

**2016-2017 ACADEMIC YEAR  
ROOM SELECTION  
INFORMATION**



**MARIST COLLEGE**

**OFFICE OF HOUSING  
AND RESIDENTIAL LIFE**

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## SECTION I - THE RESERVATION PROCESS

**Step One:** To be eligible to participate in the housing selection process for the 2016-2017 academic year students must submit a \$200 Room Reservation deposit. **The \$200 Room Reservation deposit must be made online** on the MyHousing portal of the [MyMarist](#) website. Deposits must be submitted successfully between February 15 at 9:00 AM EST and no later than 5:00 PM EST on February 26, 2016. **Do not mail your deposit to the Housing Office, as deposits must be submitted online.**

***Please note the following:***

- If you want to apply for a deposit extension, you must meet with a representative in the Office of Housing and Residential Life in Rotunda 387 between **February 15 and February 26.**
- If you want to apply an existing credit on your account for your room deposit, you must meet with a representative in Student Financial Services between **February 15 and February 26.**

**Step Two:** Students must **complete a Room Selection Form whether as part of a group or as an individual.** You can download this form on your MyHousing portal on the MyMarist website.

**Step Three:** Students must **submit their Room Selection Form to their Resident Director** between 1:30 PM and 4:30 PM on March 11, March 14, and March 15, 2016. The Room Selection Form must be completed accurately and completely and signed by all students when requesting housing as a group. If you do not submit your Room Selection Form to your Resident Director by the above deadline, then your appointment time will be scheduled last out of all the groups with the same priority point average. If all members of a group are leaving before 1:30 PM on Friday, March 11 for their Spring Break, the group must make an appointment with the Housing of Housing and Residential Life to drop off your Room Selection Form. To make an appointment, either email Housing at [housing@marist.edu](mailto:housing@marist.edu) or call at 845-575-3307 between the hours of 8:30 AM and 5:00 PM Monday through Friday.

***Important: Any communication you have with the Office of Housing and Residential Life regarding the Room Selection process must be in writing from your Marist Foxmail account. You may send e-mail to [housing@marist.edu](mailto:housing@marist.edu)***

***PLEASE NOTE THE FOLLOWING:***

**Current freshmen** may request to live in Midrise, Upper and Lower West Cedar Townhouses, Foy Townhouses, or Upper New Townhouses.

**Current sophomores and juniors** may request to live in Talmadge Court, Lower West Cedar Townhouses, North End Apartment Complex, Residence Inn, Fulton or New Fulton Street Townhouses.

You are not required to have a group large enough to occupy all the beds within a room/suite/apartment. You may select to go through the room selection process on your own as an individual. **Note that mixed groups of rising sophomore and rising upperclass students are not permitted.** *All housing options are subject to administrative changes.*

The North End Apartment Complex will consist of two buildings; Building A and Building B. Building A will open for the Fall 2016 semester and Building B will open for the Spring 2017 semester. Apartments will consist of all single bedrooms, ranging from 1 to 4 people per apartment. There is a kitchenette, bathroom, and common living room in each apartment. Please note, construction for Building B will be taking place during the Fall 2016 semester. Returning resident students that select the Residence Inn for the Fall 2016 semester will be the first students offered the option of moving to Building B for the Spring 2017 semester.

**SELECTION OF A ROOMMATE:** Before applying for housing, you should *carefully* consider your choice of roommate(s) and/or housemate(s). These choices may have a **dramatic** effect on your group's priority point average, therefore greatly influencing the chances of receiving your preferred residence area. **Important: If a member of your group withdraws from housing and/or the college after you have received your final Room Selection Receipt, a revised Room Selection Receipt will be sent to all remaining group members with a revised priority point average. Revision of a group's priority point total due to withdrawal of group members is continuous up until the posting of room selection times on April 14, 2016.** For more information, see Section IV, the Assignment Process.

