As a returning student, you are responsible for arranging your housing accommodations. This newsletter explains your options and the procedure to secure your housing assignment for the 2015–2016 academic year. If you will not be returning to Muskingum University for the Fall of 2015 semester, please contact the Registrar's Office as soon as possible.

Please read the following information and follow the procedures to select your housing for next year. Students who commute and students who qualify and wish to live off campus are required to apply to live off campus. All other students will either need to apply to live in specialty housing (Greek house spaces, Townhouses, Lakeside Houses) or participate in room draw.
### Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Off Campus Applications Available</td>
<td>February 24</td>
<td>Student Life Office</td>
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<tr>
<td>Off Campus Application Due</td>
<td>March 19</td>
<td>SLO</td>
</tr>
<tr>
<td>Greek Housing Rosters Due</td>
<td>March 16</td>
<td>SLO</td>
</tr>
<tr>
<td>World Language Living Community Rosters Due</td>
<td>March 19</td>
<td>SLO</td>
</tr>
<tr>
<td>Townhouse/Lakeside Applications Available</td>
<td>February 24</td>
<td>SLO</td>
</tr>
<tr>
<td>Townhouse/Lakeside Applications DUE</td>
<td>March 19</td>
<td>SLO</td>
</tr>
<tr>
<td>Townhouse/Lakeside Room Draw</td>
<td>March 23</td>
<td>TOC</td>
</tr>
<tr>
<td>Squatter Selection Process</td>
<td>March 31/April 1</td>
<td>Residence Halls</td>
</tr>
<tr>
<td>Lottery Draw 9:00 am – 4:00 pm</td>
<td>March 24—April 7</td>
<td>SLO</td>
</tr>
<tr>
<td>ROOM DRAW begins at 4:00 PM</td>
<td>April 7</td>
<td>John Glenn Gym</td>
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</table>

Room draw will be in the following order: Quads, Triples, Singles, Doubles.

**Room Draw will ONLY be held on Tuesday, April 7!**
Commuters and Off-Campus

Students who wish to live off-campus must have lived on campus for at least 6 semesters, submit an application to live off-campus, and receive permission from the Student Life Office. If you qualify, you must submit the application by Thursday, March 19 at 5:00 pm.

Qualifications to Live Off-Campus

You must have lived on campus for at least 6 semesters AND
You must have above a 2.0 GPA.

If you do not meet either of those, in order to qualify to live off campus, you must meet one of the following:

You must be married.
You must be older than 25 years of age.
Your parents must live within a 30 mile radius and you plan to live at home with your parents.

Please note: If you sign a Housing License Agreement and Food Service Plan Agreement for the 2015 – 2016 academic year and then choose to break the contract for anything other than enrollment, you will be charged a $500 penalty for breaking your contract before May 31, 2015 and $1500 if after June 1, 2015.
Frequently Asked Questions:

How do I get my lottery ticket?
- Pick up your ticket in the Student Life Office between March 24 and April 7
- Office hours are 9:00 am—4:00 pm

How are lottery numbers selected?
- Class standing/credit hours, or start date at the University determine the range of lottery numbers from which you choose.

In what order is housing selected?
- Rising seniors select their rooms first followed by rising juniors, then rising sophomores.

What if I am Greek?
- Students affiliated with a Greek organization will not be able to select a room at Room Draw if their Greek house/area is not full or if the organization has not submitted a housing list prior to Room Draw on April 7.

How do I figure out where to live?
- Floor plans will be posted in the lobby of each building after Spring Break.
- Pick a general area you would like to live in each building.
- You and your roommate select your room at Room Draw based upon what is available at the time your lottery number is called.
What if I can’t make it to Room Draw?

♦ You MUST still select a lottery number.
♦ You MUST complete an Authorization to House Form and Housing License and Food Service Agreement. Give these forms to your intended roommate to take with them to Room Draw. Your intended roommate will select a room for you both.
♦ If you do not have a roommate, you will send the Authorization to House and Housing License and Food Service Agreement with the Student Life Office who will select for you.
♦ Your roommate cannot select a room for you without the completed forms.

