

PROCEDURES

- Review all housing renewal information on the web and this document.
- Determine your desired roommates for next year.
- Complete necessary forms **PRIOR** to renewal and **print them out**.
- Come to housing renewal at your scheduled time (see below). 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 your **PRINTED** housing application and your LTU student ID.
- You will be able to choose from available rooms/spaces from a diagram of all available spaces/rooms.
- If you are also applying for summer housing please complete the summer housing application and bring it with you to housing renewal to turn in. You will not pick your summer room at housing renewal; the Office of University Housing will place you into your summer room at a later time and inform you of your placement.

RENEWAL SCHEDULE

The housing renewal process will take place in the Atrium according to the following schedule:

- Wednesday, April 20, 2011:
 - 9:00 am – 10:00 am: Graduate students
 - 10:00 am – 11:00 am: Seniors
 - 11:00 am – 12:00 pm: Juniors
 - 1:00 pm – 2:00 pm: Sophomores
 - 2:00 pm – 3:00 pm: Freshmen
 - 3:00 pm – 4:00 pm: Students who missed their time slot, students who want to change their initial room request, and off campus students who haven't signed up for housing.
- If you miss the housing renewal process and you wish to sign up for housing, you may do so in the Office of University Housing, room C405, beginning Monday, April 25, 2011.

HOUSING UPDATES & REMINDERS FOR 2011-2012:

- Move in for upperclassmen may be moved up to begin on the Sunday before classes, therefore early arrivals may not be approved for next year. When you receive your housing placement over the summer please make sure you look for this key information.
- To ensure the proper use and care of our apartments, University Housing will continue to perform room inspections next year once per semester unless needed on a more frequent basis.
- To ensure that University Housing and Campus Facilities are able to keep up and repair any damage, vandalism, etc. that may occur to apartments and common areas, students will be held accountable for all costs for any damage done to the apartment and all residents of a floor or the entire building will incur the cost of common area damages.
- Both residence halls will be closed for Winter Semester break. If you need to stay over break you will have to apply to stay and pay a fee of \$100.
- Both residence halls are completely **smoke free**.

**Each student is responsible and required for reading the Guidelines for University Living at the beginning of each school year to inform them on any changes in housing.*

HOUSING RENEWAL REMINDERS FOR 2011-2012:

- 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 at housing renewal so if you wish to have a single, please make sure you ask to be put on the waiting list at housing renewal. 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
- *Note: If you will be remaining for the summer and are living in North Housing for the fall, you may want to consider choosing a room on the 4th floor of North. All summer housing students will be placed in North Housing for the summer beginning with the 4th floor.*

MEAL PLANS:

- All students living in the residence halls for the 2011-2012 academic year will be required to purchase one of the following meal plans.
 - Students who have lived in housing for 2 or more years may choose **ANY** of the plans below.
 - Students who were new to housing this year (lived in housing for 1 or more years) can choose **ANY** plan **EXCEPT** the 6 meals per week and 100 Blue Devil Dollars per semester plan.

Meal Plan	Available To	Rate Per Semester	Rate for Both Semester
6 meals per week and 100 Blue Devil Dollars per semester	This meal plan is only offered to residents who have currently lived in housing for 2 or more years.	\$500	\$1,000
7 meals per week and 100 Blue Devil Dollars per semester	This meal plan is only offered to residents who have currently lived in housing for 1 or more years.	\$700	\$1,400
11 meals per week and 150 Blue Devil Dollars per semester	This meal plan is offered to any student that lives in housing.	\$1,050	\$2,100
15 meals per week and 75 Blue Devil Dollars per semester	This meal plan is offered to any student that lives in housing.	\$1,050	\$2,100

- Devil Dollars can be used at Einstein Bagels, the POD in the UTLC and for evening pizza delivery from Papa Johns.
- Students will be able to swipe a friend in using a meal.
- Meals do not roll over to the next week but Blue Devil Dollars do roll over from the Fall semester to the Spring semester.
- Students may **REQUEST** an exemption for medical, religious, or cultural reasons.
 - Request forms are available in the Office of University Housing.

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 by emailing housing@ltu.edu **prior** to housing renewal.
- **ALL PROXY REQUESTS MUST BE SUBMITTED BY TUESDAY, APRIL 19, 2011 BY NOON OR YOUR PROXY WILL BE DENIED.**
- 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 **prior** to the time of sign up.

PROXY INFORMATION:

- If you cannot attend housing renewal during your time, you may find a friend to act as a proxy in your place.
- You must notify the Office of University Housing by email to indicate your proxy choice prior to housing renewal. **ALL PROXY REQUESTS MUST BE SUBMITTED BY TUESDAY, APRIL 19, 2011 BY NOON OR YOUR PROXY WILL BE DENIED.**
- Your proxy will need their 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 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.
 - You must fill out a housing contract cancellation request form. It is available on the housing website.