 semester will be required to live on campus during the spring 2019 semester, and they will be assigned to available on-campus housing.

Off-campus authorization decisions will be announced via email on January 23, 2018 at 5 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 January 31, 2018 at 5 p.m. CST in the Student Housing Portal. Students who decline off-campus authorization are required to reside on campus for the 2018–2019 academic year. Requests to reside off campus solely for the spring 2019 semester will not be considered. Students declining off-campus authorization after January 31, 2018 at 5 p.m. CST will lose a point in the housing assignment process and will not be allowed to reserve their current spaces.

When Vanderbilt receives notice of a landlord in a community whose practices are violating local law and/or endangering the safety and well-being of student tenants or neighbors, then Vanderbilt reserves the right to deny students the privilege to live off campus at properties owned by these landlords. If a student is living in an off-campus residence alone or with one or more other students or non-students, and the residence is found by the university to be in violation of the Good Neighbor Guidelines or is adversely affecting 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 2018–2019 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.

Steps for Forming Off-Campus Roommate Groups:
1. Log into the Student Housing Portal.
2. Click on “Roommate Selection”.
3. Select “Roommates/Suitemates”.
4. Select “Fall 2018” 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 strongly encouraged to search by VUnet ID.
7. Confirm that all members of your roommate group accept/request the student/s in the group no later than January 22, 2018 at 6 p.m. Improperly matched roommate groups will be treated as individuals for the random selection process.

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 random selection process.

For the purposes of the off-campus, seniority-driven, random-selection process, students will be permitted to form roommate groups. Students who form roommate groups will be linked together for the seniority-driven, random-selection process 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 is three (3) students. Students currently residing off campus for the 2017–2018 academic year must re-apply for authorization as an individual and cannot form a roommate group.

Upon completion of the Off-Campus Housing Application, students will be able to form a roommate group with other off-campus applicants. In order to request a roommate, that student must have also completed the Off-Campus Housing Application. Students who do not submit an Off-Campus Housing Application will not be able to request roommates or be requested as a roommate. All roommate groups must be formed by January 22, 2018 at 6 p.m. CST.

Off-Campus Housing Applications and Room-mate Groups

Off-campus housing applications will be available in the Student Housing Portal for all eligible students from January 16, 2018 at 12 a.m. midnight CST until January 22, 2018 at 6 p.m. CST. All rising fourth-year students or greater who are interested in residing off campus for the 2018–2019 academic year must complete the off-campus application.
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 ROOMMATE GROUPS ARE PROPERLY FORMED. UNMATCHED ROOMMATE GROUPS WILL BE CONSIDERED AS INDIVIDUALS FOR THE PURPOSE OF THE OFF-CAMPUS, RANDOM-SELECTION PROCESS.

Students will be notified of the results of the off-campus housing random selection on January 23, 2018 at 5 p.m. CST 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 January 31, 2018 at 5 p.m. CST in the Student Housing Portal. Approved students who were part of a roommate group accept or decline their off-campus authorization as individuals. If one or more members of a roommate group declines their off-campus authorization, it does not impact other members of the roommate group. Students who decline their authorization after the January 31, 2018 deadline will lose a point in the on-campus room selection process and lose the ability to reserve their current spaces for the 2018–2019 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 8 and January 12, 2018.

Greek chapter housing packets will be available for pickup in the Office of Housing Assignments (Branscomb 4100) beginning January 29, 2018. **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 23, 2018 at 5 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.
# HOUSING ASSIGNMENT CALENDAR 2018–2019

Students are solely and completely responsible for properly and validly submitting applications, forming roommate/hallmate groups, and for meeting all deadlines.

