

# Bowie State University

## Office of Residence Life

### Campus Living 2015-16

Application Date: April 20-24 Room Selection: May 4-7

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Living on Campus

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Are you planning to live on campus next year? Here is the information you need to know.

**ORL does not guarantee housing for anyone, including residents currently living in the traditional halls.** ORL utilizes a

“Lottery Process” which gives current resident students the opportunity to choose a space in traditional housing, if selected to receive a room before other students.

How does the lottery work? Detailed information regarding the process is provided in this newsletter. Please read all the information in this document carefully and share it with a parent, guardian or the person that has financial accountability for you.

Remember to check your BSU email, the ORL webpage and the bulletin boards in your building for updates. You can go to the link below and follow the instructions provided which will allow you to link your personal email address and your BSU email address and you will not miss out on any information that is sent out.

<http://www.bowiestate.edu/CampusLife/housing/redirect/>

**Make sure you check the spam or junk mail folder on your account as mail is**

Let’s get started: What to do first?

First thing you need to do is make sure all of your personal data is correct in the University’s system. The information from the University is uploaded to the ORL program daily. If your information has changed, i.e. home address, telephone number, etc., you will need to fill out a DATA CORRECTION FORM. You can access the form from the BSU website. The form must be submitted to the Office of the Registrar. Please note, in an effort to conserve paper our main mode of communication will be through your BSU email account; however, ORL may need to contact you through other means and will only use the information that is on file officially with the university. If you are having issues with your email account or do not have access to it, contact the D.I.T. for assistance. The email address is [helpdesk@bowiestate.edu](mailto:helpdesk@bowiestate.edu) or you can call them at 301-860-help.

## Do I meet the requirements?

Here are the prerequisites you must meet in order to qualify to participate in the “Lottery Process” for the 2015-16 academic year.

- You must have a minimum cumulative g.p.a. of a 2.3. First-Time Freshman and transfer student will only have the Fall 2014 g.p.a that will be considered. You may not have resided on campus 8 or more semesters.
- You may not have any judicial sanction which prohibits you from residing on campus.
- You must be in good financial standing with the University. **Anyone who owes money will not be considered.**
- You must be enrolled in classes for the Fall 2015 semester.
- Attended the required amount of programs as outlined in the 2014-15 housing contract.

If you do not meet all the requirements above, you are not qualified to participate in the lottery. All requirements will be verified prior to the lottery process in addition to the end of the application period.

## What does this mean?

Students with less than a 2.0 cumulative g.p.a. cannot live in any residence hall on campus as per the housing contract. G.P.A. eligibility will be verified at the end of the Fall 2014 semester for everyone. Students, who have lived on campus 8 semesters or more, do not have priority to live in the traditional residence halls and are not eligible to participate in the lottery process. Residents who have been involved in incidents or have not adhered to ORL policies & procedures and have received a sanction prohibiting them from living on campus, will be ineligible to live in any residence hall. Residents who have failed to attend the required amount of programs may be excluded from living on campus. Students who have a balance with the University will not be eligible for to participate in the lottery process.

*Any student who does not follow all of the instructions and meet all of the requirements outlined in this newsletter will not be considered for housing during the “Lottery Process”. There will be no exceptions! Please speak with a member of the Central Office staff if you have a question after carefully reading this document in its entirety.*

## The Application

If you meet the requirements and want to participate in the lottery, you must first pay the \$200.00 room deposit. Next, you need to fill out the “**Returning Resident Application**”, during the week of **April 20<sup>th</sup> –April 24<sup>th</sup>**. The “**Returning Resident Application**”, is the only application that will be recognized for the lottery process. *If you fill out any other application you will not be considered during the lottery process.* You have to wait 24 business hours after you pay the room deposit to access the application. If you do not pay the deposit and register for Fall 2015 classes, you will not be allowed to fill out the application. Applicants who desire, and are eligible to “Squat”\*, remain in their current room for the academic next year, must indicate this on the application. **\*2014-15 First -time freshman are not able to squat.** If you desire to be roommates with another resident currently living in the traditional halls, you must put their student id # only in the designated space on the application. Only students living in the traditional halls Spring 2015 will be considered during this process. You are not guaranteed your preferred roommate. If you and your current roommate both want to stay in the same room but want different roommates, one of you will have to make the decision to go to another room; if both parties are selected to receive a room for the next academic year. All applications must be completed by the deadline. Student who fail apply during April 20<sup>th</sup>- April 25<sup>th</sup> or are not eligible to participate in the lottery will fall into a low priority group to be considered for housing. You will be on a waiting list and the application will not be reviewed until late July or early August if space permits.

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## The Lottery Process

Some of you know how the lottery works while others, this is a first for you. Here are the nuts and bolts of a “Lottery”. Eligible students that completed the “**Returning Resident**” application will be uploaded to the Housing Management System. Based on the number of eligible students and space available, the program will randomly select persons to receive a room. For example, if we have 100 spaces and 200 applicants, the system will randomly select 100 of the 200 applicants. Only applicants that have been selected will be able to choose a room during the selection process for the upcoming 2015-16 academic year. You will need to check your BSU email account or log back on to the application to find out if you have been selected to choose a room. Unfortunately, if you are not selected, you cannot select a room in the traditional halls. You will have to make other living arrangements for next year or apply to be placed on the waiting list. Information on how to get on the waiting list will be provided in an email to the applicants not selected to receive a room. The “Lottery” method is utilized due to the increasing demand for on campus accommodations at BSU. We have a limited number of beds in traditional housing, and want to continue to provide housing for both new incoming students, as well as, returning students. While the “Lottery” process may not satisfy all, we are able to accommodate students from every group attending BSU.

