BOWIE STATE UNIVERSITY
OFFICE OF RESIDENCE LIFE
CAMPUS LIVING
2018-2019

LIVING ON CAMPUS

Want to return to live on campus in the traditional halls next year? If the answer is yes, read this newsletter in its entirety. Detailed information is provided in this newsletter. Please read all the information in this document carefully and share it with a parent, guardian or the person who has financial accountability for you.

The Office of Residence Life (ORL) utilizes the method of a lottery to offer space to returning residents. The “Lottery Process” gives current resident students the first opportunity to receive a space in traditional housing, if selected during this phase of the process. (See page 2 for details of the “Lottery Process.”) **HOUSING IS NOT GUARANTEED for anyone, including residents currently living in the traditional halls.**

LET'S GET STARTED
FIRST - UPDATE/CORRECT YOUR PERSONAL DATA

Make sure all of your personal data is correct in the University’s data base. Your personal data comes from University’s system and is uploaded to the ORL data base. 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 located on the webpage for the Office of the Registrar. The form must be submitted to the Office of the Registrar. Please note ORL’s 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 D.I.T. for assistance. The email address is helpdesk@bowiestate.edu or you can call them at 301-860-help.

THE REQUIREMENTS

Below are the requirements you must meet in order to qualify to participate in the “Lottery Process” for the 2018-19 academic year.

- You must have a minimum cumulative Grade Point Average (GPA) of 2.3.
- You must have a minimum cumulative Grade Point Average (GPA) of 2.7 and 60 credit hours minimum for Goodloe Apartments.
- Students new to the university Fall 2017 (first-time freshmen and transfer students) will only have the Fall 2017 GPA that will be considered.
- Students new to the university Spring 2018 may apply.
- You may not have resided in traditional housing more than 8 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’ full time, minimum of 12 credit hours, for the Fall 2018 semester.
- You must have attended the required amount of programs as outlined in the 2017-18 housing contract.
- Pay $200.00 non-refundable housing deposit with the Office of Student Accounts.

If you do not meet all the requirements above, you are not qualified to participate in the “Lottery Process.” **NO EXCEPTIONS.** All requirements will be verified prior to the “Lottery Process” AND again at the end of the application period.
WHAT DOES THIS MEAN?
Students with less than a 2.3 cumulative GPA are not eligible to live in any residence hall on campus as per the housing contract. GPA eligibility will be verified prior to application availability date for everyone. Students who have lived on campus eight (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 and 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 to participate in the “Lottery Process.”

WHAT IS THE “LOTTERY PROCESS”?
The “Lottery” method is utilized to determine who can receive on campus accommodations at BSU. There are a limited number of beds set aside for upperclassmen in traditional housing. The majority of traditional housing is reserved for new first-time freshmen. In an effort to accommodate a small fraction of upperclassmen, the “Lottery Process” allows ORL to offer those limited spaces set aside for upperclassmen in a fair, unbiased manner. While the “Lottery Process” may not satisfy all, we are able to accommodate students from every group attending BSU. Here are the nuts and bolts of the “Lottery Process.” Eligible students who complete the “Returning Resident Traditional Housing Application” will be uploaded to the Housing Management System. This is the “Application Phase”. Based on the number of eligible students and available space, 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 who can select a space. Then an email is sent to all applicants to inform them of their status.

If selected to receive a room, the next step is the “Room Selection Phase”. Information will be provided in the status email on how to select a room. Only applicants who are selected will be able to choose a room during the “Room Selection Phase” for the upcoming 2018-19 academic year. Check your BSU email account or log back on to the application to find out if you are selected to choose a room. Unfortunately, if not selected, you cannot pick a room in the traditional halls. You will have to make other living arrangements for next year or re-apply to be placed on the waiting list. Information on how to be placed on the waiting list will be provided in an email to the applicants not selected to receive a room. Students who are not selected are strongly encouraged to apply to the apartments on campus, CMRC, by contacting CMRC’s management office at 301-352-1600 or apply for a space in the apartments at The Enclave. Information for applying at The Enclave will be provided in a separate newsletter.

Participating in the “Lottery Process” DOES NOT guarantee you a space. Only being selected to receive a room grants you a space for the upcoming semester CONSIDERING YOU MAINTAIN THE ESTABLISHED REQUIREMENTS.
If you have met all the requirements and want to complete an application during the “Lottery Process,” you must complete the “Returning Resident Traditional Housing Application,” during the week of April 17th – April 20th. If you have not paid the deposit and/or have not enrolled in classes before April 17th, you will have to wait 24 business hours to access the application after you have paid the deposit and completed your Fall 2018 enrollment. If you do not pay the deposit and enroll full-time in classes for the Fall 2018 semester, you will not be able to access the application. The “Returning Resident Traditional Housing Application,” is the only application that will be recognized for returning residents during the “Application Phase”. If you fill out any other application, you will not be considered during the “Lottery Process.”