## JANUARY 2018

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<td>• Deadline to Submit Requests for Reasonable Accommodation 4:30 p.m.</td>
<td>• Off-Campus Housing Application and Roommate Matching Opens 12 a.m.</td>
<td>• First-Year Student Housing Info Session 6 p.m. Commons MPR</td>
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<td>• Off-Campus Housing Application and Roommate Matching Closes 6 p.m.</td>
<td>• Off-Campus Housing Results Announced at 5 p.m.</td>
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<td>• Warren and Moore Colleges Open House 3:30 p.m.–5 p.m.</td>
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<td>• Warren and Moore Colleges Returner Application and Room/Hallmate Matching Opens 12 a.m.</td>
<td>• Warren Moore Colleges Returner Application and Room/Hallmate Matching Closes 6 p.m.</td>
<td>• Warren and Moore Colleges Returner Application and Room/Hallmate Matching Closes 6 p.m.</td>
<td>• Warren and Moore Returner Room Selection Times Announced at 6:00 p.m.</td>
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<td>• Warren Moore Colleges Returner Room Selection</td>
<td>• Residential Colleges New Resident Application and Room/Hallmate Matching Opens 12 a.m.</td>
<td>• Residential Colleges New Resident Room Selection – Rising 3rd and Rising 4th Year Students</td>
<td>• Residential Colleges New Resident Room Selection – Rising 3rd and Rising 4th Year Students</td>
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<td>• Residential Colleges New Resident Results–Rising 3rd and Rising 4th Year Students 6 p.m.</td>
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<td>• Residential Colleges New Resident Room Selection – Rising 3rd and Rising 4th Year Students</td>
<td>• Residential Colleges New Resident Room Selection – Rising 3rd and Rising 4th Year Students</td>
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<td>• Residence Hall Open Houses 2 p.m.–4 p.m.</td>
<td>• Residential Colleges New Resident Results–Rising 2nd Year Students 6 p.m.</td>
<td>• Residential Colleges New Resident Room Selection – Rising 2nd Year Students</td>
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<td>• 6-Person Towers Suite Application and Roommate Matching Opens 12 a.m.</td>
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<td>• 6-Person Towers Suite Application and Roommate Matching Closes 6 p.m.</td>
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<td>• 4-Person Highland Quad Apartments Application and Roommate Matching Opens 12 a.m.</td>
<td>• McGill and McIveyre Room Selection 7 p.m.</td>
<td>• 4-Person Highland Quad Apartments Application and Roommate Matching Closes 6 p.m.</td>
<td>• 4-Person Highland Quad Apartments Results 6 p.m.</td>
<td>• 4-Person Highland Quad Apartments Room Selection</td>
<td>• 2-Person Highland Quad Apartments Application and Room/ Hallmate Matching Opens 12 a.m.</td>
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<td>• 2-Person Highland Quad Apartments Application and Room/ Hallmate Matching Closes 6 p.m.</td>
<td>• 2-Person Highland Quad Apartments Results 6 p.m.</td>
<td>• 2-Person Highland Quad Apartments Room Selection</td>
<td>• Upperclass Singles Application and Hallmate Matching Opens 12 a.m.</td>
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Students are solely and completely responsible for properly and validly submitting applications, forming roommate/hallmate groups, and for meeting all deadlines.
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## APRIL

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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 office suite located on the first floor of Vaughn in Branscomb Quadrangle. Applications for the Mayfield Living Learning Lodge Program, McTyeire, and McGill are due on February 2, 2018.

**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 breaks and international dinners prepared in the McTyeire kitchen and served in McTyeire’s own dining room Monday through Thursday. Find out more about life at McTyeire at vanderbilt.edu/ResEd/main/living-learning-communities/mctyeire-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, program requirements include monthly reports, weekly meetings, attendance at lectures with faculty and staff, regular meetings with faculty advisers, and participation in educational programs for the campus and community at large. Additional information on the Mayfield experience is available at vanderbilt.edu/ResEd/main/living-learning-communities/mayfields.
Residential Colleges (Warren, Moore, and E. Bronson Ingram Colleges): General Information

Warren and Moore Colleges, Vanderbilt’s first two upperclass residential colleges, first opened in the fall 2014 semester and house approximately 660 students. E. Bronson Ingram College will open in fall 2018 semester and will house approximately 340 students.

Residency in Warren, Moore, and E. Bronson Ingram Colleges is open to all upperclass students who complete the Housing Registration between January 8, 2018 and January 12, 2018. Current residents of Warren and Moore Colleges have priority to return to their college, and they have the opportunity to participate in room reservation and the returner process prior to the new resident process.

