



Fordham University - Rose Hill

Room Selection

for 2023-2024

Look out for emails from

ROOMSELECTION@FORDHAM.EDU

Office of Residential Life

Loschert Hall, Garden Level

Bronx, NY 10458

(718) 817-3080

Email: roomselection@fordham.edu

www.fordham.edu/resliferh

TABLE OF CONTENTS

Introduction from the Office of Residential Life 3

Quick Overview of the Housing Selection Process 5

Phases of Room Selection 7

Online Housing Room Selection Calendar 8

Refund of Housing Deposit 9

Residence Hall Descriptions 10

Off-Campus Living: University-Operated 12

Belmont Community Housing Options 12

Steps of the Housing Selection Process 14

Phase 1: \$200 Online Housing Deposit 14

Phase 2: Housing Application 16

Room Retention 16

The Integrated Learning Community (ILC) 17

Room Selection 18

Students Studying Abroad 18

Internal Transfers 18

Room Selection Time Slots 18

Phase 3: Room Selection Group Formation 19

Group Formation 19

The Role of the Group Leader 19

Creating a Group (Group Leaders only) 20

Details for Group Leaders Regarding Group Formation 21

Group Members: How to join a group 21

Regrouping Rules 22

Phase 4: Room Selection 23

View Open Rooms via "Browse Available Rooms" 23

Room Selection via "Room Search Wizard" 23

Common Error Messages 25

Post Room Selection 26

Housing Fordham University Residence Hall Agreement 27

Introduction

Welcome to Fordham University's Office of Residential Life Room Selection for 2023-2024 academic school year. We hope that you will choose to participate in Room Selection and return to the Rose Hill residential community for the 2023-2024 academic year. Current residents who are full-time (12 credits) students matriculated at Rose Hill are guaranteed housing and are permitted to participate in Room Selection. A resident or a group of residents cannot invite a commuter(s) to participate with their housing selection group. Although commuters are **not** eligible to participate in housing selection, they are encouraged to sign up for available spaces by filling out the commuter wait list / housing request form on our website (www.fordham.edu/ReslifeRH) beginning April 1st.

This guide provides detailed information regarding each step of the Housing Selection Process. There are also detailed instructions on each of the webpages you will access when participating in Room Selection. However, we anticipate that you may still have questions as you proceed through this process. To answer these questions, we have set up these resources:

- **We're here to answer your questions!**
 - E-mail roomselection@fordham.edu or call 718-817-3080.

New to Housing Selection This Year?

Online Housing Deposits

In order to participate in the Housing Selection Process, you must pay a \$200 housing deposit, which will be accepted online. Current residents and eligible residents can pay their deposits by logging on to My.Fordham.edu and selecting "Housing Deposit Payment" on the Student Tab. **PLEASE BE SURE TO ONLY SELECT THE FALL 2023 TERM.** The deadline for housing deposits is **Wednesday, February 15, 2023 at 5pm.**

If you need an extension, please contact roomselection@fordham.edu to notify our office **before** the deadline. All students who have not been granted an extension but who have paid their deposit after the deadline will go directly into Overflow housing and will be placed during the summer months by the Office of Residential Life.

Retention

If you are planning on retaining your room for next year, you must meet the criteria for Retention and follow the rules of the Retention Process. Please read the details regarding the online Retention Process on page 18-20.

Integrated Learning Communities Process

You must still make a Housing Deposit online. Please see page 19 for details. If you have accepted an invitation to participate in an Integrated Learning Community for next year, you will be participating in ILC Room Selection.

Time Slots

An individual time slot will be given to every resident who pays a deposit and is eligible to participate in the Housing Selection Process. Group leaders selected should be the person within the group that has the best timeslot. See page 21 for details.

Grouping Rules

Only students with the same Graduation Year will be able to form and verify a group together online. If your group members have differing graduation years, your group will need to be approved and verified by the Office of Residential Life. Please see page 21-26 for details.

Please carefully read the Important Dates on pages 9 to note dates and deadlines for the Housing Selection Process.

Best of luck with housing selection! We hope to see you back in the Residential Life community in 2023-2024. Please contact the Office of Residential Life with any questions or concerns. Don't forget your housing deposit is due by **Wednesday, February 15, 2023 at 5pm!**

If you have any questions about housing related to your gender identification, please email nvaughan4@fordham.edu.

Note: The system limits the number of people who can log in at any one time to ensure that it works properly and does not get overloaded by too many users. If maximum users are logged in when you attempt to log in, you will receive the following error message: "The server is experiencing increased load at the present time, and no more logins are allowed. Please try again in a few minutes."

Please allow some time for users to complete their session and try again.

Sincerely,

Nicole Vaughan, Assistant Director of Residential Life for Housing Operations
Lori Palmer, Housing Operations Specialist

Quick Overview of Room Selection

Phase 1: Online Housing Deposit (Mandatory)

The first step is to notify the Office of Residential Life that you are interested in living in housing next year. To do this, you must go to My.Fordham.edu and select the Student Tab. Click on "Housing Deposit Payment" and follow the directions to pay your \$200 housing deposit. You must submit your \$200 housing deposit by **Wednesday, February 15, 2023 at 5pm** in order to participate in Room Selection.

If you need an extension or if you have a deposit waiver you want to confirm, you must email roomselection@fordham.edu by **Wednesday, February 15, 2023 at 5pm**. Students who do not pay their deposit by the deadline will go directly into Overflow and will be placed during the summer months by the Office of Residential Life.

Phase 2: Housing Application (Mandatory)

The second step of Room Selection occurs **Wednesday, February 22, 2023 at 10am until Friday, March 3, 2023 at 5PM**. Students must log onto My.Fordham.edu and select the Student Tab. Student should then click on the Housing Application and confirm all of their information and answer questions about their living preferences.

Retention (Optional)

This step is only available to upperclassmen. If you and your roommates want to live in the same room next year, you are eligible to retain this room/suite/apartment if more than 50% of the current occupants are willing to retain, (i.e., 4 in a 7, 4 in a 6, 3 in a 5, 3 in a 4, or 2 in a 3) and you can fill all spaces within the apartment.

For example, if some of the occupants do not wish to retain, but over 50% still do, **you must find new roommates to fill the remaining spaces**. Double rooms require both students in order to retain the room. **You cannot retain a room if you do not have the total number of eligible student to FILL the room or apartment**. Retention groups must be submitted via the Room Retention form between **Tuesday, March 7 - Thursday, March 9, 2023 at 5pm**.

Integrated Learning Community Room Selection (Optional)

If you are accepted into an Integrated Learning Community, you will be notified by **Friday, February 24th, 2023** and will need to accept the invitation by e-mail by **Wednesday, March 1st, 2023**. Students participating in the ILC lotteries will receive timeslots on **Friday, March 3, 2023**, form roommate groups on **Monday, March 6, 2023** and participate in ILC Room Selection from **Tuesday, March 7 – Wednesday, March 8, 2023** at your designated time slots.

Please visit [ILC Housing Application 2023-2024](#) to apply for an Integrated Learning Community.

Medical Accommodation Process (Optional)

If you believe you need special housing accommodations due to a serious medical condition or physical limitation, you must contact the Office of Residential Life, for a medical accommodation form. These forms are due to the Office of Residential Life by **Monday, March 6th, 2023** to be considered for accommodation. Students may request a housing accommodation if they have a qualified medical condition or psychological/medical disability defined by the Americans with Disabilities Act. Housing requests must be specifically requested from the Office of Residential Life by the student requesting consideration. Only completed requests will be shared and reviewed by, if necessary, the Offices of Residential Life, University Health Services, Counseling and Psychological Services, Disability Services and/or Dining Services. Requests submitted by the specified deadlines will be reviewed prior to assignments being made.

