

## Lottery Policies & Procedures

- **Proxy:** Students are required to be present in order to obtain a room. Students unable to attend lottery must designate a proxy no later than 24 hours prior to the lottery. A person can be the proxy for more than one student. Contact the Housing Coordinator for proxy information.
- **Securing a Room:** Students using their lottery number to secure a room, suite, or apartment **must** reside in that space throughout the first semester.
- **Wait List:** All students **must** select an assignment the night of lottery. Students wanting to change rooms need to place themselves on the "Wait List." Requests for change of assignments will be considered after the room freeze period and after all students are housed.
- **Apartment, Suite & Room Selection:** In order to obtain a room, students must have the required number of people to completely fill the space and all roommates must be present at the time of the lottery to select the space.
- **Students Without a Roommate:** Students without a roommate may select a double room within any building. However, the next individual of the same gender who also does not have a roommate requesting that building will be placed in the other half of that open double.
- **Unauthorized Room Changes:** Room assignments will be in effect for the 2009-2010 academic year. Students cannot change rooms without completing the proper paperwork first. An unauthorized room change might result in the following: 1. disciplinary action; 2. loss of lottery number for the following year; and/or 3. administrative room change.
- **Vacancy Consolidation Process:** Students with a vacant space in their room, apartment or suite will be required to either "consolidate" the space by having another student move into the vacant space or move out of that space into another room. The University reserves the right to reassign or remove students from room assignments when deemed necessary.
- **Disability/Medical Housing:** Students who have a disability or medical condition that requires reasonable specific housing accommodations must make that request known by providing documentation describing the disability and the reason for the specific accommodation to Jennifer Grube Vestal of the Academic Support and Enrichment Center by **March 16**. If accommodation can be secured through the lottery process, students will be instructed to go through lottery rather than secure a space in advance. Accommodations are provided only for the student with the disability/medical need and do not carry over to roommates. For more information and to print a request form visit [www.denison.edu/academics/support/disability.html](http://www.denison.edu/academics/support/disability.html)
- **Abuse of Lottery System:** Students suspected of abusing the lottery system, harassing participants and/or staff or otherwise inhibiting a fair process could face the following: 1. immediate removal from the lottery process; 2. disciplinary action; 3. loss of lottery number for the following year; and/or 4. administrative room change.

## Special Note to Rising Sophomores:

It is likely that housing capacity may be reached at the 4/15 lottery night; therefore some rising sophomore students will not be able to select a room the night of the rising Sophomore lottery. Students not housed will be placed on the "To Be Housed List" and will be the first students housed when space opens up as other students confirm their status at the university later in the spring and summer. We will make every attempt to honor roommate requests. Rest assured **ALL students will be housed** before they return to school for the fall semester.

## Reminders:

All students must present their **Denison ID**

Students **must** be on time for Lottery! Students who miss their number being called will fall to the back of the class.

Please no cell phones or computers. They slow down the selection process!

Students choosing to live in King, Stone or Satellite Housing need to be particularly mindful of the Granville Noise Ordinance which starts at 10 pm.

If you cannot attend the lottery, you must designate a proxy no later than 24 hours prior to the lottery. You can register a proxy online or with Donna Davis, [davidd@denison.edu](mailto:davidd@denison.edu)

Have several contingency plans in case you do not get your first choice in room selection.

Want more lottery information and floor plans? Go to: <http://www.denison.edu/offices/residentiaillife/lottery.html>

Students who do not/forget to register for the general lottery will **not receive** a lottery number. They can, however, be pulled into a room by another student with their lottery number. Students that did not register for special interest cannot participate in the special interest lottery.

## Questions? Contact:

Bill Fox, Assistant Dean of Students & Director of Housing & Residential Life  
[foxw@denison.edu](mailto:foxw@denison.edu) phone: 6271

Donna Davis, Housing Coordinator  
[davidd@denison.edu](mailto:davidd@denison.edu) phone: 6272

Come see us in Doane 101 or attend an information session—  
March 5th or 23rd!

**DENISON UNIVERSITY**

**Campus & Residential Life**

## LOTTERY GUIDE For Upcoming Fall 2009 Room Assignment Process

Medical Housing  
request forms  
due March 16

Lottery Registration  
March 5th—March  
26th

Information  
Sessions:  
March 5th & March  
23rd— see details  
inside!

## LOTTERY DATES, TIMES & LOCATIONS

**Tues. 4/7—Quiet/Substance-Free \* - Curtis Veggie**  
5:00 PM Male Quiet/Sub-Free Lottery  
6:30 PM Female Quiet/Sub-Free Lottery

**Thurs. 4/9—Rising Senior Lottery - Curtis Veggie**  
5:00 PM Male Lottery (Seniors Only)  
6:30 PM Male Lottery (Seniors with Junior roommates then Seniors with Sophomore roommates)  
7:30 PM Female Lottery (Seniors Only)  
Female Lottery (Seniors with Junior roommates then Seniors with Sophomore roommates)

**Mon. 4/13—Rising Junior Lottery - Curtis Veggie**  
5:00 PM Male Lottery (Juniors Only)  
6:30 PM Male Lottery (Juniors with Sophomore roommates)  
7:00 PM Female Lottery (Juniors Only)  
8:30 PM Female Lottery (Juniors with Sophomore roommates)

**Wed. 4/15—Rising Sophomore Lottery - Curtis Veggie**  
5:00 PM Male Lottery  
7:00 PM Female Lottery

\* Must register specifically for these lotteries to participate

[www.denison.edu/offices/residentiaillife/lottery.html](http://www.denison.edu/offices/residentiaillife/lottery.html)

## Lottery Eligibility

- **Eligible**—Students clear of any outstanding bills from the Cashier's Office.
- **Not Eligible**—Students participating in Fall '09 Off-Campus Study, Residential Staff Members (and roommates) and students already housed due to medical or disability needs.

