

Online Housing Selection 2012



Welcome to Housing Selection 2012! Please **read through all the materials carefully** so you are as familiar with the process as possible. Remember to be mindful of the deadlines. It is each student's responsibility to know and follow the instructions provided.

Housing Reservation Fee:

- Housing selection is an online process. This means just like class registration you must pay special attention to the dates that the application will be available and the time your group is eligible to apply.
- In order to participate in selection you must pay the bursar's office a **\$200 housing reservation fee**. No receipt is needed. The only exception to paying the \$200 reservation fee is for students renewing leases in Elon owned apartments and students with certain scholarships. This fee can be paid over the phone (336-278-5300), [online](#), or a check or credit card can be brought to the bursar's office (Alamance 111).
 - If you are assigned a residence hall space your reservation fee will be applied to your fall tuition bill.
 - If you are assigned an apartment space your reservation fee will be transferred to a security deposit account and will be held until you move out of the apartment.
 - If you do not receive a housing assignment during selection come to Moseley 213 and complete a housing reservation fee refund form. Reservation fees will be refunded in the same manner that they were paid.

Learning Communities

- Students interested in one of our learning communities must apply online. Also, students who currently belong to a community and wish to return must re-apply.
- Learning community selection occurs before housing selection (January 31- February 13).
- Attend College Coffee on February 7 and click [here](#) for more information.

Phase One: Returning to the Same Space

- Phase One: Residents who choose to remain in their current residence hall spaces may return to their assignments for next year providing they sign up with the correct number of roommates required to retain their particular type of space. (Example: A three person group cannot return to a four person Colonnades pod). **This year, Phase One is for juniors/seniors and sophomores who wish to return to their residence hall space. Juniors and seniors will not be able to return to the same apartment in Phase One.** The application is **online from 8am on February 21 to 5pm on February 22**. For more information on group minimums in Phase One, click [here](#).
- Students who choose not to participate in Phase One will relinquish the right to their current spaces, and those spaces become part of the general housing pool. Students going through Phase Two may then apply for these spaces.

Phase Two

- If you choose not to go through Phase One, you can apply for on-campus apartments, flats/suites, singles or doubles by completing a Phase Two application. **Phase Two for rising juniors/seniors is February 23. The application is available at 4pm until the junior/senior cap is reached. Phase Two for rising sophomores is March 6-7. Applications are available at 4pm on the 6th and due by 10pm on the 7th.**

Housing Priority Number & Eligibility in Phase Two

- To determine priority order in applying for housing all students will be given a housing priority number. This number is based on your cumulative G.P.A. and your years in housing (you receive one point for every semester lived on campus). **Your individual number determines what time you are eligible to log in** to Ontrack to complete the housing application. The higher your number, the earlier you are eligible to begin. To view the application schedule click [here](#) beginning February 13.
 - To learn what your housing priority number is, log on to Ontrack beginning February 13th and click the link for the eligibility page.
- As you are getting your group together (the group of people you want to live with next year) use the “Check Eligibility” link on Ontrack to determine who in your group has the highest housing priority number and therefore the earliest start time. You will want to designate this person to login at the appropriate time and complete the application for your group. You will also want to ensure that everyone in your group has paid the \$200 housing reservation fee.

Applying in Phase Two

- When it is your time to apply, one member of your team will login to Ontrack (this must be a team 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 shown which building you want your group to live in. Once you select the building and click submit, you are guaranteed this building for your final assignment. A specific room/suite/flat/apartment will be assigned shortly after the application period ends and posted on Ontrack.
- As always, some housing options will be limited. I strongly encourage you to examine all choices and use the housing selection planning worksheet to create **as many options for yourself as possible. You will want to have a double room option somewhere on your list of choices.**

Rising Juniors and Seniors Only

- Rising juniors and seniors will be able to participate in Phase One for residence halls only. They will not be able to participate in Phase One for apartments, but can sign up for other apartment and residence hall spaces on February 23. **There is a limit to the number of juniors and seniors who can live on campus each year.** This limit is to ensure that there is enough space for incoming students and rising sophomores (Elon has a two year live-on requirement). Rising juniors and seniors may NOT pull in sophomores to live at the Station at Mill Point.

Rising Sophomores Only

- Elon students are required to live on-campus for their first two years. If students wish to live off campus for their sophomore year, they must submit an off-campus application. Applications can be picked up in residence life (Moseley 213) or by going to the off campus application page.

Medical Accommodations Request

- 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.**

Please Note

- Crest Apartments will be offered as housing options during Phase Two. See the new Crest apartment's web page in the housing selection section for more details.
- Newman Center-Holland House will be offered through the learning community process.
- **Housing selection is only for currently enrolled students.** Groups must be formed with people who are currently students. Students who are currently withdrawn, students who will be re-admitted for the fall, new incoming students, and new incoming transfer students are not eligible to participate in housing selection. Students in these categories have their own housing application/selection process that occurs during the summer months.
- **Students who will study abroad in the fall of 2012 should not participate in housing selection.** Those students will complete the housing application in November 2012 for housing when they return from abroad.

I encourage you to review the entire housing selection [website](#) and to pay close attention to your email account. Beginning in February, please be sure to visit the eligibility page (on Ontrack) to check that the members of your group have met their requirements before you begin the application. Please feel free to contact residence life (336-278-7300) or your area office with any questions about this process.