**SELECTION OF A GROUP LEADER:** Each group of two or more students **MUST** choose a group leader to represent their group prior to the start of the housing selection process. An alternate group leader must be selected as well. A student going into the process as an individual are automatically the group leader. A group leader is responsible for handing in all forms and knowing **ALL** of the group's housing preferences. After the forms have been submitted, receipts will be sent via Marist Foxmail to all group members by the Office of Housing and Residential Life. **A group leader must be available for contact during the entire summer and is responsible for making housing decisions for the entire group.**

**IMPORTANT PROCESS INFORMATION:** Appointment times for Room Selection will be in priority point order. If multiple groups have the same priority point average, the Housing Office will calculate each group's Priority Point GPA to break the tie. Appointment times will be posted online, in each residence area, and outside the Office of Housing and Residential Life, Rotunda 387 on April 14, 2016 at 2:00 PM.

**THE DAY OF ROOM SELECTION:** The Room Selection process will take place in the McCann Recreation Center on Tuesday, April 19. A Group Leader or a Group Leader's registered proxy is the only person who must be present on the day of selection. Group Leaders/designees should arrive at the McCann Center 15 minutes prior to their scheduled selection time. Housing staff will be available in the McCann Center to keep Group Leaders aware of remaining selectable housing options. Group Leaders should come prepared with at least three housing choices. Group Leaders should also be mindful of the possibility of splitting their group if a desired housing choice is no longer available. Groups do not have the option to voluntarily split on the day of Room Selection. The only time splitting of a group will happen is if your group cannot be accommodated together. If you would like to break apart from your group subsequent to the Room Selection process, refer to the Waitlist Section for further information.

When your group number is called, your Group Leader/proxy will approach the selection table and select housing based on available housing options. In order to conduct this process fairly and

efficiently, each group will be given approximately 2-3 minutes to select their housing. Once again, it is extremely important that groups come prepared with **at least** three completely different options. Housing will fill to capacity all spaces within an apartment by combining groups of students before placing in a fully vacant apartment. This is done in order to accommodate full groups. If a group cannot select their housing within the allotted time, they will be asked to leave the selection table and the next group will be called. After a group has selected housing, the entire group will receive an electronic receipt to their Marist Foxmail account confirming their selected Fall 2016 housing assignment. **A limited number of students will not receive their housing assignment on Room Selection Day, however these students are guaranteed college housing and will sign up for housing utilizing the Waitlist. Current freshmen will receive on campus housing. Current sophomores and juniors may be placed in on-campus housing, Residence Inn, or Talmadge Court. These students in turn will receive their housing assignment during summer of 2016 in priority point order.**

## SECTION II - IMPORTANT DATES

**Friday, January 29** - Individual priority points available.

**Friday, January 29 - Monday, February 29 12:00 PM EST** - Correction of priority points: Students should see their Resident Director (RD) regarding questions about Grade Point Average, Room Damage, Room Condition, and Residence Hall Council points. If you are in the process of a grade change that could impact your GPA points, be certain to inform your RD. Questions regarding Campus Involvement Points should be addressed to Student Activities. Questions regarding discipline should be directed to staff in the Office of Student Conduct. *There will be no priority point changes made after 12:00 PM EST on February 29.*

**Monday, February 15 - Friday, February 26** – Room Deposits can be made online at the MyHousing portal of the MyMarist website or on the Current Students page. Deposits must be submitted before 5:00 PM EST on February 26.

**Sunday, February 14 - Sunday, February 21** - Room Selection Education Week: Please watch for postings of presentations to be held in your residence area.

**Friday, March 11, Monday, March 14, and Tuesday, March 15** - Room Selection Forms are submitted by students to their Resident Director at their office from 1:30 PM to 4:30 PM.

**Monday, March 28** – All group members will be sent a Room Selection Receipt via Marist Foxmail. We strongly encourage each group member to check the accuracy of the receipt.

