

**2016-2017 Mid-Year Room
Assignment/Change Information Book**



**MARIST COLLEGE
OFFICE OF HOUSING AND RESIDENTIAL LIFE**

Section I: General Information

There are three Mid-Year Room Assignment/Change Processes. These processes are as follows:

1. Sophomore/Upper-Class on-campus room changes
2. Assignments for students who are returning to college housing from designated programs (ie. MIP, MIM)
3. Freshmen on-campus room changes

Types of Housing Room Assignment/Change Requests:

The most common types of Housing Room Assignment/Changes are as follows:

1. In-house/suite swap (ie. one person in the A bedroom wants to trade spaces with one person in the C bedroom within the same house) – See Resident Director for change
2. House-to-house/suite swap (ie. one person in the A bedroom of Upper West Cedar T2 wants to trade spaces with one person in B bedroom of U4) –Use Mid-Year Room Change Form
3. Requesting a specific space (ie. you know someone in Midrise 406-A is leaving and you want to request to fill that space) –Use Mid-Year Room Change Form
4. Requesting a non-specific space (ie. you want to leave your current space, but you do not have a particular new room in mind) –Use Mid-Year Room Change Form (ie. You live at the Residence Inn but would like to be on campus)

The following information is relevant to all students participating in the room assignment/change process:

The Office of Housing and Residential Life will do its best to accommodate students based on available housing spaces. However, we cannot guarantee that we will be able to accommodate every request.

Submitting a Room Assignment/Change Request:

- To request a room change students should submit the Mid-Year Room Assignment/Change Form located on MyHousing portal of MyMarist website or on the Current Students page under the Housing and Residential Life heading.
- A copy of your submission confirming your request is sent to your Foxmail account. Please read this confirmation for accuracy.
- If you wish to amend your request after it has been submitted, you will need to submit the form in its entirety again. If submitting your form again, ***you must check the “Yes” box when asked if this is a resubmission.***
- ***You must complete the Mid-Year Room Assignment/Change Form. E-mail requests will not be accepted unless your roommate unexpectedly withdraws from college housing after November 18. If you have previously submitted an email request to Housing or your Resident Director you must complete the Mid-Year Room Assignment/Change Form.***
- Students with a medical room change request must complete and submit the Medical Request Form located on the MyHousing portal of the MyMarist website by November 18, 2016, in addition to the Mid-Year Form.

Timeline Information:

- The Mid-Year Room Assignment/Change Process Form is available beginning October 26, 12:00 PM EST until November 18 at 12:00 PM EST. Room assignment/changes will be reviewed beginning November 28, until the opening of the spring 2016 semester.
- Requests submitted after November 18, 2016 are late and will be considered based on availability and on a case-by-case basis.
- Late requests may be reviewed after room requests submitted on time are processed.
- There is no guarantee that room requests will be approved.
- During Winter Intersession frequently check your myHousing portal on your myMarist for unplanned vacancies and changes to your housing.

After a Room Change has been approved:

If you accept a room change you must complete all end of semester check-out paperwork and turn in your key to your Resident Assistant (RA) or Resident Director (RD). You then have two options to complete your room change:

- **Option 1:** You can move all of your belongings out of your current space when leaving after your last final exam and move your possessions into your new space during the Spring 2017 semester residence opening.
- **Option 2:** You can move all of your belongings out of your current space prior to your departure at the end of the fall semester and into your new space provided you coordinate this move with the residents who currently live in that space. Your belongings must not infringe upon anyone else's living space.
 - Should you choose this option, it is your responsibility to make this arrangement.
 - You must meet with your RA or RD to make an appointment to complete the check-in paperwork.
- **Option 3:** If you are an international or student who lives far away from campus, please contact your Resident Director to arrange your room change.

Approved Housing Room Change moves must be made prior to 5:00 PM EST on December 16, 2016.

Withdrawing from College Housing

If you are withdrawing from College Housing for any reason including graduation, to receive your \$200 initial housing deposit refund, you must complete the Withdrawal Form as soon as possible and submit it to the Office of Housing and Residential Life, Rotunda 387 by Friday, December 2, 2016. The Withdrawal Form is located on the MyHousing portal of the MyMarist website.

Section II: Sophomore/Upper-Class Room Change Information

The Mid-Year Room Assignment/Change list is compiled in individual priority point order.

- Room changes for sophomore and upper-class students are limited.
- **IMPORTANT: Your individual priority points earned during the Spring 2016 Room Selection Process will be used.** Your group priority point average from the Room Selection process in April 2016 no longer applies.
- If you do not have priority points (ie. Fall or Spring 2016 transfer student), your request will be handled on a case-by-case basis.
- Continuing sophomore and upper-class resident students can request a Mid-Year Room Change utilizing individual points only.
 - You may request to live with specific people. Those who you request to live with must also request your move to their space through the Mid-Year Room Change Form.
 - If you and your friends, who are also requesting a room change, would like to live together or make requests together, each person must complete the form individually and indicate that all would like to live together.
- If you are making a request for a house-to-house swap, all people in both houses must complete the Mid-Year Room Change Form.
- If you are contacted by the Placement Committee with an approved room change, you must make the decision to accept or decline the room change immediately.
 - You will not have the option to contact friends or family to make the decision. Please be certain to have these conversations in advance.
 - If the Placement Committee is unable to contact you, the Committee reserves the right to move to the next room change request.
- If there are extenuating circumstances regarding interpersonal relations with another person whom you believe has intentions of requesting to reside in a vacancy in your room/house/apartment, you must submit a Mid-Year Room Assignment/Change Form requesting/stating your concerns by November 18, 2016.