Each of the three colleges will be composed of 33% fourth-year students, 33% third-year students, and 33% second-year students. Spaces will be allocated 50/50 between females and males. Floors and suites will not be designated by sex. Females and males will live on the same floors and may—if they choose to—live in the same suites. Only the traditional doubles are single gender.

Room Types

- Traditional single rooms
- Traditional double rooms
- Suites for four (4) students
- Suites for five (5) students (Warren and Moore Colleges only)
- Suites for six (6) students (Warren and Moore Colleges only)

The suites are composed of individual bedrooms for each student, a full bathroom, a convenience kitchen (i.e., a kitchen with refrigerator, microwave, sink, cabinets, cupboards, and drawers) and a common living/eating space. Some suites for five and six students in Warren and Moore Colleges are two-story.

Residential Colleges Meal Plan

Students residing in Warren, Moore, or E. Bronson Ingram Colleges are required to participate in the Residential Colleges Meal Plan. Residents will have unique opportunities to connect and interact with faculty and fellow students on a daily basis, as well as through programmed events. In addition to meals per week, this plan offers events designed specifically for the Residential College experience. Additional information is available on the Campus Dining website.

Amenities include The Kissam Market, a 24/7 market within the Kissam Student Center that offers grab-and-go snacks, fresh salads, sandwiches and sides, microwavable meals, baked goods, sundries, health and beauty aids, packaged food, coffee, juice, fountain beverages, bottled beverages, milkshakes, and study supplies.

Serving hot, prepared meals for breakfast Monday through Friday and dinner Sunday through Thursday is The Kitchen. This open-air kitchen is where chef-crafted, themed meals are prepared and served.

Amenities in E. Bronson Ingram College will include a full-service dining hall.
Residential College Experience Fee

All students residing in a Residential College (Warren, Moore or E. Bronson Ingram College) will be charged the Residential College Experience Fee. Subject to approval by the Board of Trust, this fee will be $337.50 per semester for the 2018-2019 academic year. This fee will help support the programmatic initiatives within each college.

Residential Colleges Statements of Affirmation

To be eligible to live in Warren, Moore, and E. Bronson Ingram College, every student who participates in the new resident process must assent to each of the statements of accountability:

“I understand that my behavior and participation in a Residential College 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 Residential Colleges.”

“If accepted, I agree to participate in any assessments of college, hall or program.

Residential Colleges Application Question

All students participating in the New Resident Process must answer the following:

“Please share some key interests you would like to bring into your Residential College experience.”

Responses should be a maximum of 300 characters, spaces included.

Warren and Moore Colleges Current Resident Processes: Room Reservation and Returner Process

Students residing in Warren and Moore Colleges during the spring 2018 semester have priority to return for the 2018–2019 academic year. Students who resided in Warren and Moore Colleges during the fall 2017 semester, but did not return to Vanderbilt for the spring 2018 semester, are eligible to participate in the returner process, but cannot participate in room reservation. 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 returner process, students must complete the housing registration between January 8 and January 12, 2018. Any student who participates in either room reservation or the returner process is guaranteed a space in their building for the 2018–2019 academic year.

Warren and Moore Colleges Room Reservation (February 1 and 2, 2018)

Individual students currently residing in single rooms will have the opportunity to reserve their spaces for the 2018–2019 academic year. Students wanting to reserve their current rooms for the 2018–2019 academic year should come to the OHARE Suite–Branscomb 4100 on February 1 or 2 between 8 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 2018 residents must agree to return to the double room or suite for the 2018–2019 academic year. Double rooms and suites must be fully occupied during the spring 2018 semester in order to be eligible for reservation.
Students residing in ADA spaces for the spring 2018 semester are not eligible to reserve their current spaces and will need to participate in the returner 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 Process (Begins February 5, 2018)**

Current spring 2018 residents, as well as fall 2017 residents of Warren and Moore who did not return to Vanderbilt for the spring 2018 semester, are eligible to participate in the Warren and Moore Colleges returner process. Fall 2017 residents who moved to another on-campus room assignment for the spring 2018 semester are not eligible to participate in the returner process.

