2012 Mid-Year Room Assignment/Change Information

MARIST COLLEGE
OFFICE OF HOUSING AND RESIDENTIAL LIFE
Section I: General Information

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

1. Sophomore/Upper-Class on campus room changes
2. Assignments for students who are returning to campus housing
3. Freshmen room changes

To be eligible to participate in this process, students must have Resident Student Status. This refers to students who were admitted to Marist College as Resident Students and have not since lost Resident Student Status. Students lose resident student status by taking less than 12 credit hours or withdrawing from college housing for any of the following reasons: Move Off-Campus, Commute from home, Graduation, or Transfer to a different school.

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

Submitting a Room Change Request:

- To request a room change students should submit the Mid-Year Room Assignment/Change Form located on the Current Students page at http://www.marist.edu/currentstudents/ 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 on the form.
- You must complete the Mid-Year Room Assignment/Change Form. E-mailed request will not be accepted.
- Students with a medical room change request must complete and submit the Medical Request Form located under Housing and Residential Life on the Current Students page by November 30, 2012.

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.

Types of Housing Room Change Request:

The most common types of Housing Room 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)
2. House-to-house/suite swap (ie. One person in the A bedroom of D2 wants to trade spaces with one person in B bedroom of E4)
3. Requesting a specific space (ie. You know someone in Leo 312 is leaving and you want to request to fill that space)
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)
Timeline Information:

- Continuing resident students can sign up for the Mid-Year Room Change Process beginning November 5, 2012 at 8:30 AM EST – November 30, 2012 at 8:30 AM EST. Room changes will be reviewed from November 30, 2012 – January 20, 2012.
- Requests submitted after November 30, 2012 are late and will be considered based on availability and on a case-by-case basis.
- Late requests will be reviewed after requests that were submitted on time are processed.
- There is no guarantee that requests will be approved.

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 2013 opening process.
- **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 get your new key and complete the check-in paperwork.

Approved Housing Room Change moves must be made prior to 5 PM EST on December 14, 2012.

Withdrawing from College Housing

If you are withdrawing from College Housing for any reason including graduation, you must complete the Withdrawal Form as soon as possible and submit it to the Office of Housing and Residential Life, Rotunda 387, or to your RD. The Withdrawal Form is located under Forms in the Housing and Residential Life of the Current Students page at [http://www.marist.edu/currentstudents/](http://www.marist.edu/currentstudents/).

To receive a refund on your $200 Housing deposit, you must withdraw from Housing by November 30, 2012.

**Important:** Seniors graduating in December must withdraw from Housing by November 30, 2012. Graduating seniors who submit their withdrawal form after this deadline will be ineligible for the $200 refund.
Section II: Sophomore/Upper-Class Room Change Information

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

- Room changes are for sophomore and upper-class students will be limited.
- **IMPORTANT:** Your individual priority points from the Spring 2012 Room Selection Process will be used.
- If you do not have priority points (ie. Spring 2011 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 only as an individual. Your group priority point average from the Room Selection process in April 2012 no longer applies.
  - You may request to live with specific people.
  - 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 you all would like to be considered together.
- If you are making a request for an in-house swap, all people who live in the impacted bedrooms must provide written consent to the change to the RD of the area.
- If you are making a request for a house-to house swap, all people in both houses must provide written consent to the change to the RD(s) of the area(s).
- 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.
- Students with a vacancy in their room/house/apartment are not permitted to request that someone fill the vacancy in their room/house.
- 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 meet with a representative from the Office of Housing and Residential Life prior to November 30, 2012.

Important Information for Students Residing at the Residence Inn

- If you would like to move out of the Residence Inn for the Spring 2013 semester, submit the Mid-Year Room Assignment/Change Request form.
- If you prefer to remain in the Residence Inn or if you decline an offer to move elsewhere, the Office of Housing and Residential Life reserves the right to move your housing assignment within the hotel to consolidate rooms.
  - For example, if you are living in a 4 person apartment and two of your roommates move out, it is possible that you and the other remaining person will be moved elsewhere within the hotel to fill vacancies.
- Housing space on campus is limited.
- Students approved to move out of the Residence Inn must vacate their room no later than Saturday, December 15, 2012.
Section III: Information for Students who are Returning to Campus

This section applies to resident students who are currently abroad, participating in Marist in Manhattan, a preapproved externship, and students who are returning from a Leave of Absence.

- If you do not currently have a room assignment on campus and you have resident student status, you will be assigned a housing placement in January and you must complete the Mid-Year Room Assignment/Change Form. The form can be found on the Current Students page of the Marist College website, http://www.marist.edu/currentstudents/, and must be completed between Monday, November 5, beginning at 8:30 am EST and Friday, November 30, ending at 8:30 am EST. Please keep the time difference in mind.

Please check the Current Students page on the Marist College website for the “Marist Students Studying Abroad for the Fall 2012 Semester” information.

- If you are returning from a Leave of Absence, you will not be eligible to complete the Room Assignment/Change Form.
  - Your housing request must be sent to housing@marist.edu from your Foxmail account.
  - Students returning from a Leave of Absence are not guaranteed housing.

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 typically make a request one for the following reasons:

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

If a request is granted for someone to fill a specific vacancy, all roommates within the room must provide written consent to the RD of his/her area.

Important: All Freshmen students who complete the Mid-Year Room Assignment/Change form must meet with their Resident Director prior to the November 30, 2012 deadline to discuss the circumstances of his/her request.

Please be reminded that the Office of Housing and Residential Life cannot guarantee that we will be able to accommodate every request.