

Housing Selection Live in 2012!

The housing selection process is an online process like registration. As usual, seniors and juniors sign-up first. When you enter the system, you will be able to choose from all currently available buildings. **When you complete the application, you will know your building assignment for 2012-2013.**

• **Juniors/Seniors Go FIRST:** Juniors and seniors can apply to return to their same residence hall space in Phase One or sign up for the Station at Mill Point, the Oaks, Danieleley O&P, Crest or limited space in residence halls on February 23 in Phase Two for juniors and seniors.

• **Housing Priority Number:** Every student participating in Phase Two receives a Housing Priority Number (HPN), which is based on GPA and years in housing (you receive one point for each semester lived on campus). To check your eligibility and learn what time you are scheduled to participate in housing selection, login to Ontrack beginning February 13th and click the link for the **eligibility page**.

• **Housing Priority Number Determines what time you apply:** Your application time in Phase Two is determined by your Housing Priority Number (HPN). The higher your number, the sooner you can log on and apply. The person in your group with the highest HPN should be designated to log-in and fill out the application for the group at the scheduled time.

• **First-Come, First-Served:** Applications in Phase Two are live, or **time sensitive**, within application time slots. For example, all sophomores in the first application time slot will be choosing housing at the same time.

Juniors/Seniors — Rising juniors or seniors can apply to return to their same residence hall space in Phase One or sign up for a different assignment on February 23. Juniors and seniors receive priority for assignments in the housing selection process; however, **there is a limit to the number of juniors and seniors who can live on campus each year.** Juniors and seniors who apply for housing on campus will know their on campus housing assignment by February 27.

Sophomores — Sophomores are required to live on-campus. Students may apply to the Off-Campus Applications Committee for a release. Applications can be picked up in residence life (Moseley 213) or downloaded from the off-campus application information website. Remember, submitting an off-campus application is not a guarantee that you will receive permission and students are advised not to sign a lease until they have received notice that their request has been approved.

Cancellation Policy — Elon University housing can be cancelled for the following reasons: study abroad, withdrawal (medical and academic), transfer, graduation, and rising juniors and seniors who wish to move off campus. The exceptions are for students who have signed leases in university owned apartments.

If cancelling based on the above requirements, you must come to residence life in Moseley 213 and complete a Housing Cancellation Form. To withdraw or transfer, you must also complete paperwork in the office of student development, Moseley 206.

Late cancellation of a housing assignment after the cancellation deadline will result in a **cancellation fee**. See our website for deadlines and applicable fees.

In a Nut Shell

- READ the materials.
- Pay your \$200 reservation fee
- Decide who you want to live with and all the places where you want to apply to live.

THEN EITHER:

- Apply for a learning community or a Greek house.
- OR
- Sign up for your current residence hall space online in Phase One.

OR

- Check your eligibility and Housing Priority Number.
- Fill out your Housing Selection Planning Worksheet with all your choices.
- Determine your application time slot for Phase Two (based on highest Housing Priority Number in your group).
- Apply online during your application time slot.

Online

Housing Selection 2012

Residence Life



Important Dates

Information Sessions

Weds, Feb 1	Res Halls	7pm Colonnades B 105
Tues, Feb 7	Apartments	6pm Daniel Commons
Mon, Feb 13	Relocation	5pm Belk Library 206
Mon, Feb 13	Res Halls	7pm Harden B
Sun, Feb 19	All Housing	6:30p Daniel Commons
Mon, Feb 20	Apartments	6:30pm Oaks 201
Mon., Mar 5	Res Hall & Apt	5pm West Commons

Learning Communities (LC)

Tues, Jan 31	Application available online at 8am
Tues, Feb 7	LCs at College Coffee
Mon, Feb 13	Application Deadline at 5pm
Tues, Feb 21	LC Assignments posted online

Fraternity/Sorority Housing

Weds, Feb 15	Info Session at 8:30pm Oaks 212
Fri, Feb 17	Application available online at 8am
Wed, Feb 29	F/S Assignments posted online

Phase One (Return to same space)

Tues, Feb 21	Application available online at 8am
Weds, Feb 22	Application Deadline at 5pm

Relocation Phase

Weds, Feb 29	3-5pm Moseley 215
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Phase Two

(Applying for a different assignment)

Thurs, Feb 23	Junior/Senior Sign Up
Mon, Feb 27	Junior/Senior Assignments Posted Online
Tues, Mar 6	Sophomore Days start at 4pm
Wed, Mar 7	Sophomore Days end at 10pm
Tues, Mar 13	Sophomore Assignments Posted online

Phase Three

Weds, Mar 14	2-5pm Moseley 215
Fri., Mar 16	Assignments Posted Online

Steps to Follow

Step 1: Read/review housing materials— available online at http://www.elon.edu/e-web/students/residence_life/

Step 2: Pay the bursar's office a \$200 housing reservation fee. This fee can be paid over the phone 336.278.5300, online, or through the bursar's office (Alamance 111) by check or credit card. No receipt is needed.

If you do not choose a housing assignment during the process, come in and complete a housing reservation fee refund form in Moseley 213 . Dates can be found at: http://www.elon.edu/e-web/students/residence_life/importantinformation/cancellationinformation.xhtml

Step 3: Talk to staff, attend information sessions, and choose a phase.

Step 4: Decide who you want to live with and consider your top choices for where you would like to live. Download and complete the **Housing Selection Planning Worksheet** from the residence life website. This worksheet will help you to prepare and consider options.

Step 5: To determine priority order in applying for housing during Phase Two all students will be given a housing priority number (see back panel for details). Your individual number determines what time you are eligible to log on to Ontrack to complete the housing application.

Step 6: When it is your time to apply, one member of your team will login to Ontrack (this must be a group member whose individual housing priority number makes them eligible for that time period). When you log on you will input the Datatel numbers of your entire group. Based on your group size you will be shown a complete list of all **CURRENTLY AVAILABLE** buildings. If a building has been filled prior to your application time, it will not be shown.

You will then select from the list which building you want your group to live in. Once you select the building and click submit, you are guaranteed this building for your assignment. Final assignments will be posted a few days later on Ontrack.

The Phases



Phase One: Residents who choose to remain in their current residence hall spaces may return to their assignments for next year provided they sign-up with the correct number of roommates required to remain in their particular type of space. (Example:

a three person group cannot select a four person Colonnades pod). The application is online from **8:00am on Feb 21. to 5:00pm on Feb. 22. This phase is not time sensitive like Phase Two.**

Phase Two: If students choose not to go through Phase One for their current residence hall, they can apply for on-campus apartments, flats/suites, singles, or doubles by applying online during Phase Two:

Junior/Senior Phase Two: February 23
Sophomore Phase Two: March 6-7

Phase Two is time sensitive just as class registration is through Ontrack.

Rising seniors and juniors will apply before rising sophomores and will be informed of their final housing assignment by February 27.

Phase Three: Students who did not receive an assignment or missed the deadlines are invited to attend Phase Three in Moseley 215 - Wednesday, March 14 from 2 to 5pm to apply for an assignment.

Additional Info

All applications for all phases will be available either through Ontrack or the residence life website.

If you have medical needs, please see the residence life website for instructions on how to make a housing request. **Requests must be submitted to Disability Services in Duke 108 by February 22, 2012.**

If you have questions, please email residencelife@elon.edu, stop by Moseley 213, or call 336.278.7300



Follow us on Twitter (@ElonResLife) and Facebook (Residence Life @ Elon University) for updates and reminders!!