



2019-20 HOUSING SELECTION GUIDEBOOK



Application Dates

	Date
Housing Applications Open in OASIS	Feb. 5th
Themed Housing Applications Open in BergSync	Feb. 5th
Off-Campus Applications Open in BergSync	Feb. 5th
Commuter Applications Open in BergSync	Feb. 5th
Accommodation Applications Due to Accessibility Services in CC 313	March 1
Themed Housing Applications Due	March 15
Off-Campus Applications Due	March 15
Commuter Applications Due	March 15
Registration for Fall Classes Opens	March 25
Lottery Registration Deadline	April 1

Notification Dates

	Date
Accommodations Notified	March 22
Themed Housing Assignments Notified	March 22
Off-Campus Approvals Notified	March 22
Commuter Approvals Notified	March 22
Accommodation Acceptance Deadline	April 5
Themed Housing Acceptance Deadline	April 5
Off-Campus Acceptance Deadline	April 5
Commuter Acceptance Deadline	April 5

Housing Lottery Dates

	Date
Housing Lottery Day 1: Single Rooms	April 9
Housing Lottery Day 2: Apartments & Suites	April 10
Housing Lottery Day 3: Double Rooms	April 11
Housing Lottery Day 4: Individual Selection for Unmatched Students	April 12



Residence Life & Housing

Welcome to Housing Selection 2019!

One of the most exciting parts of the year is getting to choose where you will be living for next year. The Office of Residence Life also recognizes that for many students, this may be a very stressful and overwhelming process. To help make things easier, we have developed this Housing Selection Guidebook to help you navigate the Housing Selection Process.

As a returning student, you will be able to select a room through the online Housing Selection process. By logging in to OASIS and accessing the MyHousing Self Service portal, you can register for the Housing Lottery, select a roommate and/or suitemates, and on Housing Lottery days, select your room for next year.

There are a number of housing options available to returning students and all of them are highlighted in this guidebook. We encourage you to begin talking to friends about where you might want to live as soon as possible so that you can approach the Housing Lottery with a plan in place. We also encourage you to have backup plans in case your first choice of housing is not available when it is your turn to choose.

It is very likely that you may have some additional questions regarding certain housing options or the housing process in general. Any of our Resident Assistants, Hall Directors or Area Coordinators are ready to answer whatever questions you might have. We encourage you to reach out to us if you are confused or would like clarification about anything regarding the Housing Selection Process.

Sincerely,

The Office of Residence Life & Housing

Register for the Housing Lottery

In order to be considered eligible for the Housing Lottery, all students must meet and complete the following criteria by **April 1**:

- Complete the Returning Student Housing Application in OASIS
- Remove any potential holds on your student account
- Register for at least 12 Credit Hours for the Fall Semester

Failure to complete these three criteria will prevent a student from participating in the Housing Lottery.

Completing the Housing Application

All returning students are required to complete the Returning Student Housing Application. This form will give you the opportunity to update some roommate preferences, list hall preferences, select a meal plan and sign your housing contract.

Step 1: Login to your OASIS Portal and select Student Services

Step 2: Click on the Housing Self-Service link

Step 3: Once you have accessed the Housing Self-Service Portal, click on the Applications Tab and select the Returning Student Housing Application and complete the form

Step 4: Check to make sure the application is fully completed by returning to the main menu and looking at the link again. If your application is complete, it will say (COMPLETED) after the application

Remove All Account Holds

Students must be clear of all account holds in order to be considered eligible for the Housing Lottery.

- Judicial Holds can be cleared through the Dean of Students Office.
- Financial Holds can be cleared through the Business Office.
- Academic Holds can be cleared through the Registrar.

Fall Course Registration

Course registration for the Fall 2019 semester will open on Monday, March 25, 2019. To be considered eligible for on-campus housing, all students must be enrolled in at least 12 credit hours. In order to participate in the Housing Lottery, returning students must be registered for at least 12 credit hours by April 1.

Selecting Roommates & Suitemates

The Housing Lottery is designed to fill Single Rooms first, followed by Apartments and Suites, then Double Rooms, and finally Unmatched students. It is in every student's best interest to have a pre-selected roommate before the Housing Lottery. Selecting a roommate or suitemates is simple and can be completed from your Housing Self-Service Portal by following the steps below:

Step 1: Click the Room Selection Tab in Housing Self-Service

Step 2: Click on Roommates/Suitemates

Step 3: Select the Term

Step 4: Search for Your Roommate

Step 5: Submit Your Request to Them for Approval

Once submitted, your request will appear as "pending" in your Housing Self-Service Portal.