Any current spring 2018 semester resident who wishes to participate in the returner process must complete the Warren and Moore Colleges Returner Application in the Student Housing Portal between February 5, 2018 at 12 a.m. CST and February 8, 2018 at 6 p.m. CST. Students applying as individuals for single rooms only need to complete the Returner Application in order to be eligible for the random selection.

For the returner process, students will be permitted to form roommate/hallmate groups of up to six (6) students. The roommate/hallmate group process will run concurrently with the Returner Application. Forming a roommate/hallmate group enables students in the group to be linked together for the purposes of the random selection and enables them to select rooms as a group. Upon completion of the Returner Application, students will be able to form a roommate/hallmate group with other applicants. In order to request roommates/hallmates, that student/s must have also completed the Returner Application. Students who do not submit a Returner Application will not be able to request roommates/hallmates or be requested as a roommate/hallmate. All roommate/hallmate groups must be formed by February 8, 2018 at 6 p.m. CST.

**Steps for Forming Roommate Groups:**

1. Log into the Student Housing Portal.
2. Click on “Roommate Selection.”
3. Select “Roommates/Hallmates.”
4. Select “Fall 2018” 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 the “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 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. UNMATCHED ROOMMATE GROUPS WILL BE CONSIDERED AS INDIVIDUALS FOR THE PURPOSE OF THE RETURNER PROCESS RANDOM SELECTION.**

**Warren and Moore Colleges Returner Process Results (February 9, 2018 at 6 p.m.)**

A seniority-driven, random selection will be conducted to determine the order for room selection. Students will be contacted on February 9, 2018 with a room selection date and time and information on completing the online room selection.

**Warren and Moore Colleges Returner Process Online Room Selection (February 12, 2018, beginning at 6 p.m.)**

Room selection for the returner process will take place online on February 12, 2018. Students and groups with selection times will be able to log into room selection beginning at 6 p.m. While students and groups will be able to view an inventory of available rooms beginning at 6 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. NOTE: If more than one member of a roommate/hallmate group attempts to complete the online room selection, your room selection will not process.

Once logged into room selection, students can choose from any available space. Students will be able to filter available rooms based on...
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 2018-2019 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.

Residential Colleges (Warren, Moore, and E. Bronson Ingram Colleges) New Resident Process

Any unassigned rising second-, third-, or fourth-year student or greater is eligible to participate in the Residential Colleges New Resident Process. In order to participate in the new resident process, students must complete the housing registration between January 8, 2018 and January 12, 2018.

Residential Colleges New Resident Process for Rising Third- and Fourth-Year Students (Begins February 13, 2018)

Any rising third- or fourth-year student who wishes to participate in the new resident process must complete the Residential Colleges New Resident Application in the Student Housing Portal between February 13, 2018 at 12 a.m. CST and February 16, 2018 at 6 p.m.

Students applying as individuals for single rooms only need to complete the Residential Colleges New Resident Application in order to be eligible for the random selection.

For the Residential Colleges 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. For example, a rising third-year student and a rising fourth-year student cannot form a roommate/hallmate group.

Forming a roommate/hallmate group will run concurrently with the Residential Colleges New Resident Application. Forming a roommate/hallmate group enables students in the group to be linked together for the purpose of the random selection and enables them to select rooms as a group. Upon completion of the Residential Colleges New Resident Application, students will be able to form a roommate/hallmate group with other applicants. In order to request roommates/hallmates, student/s must have completed the Residential Colleges New Resident Application. Students who do not submit a Residential Colleges New Resident Application will not be able to request roommates/hallmates or be requested as a roommate/hallmate. All roommate/hallmate groups must be formed by February 16, 2018 at 6 p.m. CST.