**Thursday, March 31** – Last date to amend Room Selection Form in the Housing and Residential Life Office.

**Monday, April 4** – The final Room Selection Receipt mailed to group members via Marist Foxmail.

**MANDATORY** group leader meetings will be scheduled Tuesday, April 5, Wednesday, April 6, and Thursday, April 7. Group leaders must attend one session. Times and locations will be sent to group leaders via their receipts.

**Wednesday, April 13 5:00 PM EST** - Last date to withdraw from housing and receive full refund of Advance Room Reservation Deposit.

**Thursday, April 14 2:00 PM EST** - Selection appointment times will be posted outside the Housing and Residential Life Office, Rotunda 387, online, and in residence areas at 2:00 PM EST.

**Monday, April 18** – If needed, there may be an upper-class women’s mini selection process on this date. Please check selection times if applicable.

**Tuesday, April 19** - Room Selection for Fall 2016 will take place in the McCann Recreation Center for current freshmen, sophomores and juniors. Note: no academic classes are scheduled for this day.

**Friday, May 27** - Last date to withdraw from housing and receive half refund of Advance Room Reservation Deposit.

For detailed information regarding early arrivals and of the early arrival schedule please check your MyHousing portal on MyMarist after July 15.

### SECTION III - DINING PLAN OPTIONS

Returning students are assigned to a campus dining plan based on where they reside in college housing.

**Resident sophomore students are required to be enrolled in a dining plan based on their residence area:**

Unlimited Carte Blanche and \$25.00 Thrifty Cash

Midrise

Apartment Meal Plan and \$150 Thrifty Cash

Upper West Cedar Townhouses\*

Lower West Cedar Townhouses\*

Foy Townhouses\*

Upper and Lower New Townhouses\*

\*If desired, students may choose a higher level dining plan

The Apartment Meal Plan features 15 meals per semester, averaging one meal per week, in the dining hall and \$150 Thrifty Cash. The Apartment Meal Plan also permits students to avail themselves of the Valley Café or meal swaps in designated campus retail shops.

**Resident junior and resident senior students will be placed on the Apartment Meal Plan if they reside in the following areas:**

Apartment Meal Plan and \$150 Thrifty Cash

Lower West Cedar Townhouses

Fulton and New Fulton Street Townhouses

New Gartland Apartments

Talmadge Court Apartments

Resident junior and senior students placed on the Apartment Meal Plan have the option to keep the Apartment Meal Plan, change to a higher level plan, or drop the plan altogether.

Plan Options:

- Unlimited Carte Blanche - unlimited access to the main dining hall every day of the week during open hours of service and \$25.00 Thrifty Cash per semester.
- 120 Meal Plan - 120 meals, average of 8 meals per week, in the main dining hall and \$500 Thrifty Cash per semester.
- 60 Meal Plan - 60 meals, average of 4 meals per week, in the main dining hall and \$300 Thrifty Cash per semester.

- 30 Meal Plan - 30 meals, average of 2 meals per week, in the main dining hall and \$200 Thrifty Cash per semester.

Dining plan descriptions with hours of service at the Dining Hall can be found at:

<http://www.maristdining.com/plans.html>

Once the Office of Housing and Residential Life confirms housing assignments, a corresponding dining plan will be assigned. Dining plan changes must be made prior to June 20, in order to be reflected on your bill. To make changes, refer to the Dining Plan Change form on the college website [http://www.maristdining.com/Dining\\_Plans.html](http://www.maristdining.com/Dining_Plans.html). Plans with increased costs must be paid for prior to the plan taking effect. The last date to change or drop a dining plan is Friday, September 9, 5:00PM EST.

For more information describing campus dining plans and the various plan options available to students based on their requested residence area, visit [www.marist.edu/studentlife](http://www.marist.edu/studentlife) and click on Marist Dining.



## SECTION IV - THE ASSIGNMENT PROCESS

Housing selection is divided into two categories: 1) current freshmen & 2) current sophomores and juniors.