If you are selected to receive a room the next you then move on to the room selection process. Information will be provided on how to select a room.

**Reminder: Participating in the Lottery Process DOES NOT guarantee you a space. Only being selected to receive a room grants you a space.**

## Room Selection Phase

Now that you have been assigned a lottery number, you will need to log back into the application to find out the day and time you can select a room. Applicants that are eligible to squat their rooms and have indicated that on their application will automatically be assigned; however, you will need to log back into the system to verify your assignment. Once you have your day and time, log into the system at that time and select your room. The system will show you the available buildings and spaces as of that time. If you do not see a particular room or building, it means it is no longer available or you are not eligible. Singles rooms are limited. If you have a desired roommate and you both have mutually requested each other, the first person should be able to pull the other person in the room if both spaces in the room are available. The other person should make sure they have been assigned to the room as well and will need to log onto the system to verify. If you miss your assigned time to select a room, you will still be able to log in and select a space at any time during the room selection process. If you fail to select a room during the selection process, you will not have a room for the upcoming academic year in the traditional residence halls! **Be mindful; at the end of the process, if you are in a double space without a roommate you may be moved to a space that also only has one occupant.** If you have any questions or a problem occurs, please contact the ORL immediately during office hours. Please be aware that you will be selecting a room and will be held accountable to the contract you signed when you filled out the application. Make sure you read the contract in its entirety. If you need to cancel your contract you must submit a request in writing to the ORL. Our office will adhere to the cancelation deadlines and apply fees as outlined in the contract.

## Lottery-Priority Groups

These are the priority groupings, and the order for picking a room if you are selected in the lottery process :

<i>Priority Group</i>	<i>Current Classification</i>
Priority 1	Squatters- this group will automatically be assigned if indicated on the application.
Priority 2	Graduate Students
Priority 3	Seniors
Priority 4	Juniors
Priority 5	Sophomores
Priority6	Freshman

Each priority group will be assigned a date and time to log into the system to select a room from the space available. Prior to this, you will be allowed to search for a roommate if you do not have one. This must be completed before selecting a room. If you miss your assigned start time, you may still log on and select room at any time during the selection process. You must go back to the application and click on the link to gain access to select a room. If you do not select a room you will forfeited your space for the 2015-16 academic year and will not have housing accommodations. You will have to reapply and to be placed at the bottom of the waiting list.

### Room Selection Dates:

**Monday, May 4 – Thursday, May 7, 2015**

## The Re-Cap

The Lottery Process (April 20-24, 2015) gives current residents the first chance to get a space for the 2015-16 academic year. Residents must meet the eligibility requirements. The “**Returning Resident**” Application will be available starting April 20<sup>th</sup>. Registration for Fall 2015 begins April 13<sup>th</sup>. Remember you must be enrolled in Fall 2015 classes and pay the \$200.00 room deposit by 4:30 p.m., April 23<sup>rd</sup> in order to access the application. Applications must be filled out by 11:59 pm, April 24<sup>th</sup>. An email will be sent to your BSU account on May 1<sup>st</sup>, around 3 pm to inform you of your status. The “Room Selection” process will take place May 4<sup>th</sup> through May 7<sup>th</sup>. You must select a room by 11:59 p.m. May 7<sup>th</sup>. Please check your BSU email account or the ORL web page for information or updates.

Updates on how to search for a roommate and select a room will be added to the ORL website Spring 2015.

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## Key Points

- *The housing application is online only.*
- *We cannot guarantee housing accommodations for anyone.*
- *Completing an application does not mean you will be selected to receive a room.*
- *We will offer rooms based on a lottery system.*
- *You must meet all the eligibility requirements in order to participate in the Lottery Process.*
- *Students attending the University for the first time (Spring 2015) will be allowed to participate in the lottery.*
- *If you are not selected through the lottery process to receive a room, you will need to make other arrangements or re-apply, to be placed the waiting list.*
- *You must pay the \$200.00 room deposit.*
- *You must register for Fall 2015 classes.*
- *You must complete the “**Returning Resident Application**” by April 24<sup>th</sup>.*
- *Only students living in the traditional halls will be eligible to receive a room during the “Lottery Process”.*
- *If you are chosen through the lottery process to receive a room and you fail to select a space you will not have housing.*
- *Students without a roommate at the end of the room selection process may be moved to a space that also only has one occupant.*
- *If you have questions please contact us!*

*Office of Residence Life  
The Best & The Brightest  
A League of Scholars  
A Community of Friends*



### Reminder

Application Available: April 20<sup>th</sup> – April 24<sup>th</sup>  
Lottery Notification Distributed: May 1<sup>st</sup>  
Room Selection: May 4<sup>h</sup> - May 7<sup>th</sup>