Step 6: Your request will need to be approved by your proposed roommate from their portal. They can approve or deny all requests by logging in and clicking the appropriate option.

Step 7: Once your roommate has approved the request, your Housing Self-Service Portal will indicate that you are "Fully Matched."

Step 8 (OPTIONAL): Repeat this process for all roommates or suitemates. For housing such as Miller, Williard or Senior Apartments, you will need to have the full number of roommates selected to fill the suite or apartment in order to see those rooms on the day of the Housing Lottery.



Housing Requirements

Some housing options come with specific requirements in order for students or groups to be eligible for that style of housing.

Single Rooms: Heidelberg University has a very small selection of single rooms on campus. Following the RA Placement and Housing Accommodation processes, remaining single rooms will be filled through the Housing Lottery. Students who wish to try and select a single room cannot be paired with another student on the day of the Single Housing Lottery.

Apartments & Williard Suites: Students wishing to select an Apartment or Williard Suite must ensure that all roommates meet the requirements: 2.5 Cumulative GPA, Junior Status (56+ completed credit hours). If one member of the selected roommate group does not meet these requirements, these rooms will not be visible on selection day. Apartments & Suites must maintain FULL OCCUPANCY for the entire academic year. Residents whose apartment has a vacancy occur midyear for any reason will be required to fill that vacancy in order to remain in their apartment.

Miller Suites: Students wishing to live in a Miller Suite must have a minimum of four total students in their group in order to select a room.

Double Rooms: Students wishing to select a Double Room can do so on the Double Lottery Day so long as they have a selected roommate. Students without a chosen roommate must wait until the Open Lottery day to select a room.

Lottery Days

Each day of Housing Lottery allows students the opportunity to select a different type of housing.

Lottery Day 1: Single Housing Lottery

- Remaining Single Rooms are filled.
- There are **VERY LIMITED SINGLE HOUSING OPTIONS**

Lottery Day 2: Apartment & Suite Housing Lottery

- Apartments, Williard and Miller Suites are filled.
- Students must have a full group of 4-5 students to select these housing options.
- All students, in Williard and the apartments, must have 56+ credit hours completed and at least a 2.5 Cumulative GPA.

Lottery Day 3: Double Housing Lottery

- Remaining Miller Rooms and All Double Rooms are filled.
- Students must have one other roommate selected for these housing options.

Lottery Day 4: Open Housing Lottery

- Any student may select a room without a pre-selected roommate from the remaining housing options.

Students will need to have the appropriate number of students in their housing grouping at the time of the Lottery in order to see rooms of that type. For example, a student who wishes to try for a single room must not have any roommates chosen for Day 1 of the Lottery. If that student does not get a single room and then wishes to try for a Williard Apartment, before Day 2 of the Housing Lottery, they must become fully matched with a group of four total students.

Housing Accommodation Process

Heidelberg University is dedicated to being a welcoming, safe community for a diverse population of students, including students with disabilities and other accessibility needs who may need specific housing accommodations.

The Office of Residence Life & Housing coordinates with the Office of Student Accessibility Services to provide priority housing selection to ensure availability for students with housing accommodation needs who meet the deadlines outlined below. Students with accommodation needs who do not meet the deadlines or who register with Accessibility Services after the deadlines have passed will not get priority selection and may find availability to be an issue. Therefore, students with housing accommodation needs are strongly encouraged to meet the following deadlines to ensure priority housing selection.

- Meet with **Douglas Stoll, Coordinator of Student Accessibility Services**, before March 1, 2019 and go through the interactive process to register your accommodations
- Student Accessibility Services will work with you to notify The Office of Residence Life & Housing of your registered accommodations by **March 22, 2019**
- Coordinate with Residence Life and Housing to accept your priority room selection on **April 5, 2019**

The Office of Residence Life & Housing encourages all students who feel they need any type of accommodation to contact the Office of Student Accessibility Services as soon as possible to coordinate their accommodation.

