2019-2020 Room Selection Frequently Asked Questions

What do I need to do to be a part of room selection?
Any current student (resident or commuter) needs to complete a housing application and submit the $250 housing deposit by 12 PM on Wednesday, March 20th, 2019.

Where can I get the housing application?
NEW THIS YEAR – The housing application is online. An email was sent to your GMercyU email address on February 1st with the link to the application. They are also available at www.gmercyu.edu/roomselection.

How do I pay the housing deposit?
The $250 housing deposit needs to be paid via the Campbell Solution Center. Students can go in person or complete it on-line. If you want to pay the deposit on-line, simply go to Self Service – Finances – Make A Payment. Fall 2019 housing deposits will not be accepted as a housing deposit if you still owe a balance for Spring 2019. If your payment is made online, it will go towards your Spring 2019 balance.

What residence halls can I choose from?
Only Siena and Alexandria Hall will be available to choose from for room selection.

What kind of rooms are available?
Siena Hall features 4-person suites (2 doubles) with a bathroom. Alexandria Hall features traditional community style living (double rooms and community bathroom) and the same type of suites as Siena. In addition, some suites in Alexandria feature a living room!

What about a single room?
At this time, we can only offer the four single rooms in Siena Hall which are the 04/06 suites on both floors. The ability to offer more singles may not be decided on until after room selection has concluded.

How are lottery numbers assigned?
Lottery numbers are randomly assigned based on the number of applications we receive for a specific class year. As our process is seniority based, rising seniors will receive the first set of lottery numbers, then the rising juniors, and finally the rising sophomores. For example, if we have 50 rising seniors apply, numbers 1-50 will be randomly assigned to those students. Rising juniors would then start with 51 and so on.

What is the lottery card?
On or around April 3rd, each student will receive a lottery card that has their name, lottery number, and the specific day and time to come to select a room. Resident students’ lottery cards will be placed in their on campus mailboxes and commuter students will pick their cards up at our office. The day and time to come and select is based on your number. This lottery card, as well as the cards of the others you want to live with, need to be with you when selecting a room.

How does it work if I want to live with other people?
If you are looking to live with other people, whomever in your group has the lower lottery number, that person is the
number you will use. This is what is also called “pulling-in.” The student who has the lower lottery number will pull-in other students so you can all live together.

**Can I live with anyone else I want?**
For room selection, students can live with anyone else who also has a lottery number as only eligible students have received a number. This means that a rising senior could live with a rising sophomore. **You are not able to pull-in someone who does not have a lottery number, which includes new students admitted for the 2019-2020 academic year.**

**What if I want a room or suite but cannot fill all of the spaces?**
While we allow students to select from whatever spaces are available at the time of their selection, our main goal is for you to have the exact number of residents to fill a room or suite. It is our desire to fill as many rooms and suites as possible without having empty spaces so depending on what is open and how many students are looking to be housed, we may direct you to a specific room or suite to be filled. While we would allow 3 people to go into an empty suite for example, it should be expected that the leftover space will be filled at some point. **NOTE: You must have a full group of 4 to fill the Alexandria Hall suites with living rooms.**

**What if I cannot attend room selection? Can I use a Proxy?**
All students who have a lottery number and want a space on campus must be present to select a room, even if you are using someone else who has a better lottery number than yourself. If you cannot attend room selection, you will need to designate a Proxy (a substitute) to select a room for you. This can be accomplished through your lottery card! Simply fill out information located on the card to designate a proxy.

**What if the building or suite I want is full when I select?**
It is recommended to have at least two backup plans. This way, if your first choice is unavailable, you will be prepared to select an alternate assignment. If you are going to sign up with a group of friends and you all cannot fit into the same room or suite, you will need to break down into smaller groups and find a space that can accommodate.

**How can I view floor plans and what spaces will be available?**
Floor plans will be made available via [www.gmercyu.edu/roomselection](http://www.gmercyu.edu/roomselection) for students to review.

**What scenarios allow a student to cancel their room assignment and contract?**
The Annual Room and Board Contract is a binding agreement for the academic year a student has signed up for housing. Students will automatically be released from the contract if they are leaving the school. Outside of changing your status as a student, there are a few circumstances that we would approve a contract release. For more information, please take a Contract Release Form outside Loyola 138 or speak with a Residence Life professional staff member.

**What if I need special housing accommodations?**
Students who believe they need special housing accommodations due to a disability should contact Student Accessibility Services (SAS). For specific information on their process, please go to their website: [https://www.gmercyu.edu/student-life/campus-resources/student-accessibility-services](https://www.gmercyu.edu/student-life/campus-resources/student-accessibility-services).

**How will I be aware of any updates?**
We will do most of our communication through e-mail but also through social media so be sure to follow us on Facebook, Twitter, and Instagram!

**What if I have more questions?**
We are always available! Stop by any of our offices in Loyola Hall or Alexandria, e-mail us at reslife@gmercyu.edu, or give us a ring at 267-448-1305.