

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 at the time of registration or 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 assignment will be considered at the end of spring semester. Students on the wait list will be notified as space becomes available.
- **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 2011-2012 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.
- **Special Accommodation Housing:** DU has a process for students who need to request a special accommodation for a variety of reasons. More information can be found at <http://www.denison.edu/offices/residentiaallife/lotteryinfo.html>.

Students who have a disability or medical condition that requires reasonable specific housing accommodations must annually provide documentation describing the reason for the specific accommodation to Molly Thurlow-Collen, Health and Counseling Center, by **March 11**. 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: http://www.denison.edu/offices/counseling/health_forms.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. Students who suspect this behavior is occurring may inform staff on site or call the tip line.

Special Note to the Class of 2014:

It is likely that housing capacity may be reached at the rising sophomore lotteries; 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 attempt to honor roommate requests. Rest assured ALL students **will be housed** before they return to school for the fall semester.

Reminders:

- **Students must be on time for Lottery!** Students who miss their number being called will fall to the end of the lottery night.
- **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.**
- **All students must present their Denison ID.**
- **Please no cell phones or computer use. They slow down the selection process!**
- **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 through DU Self Service (web4prod.denison.edu) and Lottery Registration.**
- **Want more lottery information? Go to: <http://www.denison.edu/offices/residentiaallife/lotteryinfo.html>. For floor plans go to the room search engine under my.denison.edu then to Self Service and Lottery Registration.**
- **Have several contingency plans in case you do not get your first choice in room selection. Be transparent with friends about plans.**
- **Students who do not or 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:

Donna Davis, Housing Coordinator
davidd@denison.edu phone: 6272

Bill Fox, Associate Dean of Students &
Director of Housing & Residential Life
foxfw@denison.edu phone: 6271

Come see us in Doane 101 or attend an information session—
March 10th or 22nd!

DENISON

LOTTERY GUIDE

For Upcoming Fall 2011 Room Assignment Process

Lottery Registration Open

March 3—March 28

March 11—Special Accommodation request deadline

Lottery Dates, Times & Locations

INFORMATION SESSIONS

Thurs. 3/10—Shepardson Room 4th Floor Slayter—12-1 PM

Tues. 3/22—Shepardson Room 4th Floor Slayter—5-6 PM

Tues. 4/5—Special Interest (quiet/sub-free) * - Curtis Veggie

5:00 PM Male Quiet/Sub-Free Lottery

6:30 PM Female Quiet/Sub-Free Lottery

*** Students must register specifically to participate**

Thurs. 4/7—Rising Senior Lottery - Slayter 3rd Floor

5:00 PM Male Lottery (Seniors Only)

7:30 PM Female Lottery (Seniors Only)

Note: Seniors pulling up underclassmen will follow immediately after senior lottery

Tues. 4/12—Rising Junior Lottery - Curtis Veggie

5:00 PM Male Lottery (Juniors Only)

7:00 PM Female Lottery (Juniors Only)

Note: Juniors pulling up sophomores will follow immediately after junior lottery

Thurs. 4/14—Rising Soph. Male Lottery - Slayter 3rd Floor

5:00 PM Male Lottery

Tues. 4/19—Rising Soph. Female Lottery - Curtis Veggie

5:00 PM Female Lottery

www.denison.edu/offices/residentiaallife/lottery.html

Lottery Eligibility

Our Lottery Program is intended to serve currently enrolled students. Some students may not be able to participate due to student status or other reasons. Students with outstanding deposits or student account balances, applicants for Fall '11 Off-Campus Programs, Residential Staff Members (and roommates), students already housed due to special accommodation needs and students already housed in special program buildings are not eligible to participate in the housing lottery.

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. Lottery registration closes at **11:59 pm on Monday, March 28, 2011.**
- You can register to 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 on **March 28, 2011.**
- Lottery numbers will be posted in your my.denison.edu portal **72 hours** prior to your lottery night.
- 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 and announcements are made.
- Updated floor plans will be available on the wall for students to see which rooms are available. The on-line Room Search engine also links students to floor plans and to a list of remaining rooms.
- Lottery numbers will be called in numerical order. The student and roommate(s) proceed to the check in table to have their IDs checked and lottery numbers crossed off.
- Students will select a room.
- Students can only select one room during the entire lottery process. For example, if a student selects a room during the Special Interest 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	Designation	Lottery Registration (general / special)
Ash	Coed	General
Beaver	Female	General
Crawford	Coed, Break Housing	General
*Curtis West	Coed, Quiet, Sub-free, Break Housing	Special Interest
Elm- Lower	Coed	General/Seniors
*Elm- Upper	Coed, Sub-free	Special Interest/Seniors
Gilpatrick House	Undergraduate Research	Application/Special Interest Contact: Cookie Sunkle
Hayes	Coed	General/Seniors
Homestead	Alternative Living	Application: due March 10
*Huffman	Coed, Sub-free	Special Interest
*Kappa Sigma	Coed, Sub-free	Special Interest
King	Coed	General
Moshier Huchison House	Coed	General
Preston	Language and Culture Program—Coed	Application/Special Interest Contact: Joanna Mitchell
Sawyer	Male	General
*Shaw	Coed, Quiet	Special Interest
Shepardson	Coed, Break Housing	General
Stone	Coed	General/Seniors Priority
Sunset House	Coed	General
*Sunset A	Coed, Quiet	Special Interest/Seniors
Sunset B	Coed, Break Housing	General/Seniors
Sunset C	Coed	General/Seniors
Sunset D	Coed	General/Seniors
*Taylor	Coed, 3.25 GPA	General/Seniors Priority
Wright	Coed	General/Seniors

***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 2012:

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 will again only be available in Ash, Moshier-Huchison and Sunset House. Seniors can block up to 4 singles using their lottery pick.

Satellite House Information:

Monomoy and Bancroft will be offered during the Special Interest Housing Lottery as sub-free options. Students must register for special interest in order to participate in this lottery. The following satellite houses will be made available during the Rising Senior general lottery: Prospect A & B, and Shannon. Satellite housing is designated **senior only** housing. Students who have previously been Suspended or are currently 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.

Designations:

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

Why can't students be automatically registered for lottery?

During the registration process students need to verify 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.

How are Lottery numbers distributed/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 residency points (quite and sub-free) a student has, the higher the Special Interest Lottery #.