

PROCEDURES TO SIGN UP FOR HOUSING:

- Review all housing renewal information on web.
- Attend your hall/ floor meeting to receive your housing renewal card.
- Determine your desired roommates for next year.
- Come to housing renewal on your scheduled date and time. Your time is noted on your housing renewal card. The earlier you come during that time, the better your chances are of getting your preferred room type. Lines will form earlier than the start time; however, we will not begin the process until the stated time.
- Bring the following to housing renewal:
 - LTU Student ID
 - Housing renewal card
 - Housing application & contract
 - Summer application and contract (if applicable)
- You will be able to choose from available rooms/spaces from a diagram of all available spaces/rooms.

REMINDERS FOR 2009-2010:

- Both residence halls are now completely **smoke free**.
- There will be no same room sign up. All rooms will be available.
- Single rooms will not be available at housing renewal. A waiting list will be created from the housing renewal card request. If space is available, single rooms will be assigned in the summer from the waiting list only. If you need a single room for medical reasons, please contact the Office of University Housing **prior** to housing renewal to verify your status.
- Your housing application fee of \$200 must be paid prior to the contract period. Your payment will be kept on file and does not need to be paid again as long as you continue to reside in University Housing.

FLOORS AVAILABLE FOR RETURNING STUDENTS:

- University Housing North – 1ST, 3RD & 4TH
- University Housing South – 5TH, 6TH, 7TH, 8TH & 9TH

MEAL PLANS:

- All students living in the residence halls for the 2009-2010 academic year will be required to purchase a meal plan OR \$125 in café cash each semester.
- Students may REQUEST an exemption for medical, religious, or cultural reasons. Request forms are available in the Office of University Housing. If a student requests an exemption and it is not approved, the student will still be required to have a meal plan or café cash.
- All returning students that renew a meal plan will receive a FREE GIFT! (Hint – you will never be thirsty while you are in school.)

ROOMMATE INFORMATION:

- If you want to live with a roommate who has a different housing renewal time than yours, you can both come during the earliest person's time slot.
- All intended roommates must be present to sign up, or a roommate can authorize one of the other roommates/residents to act as their proxy.
- If an intended roommate currently lives off campus, they may sign up during the resident's earliest time as long as they complete a University Housing application/contract and submit the \$200 application fee at the time of sign up.
- If you wish to live with an incoming first year student, the request must be mutual and can not be guaranteed. Please notify the University Housing staff *prior* to the housing renewal period if you have such a request.

PROXY INFORMATION:

- If you cannot attend housing renewal during your time, you may find a friend to act as a proxy in your place.
- Your proxy will need their student ID and all of your housing renewal paperwork. They do not need your student ID.
- Please choose someone who you trust to act as your proxy. This person will be authorized to select the room you will be living in next year, and their choice will be final.
- Proxies may not sign up for the intended roommates of the person they are representing (*unless they have also been designated as proxy for those people*), nor may they sign up for themselves on the time slot of the person they are representing, unless they will be that person's roommate.

CO-ED APARTMENTS:

- Co-ed living is allowed again on any returning student floor in both buildings.
- In order to request this, all students must agree and mutually request the same roommates.
- Each apartment must be filled to maximum capacity at all times. If at any time someone moves out of a co-ed apartment, it is the responsibility of the existing roommates to find a new roommate. If you are unable to do so, the apartment will be converted back to single gender and the Office of University Housing may reassign you to another space.
- The Office of University Housing would never place a student into a co-ed living apartment unless it was mutually agreed upon by all of the roommates.

WAITING LIST:

- Once a specific room type is filled, we will start a waiting list for that room type. If you desire to live in a room type that was not available during your housing renewal time, please indicate that you wish to be placed on the waiting list for that room type during housing renewal.
- The Office of University Housing will attempt to accommodate requests throughout the summer and into the academic year. If at any time you wish to remove your request off of the waitlist, please notify the Office of University Housing in writing.

CONSOLIDATION POLICY:

- During housing renewal, the consolidation policy will be in effect. If there is a space in a room type that you are requesting, you must fill that space unless there is not enough space for you and your mutually requested roommate(s).
- If there are not enough available spaces in the same room for you and your requested roommates(s), then another room will be opened up if one is available.

OFFICIAL ROOM ASSIGNMENT NOTIFICATION:

- The Office of University Housing makes every attempt to keep you in the room that you signed into during housing renewal. However, sometimes a need arises that necessitates your reassignment.
- You will receive notification by mail by mid to late July of your room assignment for the fall.

CONTRACT CANCELLATION:

- Should you desire to cancel your housing contract once you submit it, please be advised of the following:
 - Please read carefully the terms and conditions of the application and contract.
 - All cancellations must be done in writing. Any other form of attempted cancellation (i.e., phone, email, etc.) will not be considered valid and the contract will continue to remain in effect.
 - You must fill out a housing contract cancellation request form. It is available in the Office of University Housing or on-line.