**Current resident freshmen** are guaranteed college housing for their second year, as long as a room deposit has been paid by the appropriate date and the Room Selection Form has been handed in by the appropriate date; students will select housing according to their Priority Points.

**Current resident sophomores and resident juniors** will make selections for housing based on their priority points and the availability of space in college housing.

Whether a student chooses to apply for housing alone or with other students, priority points determine their status for selection into available housing spaces. A student applying alone relies on his/her individual priority point total. Students applying as a group rely on the group average to determine their status. Roommate pair averages are also calculated for students applying within groups.

The room selection process will take place in the McCann Recreation Center on Tuesday, April 19. More details will follow during the Room Selection Education sessions, February 14 through February 21 and at the mandatory Group Leader meetings on April 5, April 6, and April 7. If a Group Leader or Alternate Group Leader fails to attend the mandatory Group Leader Meetings, then the group's appointment time will be scheduled last out of all the groups with the same priority point average.

**Please be advised that all housing options are subject to administrative changes.**

*REMINDER – If approved, any student who remits a deposit after 5:00 PM EST, Friday February 26, 2016 will not be allowed to participate in the room selection process and will be placed through the Waitlist Process.*

### **Upper-class Women Process**

**IMPORTANT** The top groups of upper-class women may select their housing on Monday, April 18. Group leaders of these top groups will have their appointment time posted on Thursday, April 14 online, in their residence area, and outside the Office of Housing and Residential Life at 2:00 PM. If your group leader is not available at the appointment time, the alternate group leader or the group leader's designee should be prepared to make housing decisions on the group's behalf at the scheduled appointment time.

### **BUILD-UP ROOMS**

Some campus residence rooms may have an additional person assigned, creating a Build-Up situation, thus allowing more students to reside on campus. Each person residing in a Build-Up will receive a room credit of \$750.00 if the room remains a Build-Up after Friday, September 16, provided the room has not been offered a breakdown of that room. Students in voluntary build-ups will receive the \$750.00 room credit, but will not be offered the opportunity to break down.

A list of the rooms designated as Build-Up spaces for the 2016-2017 academic year will be available on the MyHousing portal prior to the day of Room Selection. The rooms are listed in break down order. In other words, the first room on the list will be the first room offered to break

down and the last room on the list will be the last room offered the opportunity to break down. All spaces in build-up rooms will be assigned after Room Selection Day. The only exception to this is if everyone who wishes to select a build-up room is present at the time of selection and signs the Voluntary Build-Up Form. It should be noted that anyone who signs the Voluntary Build-Up Form will not be offered an opportunity to break down until **all** students in non-voluntary build-ups are offered the opportunity to break down. Due to the demand for on campus housing, students may be added to the build-up rooms through opening in the Fall and again during the Mid-Year Room Change/Assignment Process for the Spring 2017 semester.

### **Transfer Students**

Transfer students who enrolled in Fall 2015 will have their activity priority points earned in the Fall 2015 semester doubled, not to exceed 8 total points. This step is taken to accommodate Fall transfer students because these students did not have the opportunity to earn priority points in the Spring 2015 semester. Resident transfer students who enrolled in the Spring 2016 semester do not have priority points, therefore Spring transfer students become “placeholders” when they join room selection groups. Placeholders do not impact their room selection group’s priority average positively or negatively.

### **MARIST INTERNATIONAL PROGRAMS, MARIST IN MANHATTAN**

#### Spring 2015

Those who participated in Marist International Programs/Marist in Manhattan in Spring 2015 will have their activity priority points from the Fall 2015 semester doubled, not to exceed 8 total points.

#### Fall 2015

Those who participated in Marist International Programs/Marist in Manhattan in Fall 2015 will have their activity priority points from the Spring 2015 semester doubled, not to exceed 8 total points.

#### Spring 2016

Students participating in Marist International Programs/Marist in Manhattan during the Spring 2016 semester follow the same Room Selection reservation process. You must designate a proxy to pick your housing at your selection time if you go through the Room Selection process as a group leader or as a single. All correspondence must come from your Marist Foxmail account. The Housing Office may act as your proxy if requested.

