RESIDENCE SELECTION HANDBOOK

2013 - 2014 ACADEMIC YEAR
March 2013

Dear Residence Hall Student,

As our academic year draws closer to its conclusion, the time has come to begin focusing on next year’s housing assignments. As a current student residing on the SUNY Old Westbury campus within the NYIT Residential complex, you are allowed to participate in the initial room lottery selection process for the 2012 - 2013 academic year. The following items must be completed by Thursday, April 18, 2013 in order to receive a lottery number:

✧ You must complete a Residence Hall Application and Residential Contract for the 2012 - 2013 academic year. Remember that your Residential Contract commits you to living on campus for both the Fall and Spring semesters, a one year contractual commitment. A liquidation fee of $350.00 is assessed to all contracts that are terminated. Applications on-line, please review the application very carefully.

✧ Required is a $300 non-refundable deposit fee that must be paid at the Bursar’s Office. This deposit “reserves your space” and retains your room over others who have yet to complete this process.

✧ You must also receive proof of clearance from the Bursar’s Office. They will stamp your application or give you a clearance waiver noting your student account is paid in full and has a zero balance.

✧ Please take care of any outstanding parking tickets from the SUNY OW and NYIT campus, as this may delay your room sign-up.

✧ You must submit proof that you are registered as a full-time student with at least (12) Undergraduate or (9) Graduate credits for the Fall 2013 semester in order to sign-up.

Please note:
The residence halls will be closed to all students during the following period: December 20, 2013 - January 19, 2014.

For students who prefer a quiet environment they may choose Kennedy Hall, Quiet hours begin at 9:00 pm.

For students who require 10 month housing they should chooses Bolivar hall. Bolivar will be open during defined breaks periods according to the HRL opening schedule.

Fall 2013 returning student move-in begins at 9:00 am on Sunday, September 1st.

Priority room selection concludes on Friday, April 26th. After this date, all returning unassigned students will be housed on a first received basis of completed applications beginning July 2013, or sooner. Remaining room assignments will be made on the basis of availability. Current residence hall students are guaranteed an assignment only if the required information is received in the Office of Housing and Residential Life by June 1, 2013.

If you have any questions or concerns regarding room sign up, please speak with a residence life staff member.

Enjoy the remainder of the semester, may it be productive and progressive. In addition, good luck on finals!

Thank you,

Derrol M. Rhodes

Derrol M. Rhodes
Director of Housing and Residential Life
IMPORTANT TERMS AND PHRASES

Classification
Classification is determined once a year for selection purposes and is based on the number of Fall or Spring semesters (summer residency does not count) one has resided in the residence halls, whether at SUNY Old Westbury and/or Manhattan. The selection classifications are as follows:

<table>
<thead>
<tr>
<th>More than 7 semesters</th>
<th>Classification 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or 6 semesters</td>
<td>Classification 2</td>
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<tr>
<td>3 or 4 semesters</td>
<td>Classification 3</td>
</tr>
<tr>
<td>1 or 2 semesters</td>
<td>Classification 4</td>
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</tbody>
</table>

Residence Hall Application
Residence Hall Applications will be made available before and at the selection process. They must be completed prior to securing housing for the upcoming year. Your Residence Hall Application will be used to complete your residential assignment or allow you to be placed on a waiting list. Each proxy (see sections on proxies) must have all required housing information for each student they represent.

Residential Contract
Residential Contracts are required to be signed when you accept a room at the Residence Hall Lottery or when you complete the required information noting someone to serve as your proxy (see sections on proxies).

Lottery Numbers
Each resident will receive a Lottery Number that will be used to determine the selection order in the residence halls.

1. During the week of April 15th through 18th students need to select their lottery number in the Office of Housing and Residential Life. Each classification will have an assigned container. Students will need to select their lottery number from their prospective container. After the number is chosen it will be recorded with the Office of Housing and Residential Life.

2. If for some reason during lottery number selection you are unable to choose a number. You are permitted to assign a proxy to choose in your place. You both will need to fill out the proxy form and your proxy will need to hand in the proxy form upon choosing your lottery number.

3. Lottery numbers are non-transferable.

Proxy
A person selected to serve as a student’s representative to select a residential space at the Residence Hall Lottery and /or Housing Selection in their absence. Proxy forms can be picked up in the office of Housing and Residential Life. You are your proxy are responsible for the form. Your proxy must be present with the COMPLETELY filled out proxy form to choose a lottery number and / or room. In addition, the proxy must have all related paperwork.

Quiet Hall
Kennedy Hall will be for all students in need of a quieter atmosphere for the 2013 - 2014 academic year. Extended quiet hours will be placed on the building, as well as, enhanced sanctions for those who violate the expectations in place for the community.
RESIDENCE HALL SELECTION PROCESS

Each student must represent him/herself at the lottery or designate an official proxy.

Procedure

1. Before the Residence Hall Lottery begins, all rooms reserved for new students and special assignments (i.e. Housing and Residential Life staff) will be removed from the selection charts.

