

HOUSING ROOM SELECTION PROCESS 2016-2017

Guidelines for Selecting a Room for Fall 2016 Semester

The following guidelines will govern the room selection process for the residence halls, apartments, and townhouses for the 2016-17 academic year. If you have any questions or concerns, please contact the Student Life Office, HMSC. Office hours: Monday-Friday, 8:00 am-5:00 pm.

HOUSING WILL BE DONE ONLINE THROUGH A PROGRAM CALLED “SIMPLE CAMPUS HOUSING”. You can sign up for housing anywhere you have an internet connection when it is your turn.

ROOM SELECTION PROCEDURES

Room selection will run from April 12th -22nd. See assigned times listed under “Timeline”. All students will receive their log-in instructions prior to room selection dates via your Thiel email account. Please check with the Records Office if you are unsure of your correct class year/credit hours as room selection times are based on class year. If your class year is incorrect you need to go to the Records Office (1st floor, Roth Hall) and have your class year corrected and then notify the Office of Student Life of your correct class year. This must be completed before you choose a room for Fall Term. *If your intended roommate has a higher class year, then that student may choose you as a roommate and you will be instructed to “confirm” that reservation via your Thiel email account.* **ALL STUDENTS MUST BE REGISTERED FOR FALL CLASSES BEFORE THEY PICK A ROOM AND MUST BE IN GOOD STANDING WITH THE STUDENT ACCOUNTS OFFICE 24 hours in advance of logging in. (If in doubt of your financial situation check with the Student Accounts Office – 1st floor Roth Hall.)**

NOTE: A \$100 DEPOSIT WILL BE REQUIRED TO RESERVE A ROOM. The deposit is due **by April 8th**. Please give your deposit (or mail in) to Student Accounts (1st Floor Roth) and make checks payable to “Thiel College”. Also, for your convenience your room deposit may be put on your American Express, Visa, MasterCard, or Discover card by visiting the Student Accounts Office **during office hours**. (Note: There is a convenience fee of 2.5% when using a credit card). Both you and your roommate(s) **EACH** need to pay a \$100 deposit for your room, apartment, or townhouse to be confirmed. The deposit will be credited to your fall room charge. **This is not an extra fee!** Your deposit is refundable until June 30, 2016. **NO DEPOSIT WILL BE REFUNDED AFTER JUNE 30, 2016!**

REMINDER: IN ORDER TO SELECT A ROOM FOR THE 2016-2017 ACADEMIC YEAR, YOU MUST HAVE PAID YOUR \$100 ROOM DEPOSIT, HAVE REGISTERED FOR FALL CLASSES, AND NOT HAVE A PAST DUE BALANCE WITH THE COLLEGE. NO EXCEPTIONS!

The computer will NOT permit you to complete the process if the above items are not completed in the campus software system so please take care of all items AT LEAST 24 hours (business days) in advance.

WHAT ARE MY HOUSING OPTIONS?

Student housing for 2016-17 falls into three categories—theme housing (through a special application in advance and includes Greeks, clubs, and organizations), apartments and townhouses, and residence halls. All residence halls are co-ed by floor or wing. Apartments and townhouses are co-ed by building not by rooms within an apartment. You can find full descriptions of these options by going to www.thiel.edu/reslife

Freshman: Flo West, Sawhill, and Hodge Hall will be available to new students only.

Upperclassmen: Apartments and townhouses, Bane Hall, and Stewart Hall are available for Fall 2016 to Upperclass students during room selection. A limited number of efficiencies (studio 1-2 students), one bedroom (1-2 persons) and two bedroom (3 or 4 persons) apartments are available in the Davis Square Apartment complex and in College Avenue apartments. Townhouses will house up to 5 students (minimum of 3 eligible students to reserve a townhouse on the computer).

HARTER HALL WILL NOT BE AVAILABLE FOR FALL 2016.

Limited options are offered for selection of individual rooms which will apply to all houses and halls. Cost is PER STUDENT.

Residence Halls (Harter, Florence West, Sawhill, Bane, Stewart):

Double occupancy (2 persons) - \$5,850 per person per year

Single occupancy (1 person) - \$7,814 per person per year

Residence Halls (Hodge Hall):

Double occupancy (2 persons) - \$6,358 per person per year

Single occupancy (1 person) - \$8,320 per person per year

Davis Square Apts. (1 bedroom):

Double occupancy - \$7,400 per person per year

Single occupancy - \$8,898 per person per year

Davis Square Apts. (2 bedrooms):

Triple occupancy - \$7,400 per person per year

Double occupancy - \$8,898 per person per year

Townhouses:

5 Persons - \$7,928 per person per year

4 Persons - \$8,898 per person per year

3 Persons - \$11,850 per person per year

College Avenue Apts:

Efficiency-Double occupancy - \$6,936 per person per year

Efficiency-Single occupancy - \$8,216 per person per year

1 Bedroom-Double occupancy - \$7,400 per person per year

1 Bedroom-Single occupancy - \$8,898 per person per year

2 Bedroom-Quad occupancy - \$7,400 per person per year

2 Bedroom-Triple occupancy - \$7,928 per person per year

2 Bedroom-Double occupancy - \$9,340 per person per year

Theme Houses (including Frats 1 and 2): Cost is based on TOTAL OCCUPANCY of house and is divided into three levels. Specific house occupancies are listed below. Cost is PER STUDENT.