#### Fall 2016

Students participating in a Marist International Program/Marist in Manhattan during the Fall 2016 semester will receive information regarding the placement process in November for Spring 2017 housing placements. You must submit the Mid-Year Room Assignment/Change Form online to be added to the assignment list. Refer to the Mid-Year Room Assignment/Change Book online for additional information. If you do not want on-campus housing upon your return, in Spring 2017, you must notify the Office of Housing and Residential Life as soon as possible to process your paperwork.

***IMPORTANT: If you are considering participating in a Marist International Program for the Fall 2016 semester, the Office of Housing and Residential Life recommends you submit a deposit prior to 5:00 PM EST on February 26, 2016 in the event your plans change and you need college housing.***

*Please note that you have until April 13, 2016 to receive a full refund for your deposit. You have until May 27, 2016 to receive a half refund for your deposit.*

Freshmen Florence Experience

Students currently participating in the Freshmen Florence Experience (FFE) will follow the same Room Selection reservation process. Students must submit their Room Selection Forms to the LDM office between March 14 – 16. Students residing at the Florence campus will be given an opportunity to participate in the Room Selection process via Skype on Tuesday, April 19. It should be noted that a proxy may be requested if you are the Group Leader or are going through the process as a single. Further information will be provided during the Room Selection Education session. Please see your RD for information regarding date(s) and time(s) of the session.

## SECTION V - WAITLIST PROCESS

The Waitlist refers to the placement process of resident students during the summer for the upcoming Fall semester. If a housing option becomes available over the summer that matches your request, the Placement Committee will make an offer to the appropriate party via telephone when they get to your place on the Waitlist.

### **Process Information:**

- Continuing resident students will participate in this process for one of two reasons.
  - Reason #1: You are not currently assigned a space (i.e.: space closed out on the day of Room Selection, you made a late deposit, etc.)
  - Reason #2: You have a current space assigned, however, you are interested in a different housing option.
- Should you fall into one of the above categories, you must submit the Waitlist Form located on the MyHousing portal at <http://my.marist.edu> before 12:00 PM EST on May 31, 2016.
  - This request form is to be used by all continuing resident students.
  - **E-mailed requests will not be accepted at any time**
- Continuing resident students can go on the Waitlist as a full group, a portion of a group, or as an individual.
- The Waitlist is compiled in priority point order.
  - **IMPORTANT: Your group's original priority point average from the 2016 Room Selection process will be used when making offers and placements.**
    - In other words, whatever priority point average was listed on your final Room Selection Receipt will be the points used for any Waitlist request. Under no circumstances are priority points recalculated for the Waitlist process, even if you go on the Waitlist as an individual or portion of your original group.
  - If you do not have priority points (i.e.: you are a Spring 2016 transfer student), your request will be handled on a case-by-case basis.
- The Office of Housing and Residential Life maintains that there is no guarantee that requests will be accommodated.

### **Timeline Information:**

- There are two (2) Waitlist processes that occur during Summer 2016.
- Continuing resident students can sign up for the first Waitlist online beginning April 25 – May 31 at 12:00 PM EST.
  - Placements and room changes for the first process are made from June 1 – June 30.
- Continuing resident students can sign up for the second Waitlist online beginning July 5 – July 29 at 12:00 PM EST.
  - Placements and room changes for the second process are made from August 1 until Fall Semester Opening.
- Waitlist requests **do not** roll over from the first Waitlist process to the second Waitlist process.

- If you are still looking for different housing options by the time the first Waitlist process concludes, you may sign up to be considered for options during the second Waitlist process by completing the Waitlist Form online between the above dates.
- If a student/group is considering a move, they are strongly encouraged to submit one before the deadline. Late requests will not be accepted at any time. The Waitlist form will be unavailable immediately after the above deadlines expire.
- No changes are made in July between the two Waitlist processes.
  - Students are expected to withdraw during the month of July, which creates new vacancies and gives the Placement Committee the best opportunity to accommodate as many requests as possible.