Phase 3: Group Formation (Mandatory)

Phase 3 involves creating a group consisting of you and your desired roommates. If you would like to live in a triple, you will need a group of 3, for a double a group of 2 and so on. If you would like a single, you must create a group of 1. Each group will need to select a group leader to create the group. **The group leader should be the person with the best time slot.** Only students with the same graduation year will be able to create and verify groups online. If you have a group with mixed graduation years you will need to request group verification. In order to complete Phase 3, Phases 1 & 2 must be complete.

Phase 4: Room Selection (Mandatory)

Group leaders will be able to use the Room Search Wizard during their time slot to pick a room for their group. Group leader selections are final and cannot be changed. Be sure to talk about where you want to live with your entire group and ensure the group leader is aware of the group decision before room selection. For more information on Phase 4, please see 21-25.

Post Room Selection

Although each resident participating in the Housing Selection Process will be issued a timeslot, **every resident will not necessarily have a chance to pick a room.** Towards the end of room selection each year, there comes a point where there are no rooms left to choose. Students who are unable to pick a room through Room Selection will go into Post Room Selection along with students who decided not to pick a room through room selection. Students in Post Room Selection are guaranteed housing on the Rose Hill campus. Students in Post Room Selection will be placed in housing throughout **July and August** by the Office of Residential Life.

Phases of Room Selection

Phase 1: Submit a \$200 Room Deposit.

- Current eligible residents must go to the Student Tab at My.Fordham.edu to pay a \$200 housing deposit online beginning on **Wednesday, February 1, 2023 at 12pm**

through Wednesday, February 15, 2023 at 5pm.

- If you need an extension, please email roomselection@fordham.edu before the deadline.
- All students who have not been granted an extension and who paid their deposit after the deadline will go directly into Overflow housing and will be placed during the summer months by the Office of Residential Life on or off campus.

Phase 2: Housing Application

- Steps 1-5 comprise Phase 2 of the housing application process of Room Selection. Current residents who paid their deposits for the 2023-2024 academic year will be able to access this application.
- During Phase 2 students must confirm their personal information, agree to the Housing Agreement and answer lifestyle questions.
- Phase 2 will begin on Wednesday, February 22, 2023 at 10am and must be completed by Friday, March 3, 2023 at 5pm.
- **Room Retention:** Tuesday, March 7-Thursday, March 9, 2023
 - You cannot retain a room if you do not have the total number of persons to fill the room or apartment.
 - If you do not form a valid Retention Group, you and your group members are no longer eligible to request Room Retention, however you can participate in Room Selection.
 - ILC students must reapply and be accepted to be eligible for retention.

Phase 3: Group Formation

- Step 6 comprises Phase 3 of the Housing Selection Process. In order to complete Phase 3 - Phases 1 & 2 must be complete.
- During Phase 3, residents will form groups for room selection.
- Phase 3 will begin on **Wednesday, March 22, 2023** and must be completed prior to room selection.

Phase 4: Room Selection

- Steps 7 and 8 comprise Phase 4 of the Housing Selection Process. ● During Phase 4 verified groups will go through room selection during the timeslot of the group leader.
- Phase 4 will begin on **Tuesday, March 28, 2023 & end Monday, April 3, 2023.**
- Timeslots will be randomly assigned within the expected graduation year of each student. Priority will be given first to rising senior, then juniors and then to sophomores. Time slots are sent on **Tuesday, March 21, 2023.**

Important Dates for Room Selection (RH)

Dates Subject to Change. Updates will be sent to Fordham email accounts.

Phase 1

Room Deposits

Wednesday, February 1, 2023 at 12PM -
Wednesday, February 15, 2023 at 5PM

Phase 2

Housing Applications

Wednesday, February 22, 2023- Friday,
March 3, 2023

Retention Requests

Tuesday, March 7, 2023 - Thursday,
March 9, 2023

Medical Accommodation Forms Due

Monday, March 6, 2023

Retention Approvals

Monday-Wednesday, March 13-15, 2023

Time Slots Emailed

Tuesday, March 21, 2023

Phase 3

Group Formation

Wednesday, March 22, 2023 - Monday,
March 27, 2023

Phase 4

Room Selection

Senior Groups

Tuesday, March 28, 2023

Senior Mixed Groups

Wednesday, March 29, 2023

Junior Groups

Thursday, March 30, 2023

Junior Mixed Groups

Friday, March 31, 2023

Sophomore Groups

Monday, April 3, 2023

Post Room Selection

Post Room Selection Preferences

Wednesday, April 5, 2023

Post Room Selection Assignments

July & August 2023

Housing Cancellation Calendar

Refund of Housing Deposit

If you withdraw from housing for the Fall 2023 semester prior to the start of the semester, the refund policy for the \$200 deposit is as follows:

Withdrawal before June 1 st	100% Refund of Deposit	Refund of \$200
Withdrawal June 1 st – June 30 th	50% Refund of Deposit	Refund of \$100
Withdrawal July 1 st – July 31 st	0% Refund of Deposit	No Refund Due
Withdrawal Aug 1 st to Aug 28 th	0% Refund of Deposit	\$350 Late Fee

To be eligible for refunds you must withdraw from housing for the Fall 2023 by filling out the housing withdrawal form at [Housing Withdrawal Form \(Click Here For Link\)](#).

Withdrawals made through other departments on campus, including Academic Affairs, are unacceptable.

Refund on Room Charges

Cancellation and Refund Policy of your 2023-2024 housing assignment upon the opening of the Residence Halls is as follows:

Fall 2023 Semester	Spring 2024 Semester	Due to Fordham	Refund
Aug. 27, 2023 & Prior	Jan. 14, 2024 & Prior	0%	100% + \$350 Fee
Aug. 28 - Sept. 4, 2023	Jan. 15 - Jan. 22, 2024	20%	80%
Sept. 5 - Sept. 11, 2023	Jan. 23 - Jan 29, 2024	40%	60%
Sept. 12 - Sept. 18, 2023	Jan. 30 - Feb. 5, 2024	60%	40%
Sept. 19 - Sept. 25, 2023	Feb. 6 - Feb. 12, 2024	80%	20%
Sept. 26, 2023 & After	Feb. 13, 2024 & After	100%	0%

Failure to notify the Office of Residential Life prior to the opening of the residence halls at the start of each semester will result in the above charges.

On-Campus Residence Halls

Below you will find information regarding our on-campus residence halls that are available for selection in the Room Selection process.

O'Hare Hall

This Residential College is a three-wing, five-level complex, made up of 13 "neighborhoods" housing 559 students. The majority of the bedrooms are doubles, and there are a significant number of singles and a few triples. Each double and triple bedroom has a private bathroom and single bedrooms share a private bathroom located between two rooms. 13 community lounges, equipped with living room furniture,

kitchenettes and a TV and DVD, 7 quiet study lounges, and 4 seminar rooms are located throughout the residence hall. Air conditioning is available for a short time after opening and before the end of the academic year. O'Hare Hall is home to Wellness Housing, Upperclass Science ILC, ILC for Global Business and The West Wing.



Finlay Hall

Finlay hall consists primarily of triple bedrooms with a small number of singles and doubles, all with private bathrooms. Most triple rooms are designed with a loft for added space. Some double rooms have lofts as well. This hall houses 293 upper-class students. Finlay has an elevator, one study lounge, a common lounge, kitchen and laundry facilities. Air

conditioning is available for a short time after opening and before the end of the year.



