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 the 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.

Off-Campus Housing Applications and Roommate Groups

Off-campus housing applications will be available in the Student Housing Portal for all eligible students between January 16, 2018 at 12 a.m. midnight CST and 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 housing application.

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 process 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.

Steps for Forming Off-Campus Roommate Groups:
1. Log into the Student Housing Portal
2. Click on “Roommate 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 as a roommate, the requests will show under “pending Requests”. To accept requests, click the green box. To decline requests, click the red box.
6. To request a student, utilize the “Roommate Search” function. Students are strongly encouraged to search by VUnetID.
7. Confirm that all members of your roommate group accept/request the student/s in the group no later than January 22, 2018 at 6 p.m. CST. Improper matched roommate groups will be treated as individuals for the random selection process.

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 process on January 23, 2017 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.