Students who receive an approved accommodation will be placed into a room with their roommates (if applicable) prior to the Housing Lottery. Students who receive an accommodation after the March 1 deadline may not be placed until after the lottery has concluded and may not receive their top choice in Housing Options.

Themed Housing Options

The Office of Residence Life & Housing offers several Themed Housing Options to returning students. These housing options are more than just housing. They offer a unique and immersive living experience and are often connected to either a specific academic or co-curricular program.

These housing options are filled through an application process and are assigned prior to the Housing Lottery.

Honors Pod Housing

Pod A in Talmage Hall serves as the home for the Honors Pod. At least one resident of the room must be in the Honors Program.

Students interested in living in the Honors Pod can apply through BergSync and will be placed in housing by the Honors Program.



Gender Neutral Housing

Pod B in Talmage Hall serves as the Gender Neutral Pod. This housing option is designed to provide a safe, inviting and educational environment for students looking to live in housing without limitations on gender.

Due to limited space availability, students interested in living in Gender Neutral Housing will apply through BergSync and will be placed prior to Housing Selection by The Office of Residence Life & Housing.

Crossing Cultures Housing

The Crossing Cultures Community is sponsored by the Office of International Affairs & Studies and is designed to assist in the interaction between domestic and international students.

Students interested in living in the Crossing Cultures Community will apply through BergSync and will be placed by the Office of International Affairs & Studies.



Returning Student Housing Options



France Hall

Due to the planned restoration and renovation project, historic France Hall will be offline for the 2019-20 academic year.



King Hall

King Hall consists of two wings, East and West, with a community lounge in the middle. King West will house upperclass students.

Students Eligible: Upperclass and First-Year Students

Dimensions:

- Double & Single Rooms
- Community Bathrooms
- Recreation Lounge
- Single - 98 ft²
- Double - 169 ft²



Miller Hall

Students Eligible: Upperclass Students

Miller Hall consists of mostly 4 Person Suites with 2 double bedrooms with an adjoining bathroom.

Dimensions:

- Double & Single Suites
- Private Bathrooms
- Air Conditioning
- Single - 98 ft²
- Double - 169 ft²
- Triple - 246 ft²



Talmage Hall

Talmage Hall consists of five pods, including two themed communities in the Honors & Gender Neutral Pods.

Students Eligible: Upperclass Students

Dimensions:

- Double & Single Rooms
- Air Conditioning
- Community Bathrooms
- Single - 102 ft²
- Double - 198 ft²



Williard Hall

Williard Hall is our suite style housing.

Students Eligible:
Juniors & Seniors Only (56 Credit Hours)
2.5 Cumulative GPA

- 2 Bedroom Suites
- Private Bathrooms
- Air Conditioning
- Kitchenette (no stove)



Apartments

Students Eligible:
Juniors & Seniors Only (56 Credit Hours)
2.5 Cumulative GPA

- Four Person Apartments
- Private Bathrooms
- Air Conditioning
- Full Kitchen
- In-Apartment Laundry (except College Hill)

Off-Campus Housing

Heidelberg University is a four-year residency requirement university and does require that all students live on campus during their four years. However, each year some students are granted off-campus status.

In order to be considered eligible for off-campus status, students must meet one or more of the following criteria:

- Student is 23 years of age or older before Aug. 20
- Student is married. Copy of marriage license must be submitted.
- Student is in direct care of a legal dependent. Copy of birth certificate must be submitted.
- Participation in a required internship or student teaching assignment that is further than 50 miles from campus. Documentation of location of internship and approval to participate in internship must be submitted.

Approximately **60 students per year** will be approved for off-campus status if they meet the following criteria:

- Successful completion of 75 credit hours from Heidelberg University as of Jan. 1 of the prior year and a 2.75 cumulative GPA.

Commuter Status

Any student whose parent or legal guardian lives within 35 miles of Heidelberg University qualifies for Commuter Status. Commuters are asked to submit a new Commuter Status Agreement and a Good Neighbor Policy each year.

To register as a commuter for the 2019-20 academic year, students will complete the Commuter Status Application through BergSync. Once approved, they will be asked to submit updated paperwork to the Office of Residence Life & Housing.

Previously, a distance of 50 miles has been used to determine commuter eligibility. As this distance has been decreased, any student with previous approval for Commuter Status who wishes to renew their status will be approved even outside the new 35 mile limitation.



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