Walsh Hall

492 upperclass students live in two and three double bedroom apartments in this 13-story, elevator-equipped residence hall. Each apartment contains a living room/dining room area, bathroom and full kitchen. Walsh Hall also offers a study lounge, social lounge and laundry facilities, as well accessibility to the Walsh Gate.

Campbell & Salice-Conley Halls

Campbell and Salice-Conley halls offer a number of different types of living arrangements: apartments are designed to house 4 students (either in 4 single or 2 double rooms), 5 students (in 5 single rooms), or 6 students (in 3 double rooms). The apartments are fully furnished and have air conditioning, and kitchens equipped with dishwashers and microwaves. Lounges are available on each floor.



Off-Campus Living

University Operated Belmont Community Housing

Students at the Rose Hill campus also have the opportunity to experience living in the urban environment of the Belmont (Little Italy) community. Furnished apartments in University-operated buildings off-campus are staffed by a Resident Director and Resident Assistants and are maintained by the University.

The Belmont Community Housing program offers similar services and benefits as those offered within the on-campus housing program, coupled with the independence of off-campus living.

Students living off-campus, however, are not connected to the University telecommunications systems. Students must contact Verizon and Cablevision directly to set up telephone, internet and cable services to connect to the University network. Only Hughes House has its own laundry facilities, all other options do not. The houses described below are all for upperclass students:

Arthur House

2457 Arthur Ave.

Located on Arthur Avenue, this off-campus house accommodates seven students in each of the 9 apartments. Each apartment has a combination of single and double bedrooms, a living/dining area, kitchen, and two full bathrooms.

Hughes House

2355-2357 Hughes Ave.

Hughes House offers a variety of singles and doubles. Each apartment is furnished and has a full kitchen, living/dining area, and two bathrooms. This residence hall is the only facility in the Belmont Community Housing that has its own laundry and small gym.

Terra Nova Houses

2500-2512 Hoffman Ave.

Terra Nova Houses consist of 12 apartments each with seven students in double and single bedrooms. Each apartment has a living/dining area, kitchen, and two full bathrooms.

Need to Remain in the Residence Halls During Winter & Spring Break?

Since most of our residence halls close for Winter Break and Spring Break, the Office of Residential Life recommends that residents in need of housing during these breaks consider trying to obtain apartments in Campbell Hall, Salice Conley Hall, or Belmont Community Housing as these buildings remain open for the entirety of Winter Break and Spring Break.

Need Roommates?

- Check your Fordham Email as the Office of Residential Life offers opportunities to meet new roommates.
- Utilize Roommate Finder, a form for students looking for a new roommate, to add someone to a group, or students looking for a group to join. Updated in real time, with a chat feature! Please email roomselection@fordham.edu for access.

Room Selection Steps

Phase 1: \$200 Online Housing Deposit

Wednesday, February 1, 2023 at 12PM - Wednesday, February 15, 2023 at 5PM

Step 1: Click on the Student Tab at My.Fordham.edu

Step 2: Select Housing Deposit Payment

Step 3: Submit a \$200 housing deposit payment via this online form and save a copy of the receipt for your records.

Housing Deposit Waivers

Residents who are eligible for deposit waivers due to special scholarship programs must email the Office of Residential Life by **Wednesday, February 15, 2023 at 5PM** stating the office and administrator that is responsible for paying your housing deposit. Please keep in mind that this is the responsibility of the student to inform Residential Life about any housing deposit waivers.

Housing Deposit Extensions

Please do not overlook our **Wednesday, February 15, 2023** deadline. If you are having difficulty meeting our requirements for Room Selection, please email us at roomselection@fordham.edu prior to the **Wednesday, February 15, 2023 at 5 PM** deadline and we will try to help you. If you overlook our **Wednesday, February 15, 2023 at 5 PM** deadline, you will not be able to participate in the regular room selection with your friend(s) and you will be placed in Overflow Housing.

Overflow Housing

Students in Overflow Housing may lose their housing guarantee and will not be able to select a room through the room selection process. One reason a resident may go into overflow housing is **Late Deposit Submissions**. If you do not submit your \$200 Online Housing Deposit by the **Wednesday, February 15, 2023 at 5 PM** deadline, you may lose your guarantee for housing.

Phase 2: Housing Application

Wednesday, February 22, 2023- Friday, March 3, 2023

To Begin: Student Tab at My.Fordham.edu; click Student Housing Application

Step 1: Begin Application

Step 2: Personal Information

IMPORTANT: If your Graduation Year is inaccurate, you should have already contacted your Academic Dean and request that they email Residential Life at roomselection@fordham.edu to confirm a change in your class standing. **Incorrect graduation years will negatively affect your room selection time slot!**

Once you click "Save & Continue" changes cannot be made.

Step 3: Housing Agreement

You must agree to the terms of the Housing Agreement in order to continue. Then select "Save & Continue."

Step 4: Lifestyle Questions

You must answer several lifestyle questions in order to move onto the next page. Please answer them accurately. We will use this information to assign you new roommate if one of your anticipated roommates withdraws or if you enter the Post Room Selection Process.

Step 5: Meal Plan Selection

For Residence Halls that require meal plans, you will be able to select your meal plan on this page and must click "Save and Continue." For more information on meal plans: [Rose Hill Residential Meal Plans \(Click Here For Link\)](#).

Step 5 is the end of Phase 2 and must be completed by Friday, March 3, 2023, at 5pm or you will not be able to join a roommate group and select housing in the next phases.

Room Retention

This step is only available to upperclassmen.

- If you and your roommates want to live in the same room next year, you are eligible to retain this room if more than 50% of the current occupants are willing to retain, AND you are able to fill all spaces within the room/suite.
- If some of the occupants do not wish to retain, but over 50% still do, you must find new roommates to fill the remaining spaces.
- Double rooms require both students in order to retain the room.
- You cannot retain a room if you do not have the total number of persons to fill the room or apartment.
- If you do not submit a form with a valid Retention Group on **Thursday, March 9, 2023 at 5pm**, you and your group members are no longer eligible to request Room Retention, however you can participate in Room Selection.

Room Style - Minimum # of Residents Necessary to Retain
Single Room (FN, OH, LOS, ACS) - 1
Suites/Apartments (WA, CSC, BCH) - Over 50%
Double Room (FN, OH) - Both Residents
Triple Room (FN, OH) - 2

If you live in the following buildings/wings you **WILL NOT** be able to retain for the Fall 2023 semester:

- Queen's Court, Martyrs' Court, Alumni Court South Doubles/Triples, Loschert Hall Doubles/Triples, Tierney Hall
- ILC-GB, West Wing ILC, RA Suitemates/Adjoining Rooms
- Physically Accessible rooms (unless you receive approval through the Medical Accommodations process).

IMPORTANT: If a member of the group is falsely included, the retention of the entire suite or room will be invalid and all students will be eliminated from the room selection process.

Submitting a Retention Roommate Group:

- Log into this link [Room Retention](#) to submit your room retention request.

Integrated Learning Community (ILC) Room Selection Please visit the Fordham University website for more information on the ILCs available, and apply via the link sent to your Fordham email. For more information, please visit our website at: [Living and Learning: Integrated Learning Communities \(Click Here for Link\)](#).

If you apply and are accepted to live in one of the Upperclass ILCs (Science ILC, ILC-Global Business, West Wing, Sophomore Year Experience, or Wellness), you must participate in the ILC Room Selection.

Requirements to participate in an ILC Housing Room Selection:

- Complete Phase 1: \$200 online housing deposit via the Student Tab at My.Fordham.edu;
- Complete Phase 2: Housing Application.
- Be a current non-graduating resident and apply to the ILC by **Wednesday, February 17, 2023 at 5pm.**
- Be accepted into the ILC and confirm your invitation to join the ILC.