Important Information Regarding the Opening of Building B

- Returning upper-class resident students currently residing in the Residence Inn, Talmadge, or in non-upper-class housing will receive an email with instructions on how to request Building B on Wednesday, October 19.
- Upper-class students residing in the Fultons, Building A, returning from abroad, and fall 2016 transfers will be able to request Building B through the Mid-Year Room Assignment/Change Form located on the MyHousing portal of the MyMarist website.

Note: Construction for Buildings C & D located next to Buildings A and B will be taking place during the Spring 2017 semester.

Important Information for Fall 2016 Transfer Students Residing at the Residence Inn

- If you would like to move out of the Residence Inn for the Spring 2017 semester, submit the Mid-Year Room Assignment/Change Request form.
- Housing space on campus is limited.
- Students approved to move out of the Residence Inn must remove all of their belongings out of their room no later than Saturday, December 17, 2016.
- An information session regarding the Mid-Year Room Assignment/Change Request process will be held at the Residence Inn at 8:00 PM on Sunday, October 23, 2016.

Section III: Information for Students who are Returning to Campus from Designated Programs

This section applies to resident students who are currently abroad, participating in Marist in Manhattan or a preapproved internship.

- Since you do not currently have a room assignment on campus but have resident student status, you will be assigned a housing placement in January but you must complete the Mid-Year Room Assignment/Change Form. The form can be found on the MyHousing portal of the MyMarist website. The Form must be completed between Wednesday, October 26, 12:00 PM EST and Friday, November 18, 12:00 PM EST. Please keep the time difference in mind.
- Previous email submissions may not be reviewed. Please submit previously emailed requests through the Mid-Year Room Change Form.
- If you are returning from a Leave of Absence, you will not be eligible to complete the Mid-Year Room Assignment/Change Form.
 - Your housing request must be sent to housing@marist.edu from your Marist Foxmail account.

Housing assignments will be made throughout the winter break. You may not know your assignment until just before opening of the Spring Semester. Placements will be posted on the MyHousing portal of the MyMarist website in January.

Please notify the Office of Housing and Residential Life, if you are enrolled and have paid for a January Winter Intersession class. You will receive your room assignment upon arrival to campus.

Section IV: Freshmen Room Change Information

Freshmen interested in a room change will usually make a request for one of the following reasons:

- Requesting a build-up breakdown
- On-going roommate conflict
- Current roommate is not returning to current space for the spring semester

All Freshmen students who complete the Mid-Year Room Assignment/Change form are strongly encouraged to meet with their Resident Director prior to the November 18, 2016 deadline to discuss the circumstances of his/her request.

The Office of Housing and Residential Life does not guarantee the ability to accommodate every request.

Section V: Important Dates

Wednesday, October 19 – Upper-class students residing in Talmadge Court, Residence Inn, or Sophomore areas only – Email will be sent to Marist Foxmail account regarding information for requesting Building B.

Friday, October 21 – Students studying in a participating program off the Poughkeepsie campus only – Email will be sent to Marist Foxmail account regarding Mid-Year Room Assignment process.

Sunday, October 23 – Residence Inn students only - Information session will be held at 8:00 PM EST in the hotel lobby.

Monday, October 24 – Freshmen students only - Information session will be held at 5:00 PM EST in the Leo Stone Lounge.

Wednesday, October 26 – Mid-Year Room Assignment/Change Form on the MyHousing portal of the MyMarist website opens at 12:00 PM EST.

Friday, November 18 - Mid-Year Room Assignment/Change form closes at 12:00 PM EST.

Friday, November 18 – Housing Medical Request Form on the MyHousing portal of the MyMarist website must be submitted to the Office of Housing and Residential Life by 5:00 PM EST.

Monday, November 28 – ***Spring 2016 Opening*** – Room change offers for students in housing for the Fall 2016 semester will be made by Housing staff.

Friday, December 2 – Spring 2017 Semester Room and Dining Plan Reconfirmation Form due to the Office of Housing and Residential Life by 5:00 PM EST to receive your \$200 dollar deposit back.
*Please remember to inform your housemates that you are leaving campus housing if you are withdrawing.

Friday, December 9 – Students will be updated on the status of their Medical Requests.

Week prior to Spring 2017 Opening – Room assignments for students returning from abroad and Marist in Manhattan will be posted on the MyHousing portal of the MyMarist website.

Monday, January 16, 2017 – Residence halls open at 10:00 AM EST for the Spring 2017 semester.