### **Common Types of Requests:**

The most common types of housing room changes are as follows:

1. In-house/suite swap (i.e.: one person in the A bedroom wants to trade spaces with one person in the C bedroom within the same house)
2. House-to-house/suite swap (i.e.: one person in the A bedroom of S4 wants to trade spaces with one person in B bedroom of Q4)
3. Requesting a specific space (i.e.: you know someone in Foy A4-C is withdrawing and you want to request that you fill that space)
4. Requesting a non-specific space (i.e.: you want to leave your current space, but you do not have a particular new room in mind)
5. Requesting a specific person (i.e.: your top priority is to live with a particular friend or group of friends, so you indicate that you will go anywhere, as long as it is with this particular person)
6. Filling a vacancy (i.e.: a vacancy opened in your house and you would like to request someone specific to fill the space)

### **Information before you go on the Waitlist:**

- Be very specific when you complete the Waitlist form and provide detailed information. There is no character limit on any of the fields in the form, so please include all of the housing options and permutations for which you wish to be considered.
- Whether you are trying to move or anticipate a vacancy in your room/apartment, if there is a specific person(s) you cannot live with, be sure to list them in your request.
- Read your form prior to submitting and ensure that all of the information is accurate, including all phone numbers.
- Strongly consider whether or not you are willing to split from your group.
  - If you are willing to split, explain how you are willing to split in explicit detail.

### **Information after you go on the Waitlist:**

- A copy of your submission confirming your Waitlist request is sent to your Marist 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.
  - Please note that although multiple submissions are permitted as a means of correction, *you must indicate that you want the Placement Committee to consider your final submission only. Indicate that this is a resubmission by checking the “Yes” box when asked if this is a resubmission on the form.*
- The Placement Committee will contact the Group Leader to make an offer. If the Group Leader is not available, the Placement Committee will contact the Alternate Group Leader.
  - If you split from your group and you are not a Group Leader, then you will be contacted as an individual.
  - The Placement Committee reserves the right to rescind any offer that would have been made should the Placement Committee be unable to reach you.
- Please note that if your group is contacted by the Placement Committee with an offer, the person contacted does not have the option to contact the rest of the group to make the decision. It is very important that members keep the Group Leader(s) actively informed of housing preferences. Offers are time sensitive.
- **If the Placement Committee contacts your group with a housing offer, the option to decline the offer is available.**

## SECTION VI – MISCELLANEOUS INFORMATION

### TOURS OF RESIDENCE AREAS

The Office of Housing and Residential Life is offering tours of the residence areas that are available for selection for the 2016 – 2017 academic year. Tours for current freshmen will take place at 11:00 AM on Wednesday, February 17 and 11:00 AM on Thursday, February 18. Tours for current sophomores and juniors will take place at 4:00 PM on Wednesday, February 17 and 4:00 PM on Thursday, February 18. The tours will meet at the aforementioned times in the Rotunda.

The Office of Housing and Residential Life strongly encourages students to avail themselves of the opportunity to visit the residence areas at these times.

### LEAVE OF ABSENCES

Residential students returning from a Leave of Absence should notify the Office of Housing and Residential Life with their plans to return via e-mail at [housing@marist.edu](mailto:housing@marist.edu). Please include the following information in your e-mail: Name, CWID, and your housing preferences. *It should be noted that students who take a Leave of Absence are not guaranteed housing upon their return and are not eligible to participate in the Room Selection process. If a Leave of Absence student is granted housing, he/she will be placed over the summer.*

### WITHDRAWING FROM COLLEGE HOUSING

To withdraw from college housing, you must complete the Withdrawal Form located on the MyHousing link at <http://my.marist.edu>. Students lose residential student status when withdrawing from college housing for any of the following reasons: Move Off-Campus, Commute from home, Graduation, or Transfer to a different school. Students are no longer eligible for campus housing when students lose residential student status.