Students who do not pick a room during the ILC Room Selection but who have accepted invitations to the ILC will be assigned to a room on the day of the ILC Room Selection by Residential Life.

Students Studying Abroad for the Fall 2023 Semester & Returning to Housing for Spring 2024:

The Office of Residential Life recommends that students who plan to study abroad for the Fall 2023 semester go through the room selection process in case plans to study abroad change. Once a student confirms that they are studying abroad for Fall 2023, they can withdraw from housing by filling out the [withdrawal form here](#). Residential Life will contact you in November of 2023 to discuss your Spring 2024 housing options. Please note that the ORL will not hold any rooms for Spring that were obtained by students who decide to study abroad in Fall.

Internal Transfers

Students planning to academically transfer to the Lincoln Center campus for Fall 2023 and who would like to live in McMahon Hall at Lincoln Center must pay their \$200 housing deposit and go through the Rose Hill housing selection process for 2023-2024 and sign up on the Lincoln Center housing waitlist.

- If there is space at the Lincoln Center campus for Fall 2023, students who successfully complete an internal transfer to Lincoln Center will be notified throughout the summer months and given a new housing assignment at the Lincoln Center campus.
- If a student planning to transfer to Lincoln Center for Fall 2023 does not go through the Rose Hill room selection process, he or she will be considered a commuter student and not given housing at either campus for Fall 2023. Once housing becomes available at Lincoln Center, students who have completed an internal transfer and paid their \$200 housing deposit will need to move to the Lincoln Center campus.

Room Selection Time Slots

An individual time slot will be emailed to every resident who pays a deposit and is eligible to participate in the Housing Selection Process on **Tuesday, March 21, 2023**. Time slots will be assigned with priority given based on Graduation Year, with seniors/juniors picking first. The Group Leader should be the member of the group with the best timeslot. Time slots will not be averaged unless you have group members with mixed graduation years.

Phase 3: Group Formation

Wednesday, March 22, 2023 - Monday, March 27, 2023

Students must decide with whom they want to live for next year. Based on the number of potential roommates, the roommates should discuss what buildings they are interested in living in for next year.

- Groups of 1 must select a single room (O'Hare Hall, Loschert Hall, Alumni Court South, Finlay Hall)
- Groups of 2 must select a double room (O'Hare Hall, Finlay Hall)
- Groups of 3 must select a triple room (Finlay Hall, O'Hare Hall)
- Groups of 4 must select an apartment (Walsh Hall, Campbell Hall, Salice Conley Hall)
- Groups of 5 must select an apartment for 5 people (Campbell Hall, Salice-Conley Halls, Hughes House)
- Groups of 6 must select an apartment for 6 people (Walsh, Campbell, Salice-Conley Halls and Hughes House)
- Groups of 7 must select an apartment for 7 people (Arthur, Hughes, and Terra Nova Houses)

Once this is decided, students must assign one person in their group to be their group leader. **THE GROUP LEADER SHOULD BE THE PERSON WITH THE BEST TIME SLOT.**

The group leader will have a lot of responsibility through the room selection process.

IMPORTANT: Students should discuss several **backup plans** in the event they are unable to obtain their first choice through the room selection process and be prepared to select a different building choice OR regroup into smaller or larger groups based on what housing options are left for them to choose.

- *Example:* A group of 6 should be prepared to shift into 2 groups of 3 and try for triples in Finlay Hall, O'Hare Hall or Tierney Hall if a 6 person apartment is not available once it comes time for their group to pick a room.
- *Example:* A group of 2 should be prepared to add a third roommate if there are no doubles left at the time of their room selection in order for them to select a triple room if is available at that time.

The Role of the Group Leader:

The group leader should be the member of the group with the best timeslot. The group leader has the following capabilities:

- The only person allowed to create a group.
- The only person allowed to verify the group after it is created and after all group members are added.
- Is allowed to modify the group after it is verified (this is possible so that if the type of room your Group seeks is no longer available prior to your group's room

selection time, your group leader can make changes to the group to obtain a different type of room).

- Only the group leader is allowed to delete the entire group, however, individual members can delete themselves from a group.
- Only the group leader will be able to enter the "Room Search Wizard" and select room(s) for the group. However, on "regrouping" days, all students will be able to access a "Room Search Available" page that will enable all students to see what rooms are available prior to their room selection day. This feature will not be available on days designated for room selection to prevent system overload.

Creating a Group (Group Leaders Only!)

All Group Members have the Same Expected Graduation Years:

- The Group Leader must create a group by selecting "create a new group."
- Everyone's group must have only 1 group leader who will be responsible for verifying your group and picking your room during the group leader's timeslot.
- You can only be in 1 group at a time!
- Looking for a single? You still must create a group with 1 member (yourself).
- The Group Leader must create a group Name and Password.
 - Enter group name of your choice. (**Tip:** Administrators can see your group name; choose something that you would not mind saying to a staff member if you need any assistance after this step!)
 - Enter a password. Confirm the password. Click "Save and Continue."
 - Remember the Group Name and Password. Give the Group Name and Password to the members of your group so they can join the group.
 - Once everyone has joined, the group leader must verify the group prior to room selection. **Note:** Any time a change is made to the group, the group leader must re-verify the group.
- As the Group Members add themselves to the group, the Group Leader must **verify** the group each time there is a change until the group is final and select save and continue.

All Group Members have Different Expected Graduation Years:

- All members of the group with the **SAME** Expected Graduation Year as the group leader should join the group.
- All members of the group with a **DIFFERENT** Expected Graduation Year than the group leader must email Residential Life at roomselection@fordham.edu including
 - First and Last Name
 - Fordham ID Number
 - Name of Group you wish to join & Group Password
- If Residential Life approves the group, an averaged time slot of all group members will be given to the group leader and the group will be verified. Requests should be made at least 24 hours in advance of any change.

Important Details for Group Leaders Regarding Group Formation

- Do not create a group of more than 7 individuals, as that is the size of the largest apartment available. Groups too large for the available space remaining will be notified to break up by ORL. (*Example:* if there are no apartments left, no groups larger than 3 should be created)
- If additional individuals somehow obtain the group name and password and add themselves to the group, remove the individual from the group; they will be notified of removal.
- Check to make sure ALL of the correct group members are in the group and verify the group; **if the group is not verified, it is not yet considered an actual group and will not be able to select a room.**
- When you do things that impact the group, members should receive an automated email to their Fordham email accounts. Members will know if you remove them from the group.
- When individuals choose to enter a group, they enter with the understanding that the group leader is responsible for making many decisions on behalf of all group members. If individuals are unhappy with decisions made by the group leader, the Office of Residential Life will not be able to change group leader decisions.
- **Only the group leader will be able to see the "Browse Available Room Page" to select a room during their time slot,** however, on non-Room Selection Days, all group members can see rooms that are available in the "Browse Available Rooms" page.

How to Join a Group (Group Members)

Group members must receive the Group Name and password from the Group Leader. Group members should select "add yourself to a group" and then enter the group name and password.

- Enter the Group Name given to you by your Group Leader.
- Enter the Password given to you by your Group Leader.
- Click Save and Continue.

Group members will be able to see who is in the group as members are verified. You must click Save and Continue at the bottom of this page in order to complete the process of joining a group. Group members should also receive emails to their Fordham email account when the group leader does things that impact the group.

Re-Grouping Rules

If your group leader cannot find a room to accommodate your entire group, one of four things can happen:

- Your group leader can assign all members of the group to different rooms on the same floor of the building.
- Add people to your group to get a larger room. Your group leader must give your group name and password to a new group member and re-verify the group after

she/he has been added to the group. When the new group is verified, the group leader can pick a different room with more beds with the same time slot.