## To Register:

- Log onto my.denison.edu. Then go to Student Self Service. Click on Residential Life and Lottery Registration to begin the registration process.
- You can participate in more than one lottery. Specific building designations are located in a subsequent section. In order to participate in any of the Special Interest Lotteries (Quiet/Sub-Free) you **MUST** register for them ahead of time. Students are encouraged to only register for Special Interest if they truly desire that type of environment and will abide by the Special Interest contract agreement.
- You can make changes to your lottery selection(s) through the last day of registration.
- Lottery numbers will be posted in your my.denison.edu portal 72 hours prior to your lottery night.
- Lottery registration closes at 11:59 pm on Thursday, March 26, 2009.
- Print the "Registration Complete" screen at the end of the registration process for your records and bring it to lottery.

## Night of Lottery:

- Students arrive in the lottery location at times specified for their designated lottery and announcements are made.
- Updated floor plans will be available on the wall for students to see which rooms are available.
- Lottery numbers will then be called in numerical order. Once a student's number has been called, s/he and her/his roommate(s) proceed to the check in table to have their IDs checked and lottery numbers crossed off.
- Students then will proceed to select a room.
- Students can only select one room during the entire lottery process. For example, if a student selects a room during the Quiet/Sub-Free lottery s/he cannot select a room during the General Lottery.
- Students are encouraged to provide feedback by completing a lottery survey after room selection.

## Building Designations

Building	Designation	Lottery Registration (general / special)
Ash	Coed	General
Beaver	Female	General
Crawford	Coed, Break Housing	General
*Curtis West	Coed, Quiet, Sub-free, Break Housing	Quiet/Sub-free
Elm- Lower	Coed	General
*Elm- Upper	Coed, Sub-free	Quiet/Sub-free
Gilpatrick	Honors	Application
Hayes	Coed	General
Homestead	Alternative Living	Application (3/11)
*Huffman	Coed, Sub-free	Quiet/Sub-free
King	Coed	General
Moshier Huchison House (formerly known as SAE)	Coed	General
Sawyer	Male	General
*Shaw	Coed, Quiet	Quiet/Sub-free
Shepardson	Coed, Break Housing	General
Stone	Coed	General
Sunset House	Coed	General
*Sunset A	Coed, Quiet	Quiet/Sub-free
Sunset B	Coed, Break Housing	General
Sunset C	Coed	General
Sunset D	Coed	General
*Taylor	Coed, 3.25 GPA	General
Wright	Coed	General

**\*Substance-Free Buildings:** Students agree through a signed contract agreement to maintain a residential environment that is free from the use or effects of alcohol, tobacco or other drugs. S/he understands that failure to abide by this policy could result in reassignment and disciplinary action.

**\*Quiet Buildings:** Students agree through a signed contract agreement to uphold a quiet environment at all times. S/he understands that failure to abide by this policy could result in reassignment and disciplinary action.

**\*Taylor:** 3.25 GPA requirement remains for students who desire to live in Taylor, with one exception within each apartment/suite. However, that student must be in academic good standing at the time of lottery. Also the student that has the lottery number to secure the room in Taylor, must have a 3.25 GPA.

## Special Note to Class of 2010:

We will not be able to house all of our seniors in apartment-style housing. Advance planning for other housing options is strongly suggested. The "Block Housing" option again will be available in Ash, SAE and Sunset House. Seniors cannot pull up non-seniors into apartments during the lottery process.

## Satellite House Information:

The following satellite houses will be made available during the Rising Senior lottery: Prospect A & B, and Shannon. Monomoy and Bancroft will be offered during the Special Interest Housing Lottery as sub-free options. Satellite housing is designated **senior only** housing. Students who have previously been Suspended or placed on Disciplinary Probation are not permitted to live in satellite housing. If a student is unclear about their record, they can visit the Office of Campus & Residential Life. Students in satellite housing only have access to the space indicated on the floor plans. Students will not have access to basements, attics and garages. Lastly, not all houses have on-site laundry.

### Designations:

Bancroft (6 women, sub-free), Monomoy (6 men, sub-free)  
Prospect A (3 women), Prospect B (3 men),  
Shannon (3 men)

## Q: How are Lottery numbers decided?

Lottery numbers for the General Lottery are generated randomly by computer. This means that every student has the same opportunity to get the first lottery number as well the last lottery number. Numbers for the Special Interest Lottery are also generated randomly. However, the more special interest points a student has, the higher the Special Interest Lottery Number.

## Q: Why can't students be automatically registered for lottery?

During the registration process students need to verify several pieces of information: 1. graduation date; 2. current GPA; 3. Special Interest Points; 4. Housing Agreement; & 5. Meal Plan. This information cannot be verified if we automatically register students.

## Lottery Information Sessions

Tuesday, March 5th at 8:00 pm—Slayter Auditorium  
Monday, March 23rd at 8:00 pm—Slayter Auditorium  
Tuesday, March 24th 11:00 a.m.—1:00 p.m.  
Information table— Slayter 2nd floor