Option to Select a Roommate: If you desire to be roommates with another resident currently living in traditional housing for next year, you must put their student ID # only in the designated space on the application. You are not guaranteed your preferred roommate. See further details below in Room Selection Phase.

Please note that only applications from current eligible residents are valid for the “Lottery Process.” Only current traditional residents chosen during the “Lottery Process” will be able to receive a room. Assignments will not be binding for anyone who is not a current resident in traditional housing. If an ineligible current resident or a non-Spring 2018 student is pulled in during the “Lottery Process”, the assignment will be voided.

To recap the information above, all applications must be completed by the deadline of April 20, 2018. Applicants must be enrolled full-time in classes for the Fall 2018 semester and pay the $200.00 non-refundable room deposit no later than 4:30 p.m., April 19th in order to access the application by April 20th. Current residents who apply after April 20th will be placed on the “Late Returning Resident” waiting list.

Applicants on the “Late Returning Residents” waiting list will not be reviewed until the semester begins if space permits.

ROOM SELECTION PHASE
If your application is received and you are chosen to select a space, you will need to select a space between May 2nd & May 3rd. Lottery recipients should have received an email with the day and time you can begin to select a room. Once you have your day and time, log into the system at that time and select your room. Please be advised traditional on-campus space for upper class students is limited. There are minimal options for returning students in Goodloe Apartments, Alex Haley Hall, Kennard, Towers and Tubman Halls. The system will show you the available spaces as of that time when you log in. If you do not see a particular space, it means it is no longer available or you are not eligible. SINGLE ROOMS ARE EXTREMELY 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 as long as the other person has met the requirements. 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 Phase”. If you fail to select a room during the “Room Selection Phase”, you will not have a room for the upcoming academic year in the traditional residence halls! Persons chosen to receive a room must select a space by 11:59 p.m. on May 3rd. If you have any questions or a problem occurs while trying to select your room, contact the ORL immediately during office hours.

AT THE END OF THE PROCESS, IF YOU ARE IN A DOUBLE SPACE WITHOUT A ROOMMATE, YOU WILL BE MOVED TO A SPACE THAT ALSO ONLY HAS ONE OCCUPANT.

Please be cognizant, by selecting a room you will be entering a contract for the academic year and will be held accountable to the terms and conditions of the contract. Make sure you read the contract in its entirety. Our office will adhere to the cancellation deadlines and apply fees as outlined in the contract.
The “Lottery Process” gives current residents the first opportunity to possibly receive housing for the 2018-19 academic year.

**ORL DOES NOT GUARANTEE HOUSING!** Residents must meet the eligibility requirements. The “Returning Resident Traditional Housing Application” will be available starting April 17th. Registration for Fall 2018 begins April 16th. Remember, you must be enrolled full-time in classes (minimum of 12 credit hours) for the Fall 2018 semester and pay the $200.00 non-refundable room deposit no later than 4:30 p.m., April 19th in order to access the application by April 20th. Applications must be filled out by 11:59 pm, April 20th. An email will be sent to your BSU account on April 27th after 4:00 p.m. to inform you of your status. The “Room Selection Phase” will take place May 2nd through May 3rd. You must select a room by 11:59 p.m. May 3rd. Please check your BSU email account or the ORL web page for information or updates.

CHECK YOUR EMAIL ACCOUNT BEFORE CALLING THE OFFICE FOR STATUS.

**Key Points**

- The housing application is online only. There is no paper application.
- **ORL CANNOT, WILL NOT & DOES NOT GUARANTEE HOUSING ACCOMMODATIONS FOR ANYONE.**
- **Paying the deposit does not guarantee housing.**
- Completing an application does not mean you will be selected to receive a room.
- We will offer rooms based on the “Application Phase”.
- You must meet all the eligibility requirements in order to participate in the “Lottery Process.” Students attending the University for the first time (Spring 2018) will be allowed to participate in the “Lottery Process.”
- Grades will be checked during the Spring 2018 semester prior to the start of the “Lottery Process.”
- If you receive a space, you must maintain eligibility to remain in the contract. Grades will be checked at the end of the Spring 2018 semester.
- If you are not selected through the “Lottery Process” to receive a room, you will need to make other arrangements. You may apply to be placed on the waiting list.
- You must pay the $200.00 room deposit. This deposit is non-refundable; however, it is credited back to your BSU account if you are not selected for housing. ORL does not issue refunds for housing deposits.
- You must be enrolled in classes full-time (12 credit hours) for the Fall 2018 semester.
- You must complete the “Returning Resident Traditional Housing Application,” by 11:59 p.m. on April 20th. This is the only application the system will recognize for this process.
- 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 fail to select a space by May 3rd no later than 11:59 p.m., you will not have housing.
- Students without a roommate at the end of the Room Selection Phase may be moved to a space that also only has one occupant.
- If you have questions, please contact us!

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**Reminder**

- **Application Phase:** 4/17-20/ 2018
- **Status Email:** 4/27/2018
- **Room Selection Phase:** 5/2-3/2018