- Delete people from your group to get a smaller room. Your group leader must delete the person, re-verify the group, and assign the people left in the group to a smaller room with the same time slot. **YOU SHOULD NOT BE DELETING STUDENTS FROM YOUR GROUP WITHOUT SPEAKING WITH THEM FIRST.** Students who have been deleted from a group should receive a notification to their Fordham email account. The students who are deleted have the following options:
 - Regroup with other students.
 - Regroup as a group of 1 and try to get a single.
 - Enter into Post-Room Selection.
- Your group leader can delete the entire group. Members of the group should receive a notification to their Fordham email account. Each person from the group has the following options:
 - Regroup with other students.
 - Regroup as a group of 1 and try to get a single.
 - Enter into Post-Room Selection.

How to Re-Group:

The group should select a new group leader whose time has already passed OR who has the BEST timeslot among the new group members. That new group leader should follow the above instructions: "Group Leaders: How groups are created."

If the group leader's time slot has already passed, the new group can pick a room immediately. If the group leader's timeslot has not yet passed, the new group must wait for this new timeslot.

Phase 4: Room Selection

Tuesday, March 28, 2023 - Monday, April 3, 2023

View Open Rooms via “Browse Available Rooms”

On days when Room Selection is not scheduled, group members can view buildings and rooms that are currently available. **Note:** group members will NOT be able to enter the “Room Search Wizard.” Select a building by clicking on the name of the building; then on the next page select the floor that you would like to view.

Room Selection via “Room Search Wizard”

Group Leaders **ONLY** will use the “Room Search Wizard” to select a room for their group.

- **Step 1:** *READ ALL INSTRUCTIONS HERE AND IN THE WIZARD BEFORE BEGINNING!*
 - **NOTE:** On each following page, instructions are included for reference. Unless you need them, you can immediately SCROLL PAST on subsequent pages to accomplish necessary steps.
- **Step 2:** Select the residence hall in which you would like to live by clicking on that hall.(Scroll down to see all residence halls.)

Selecting a Room (Not An Apartment)

- **Step 3 (Rooms):** Scroll down to see the floors in which rooms are available in the selected building.
 - A screen will display how many Singles, Doubles, Triples and Quads are available in the building.
 - Click (once, not twice) on the floor on which you want to live and click “Save and Continue.”
- **Step 4 (Rooms):** A screen will display all of the spaces available for that floor. Each ROOM is listed as one line.
 - Click on the room(s) you want and then click “Save and Continue.” ○ Note: You must pick the correct amount of spaces for the people in your group. Groups of 3 must pick a triple, groups of 2 must pick a double, etc. ○ **Group leaders can pick any combination of rooms that match the size of their group.**
 - For example, if the Group Leader tries to find a triple for a group of 3, and triples are no longer available, the Group Leader can choose a single and a double on the **same floor of the same building** (see Role of Group Leader) or regroup (see Regrouping Rules).
- **Step 5 (Rooms):** Once the room is/rooms are selected, the Group Leader must assign all group members to a space in the room.
 - **A screen will display a list of you and all of the group members.** Each person will have a drop down menu that lists all of the bed spaces available. The number of options will match the number of beds in the

room you selected. **You must assign each member of your group to a bed space and then click “Reserve Beds.”**

- For room selection (**not for apartment selection**) it does not matter in which space the Group Leader assigns each Group Member.
- The Group Leader must then click **"Reserve Beds." The Group Leader's room selections are final and cannot be changed;** you will not be able to reenter the "Room Search Wizard."

Selecting an Apartment (Not A Room)

- **Step 3 (Apartment):** A screen will display what floors still have apartments available. It will not break down the type of apartment (4, 5 or 6 person). It will only show that apartments are available.
 - Click (once, not twice) on the floor on which you want to live and click "Save and Continue."
- **Step 4 (Apartments):** A screen will display all of the rooms available. Therefore, since apartments have multiple bedrooms, multiple lines/rooms will be listed. ○ Select the rooms you want by selecting all of the lines associated with that apartment.
 - You must select ALL items at once. You DO NOT need to hold the "Shift" or "Ctrl" key to select more than one item; simply click on each item. Then, click "Save & Continue."
- **Step 5 (Apartments):** Once the rooms in an apartment are selected, the Group Leader must assign all group members to a space in the apartment.
 - A screen will display a list of you and all of the group members. Each person will have a drop down menu that lists all of the bed spaces available. The number of options will match the number of beds in the apartment you selected. **You must assign each member of your group to a bed space and then click "Reserve Beds."**
 - Once the group leader has reserved beds, students will be assigned exactly according to the designation. The Group Leader's room selections are final and cannot be changed; you will not be able to reenter the "Room Search Wizard."

Common Error Messages

Message: You must assign all beds.

- If you have selected a type of room/apartment that has more beds than the number of members in your group, you will receive this error message.
- You must either add someone to your group (see Regrouping Rules) or pick a smaller room/apartment to ensure that all spaces in each room/apartment are filled.

Message: You must assign all group members.

- If you have selected a type of room/apartment that has fewer beds than the number of members in your group, you will receive this error message.
- You must either remove someone from your group (see Regrouping Rules) or pick a larger room/apartment to ensure that all group members are assigned.

Message: You cannot assign more than 1 group member to 1 bed.

- If you assigned 2 group members to the same bed, you will receive this error.
- You must re-assign each group member to a different bed.

Post Room Selection

Although each resident participating Room Selection will be issued a timeslot, every resident will not necessarily have a chance to pick a room. Towards the end of room selection each year, there comes a point where there are no rooms left to choose. Students who are unable to pick a room through Room Selection will go into Post Room Selection along with students who decided not to pick a room through room selection.

Students in Post Room Selection are guaranteed housing on the Rose Hill campus and will be placed in housing throughout July & August by the Office of Residential Life.

Although we do our best to honor building and roommate preferences, they are not guaranteed. Please let us know how to best prioritize your requests (*Example*, is the hall or room style more important than a roommate request).

Why does Post Room Selection happen?

Students in Room Selection pick all the rooms currently available on campus. Then throughout the summer and remaining Spring semester, students withdraw from the University, from Housing or decided to go Abroad for Fall. All of these changes create the vacancies where Post Room Selection students are assigned.

This happens because of the Fordham University housing guarantee to students.

Why does it take until mid-August?

The longer we wait the better chance we have of opening multiple spaces within a room/apartment, thus keeping roommate pairs together. If we assigned as spaces become available throughout the summer, we would need to break up most roommate pairs, and not honor building preferences. A student may withdraw from an apartment in Walsh early in May, and that student's roommates may wait until July to withdraw. If we assign in July and August, we have a better chance of students getting an apartment together with their desired roommates, rather than having split them up into what spaces were known in May.

Housing Fordham University Residence Hall Agreement

1.0 SERVICES:

1.1 In consideration of the payment of all required fees and charges, and the Student's full compliance with all the terms of this Agreement, the University will provide the Student license to use a residence unit in a building owned or leased by the University during the term of this Agreement, Academic Year 2023-2024, or appropriate portion thereof.

1.2 The University agrees to furnish the Student with the use of a bed, dresser, desk and chair.

2.0 FEES:

2.1 The Student agrees to pay the University the full amount of the annually published **ROOM AND BOARD CHARGES** as applicable and any other fees as prescribed by the University for the use of the particular residence unit which will be assigned to the Student. Fees are payable in advance in accordance with a time schedule published by the University.

2.2 This Agreement will not become effective in the absence of a receipt of a **ROOM APPLICATION FEE** of \$200 which will be applied towards the Student's residence charges.