### JUDICIAL SANCTIONS

To be eligible to participate in the Room Selection Process, you must have complied with all judicial sanctions. As stated in the Student Code of Conduct, any students placed on deferred residence hall suspension or those that lost six (6) priority points or more may not be allowed to participate in the housing room selection process and may not be eligible for college housing. Incidents that occur during the Spring semester could impart a student's eligibility to participate in the room selection process for the fall semester.

### MEDICAL/SPECIAL NEEDS REQUESTS

All requests will be reviewed on a case-by-case basis and documentation of a special need or disability **does not** guarantee that your application will be approved. **Assignments are made only if space is available. Assignments to a specific residence area cannot be guaranteed.** Learning disabilities, attention deficit disorder, and many psychological disorders generally **do not** warrant special housing. All requests will be reviewed by the Director of Health Services, the Director of the Counseling Center, and the Director of Housing and Residential Life on a case-by-case basis. It should be noted that medical requests are for an individual only, not a group.

To submit a request for housing due to a medical issue, you must complete the form located on the MyHousing link at <http://my.marist.edu>. Applications are due to the Office of Housing and Residential Life by May 2 and may not be considered after this deadline.

### **ROOM SELECTION LIVE**

Room Selection Live is the online web application students can log into from any computer or mobile device. The link for the Room Selection Live web application will be located on the MyHousing portal at <http://my.marist.edu>.

The Room Selection Live web application is divided into the following three sections: Major Process Announcement, Next in Line, and Residence Area Statuses. Group Leaders are **highly encouraged** to monitor this web application on the day of Room Selection. Resident students will receive important information about the Room Selection process as it progresses throughout the day. For example, if the Sophomore Male Process is running 20 minutes ahead of schedule, Group Leaders will know to arrive to the McCann Recreation Center 20 minutes earlier than their posted appointment time.

Students will also be able to monitor the availability of bedrooms and houses in real time as they close throughout the day. This will give groups the opportunity to make changes to their plans accordingly without having to be physically present in the McCann Recreation Center.

### **AVAILABLE SERVICES**

Students who are interested in carpet purchases, refrigerator and microwave rentals, and/or residence hall linens may find the link to these services in the Services Section located on the MyHousing link at <http://my.marist.edu>. Students who utilize the carpet purchase service or refrigerator and microwave rental service will have these items delivered to their residence prior to their arrival in the Fall semester. Students purchasing residence hall linens, and/or approved Fire Shield surge protectors have the option of having these items delivered to the student's home address or to the Marist College Campus Post Office.

The Office of Housing and Residential Life highly recommends that each resident student consider purchasing Supplemental Student Renter's Insurance located on the MyHousing link at <http://my.marist.edu>.



**SECTION VII - THE PRIORITY POINT SYSTEM  
THE PRIORITY POINT SYSTEM**

For students entering their sophomore year, priority points are accumulated from the fall semester of their freshmen year. For students entering their junior year, priority points are accumulated from the spring semester of their freshmen year and the fall semester of their sophomore year. For students entering their senior year, priority points are based on the spring semester of their sophomore year and the fall semester of their junior year.

Priority points for upperclassmen can be earned and lost from four (4) categories for a maximum total of 34 points.

Priority points for freshmen can be earned and lost from four (4) categories for a maximum total of 30 points (freshmen can only earn a maximum of 4 points for Campus Involvement as it only reflects one semester, the fall semester).

The GPA category is based on the cumulative GPA for the immediate previous spring and fall semesters within the same calendar year. For example, for the fall 2016 housing assignment process, the previous spring 2015 and fall 2015 semester grades will be calculated.

**Problems with:** GPA, Room Damage & Room Condition, Discipline; **See:** Resident Director for your area.

**Problems with:** Campus Involvement; **See:** College Activities.

Priority point “ties” during the selection process will be decided by using G.P.A.