2. The Residence Hall Lottery begins on Wednesday, April 24, 2013 and on Friday, April 26, 2013. All individuals must have completed all requirements and all must have a lottery numbers. The schedule is as follows:

   **Suite Selection Day – April 24th beginning at 10:00am.**
   (Note: Only those students that have a full suite are permitted to select a room on this day.)
   The schedule as follows:
   - 10:00 am  Lottery Numbers 1 – 75
   - 11:00 am  Lottery Numbers 76 – 150
   - 12:00 pm  Lottery Numbers 151 – 225
   - 1:00 pm   Lottery Numbers 226 – 350

   **Single Room Selection Day - April 25th beginning at 10:00 am.**
   (Note: For those students that want a single room are permitted to select a room on this day.) The schedule as follows:
   - 10:00 am  Lottery Numbers 1 – 75
   - 11:00 am  Lottery Numbers 76 – 150
   - 12:00 pm  Lottery Numbers 151 – 225
   - 1:00 pm   Lottery Numbers 226 – 350

   **Double Room Selection Day – April 26th beginning at 10:00am.**
   (Note: For those students seeking a double room assignment. They must choose their room with their future roommate.) The schedule as follows:
   - 10:00 am  Lottery Numbers 1 – 75
   - 11:00 am  Lottery Numbers 76 – 150
   - 12:00 pm  Lottery Numbers 151 – 225
   - 1:00 pm   Lottery Numbers 226 – 350

3. You must have your roommates pre-selected to participate (unless you are selecting a single room or a Transfer Assignment Space) and together you both must turn in the required information to select a room in the Residence Hall Lottery.

4. The lottery will begin with the student with the lowest number selecting a room. This process will continue until all available rooms are selected.

5. If a student or proxy arrives at the lottery after his/her number has been called he/she will be allowed to select a residence hall room next.

6. If a student does not receive a room assignment by April 26, 2013, they will be placed on the summer housing waiting list. All current residence hall students are guaranteed a residence hall room assignment if they complete the required information by June 1, 2012.

7. If a space in a room becomes available over the summer, the Office of Housing and Residential Life may fill that space as needed.
RESIDENCE HALL POLICIES AND PROCEDURES

Intersession Housing

Bolivar Hall will be used to house students required to stay on campus between the Fall and Spring semesters. **No students will be allowed to reside in the residence halls from December 21st through January 2nd.** Students requesting housing during Intersession must apply to the Director of Housing and Residential Life for approval. Students residing on campus during Intersession will be charged additional fees for this accommodation.

Meal Plans

All students residing on the SUNY Old Westbury campus, NYIT Residential complex are required to have a meal plan. The SUNY Old Westbury Dining Services offers three plans to enable students the opportunity to select one that best addresses their dietary needs.

Transfer Assignment Selection

Students may select to be placed in a pre-determined allotment of rooms without a roommate. Students who select these rooms will have a transfer or international student assigned with them during the summer. If fewer transfer or international students come to NYIT than expected, another returning student will be used to fill the vacancy.

*Please Note:* The above information is a select number of policies and procedures the Office of Housing and Residential Life requires students to abide by and respect. To find the remaining policies and procedures, consult your NYIT Student Handbook at www.nyit.edu

GENERAL INFORMATION

1. If you do not select housing for any part of the 2013 - 2014 academic year, it is important you communicate your housing preference clearly with the Office of Housing and Residential Life before the end of this semester.

2. If you are not housed through the Residence Selection process, every effort will be made to accommodate your residential request. However, the Office of Housing and Residential Life may not have the flexibility to meet your requests.

3. The Office of Housing and Residential Life reserves the right to change the composition of floors, if occupancy numbers of returning and incoming students dictate the need to do so.

4. **All Fall 2013 room and board (meal plan) fees must be paid in full by August 1, 2013. For Fall 2013 room assignments that occur on or after August 1, 2013, you will be required to pay 100% of your room and board fees, not covered by approved financial aid or the Tuition Pay payment plan.**

5. If your account is not paid when due, it may be forwarded to an outside collection agency or attorney. At that time, you will be responsible for paying NYIT all of the costs associated with the collection of your delinquent account, which includes the payment to NYIT of the principal sums due plus additional costs. Additional costs may include, but are not limited to, collection agency fees constituting 33% of the principal balance due if NYIT engages a collection agency to secure payment. If NYIT engages legal counsel to secure payment, additional costs may include legal fees constituting 50% of the principal balance due, plus all other costs associated with collection of the delinquent amounts. All collection matters shall be governed by New York law. The courts of New York shall have exclusive jurisdiction in these matters.
CALENDAR OF EVENTS
2013

Tuesday, April 16th
ALL potential residential students MUST be registered for the Fall 2013 semester; Paid the $300 non-refundable room deposit and received proof from the Bursars office. All SUNY and NYIT parking violations (tickets) that may apply should be paid in full, and Housing application and contract should be signed.

Week of
April 16th - April 22nd
Lottery Number Selection in the Office of Housing and Residential Life

Wednesday, April 24th
Suite Selection Day Lottery

Thursday, April 25th
Single Room Selection Day Lottery

Friday, April 26th
Double Room Selection Day Lottery

Please Note: If you are unable to select a room by the conclusion of priority room selection on April 26, 2013, all returning unassigned students will be housed on a first received basis of completed applications beginning July 8, 2013. Remaining room assignments will be made on the basis of availability. Current residence hall students are guaranteed an assignment only if the necessary information is received in the Office of Housing and Residential Life by June 1, 2013.