2.3 A **RESIDENCE ACTIVITIES FEE** of \$25 per semester, payable in advance, will be collected by the University and designated for Residential Life Activities.

2.4 Unless an exemption is specifically granted by the University, the Student who accepts assignment to a residence unit shall be required to enroll in the University's authorized Meal Plan which is non-transferable in whole or in part.

2.5 In the event the Student is in arrears in any amount owing under this Agreement, the

Student may be prohibited from: (1) registering for future coursework on any School of the University and/or (2) receiving transcripts, diplomas, or other privileges associated with graduation, and/or (3) continuing residency under this Agreement or reapplying to continue residence in University Housing.

3.0 OCCUPANCY:

3.1 The Student will not be eligible to occupy any residence unit until the University receives (1) a properly completed housing application (2) notification from the University's Business Office that the Housing deposit and any outstanding charges on the student's account have been paid; and (3) signature of the student or parent is on the Housing Application card.

This signature denotes that the student has read and agrees to adhere to this Residence Hall Agreement. (Refer to section 18.0 regarding parental consent).

3.2 The Student agrees that the duration of this Agreement is for one full academic year Fall to Spring, as defined by the University, or portion thereof, including holiday/vacation periods. Students are not entitled to occupy the residence unit during holiday/vacation periods (as defined by the University in its annual calendar), without requesting special permission. The University reserves the right to deny such requests, or if granted, the Student may be required to (1) temporarily assume occupancy of another unit than that last assigned or (2) vacate the assigned unit entirely during all or part of the holiday/vacation periods.

3.3 Unless otherwise approved in writing by an authorized representative of the Residential Life Staff, the Student will not be entitled to occupy a residence unit before the official opening dates or after the official closing dates of the Residence Halls, these dates will be published or announced through official University communications.

3.4 Graduating seniors may be entitled to occupancy after the official closing date in accordance with a schedule to be established by the Office of Residential Life and announced by May 1.

3.5 Any approved extended occupancy for the benefit of the Student shall not be construed to mean the right to occupy the

originally assigned residence unit. The University reserves the right at all times to assign the Student to a residence unit other than the one originally or previously assigned or occupied (see Section 13.4).

3.6 The Student planning to occupy a residence unit later than seventy-two (72) hours after the official opening date of the Residence Halls must notify an authorized staff member of the Office of Residential Life at least forty-eight (48) hours prior to the official opening date or incur any or all of the following: (1) the loss of the license to occupy any residence unit; (2) the forfeiture of the room application fee; (3) additional financial penalties or cancellation fees which may be imposed by the University.

3.7 The Student is expected to comply with all published rules and announcements regarding "check-in" and "check-out" procedures which are incorporated by reference and herein made a part of this Agreement. In the event a Student fails to comply with such procedures including, but not limited to the timely occupancy and vacating of the residence unit, the pick-up and surrender of all keys, and the proper inventory accounting of all University property, the Student may be subject to financial penalties which may be imposed by the University.

3.8 For the purposes of this Agreement, occupancy by the Student shall be defined as the issuance to or the possession of a room key by the Student who has been duly assigned a residence unit. Actual physical occupation of a residence unit by the Student or placement of the Student's possessions in a particular unit will not necessarily constitute occupancy by the Student in a manner authorized by the University. Nothing in this provision 3.8 shall be construed to prohibit the University from charging fees for any unauthorized

occupancy of a residence unit or to permit a student to physically occupy a residence unit without incurring fees set forth in this Agreement.

4.0 OCCUPANCY RESTRICTIONS:

4.1 The right of the Student to occupy any residence unit is neither transferable nor assignable at any time under this Agreement. Any attempt to do so shall subject the

Student to appropriate disciplinary action, including but not limited to termination of the Student's license to occupy any residence unit and the opportunity to reapply for residence in University housing.

4.2 Unless specific written permission is obtained from the Vice President for Student Affairs, the license to occupy any residence unit is conditioned upon the Student taking an approved academic course load and maintaining full-time enrollment at Fordham University. The University reserves the right to request that the Student furnish documentation of current enrollment or matriculation in a School at the University.

5.0 ASSIGNMENT OF RESIDENCE UNITS:

5.1 The University does not guarantee assignment of the Student to any particular residence unit, building, or type of accommodation (e.g., single room, off-campus housing, "Residential College," etc.). Although the University will make

reasonable efforts to assign accommodations according to the stated preferences of the Student, it cannot guarantee the Student's choice or preferences in building, room location, suitemates or roommates.

5.2 Requests made by the Student to be transferred from one residence unit to another, within or between buildings, shall be subject to the availability of space, date and time of request, and the necessity or reasonableness of the request to transfer. The University expressly reserves the right not to approve any request by the Student or Parent for such a transfer.

5.3 The University reserves the right at any time to reassign the Student to any other residence unit owned or leased by the University. The University further reserves the right to consolidate rooms and to assign or reassign additional students to a particular residence unit so as to enable maximum utilization of all University housing facilities. In

such an event, charges and fees may be adjusted accordingly.

5.4 In the event of vacancies in a multi-person occupied room, the remaining Student(s) may be required to vacate the current residence unit and be reassigned to any other residence unit(s). Refusal by the Student(s) to accept any reassignment can result, at the option of the University, in either increased charges or fees assessed against the remaining Student(s) or the automatic cancellation of this Agreement.

5.5 The University expressly reserves the right to change or cancel any assignment that is in the best interests of an individual student, groups of students, or the residential community in whole or in part for the purposes of promoting order, health, safety, and peaceful enjoyment in any University housing facility.

REGULATIONS:

6.0 TERMINATION OF AGREEMENT

AND ENFORCEMENT OF REGULATIONS 6.1

The Student will be expected to observe all regulations cited herein as well as those contained in the University Code of Conduct, the Residential Life Handbook, the Student Handbook, and any other rules, regulations, or policies which may be established by the University, all of which are incorporated by reference and herein made a part of this Agreement. Failure to comply can result in fines, penalties, or forfeiture of the license to occupy a residence unit. Further disciplinary action may also be taken against the Student in accordance with the procedures set forth in the Student Handbook, but this shall not be construed as giving the Student a right to a hearing or judicial proceeding prior to the termination of occupancy under this Agreement. 6.2 The University will make every effort to provide reasonable notice to the Student upon termination of the license to occupy a residence unit. The University will endeavor to give such notice as is practical under the circumstances of the termination of the student's license to occupy a residence in University housing.

6.3 Upon notice of termination, the Student will be expected to vacate the residence unit immediately. Within 24 hours of actual or constructive notice, if the Student does not vacate the unit, surrender the keys, and facilitate an inspection and inventory accounting of all University property, the University may impose additional fines, penalties, and appropriate disciplinary action. 6.4 The Student may be subject to fines, disciplinary action, or termination of this Agreement for failure to comply with any of the terms set forth and incorporated herein, the University Code of Conduct, the Residential Life Handbook, the Student Handbook, and any other rules and regulations the University may establish including, but not limited to, the following:

6.4.1 Illegal use, possession, or sale of alcoholic beverages, or abuse of the same.

6.4.2 Illegal use, possession, or sale of narcotics, intoxicants, dangerous drugs or other illegal substances as defined by Federal, State or Local laws, or abuse of the same.