Steps for Forming Roommate/Hallmate Groups

1. Log into the Student Housing Portal.
2. Click on “Roommate Selection.”
3. Select “Roommates/Hallmates.”
4. Select “Fall 2018” 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 the “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 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. UNMATCHED ROOMMATE/HALLMATE GROUPS WILL BE CONSIDERED AS INDIVIDUALS FOR THE PURPOSE OF THE RETURNER PROCESS RANDOM SELECTION.

Residential Colleges New Resident Process Results for Rising Third- and Fourth-Year Students (February 19, 2018 at 6 p.m.)
A seniority-driven, random selection will be conducted to determine successful students/groups and the order for room selection. Individuals and roommate/hallmate groups will fall in the random selection process once quotas for sex and class are filled. Results will be announced via email on February 19, 2018. Successful students/groups will be provided with the college to which they are assigned, a room selection date and time, and information on completing the online room selection.

Residential Colleges New Resident Process Room Selection for Rising Third- and Fourth-Year Students (February 20, 2018–Online)
Room selection for the new resident process (rising third- and fourth-year students) will take place online on February 20, 2018. Students and groups with selection times will be able to log into room selection beginning at the event start time. While students and groups will be able to view an inventory of available rooms beginning at the event start time, room selections cannot be made until your scheduled time.

For roommate/hallmate groups of two (2) or more, one member of the group must be designated to complete the online room selection. Once logged into room selection, students can choose from any available space within the college to which they have been assigned. Students will be able to filter available rooms based on room type and floor. For roommate/hallmate groups of two (2) 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 (2) students must either select a double room or two (2) single rooms. The group cannot split in a way in which one student could take one space in a double room 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 2018-2019 academic year. If students/groups do not find a room that they wish to select, they can leave the online room selection without selecting a space and participate in future processes without penalty.

Residential Colleges New Resident Process for Rising Second-Year Students (Begins February 13, 2018)
Any rising second-year student who wishes to participate in the new resident process must complete the College Halls New Resident Application in the Student Housing Portal between February 13, 2018 12 a.m. CST and February 16, 2018 at 6 p.m.
Students applying as individuals for single rooms only need to complete the Residential Colleges New Resident Application in order to be eligible for the random selection.

For the Residential Colleges New Resident 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. **Students can only form roommate/hallmate groups with other students in their class cohort.** For example, a rising second-year student and a rising third-year student cannot form a roommate/hallmate group.

Forming a roommate/hallmate group will run concurrently with the Residential Colleges New Resident Application. Forming a roommate/hallmate group enables students in the group to be linked together for the purposes of the random selection and enables them to select rooms as a group. Upon completion of the Residential Colleges New Resident Application, students will be able to form a roommate/hallmate group with other applicants. In order to request roommates/hallmates, that student/s must have also completed the Residential Colleges New Resident Application. Students who do not submit a Residential Colleges New Resident Application will not be able to request roommates/hallmates or be requested as a roommate/hallmate. All roommate groups must be formed by February 16, 2018 at 6 p.m. CST.

**Steps for Forming Roommate/Hallmate Groups**

1. Log into the Student Housing Portal.
2. Click on “Roommate Selection.”
3. Select “Roommates/Hallmates.”
4. Select “Fall 2018” 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 the “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 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. UNMATCHED ROOMMATE/HALLMATE GROUPS WILL BE CONSIDERED AS INDIVIDUALS FOR THE PURPOSE OF THE RETURNER PROCESS RANDOM SELECTION.**

**Residential Colleges New Resident Process Results for Rising Second-Year Students (February 26, 2018 at 6 p.m.)**

A random selection will be conducted to determine successful students/groups, the college to which the students/groups are assigned, the room type and the order of the room selection. Individuals and roommate/hallmate groups will fail in the random selection process once quotas for sex and class are filled. Successful groups will be assigned a particular room type and will only be eligible to select that type of room during the online room selection. For example, a student who applies as an individual will only be eligible for a single room. A properly matched roommate/hallmate group of four students will either be assigned to four single rooms, two double rooms, or a suite for four students. Successful roommate/hallmate groups will not be assigned to multiple room types.

