Bowie State University

Office of Residence Life (ORL)

The Enclave Priority Application Process

2018-2019

APPLICATION DATES
May 1st – May 4th

APPLICATION STATUS
May 18th

PLACMENT
Late June

Inside this issue:

THE OFF CAMPUS OPTION THROUGH ORL

Do you currently live at the Enclave and want to return? Do you currently stay on campus in traditional housing and want to be a part of a unique living experience? If the answer is yes, read this detailed newsletter in its entirety. 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 has secured this housing option due to the limited spaces available on campus for returning students. This one- of-a-kind opportunity gives the resident an independent living experience, while engaging with other college students, all thru the support and resources from the university. Although this is an option, **HOUSING IS NOT GUARANTEED for anyone, including residents currently provided housing through ORL.**

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

Make sure all of your personal data is correct in the University's database. Your personal data comes from the University's system and is uploaded to the ORL database. 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 apply for the "Enclave Priority Application Process" for the 2018-19 academic year.

- ❖ You must have a minimum cumulative Grade Point Average (GPA) of 2.5.
- ❖ You must have a minimum of 24 credit and a maximum of 90 credit hours.
- ❖ You must not have an outstanding balance 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 pay a $200.00 non-refundable housing deposit with the Office of Student Accounts. Applicants can complete the traditional hall application and the Enclave application. The $200.00 is only paid once!*
- ❖ You may not have any current judicial sanction which prohibits you from residing on campus.
- ❖ Never received any judicial sanctions for physical violence, drugs, alcohol, or weapons
- ❖ You must maintain Satisfactory Academic Performance (SAP) requirements.
- ❖ You must pass a criminal background check.

If you do not meet all the requirements above, <u>**you are not qualified to apply to the Enclave**</u>. All requirements will be verified prior to the "Application Process" **AND** again at the end of the Spring semester.

THE SUMMARY

Students with less than a 2.5 cumulative GPA and 90 or more credit hours are not eligible to live at the Enclave. GPA and credit hour eligibility will be verified prior to the application availability date for returning residents. Students must have and keep Satisfactory Academic Performance requirements. Residents who have been involved in incidents, have not adhered to ORL policies and procedures and have received a sanction prohibiting them from living on campus, will be ineligible to live at the Enclave. Any resident who has received a sanction for physical violence, drugs, alcohol, or weapons are not eligible to apply for the Enclave. Any student who receives an assignment at the Enclave and fails to maintain any of the requirements will have their contract voided. Residents who have failed to attend the required amount of programs may be excluded from living on campus.

HERE ARE SOME OF THE GREAT REASONS TO LIVE AT THE ENCLAVE:	
➢ Apartment Style Living, All rooms are SINGLE spaces! All apartments are four (4) bed rooms and two person shared bath.	➢ Controlled building access; Electronic locking doors; Regulated access to your floor.
➢ Room cost on your Student Account: **You make payment for The Enclave the way you would traditional housing**.	➢ Great Resources: Laundry Facility on each floor, Fitness Center & Study Lounge
➢ 12 month lease, so you do not have to check out during Winter or Spring breaks!	➢ Meal Plan is optional: You can choose the commuter meal plan if you like.
➢ Verizon High Speed Wi-Fi and Cable Each apartment comes with a 42" inch television located in the living room.	➢ Conveniently located just 11 miles from Campus. Just a short 25 minute drive to campus, plus a secured parking garage
➢ Free Shuttle Service to campus!	➢ Approximate Move-in Date August 24TH & Move out August 5TH

COMPLETING THE APPLICATION- "APPLICATION PHASE"!

This phase is completed online. If you have met all requirements and want to complete an application, you must complete the **"*Returning Resident Enclave Application*,"** and the criminal background form, during the week of **May 1st –May 4th**. If you have not paid the deposit and/or have not enrolled in classes before May 1st, 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 Enclave 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 have first priority for an assignment.*

 Option to Select Apartment-Mates: If you desire to live with other resident(s) currently living at the Enclave through ORL or in traditional housing for next year, you must put their student ID # only in the designated space on the application. You may add up to three names. All parties must request one another. Top consideration will be given to applicants who have confirmed apartment-mates and meet all the qualifications. ***You are not guaranteed your preferred apartment-mates***.

Please note that only applications from current eligible residents are valid for priority assignments. Only students who currently live at the Enclave through ORL or in traditional housing will receive the first opportunity to be selected for a room.

APPLICATIONS AND BACKGROUND CHECK FORMS MUST BE COMPLETED BY THE DEADLINE OF MAY 4, 2018. *Applicants must be enrolled fulltime in classes for the Fall 2018 semester and pay the $200.00 non-refundable room deposit no later than 4:30 p.m., May 3rd in order to access the application by May 4th.*   Current residents who apply after May 4th 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.

Applications and background checks will be processed at the end of the "Application Phase". Students who meet the requirements and have confirmed apartment-mate request(s) in groups of two (2) or four (4), will have a slight advantage for placement. Status emails will be sent to the student's Bowie State email account after 4:00 p.m., May 18th. Requirements will be reviewed again at the end of the semester and placement will take place late June.

The Re-Cap

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 Enclave Application*" will be available online starting May 1st. 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., May 3rd in order to access the application by May 4th . Applications must be completed and submitted by 11:59 pm, May 4th. An email will be sent to your BSU account on May 18th after 4:00 p.m. to inform you of your status. The "Placement Phase" will take place in late June. Please check your BSU email account or the ORL web page for information or updates. CHECK YOUR EMAIL ACCOUNT BEFORE CALLING THE OFFICE CONCERNING YOUR 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 apply. Students attending the University for the first time (Spring 2018) will be allowed to apply.*
- *Grades will be checked during the Spring 2018 semester prior to the start of applying to the Enclave.*
- *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 assigned a room, you will need to make other arrangements. You may apply to CMRC.*
- *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 (minimum of 12 credit hours) for the Fall 2018 semester.*
- *You must complete and submit the "Returning Resident Enclave Application" by 11:59 p.m. on May 4th*
- *Only residents currently living at the Enclave through ORL or in the traditional halls will be eligible to receive a room during this priority Process.*
- *Students can request apartment-mates. Only applicants who currently live at the Enclave or in traditional on campus housing will be considered during priority application process. Applicants without apartment-mates will be assigned with other applicants of similar preferences, if possible.*
- *If you have questions, please contact us!*

Stay connected & Follow us @ ORLBSU on

Reminder
Application Phase: 5/1-4/ 2018
Status Email: 5/18/2018
Assignment Phase: late June