6.4.3 Participation in illegal gambling activities.

6.4.4 Possession of firearms, fireworks,

firecrackers, explosives, highly flammable material, or dangerous chemicals;

6.4.5 Possession of dangerous weapons, ammunition, hunting arrows, or potentially injurious war souvenirs;

6.4.6 Participation in unauthorized group activities, riots, raids, or other illegal entries;

6.4.7 Disorderly, malicious, lewd or licentious conduct;

6.4.8 Possession or harboring of dogs, cats, birds, snakes or other animals or pets; excluding service animals.

6.4.9 Misuse, abuse, theft, damage or destruction of University property;

6.4.10 Use of cooking appliances or hot plates except coffee pot, popcorn poppers, and irons, all of which must be Underwriters Laboratory (UL) approved, in good repair, and with thermostatic control;

6.4.11 The use and/or possession of unauthorized or unallowable heat-producing or air-cooling appliances or electrical devices;

6.4.12 Failure to obtain approval for refrigerators in excess of 4.0 cubic feet; 6.4.13 Use of a residence unit or other part(s) of the building for commercial purposes or in association with commercial vendors in the absence of written permission from the Office of Residential Life;

6.4.14 Sales, solicitation or advertising unless authorized by the Dean of Students/Director of Residential Life;

6.4.15 Unauthorized painting or decorating of the interior or exterior walls of the residence unit, or the installation or placement of any equipment or materials outside of the room or windows which may be deemed unsightly, dangerous or otherwise

unallowable by the Office of Residential Life;

6.4.16 Unauthorized use, loan, sale or duplication of keys to University buildings;

6.4.17 Unauthorized movement or appropriation of University property from one location or residence unit to another; 6.4.18 Interference or tampering with fire safety devices;

6.4.19 Illegal or unauthorized use of telephone services;

6.4.20 Excessive, repeated or unreasonable noise distractions to residents or other non-resident members of the University or non-University communities;

6.4.21 Unauthorized guests or the illegal or

unacceptable conduct of any guest; 6.4.22

Use or abuse of a residence unit in such a manner as to render it unsafe, unsanitary, or uninhabitable;

6.4.23 Any behavior which in the sole discretion of the University interferes or is detrimental to the health, safety, peace, or well-being of any Student(s), resident(s), or other affected individual(s) or group(s);

6.4.24 Dishonesty/providing false information to any University official, including but not limited to Residential Life staff members, and Security personnel;

6.4.25 Harassment/threatening behavior to another member of the University community, including but not limited to Residential Life staff members, security personnel and other University students;

6.4.26 Unauthorized entry to University facilities, including but not limited to Residence Halls and individual student rooms/suites;

6.4.27 Failure to surrender appropriate identification upon request of clearly identified University personnel, including but not limited to Residential Life staff members and Security personnel;

6.4.28 Failure to comply with the direction, request and/or prior judicial sanction as issued by clearly identified University personnel, including but not limited to Residential Life staff members and Security personnel.

7.0 WITHDRAWALS AND ELIGIBILITY FOR REFUNDS:

7.1 Any notification of a voluntary withdrawal from University housing, either before or

after occupancy by the Student, must be made in writing to the Office of Residential Life. In the event the Student fails to notify the Office of Residential Life and permanently vacates the assigned residence unit without such written notification, additional financial penalties or cancellation fees may be imposed by the University. In the event the Student fails to give written notice, or otherwise advise the University of the Student's circumstances, the University may treat an extended absence, e.g. a month or longer (other than periods covered by intercession, etc.) as a withdrawal from occupancy, and the University may proceed accordingly.

7.2 In the event a housing application is voluntarily withdrawn by the Student prior to occupancy, the following refund schedule for

the **ROOM APPLICATION FEE** will apply:

7.2.1 If the housing application is withdrawn by June 1 prior to the Academic Year of occupancy, the Student will be refunded the full application fee.

7.2.2 If the housing application is withdrawn between June 1 and July 1, of the Academic Year of occupancy, the Student will be refunded fifty (50%) percent of the application fee.

7.2.3 If the housing application is withdrawn after July 1 of the Academic year of occupancy, the application fee will not be refunded.

7.2.4 If the housing application is withdrawn after August 1 but prior to the start of the Academic semester of occupancy, the Student will incur a \$350 late withdrawal charge.

practical, the University will hold such belongings for a limited period, not to exceed two weeks from the date of Termination or withdrawal, and will give notice to the Student at a last known address, it being specifically understood that the University accepts absolutely no responsibility for such possessions left beyond the point of Termination or withdrawal. If the University, at its sole discretion, holds such belongings for a period of up to two weeks, and no advice from the Student is received concerning their disposition, such belongings will be considered abandoned, and disposed of accordingly.

8.0 ROOM CONDITION:

8.1 The Student's signature on the Room Condition Report establishes the Student's acceptance of the condition of the room and its contents at the time of first occupancy and therefore, becomes the standard for assessing the condition of the room and contents at the termination of occupancy.

8.2 The Student specifically agrees to be liable for all damages or other losses incurred by the University to the residence unit and its furnishings which are not the result of ordinary wear and tear. Damage within the residence unit is the joint and several responsibilities of the residents assigned to a particular unit. Damages that occur to public areas (e.g., restrooms, lounges, study rooms, etc.) that cannot be attributable or chargeable to any specific individual(s) shall be equally shared by the residents in closest proximity to where damages have occurred. Upon demand, the Student agrees to pay the assessed value of all such damages as determined by the University.

9.0 INSPECTIONS AND ENTRY:

9.1 The University expressly reserves the right to make reasonable entry to the Student's residence unit without consent for the following purposes or occurrences:

9.1.1 Safety inspections, facility repairs, general housekeeping, and other similar administrative or operational purposes;

9.1.2 Evidence of emergency situations such as screams for help or present danger, smoke, fire, flooding, obnoxious odors;

9.1.3 Replacement or movement of University property, including that which has been misappropriated or relocated without permission or authorization from the Office of Residential Life;

9.1.4 Disorderly conduct and unreasonable noise levels, particularly when there is

7.2.5 If the housing application is withdrawn after December 23 but prior to the start of the Academic semester of occupancy, the Student will incur a \$350 late withdrawal charge.

7.2.6 The schedule of refunds for application fees set forth above is only applicable to the Student who applies for University housing as an incoming Freshman or the returning resident student who files an application for University housing for Fall occupancy. It is not applicable to transfer students or any others who might submit an application for university housing at times other than for the Fall semester. In such cases, housing application refunds may not be granted.

7.2.7 If an application fee has been paid and the Student notifies the Office of Residential Life prior to the opening of the residence

interference with the rights of other residents to live or study in peace;

9.1.5 Reasonable suspicion of medical emergencies.

9.2 Entry can be made by any authorized University official or agent after knocking and after no response for a reasonable lapse of time.

9.3 Room inspections will be made according to the terms specified in the Residential Life Handbook. Facility inspections are made periodically by members of the Facilities Operations and Residential Life staff or their authorized agents to determine need for repairs or renovation as well as to evaluate the general

condition, safety, and maintenance of the rooms. Unless otherwise specified in this Agreement, notification will be given to the student twenty four (24) hours in advance. If it is revealed during such an inspection that University property is not properly located in a room, or that violations of the terms of this Agreement exist, termination of the Student occupancy or other appropriate disciplinary action may result.

9.4 A search of a residence unit may be authorized by the Vice President for Student Affairs or his/her authorized representative, when there is a reason to believe that it contains (1) stolen property or material that constitutes a danger to the building or the safety of any of its occupants; (2) items, persons, or animals prohibited by the terms of this Agreement; or (3) activities or conduct that are prohibited by the terms of this Agreement.

9.5 The University reserves the right to confiscate and/or destroy any and all property owned or in possession of the Student without compensation therefore if such property is prohibited or held or stored on University property in violation of the terms of this Agreement.

10.0 INFORMATION DISCLOSURE: 10.1 It is the responsibility of the Student to inform the University in writing and in accordance with its policy under the Family Educational Rights and Privacy Act if the assigned room location, telephone number, or other directory information are not to be disclosed to any party.

