



RESIDENCE HALL ROOM SELECTION PROCESS

OVERVIEW OF ROOM SELECTION PROCESS

Complete all steps by Thursday, April 22, 2021 by 4:00 pm

1. All students should complete the [Current Student Housing Agreement](#) and pay the \$300 room reservation deposit.
 - Use Touchnet to make a credit cards payment.
 - CBU Business Office will accept cash or check payments.
 - Be sure to pay your deposit by April 16, 2021
2. Email your room reservation deposit receipt to reslife@cbu.edu.



GENERAL INFORMATION

RESIDENCY EXPECTATIONS

The residency expectation supports Christian Brothers University's educational philosophy that emphasizes the value of community and close student interactions. In addition, the requirement is in keeping with the University's policy of maintaining reasonable costs by maximizing occupancy of residential spaces.

All full-time undergraduate students are expected to reside in university housing for their freshman and sophomore years. For transfer students, residency is similarly expected. Allowable exceptions include: married or registered domestic partnership; single parent; student is older than 25 at time of acceptance; extreme medical condition; providing a caregiving function; and those students living at home within 20 miles of the university. If within 20 miles, the student will be asked to provide a letter of verification with signatures from a parent or guardian.

Please be advised, few exceptions to the live-on-campus requirement will be approved. To request an exception, [click here](#).

ROOM RESERVATION DEPOSIT

A non-refundable \$300 room reservation deposit is required of all current students upon the submission of a housing agreement. The deposit is applied to the fall balance. Should the student subsequently cancel housing, the deposit will be forfeited. After August 1, the student will be responsible for the room and board charges for the academic year unless the student completely withdraws from the University or graduates.

CONSOLIDATION

In the event that a roommate leaves a room or apartment, the remaining student(s) should expect another occupant to be assigned. The remaining student(s) should refrain from using the vacated bed and furniture. Failure to comply with this could result in referral to the University Discipline Process. If a new roommate is discouraged from living in the room or apartment because of noise, harassment, abuse, messiness, etc., the original roommate(s) may be reassigned in campus housing and/or may face disciplinary action.

CONTRACTED PERIODS AND EXPECTATIONS

Fall assignments/contracts are for the full academic year (both fall and spring semesters). Residents who sign a contract will be financially responsible for room & board charges for both the fall and spring semesters. The academic year begins the first day of Welcome Weekend in the fall semester and ends the last day of final examinations for the spring semester. The agreement does not include housing for fall, winter and spring breaks. Special arrangements during these periods are possible. Charges may apply.



O’HARA, PENDER, & OAKDALE APARTMENTS

APARTMENT POINT CALCULATION

The O’Hara, Pender, and Oakdale apartment process is based on a point system that determines the order of selection. Groups with the most points – and four individuals – have first choice. Based on the student’s Spring 2021 classification with the Office of the Registrar, points will be awarded as outlined below.

Senior.....	4 points
Juniors.....	3 points
Sophomores	2 points
Freshman.....	1 point
Lived in Capstone during the 2020–2021 academic year.....	1 Point
Lived in Barksdale Flats during the 2020–2021 academic year.....	1 Point
Students affected by residence hall reduction in 2020–2021 due to COVID	1 Point

1. Submit [Current Student Housing Agreement](#), pay deposit and email the receipt as outlined at the top of this document.
2. Once all members of a full apartment or suite have paid a deposit and submitted an agreement, the group will receive a confirmation email from the Residence Life Office notifying the group of its total points.

Please remember, it is the responsibility of the individual – not the Office of Residence Life – to verify all members of your group have completed a contract and paid the deposit. Points are final – and cannot be contested – after noon on Monday, April 26, 2021.

APARTMENT LOTTERY

April 28, 2021 at 12:15 pm in the Sabbatini Lounge

For groups with the same number of overall points, a lottery will occur to determine the order of apartment selection. Students do not need to be present for the lottery, but are welcome. The selection schedule will be posted on the doors of the Division of Student Development & Campus Life by 2:30 pm on April 28, 2021.

APARTMENT SELECTION

April 28, 2021 beginning at 6:00 pm in the Wilson Family Commons, Living Learning Center

the designated time to select an available apartment. Each group will have five (5) minutes to select. Failure to appear at the designated time will result in waiting until all other groups have completed the lottery process. This will continue from 6:00 pm until 8:30 pm.

INCOMPLETE GROUPS

All four-person capstone groups will choose an apartment before any group of three or less. Incomplete groups will have the opportunity to select an apartment if there is an open unit after all other complete groups have completed the selection process.



LIVING LEARNING CENTER

LLC PLACEMENT CONFIRMATION

April 28, 2021 beginning at 5:30 pm in the Wilson Family Commons, Living Learning Center

1. Submit [Current Student Housing Agreement](#) with two Learning Community preferences for which you can meet the requirements marked, pay deposit, and email the receipt as outlined at the top of this document.
2. Bring a printed copy of the completed housing agreement, the receipt for the deposit, and any preferred roommates to the Living Learning Center at 5:30 pm on April 28, 2021.
3. If you have done all the above, and the LLCs Director can confirm that you fit the requirements of your chosen Learning Community, then Dr. Ben Jordan (bjordan1@cbu.edu) will confirm if we are able to place you in the LLC, and what room type and Learning Community it will be, or if you need to choose another residence hall preference like Rozier.

REMINDERS TO THOSE APPLYING FOR THE LIVING LEARNING CENTER

- Remember, the number of bed types and the number of upperclassmen spots in each Learning Community floor is limited.
- Students selecting a LLC placement in the first preference may not select a capstone placement as a subsequent choice.
- Priority in LLC residence hall assignment for the limited spots designated for returning students will be awarded in the following manner.
- Preference will be given this year to students who were originally assigned as returning students in March 2020 to live in the LLC for Fall 2020.
- Then, the date of housing application/deposit and room type and gender availability on each Learning Community's floor determine the specific order of placement within each priority category.
- Preference for roommate assignment is given to those who prefer someone in same community.
- Due to the placement of incoming freshman in the LLC, specific room assignments are not available until mid-July.



ROOM SELECTION

April 28, 2021 beginning at 7:00 pm in the Wilson Family Commons, Living Learning Center

1. Submit [Current Student Housing Agreement](#), pay deposit, and email the receipt as outlined at the top of this document.
2. Students wishing to live in Rozier will select their room beginning at 7:00 pm on a first-come, first-serve basis if the agreement has been completed and deposit paid.
3. This process will continue until all rooms have been assigned – or all students have been placed.

AVERY APARTMENTS

SELECTION

Undergraduates requesting placement in the Avery Apartments should email Alton Wade at awade2@cbu.edu by April 22 to inquire about availability and placement procedures.