**Residential Colleges New Resident Process Online Room Selection for Rising Second-Year Students (February 27, 2018 – Online)**

Room selection for the rising second-year new resident process will take place online on February 27, 2018. Students and groups with selection times will be able to log into room selection beginning at the event start time. While students and groups will be able to view an inventory of available rooms beginning at the event start time, room selections cannot be made until your scheduled time.

For roommate/hallmate groups of two (2) or more, one member of the group must be designated to complete the online room selection. Once logged into room selection, students can choose from any available space of the room type to which they have been assigned within the college to which they have been assigned. Students will be able to filter available rooms based on floor. If students/groups do not find a room that they wish to select, they can leave the online room selection without selecting a space and participate in future processes without penalty.
Gender-Inclusive/Mixed-Gender Housing Options

Under previous guidelines and policies, students were required to be of the same legal sex in order to share a bedroom. In order to meet student demand and to recognize the complexities around sex and gender identity, students can form roommate/suitemate/hallmate groups with any other student/s of their choice regardless of sex or gender for the Towers suite process and Highland Quad apartment (Chaffin, Morgan and Lewis) processes. In all suite and apartment processes, students will self-select their own roommates/suitemates/hallmates. Unless in mutual agreement, no student will be assigned to a space with a roommate of the opposite sex.

Room Reservation: “Squatter’s Rights”

A reservation room policy frequently referred to as “squatter’s rights” allows rising third- and fourth-year residents to reserve their current (spring 2018) rooms for the 2018–2019 academic year without participating in the various random selection processes.

Suites and apartments may be reserved as long as a specified number of the current occupants agree to return.

Rising third- and fourth-year students may reserve their current single and double rooms during the room reservation period. To reserve a double, both current residents must be returning. Rising third- and fourth-year students wishing to select new singles or doubles in the building in which they currently reside must participate in the various random selection processes.

Room Reservation Process (Excluding Warren and Moore Colleges and LLCs)

Suite/Apartment Reservation Process

Upperclass students seeking to reserve their current suites or apartments must bring their current Commodore Cards to the Office of Housing and Residential Education Suite (Branscomb 4100) on February 28, 2018 or March 1, 2018 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 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 2018 residents must be returning.

- **Morgan and Lewis Studio**
  Both current spring 2018 residents must be returning.

- **Six-Person Towers Suites**
  Three out of six current spring 2018 residents must be returning.

- **Morgan and Lewis Studio**
  Both current spring 2018 residents must be returning.

- **One-Bedroom**
  Both current spring 2018 residents must be returning.

- **Two-Bedroom**
  Three out of four current spring 2018 residents must be returning.

- **Four-Person Chaffin Apartments**
  Three out of four current spring 2018 residents must be returning.

- **Branscomb Suite Doubles (Scales and Vaughn)**
  Three out of four current spring 2018 residents must be returning.

  **All four students must be the same gender.**

Any returning undergraduate student may fill the remaining spaces so long as apartments remain same gender within all bedrooms. Incoming fall 2018 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 2018–2019 academic year must bring their current Commodore Cards to the Office of Housing and Residential Education Suite (Branscomb 4100) on February 28, 2018 or March 1, 2018 between 8 a.m. CST and 4:30 p.m. CST. The reservation of a double room requires both current residents to return for the 2018–2019 academic year.

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

**Suite/Apartment Processes**

**General Information**
Six-person Towers suites, four-person Highland Quad Apartments, and two-person Highland Quad apartments will be included in the suite/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 other students.

A seniority-driven, random selection will take place for each process utilizing the point average for each roommate/suitemate/hallmate group.

Room 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 on behalf of the group. Groups are encouraged to 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 a 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 Carmichael Towers Suites**

**Towers Suite Application**

Any student interested in participating in the Towers suite random selection process must complete the Towers Suite Application in the Student Housing Portal between March 12, 2018 at 12 a.m. CST and March 14, 2018 at 6 p.m. CST.

**Towers Suite Roommate/Suitemate Groups**

Towers Suites are comprised of two (2) double bedrooms, two (2) 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.