**AVERAGED SPRING AND FALL SEMESTER G.P.A.**

<b>G.P.A.</b>	<b>POINTS</b>
3.85 - 4.00	12
3.60 - 3.84	11
3.25 - 3.59	10
3.00 - 3.24	9
2.75 - 2.99	7
2.50 - 2.74	6
2.25 - 2.49	5
2.00 - 2.24	4
0.50 - 1.99	1
0.00 - 0.49	0

**Room Condition and Room Damage (0-8 year, 0-4 per semester):**

Points for Room Condition can be deducted for failure to follow proper residence hall check out procedures, room cleanliness and fire safety violations. A maximum of 2 points can be deducted per semester for failure to check out properly.

### **Discipline History Points: 0-6**

Any student on Deferred Residence Hall Suspension or has lost six (6) priority points or more in the category of Discipline, may not be allowed to participate in the housing room selection process and therefore not eligible for college housing. More information on housing eligibility will be included when Room Selection Information is posted to MyHousing which is located at my.marist.edu.

### **Campus Involvement Points: 0-8 per year**

From three (3) categories described below:

**\*Service:** 0-4/year (0-2 per semester) 8 service hours for 1 point, 16 service hours for 2 points

**\*Leisure Activities and Fitness (includes Intramurals):**0-2/year (maximum 1 point per semester)

**\*Clubs, organizations and intercollegiate sports:** 0-5 per year (maximum 3 points in primary semester with a maximum 2 points in other semester).

While a student can earn a number of points, only a maximum of 8 points can be used towards priority point total for Campus Involvement.

A new freshmen student can earn maximum total of 30 priority points. A new student can only earn maximum of 4 points in the category of Campus Involvement as the process uses the previous Fall and Spring semester and, as new students, they can earn Campus Involvement Points for fall semester only.

### **Description of points that can be earned for Clubs/Organizations/Intercollegiate Sports:**

- 1) A club/organization must complete minimum requirement of 4 activities per semester in order to receive priority points.
- 2) Officers and varsity captains are eligible for maximum of 3 points during one semester ("in season") and 2 points during the other semester ("off season"). Club members/athletes are eligible for maximum of 2 points per semester.

### **Objective Criteria for Clubs/Organizations:**

To earn 1 point: Members must attend minimum of 50% of club/organization meetings for the semester and 50% of club/organization activities.

To earn 2 points: Members must attend minimum of 50% of club/organization meetings for the semester and 75% of club/organization activities **PLUS** the community service event.

To earn 3 points (officers only): Officers must attend 50% of club/organization meetings for the semester and 100% of club activities (which includes community service event).

If officers do not complete all of the requirements to earn 3 points, they will be eligible to receive up to 2 points based on the criteria outlined above.

### **Other information**

1) An incoming fall transfer student is awarded priority points as described above with the Campus Involvement points awarded for the fall semester. The points earned in each of the Campus Involvement categories (clubs, service, leisure activities/fitness) are then doubled, up to a maximum of 8 points. For example, if a student earned 2 points for clubs, 1 point for service and 1 point for leisure activities/fitness, then the total amount of points doubled equals 8, falling within the maximum allowance of 8 points.

2) A Spring semester transfer student will be assigned housing as per room selection guidelines.

3) FFE students (returning from the Florence, Italy campus) will receive 4 points per semester in the category of campus involvement.

4) A student involved in a study abroad program such as Marist International Programs or Marist in Manhattan, will have their Campus Involvement priority points earned within *each* of the involvement categories (clubs/organizations; service; leisure activities/fitness) during the semester prior to leaving or returning back to campus doubled. The doubled points may not exceed any maximums. As an example, if a student earned 3 priority points for involvement in clubs/organizations/intercollegiate sports (single category) during a semester, the doubling of those points totals 5, not 6, as the maximum number of points allowed for that category is 5.

Additional information for the new Priority Point system is located at:

<https://www.marist.edu/studentlife/studentconduct/handbook/prioritypoints.html>.