<u>House</u>	<u>Level One Occupancy</u> <u>\$6,130 per year</u>	<u>Level Two Occupancy</u> <u>\$7,400 per year</u>	<u>Level Three Occupancy</u> <u>\$9,340 per year</u>
Frat 1	23-34 students	17-22 students	13-16 students
Frat 2	23-34 students	17-22 students	13-16 students
Hunton Hall	28-46 students	20-27 students	13-19 students
House 42	13-15 students	11-12 students	9-10 students
House 58	16 students	13-15 students	10-12 students
House 60	7 students	6 students	5 students
House 62	7 students	6 students	5 students
House 66	7-8 students	6 students	5 students
House 121	6 students	5 students	4 students
House 123	8-9 students	7 students	6 students

*Private rooms are limited with medical privates having first priority at the **additional private room rate**. All special medical housing accommodation requests must be made through the Disability Services Office (contact Tami Micsky at 724-589-2063).

Note: If apartments and townhouses are not filled to specific capacity options you will be charged a higher rate than is listed. Example: Townhouse with two person occupancy will be an additional charge. The computer will not permit you to keep a space without filling the minimum number of assigned beds.

Those persons not assigned a private room or premium housing space, but desiring one, will be placed on a waiting list. If additional private rooms or premium housing spaces become available, those on the waiting list will be notified by the Student Life Office and have the opportunity of moving into that space in August or September. **NO STUDENT MAY OCCUPY A SINGLE ROOM WITHOUT PAYING FOR THAT PRIVILEGE.** If your roommate fails to return to campus in the fall and you are unable to find a roommate, the Office of Student Life will assist you in finding a roommate (please see your student handbook for more information). The second set of furniture **MUST** be left in student rooms even if a room is occupied by one student.

In fairness to students paying for the privilege of a private room, **NO PRIVATE ROOMS WILL BE OCCUPIED DURING 2016-17 ACADEMIC YEAR WITHOUT APPROPRIATE PAYMENT.** A student paying for double occupancy must have a roommate.

WHAT IF I NEED A PRIVATE ROOM DUE TO MEDICAL REASONS?

All special medical housing accommodation requests must be made through the Disability Services Office (contact Tami Micsky at 724-589-2063).

CAN WE BLOCK A FLOOR OR WING?

Groups desiring to live together in a designated area (Greeks, clubs and/or organizations, etc.) may apply for theme housing. Applications and specific information is available in the Office of Student Life.

TIMELINE: Login times will be announced with login instructions (credits earned through DEC. 2015)

Current Seniors/ “super seniors” (88+)	April 12 th -13 th
Current Juniors (58-87 credits)	April 14 th - 15 th
Current Sophomores (26-57 credits)	April 19 th -20 th
Current Freshman and all others (25 or less)	April 21 st -22 nd

Theme house recipients will be notified by the Student Life office and all theme houses will have to turn in their final floorplans by April 1, 2016. Students in theme housing will NOT go through Room Selection BUT will have to complete the housing contract via Simple Campus Housing.

ROOM CHANGE

If your roommate does not return for the fall or spring semester you have the option of choosing a roommate of your choice or if a private room is available you have the option of selecting the private room at the additional charge. However, if you do not choose a roommate or refuse an assigned roommate you will be charged the additional fee for the private room. No room changes may be made without prior approval of the Housing Office. Room change forms are available in the Housing Office. Unauthorized room changes will result in a fine of \$25.00 per day. If you have any questions regarding the above, contact the Office of Student Life, HMSC or consult your Student Handbook for room change guidelines and fees.

***THIEL COLLEGE RESERVES THE RIGHT TO ASSIGN ROOMS AND ROOMMATES AND EXPECTS ALL STUDENTS TO RESPECT ITS PROPERTY AND FURNISHINGS. IF YOU DO NOT CHOOSE A ROOMMATE AND DO NOT WISH TO PAY FOR A PRIVATE ROOM, THE OFFICE OF STUDENT LIFE WILL ASSIST YOU IN FINDING A ROOMMATE, EITHER IN YOUR ROOM OR IN ANOTHER ROOM.

SUMMER SCHOOL HOUSING

Summer school housing will be available on a first-come, first-serve, space available basis. Housing is **ONLY available to students registered for summer classes and/or working on campus** during summer months. Cost will be \$100 per week. If you are employed on campus for the summer (a minimum of 20 hours per week) housing cost will be \$50 per week. Cost **WILL INCLUDE** 5 lunches per week (M-F). Contact the Office of Student Life, HMSC, for housing assignment. Summer housing location is **Harter Hall**. **The deadline to sign up for Summer Housing is Friday, April 22, 2016!**

ADDITIONAL INFORMATION: Contact Rhonda Laird at rlaird@thiel.edu , or Roberta Mutinelli at rmutinelli@thiel.edu . Office hours are 8:00-5:00. You can also refer to your Student Handbook.