Forming a roommate/suitemate group will run concurrently with the Towers Suite Application. In order to form a roommate/suitemate group, all students must have completed the Towers Suite Application in the Student Housing Portal between March 12, 2018 at 12 a.m. CST and March 14, 2018 at 6 p.m. CST. Only students with a completed Towers Suite Application will be eligible to form a roommate/suitemate group. Towers suite roommate/suitemate groups can be formed between March 12, 2018 at 12 a.m. CST and March 14, 2018 at 6 p.m. CST.

How to Form a Towers Suite Roommate/Suitemate Group

1. Log into the Student Housing Portal.
2. Click on “Roommate/Suitemate Selection.”
3. Select “Roommates/Suitemates.”
4. Select “Fall 2018” 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 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 their group under “Roommate Requests.” Failure of one (1) or more students to accept all roommates/suitemates will result in the group being ineligible for consideration in the random selection process.

**Towers Suite Results (March 15, 2018)**

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 groups. Ties in point average are broken using random selection.

**Towers Suite Room Selection (March 16, 2018)**

Room selection for Towers suites will take place online on March 16, 2018. 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 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 Quad Apartments: Chaffin, Morgan, and Lewis Apartments

Four-Person Highland Quad Apartment Application
Any student interested in participating in the Four-Person Highland Quad Apartment random selection process must compete the Four-Person Highland Quad Apartment Application in the Student Housing Portal between March 18, 2018 at 12 a.m. CST and March 20, 2018 at 6 p.m. CST.

Four-Person Highland Quad Apartment Roommate Groups
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/suitemate groups of four (4) will be considered for the four-person Highland Quad apartment random selection process. Students cannot apply for an apartment as individuals or as groups of three (3) or fewer students.

Forming a roommate group will run concurrently with the 4-Person Highland Quad Apartment Application. In order to form a roommate group, all students must have completed the 4-Person Highland Quad Apartment Application in the Student Housing Portal between March 18, 2018 at 12 a.m. CST and March 20, 2018 at 6 p.m. CST. Only students with a completed 4-Person Highland Quad Apartment Application will be eligible to form a roommate group. 4-Person Highland Quad Apartment roommate groups can be formed between March 18, 2018 at 12 a.m. CST and March 20, 2018 at 6 p.m. CST.

How to Form a Four-Person Highland Quad Apartment Roommate Group
1. Log into the Student Housing Portal.
2. Click on “Roommate/Suitemate Selection.”
3. Select “Roommates/Suitemates.”
4. Select “Fall 2018” 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 the “Roommate Search” function. Students are encouraged to search by VUnetID.
random selection.
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 groups. Ties in point average are broken utilizing random selection.

Four-Person Highland Quad Apartment Results
(March 21, 2018 at 6 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 groups. Ties in point average are broken utilizing random selection.

Four-Person Highland Quad Apartment Room Selection
(March 22, 2018 – Online)
Room selection for Four-Person Highland Quad Apartments will take place online on March 22, 2018. 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 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 Apartments: Morgan and Lewis Apartments

Two-Person Highland Quad Apartment Application
Any student interested in participating in the Two-Person Highland Quad Apartment random selection process must complete the Two-Person Highland Quad Apartment Application in the Student Housing Portal between March 24, 2018 at 12 a.m. CST and March 26, 2018 at 6 p.m. CST.

Two-Person Highland Quad Apartment Roommate/Hallmate Groups
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 apartments, 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/suitemate 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.

Two-Person Highland Quad Apartments: Morgan and Lewis Apartments

Two-Person Highland Quad Apartment Roommate/Hallmate Requests
How to Form a Two-Person Highland Quad Apartment Roommate/Hallmate Group

1. Log into the Student Housing Portal.
2. Click on “Roommate/Suitemate Selection.”
3. Select “Roommates/Suitemates.”
4. Select “Fall 2018” 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 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 their group under “Roommate Requests.” Failure of one (1) or more students to accept all roommates/suitemates will result in the group being ineligible for consideration in the random selection process.

Two-Person Highland Quad Apartment Results
(March 27, 2018 at 6 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 groups. Ties in point average are broken utilizing random selection.