10.2 The Student has the obligation to inform the Office of Residential Life of any medical or physical condition or handicap which may necessitate special accommodations to be provided by the University. However, the University cannot guarantee special living conditions to accommodate any medical

halls that he/she will be on an approved leave of absence from the University or is enrolled in a study abroad program, a **NON-CASHABLE** credit of the application fee toward future housing charges will be recorded on the Student's account at the University's Business Office.

7.3 After the Student assumes occupancy, all Residence Halls fees as identified in Section 2 of this Agreement are generally **NON-REFUNDABLE** for either voluntary or involuntary withdrawals.

7.4 In the event of Termination of the Agreement or withdrawal pursuant to Sections 6 or 7, the student is fully responsible for removing any and all personal belongings from an occupied room. Solely at its discretion, and only to the extent

condition except as may be required by law.

11.0 GUEST RESTRICTIONS:

11.1 Overnight guests are not permitted unless they are of the same sex with a stay limited to a maximum of two (2) consecutive nights in any given one (1) week period. Residents are limited to a maximum of two (2) overnight guests. The host Student must request, receive, and be able to show upon demand to any University official or agent, a "guest ID" for each overnight guest who is a non-resident of University housing and/or a non-student visitor. The guest ID must be approved for each date requested.

11.2 Absence of required approvals or the presence of unauthorized guests in any residence unit constitutes violations of the terms of this Agreement and sufficient cause for the University to terminate the Student's license to occupy any residence unit.

11.3 Notwithstanding the fact that a guest may be approved or authorized to occupy a residence unit, the Student host will be responsible for the conduct of the guest(s) and the failure of the guest(s) to comply with all regulations and conduct prescribed in this Agreement, the University Code of Conduct, the Residential Life Handbook, the Student Handbook, and any other rules and regulations set forth by the University or the Office of Residential Life Staff, will be

imputed to the Student host. The Student will then be subject to termination of his/her own right to occupy a residence unit and such other disciplinary action as may be deemed appropriate by the University under the circumstances.

12.0 APPLICABLE LAWS:

12.1 This Agreement and all matters related to it shall be governed by, and construed in accordance with, the laws of the State of New York.

12.2 The Student hereby acknowledges that the University is a not-for-profit institution operated exclusively for educational purposes and thereby understands and agrees to the fact that housing accommodations provided under this Agreement do not establish a landlord-tenant relationship subject to Federal, State, or New York City rent stabilization laws or other regulations associated with leases or the payment of rent. The Student further acknowledges that any occupancy of a residence unit is contingent upon maintaining an affiliation with the University in accordance with the terms of this Agreement and therefore, the Student agrees to vacate a residence unit immediately upon termination

of that affiliation. The Student specifically acknowledges understanding that the residence provided under this Agreement is not intended to and does not provide the conditions necessary for families living independently of each other, and therefore would not come within the scope of the definition of a covered "multiple dwelling" under the New York State or City law. Notwithstanding the foregoing, the Student hereby expressly waives any right to trial by jury in any proceeding pertaining to the residence pursuant to this Agreement.

13.0 RESERVATION OF UNIVERSITY RIGHTS:

13.1 In the event the Student fails to comply economic considerations, fire regulations; or for any other unusual or unanticipated conditions.

13.4 The University reserves the right at all times throughout the term of this Agreement to assign the Student to a residence unit other than the one initially or previously assigned or occupied.

14.0 KEYS

14.1 The Student will obtain exclusively from the University any and all keys necessary to gain access to the assigned residence unit. All such keys remain the property of the University. Upon the Student's voluntary or involuntary withdrawal from University housing or the termination of occupancy under this Agreement, whichever occurs first, the student will return all keys promptly without notice or demand therefore.

14.2 If keys delivered to the Student are lost, damaged, or not returned in accordance with procedures established by the Office of Residential Life, a minimum penalty fee of \$15 will be charged and further disciplinary action may be imposed.

14.3 The unauthorized duplication or lending of keys to any other individual(s) is strictly prohibited and may be grounds for termination of this Agreement.

15.0 LIABILITY FOR LOSSES/DAMAGES/INJURY:

15.1 The University is not responsible for the loss, theft, or damage to any personal property owned, operated, or possessed by the Student, guest(s), parents, or family members which may be held, located, or stored in any residence unit or anywhere else on University-owned or leased property. The Student understands and expressly agrees to accept all risks of such losses or damages and is urged at all times to seek appropriate insurance coverage through

family homeowner's insurance or other means.

15.2 The Student does hereby agree to assume all risks associated with the occupancy of a residence unit and does hereby, for himself/herself, his/her heirs and personal representatives, agree to hold harmless, indemnify, release and forever discharge the University and any and all of its officers, agents and employees from any and all claims demands, actions, causes of actions, on account of loss or damage to personal property, or personal injury, including death, which may result from causes beyond the control and without the negligence of the University, its officers, agents, or employees during the term of this Agreement.

16.0 MISCELLANEOUS PROVISIONS: 16.1

The Housing Application Card (RL 100), the University Code of Conduct, the Residential

with any provisions of this Agreement, the University may, at its option terminate this Agreement and retain all payments made hereunder, or in the alternative, it may seek any other remedy in law or in equity including but not limited to specific performance of this Agreement and damages. The Student agrees to pay all reasonable costs, attorney's fees and expenses that shall be made or incurred by the University enforcing this Agreement in any manner.

13.2 Delivery of this Agreement signed by the signatories does not constitute acceptance by the University unless it is approved and

Life Handbook, the Student Handbook, and any other rules and regulations the University may establish, are hereby incorporated by reference and made a part hereof.

16.2 The failure of the University to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, nor shall the same be deemed to be a waiver of any subsequent breach, either of the same provision or otherwise. All remedies, rights, undertakings, obligations, and agreements contained in this Agreement shall be cumulative and shall not be in limitation of any other right, remedy, undertaking, obligation or agreement of either party.

16.3 This Agreement shall be binding upon the signatories and insure to the benefit of the heirs, personal representatives, and permitted assigns of the Student and the successor and assigns of the University.

16.4 If any provision of this Agreement, as applied to either party or to any circumstances, shall be adjudged by any court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or enforceability of this Agreement.

16.5 If there is any conflict between the terms of this Agreement and the aforementioned documents that are incorporated herein by reference, the terms of this Agreement are controlling.

16.6 Article headings are for convenience only and shall in no way effect the interpretation of the Agreement or any articles in this Agreement.

17.0 OPENING/CLOSING OF RESIDENCE HALLS

The residence halls will open and close at the published times and days as distributed by the Office of Residential Life. The Student must receive prior permission from his/her Resident Director to remain past stated dates and times. Only in exceptional circumstances will students be permitted to return prior to the stated dates and times. To return early the Student must first contact and receive permission from the Office of Residential Life. An early arrival fee may be placed on the Student's Bursar account.

18.0 PARENTAL CONSENT UNDER AGE 18

Signature of parent or guardian is required on the Housing Agreement Card (RL-100) if student is under 18 years of age. Parental consent denotes that the parent and the student have read this Agreement which is for a full academic year (or appropriate portion thereof) and agree to accept and abide by all of its terms and conditions.

accepted by the University as evidence by the signature of the Director of Residential Life or his/her designee on the Residential Life Assignment Confirmation which denotes the room assignment.

13.3 The University reserves the right to make reasonable modifications in costs for accommodations; facilities; food services; and to make such new or added regulations as may be dictated by unforeseen circumstances such as labor disorders, war, contagious diseases or other dire emergency; or by any Government authority imposing restrictions and/or regulations relative to heating, weather conditions,