LIVING ON CAMPUS

Coming back to live on campus in the traditional halls next year? If the answer is yes, please read this newsletter in its entirety. THERE ARE CHANGES. 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. The “Lottery Process” gives current resident students the first opportunity to receive a space in traditional housing, if selected during this process. (See page 2 for details of the “Lottery Process.”) ORL continues to emphasize that housing is NOT GUARANTEED for anyone, including residents currently living in the traditional halls.

LETS GET STARTED: WHAT TO DO FIRST?

First thing first. Make sure all of your personal data is correct in the University’s system. Your personal data comes from University's system and is uploaded to the ORL system. 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.

MEET THE REQUIREMENTS?

There are requirements to live on campus. Below are the prerequisites you must meet in order to qualify to participate in the “Lottery Process” for the 2017-18 academic year.

- You must have a minimum cumulative Grade Point Average (GPA) of a 2.3. Spring semester first-time freshmen and transfer students will only have the Fall 2016 GPA that will be considered.
- 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 2017 semester.
- You must have attended the required amount of programs as outlined in the 2016-17 housing contract.

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” in addition to the end of the application period.
WHAT DOES THIS MEAN?

Students with less than a 2.3 cumulative g.p.a., are not eligible to live in any residence hall on campus as per the housing contract. G.P.A. eligibility will be verified prior to application availability date 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 to participate in the “Lottery Process”

WHAT IS THE “LOTTERY PROCESS”?

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 new 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.

Some of you know how the “Lottery Process” works while for others, this is a first for you. Here are the nuts and bolts of a “Lottery Process”. Eligible students who complete the “Returning Resident Application” will be uploaded to the Housing Management System. 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. An email will be sent to all applicants to inform them of their status after 4:00 p.m. on Wednesday, May 3rd.

If you are selected to receive a room the next step for you is the “Room Selection Phase”. Information will be provided in the status email on how to select a room. Only applicants that have been selected will be able to choose a room during the selection process for the upcoming 2017-18 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 chosen, you cannot select 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 get on the waiting list will be provided in an email to the applicants not selected to receive 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 for the upcoming semester.
ROOM SELECTION PHASE

This provides the next phase of the process “if” your application was received and you have been chosen to select a space. You will now need to select a space between MAY 5TH AND MAY 9TH. Lottery number 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 the only building available for returning students will be Alex Haley Hall, with the exception of the single spaces in 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 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 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! If you have any questions or a problem occurs while trying to select your room, contact the ORL immediately during office hours.

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.

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” (April 24-28, 2017) gives current residents the first opportunity to possibly receive housing for the 2017-18 academic year. **ORL does not guarantee housing!** Residents must meet the eligibility requirements. The **RETURNING RESIDENT APPLICATION** will be available starting April 24th. Registration for Fall 2017 begins April 17th. Remember, you must be enrolled full-time in classes (minimum of 12 credit hours) for the Fall 2017 semester and pay the $200.00 non-refundable room deposit no later than 4:30 p.m., April 27th in order to access the application by April 28th. Applications must be filled out by 11:59 p.m., April 28th. An email will be sent to your BSU account on May 3rd, after 4:00 p.m. to inform you of your status. The “Room Selection Phase” will take place May 5th through May 9th. You must select a room by 11:59 p.m. May 9th. Please check your BSU email account or the ORL web page for information or updates.

### Key Points

- The housing application is online only. There is no paper application.
- We cannot and **do 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 “Sign-Up” Process.
  - You must meet all the eligibility requirements in order to participate in the “Lottery Process.” Students attending the University for the first time (Spring 2017) will be allowed to participate in the “Lottery Process.”
  - Grades will be checked during the Spring 2017 prior to the start of the “Lottery Process.”
  - If you receive a space you must stay eligible to remain in the contract. Grades will be reviewed at the end of the Spring 2017 semester.
  - If you are not selected through the “Lottery Process” to receive a room, you will need to make other arrangements or 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 2017 semester.
  - You must complete the “RETURNING RESIDENT APPLICATION”, by 11:59 p.m. on April 28th. 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 9th 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!