Two-Person Highland Quad Apartment Room Selection
(March 28, 2018 – Online)
Room selection for Two-Person Highland Quad Apartments will take place online on March 28, 2018. 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 they wish to select, they can leave the online room selection without selecting a space and participate in future processes without penalty.

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

Upperclass Single Room Application
Any rising third-year student or greater interested in pursuing a single room must compete the Upperclass Single Room Application in the Student Housing Portal between March 31, 2018 at 12 a.m. CST and April 2, 2018 at 6 p.m. CST. Students applying as individuals for single rooms only need to complete the Upperclass Singles Application to be considered for the random selection process.

Upperclass Single Room Hallmate Groups
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.

Forming a hallmate group will run concurrently with the Upperclass Single Room Application. In order to form a hallmate group, all students must have completed the Upperclass Single Room Application in the Student Housing Portal between March 31, 2018 at 12 a.m. CST and April 2, 2018 at 6 p.m. CST. Upperclass single room hallmate groups can be formed between March 31, 2018 at 12 a.m. CST and April 2, 2018 at 6 p.m. CST.

How to Form an Upperclass Singles Hallmate Group
1. Log into the Student Housing Portal.
2. Click on “Hallmate Selection.”
3. Select “Roommates/Suitemates.”
4. Select “Fall 2018” as the term and click “Submit.”
5. If any other student/s have already requested you, 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 their group under “Roommate Requests.” Failure of one (1) or more students to accept all roommates/suite-mates will result in the group being ineligible for consideration in the random selection process.

Upperclass Single Room Results (April 3, 2018 at 6 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 4, 2018 – Online)
Room selection for upperclass singles will take place online on April 4, 2018. 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 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 split.

Double Room Process

Double Room Application
Any student interested in pursuing a double room or suite must complete the Double Room Application in the Student Housing Portal between April 4, 2018 at 12 a.m. CST and April 6, 2018 at 6 p.m. CST.

Double Room Roommate/Hallmate Groups
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.

Forming a roommate/hallmate group will run concurrently with the Double Room Application. In order to form a roommate/hallmate group, all students must have completed the Double Room Application in the Student Housing Portal between April 4, 2018 at 12 a.m. CST and April 6, 2018 at 6 p.m. CST. Double room roommate/hallmate groups can be formed between April 4, 2018 at 12 a.m. CST and April 6, 2018 at 6 p.m. CST.

**How to Form an Double Room Roommate/Hallmate Group**

1. Log into the Student Housing Portal.
2. Click on “Roommate/Hallmate Selection.”
3. Select “Roommates/Suitmates.”
4. Select “Fall 2018” as the term and click “Submit.”
5. If any other student/s have already requested you, 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 their group under “Roommate Requests.” Failure of one (1) or more students to accept all roommates/suitmates will result in the group being ineligible for consideration in the random selection process.

**Double Room Results (April 9, 2018 at 6 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 10, 2018–Online)**
Room selection for double rooms will take place online on April 10, 2018. 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 filter rooms based on building and floor. Students participating in 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

General Information
In accordance with the 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 2018–2019 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 16, 2018 at 12 a.m. CST. 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 Student Single Room Waitlist
Due to supply of single rooms being exhausted upon completion of the upperclass single room 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 2018–2019 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 16, 2018 at 12 a.m. CST and April 20, 2018 at 6 p.m. CST. 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 2018–2019 Academic Year
Subject to approval by the Board of Trust, the 2018–2019 housing rate will be $5,310 per semester. The rate includes a $6 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. 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 waitlist, 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 lose for the Thanksgiving holiday (November), semester break (December/January), and spring break (March) for the 2018–2019 academic year. All residence halls will remain open during the mini fall holiday.

Terms of Contract
Once students have received their room assignments, they are housed for the entire year. This means both FALL AND SPRING SEMESTERS, unless 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 mid-year.

General Information
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 or 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.

- Attempting to manipulate the assignment process so that one if 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 canceled 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 cannot demand or require than 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; athletics, 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 (TDD); Fax (615) 343-4969.