What if I can’t find a roommate?

♦ If you do not have a roommate selected by Room Draw, you will wait until all others have chosen their room to select a room.
♦ Prior to and during Room Draw several opportunities to find a roommate will be hosted by the Residence Life Office.

When is Room Draw?

♦ 4:00 pm Tuesday, April 7, 2015

What if my roommate has a better lottery number than me?

♦ Lottery numbers are called in order for each class and the best number of each group/pair will serve as the number for the group/pair to come forward to select their room from those available.

What do I need to bring with me to Room Draw?

♦ Bring your roommates/group
♦ Bring your student ID
♦ If applicable, bring any Authorization to House Forms and Housing License and Food Service Agreements for roommates unable to attend.
Squatting Your Room

If you currently live in a residence hall room and would like to live in the same room for next year, you have an opportunity to sign up before Room Draw on April 7. Here is an easy way to select your room without going through the Room Draw process. To see if you are eligible for squatting, please read the following:

♦ Your room must be available for squatting. See the following page for rooms that cannot be squatted. If your room is listed on the following page, you must follow the other parts of the Housing Selection process. Rooms not available for squatting are determined to be specialty housing (i.e. singles, quads, triples, Townhouse/Lakeside Houses, and all Thomas Hall rooms).

♦ Communicate with your current roommate about his/her intentions to squat the room. If both roommates desire to squat the room, but do not wish to live together, a decision must be made regarding who will go through other parts of the Housing Selection process and who will squat the room. Roommates should contact their RA and/or AC if help is needed with this decision.

♦ You must have a roommate in order to squat your room. This doesn’t have to be the person currently living with you (see above) but you cannot squat your room by yourself.

♦ The squatting period will be March 31 & April 1 from 6:00 pm—7:00 pm each night. Residents must report to the lobby of their residence hall and squat their room with the staff at the front desk. Squatters must bring their desired roommate with them. If a roommate is not available, you must have an Authorization to House Form and Housing License and Food Service Agreement in their stead. Both individuals will sign their Housing License and Food Service Agreement at that time. Individuals should note the penalties associated with the cancellation of contract.

♦ Once residents successfully squat their room, they DO NOT need to attend Room Draw.
### Rooms NOT Available for Squatting

<table>
<thead>
<tr>
<th>Kelley</th>
<th>Finney</th>
<th>Memorial</th>
<th>Moore</th>
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<tbody>
<tr>
<td>B25</td>
<td>All first floor rooms</td>
<td>013 023 025</td>
<td>011 013</td>
</tr>
<tr>
<td>009 011</td>
<td>201 211 217</td>
<td>026</td>
<td>101 103 105</td>
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<tr>
<td>013 017 018</td>
<td>301 302 310</td>
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<td>107 108 110</td>
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<td>030 035 038</td>
<td>311 313 316</td>
<td>214 221 222</td>
<td>206 222</td>
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<td>102 109 111</td>
<td>317</td>
<td>300 302 303</td>
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<td>313 325 335</td>
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</tbody>
</table>

All rooms in Thomas Hall as well as some select rooms in Kelley Hall and Patton Hall are reserved for incoming first year students, and therefore are not available to be squatted.

Townhouses and Lakeside Houses may NOT be squatted.
Residence Halls

**Finney Hall**
- First Floor: World Languages Living Learning Community
- Second Floor: Half Male, Half Female
- Third Floor: Half Male, Half Female

**Hall Features**
- Wi-Fi in lobby with flat-screen smart TV, piano, pool, and foosball.
- Full kitchen and dining/study/meeting space in first floor lounge.
- Computer lab and laundry room
- Kitchenettes on all floors
- Built-in desks, dressers, closets, and beds in the individual rooms

**Kelley Hall**
- Basement Floor: Male, Upper-class
- Ground Floor: Male
- First Floor: Female
- Second Floor: Female
- Third Floor: Male

**Hall Features**
- Wi-Fi in lobby with flat-screen TV, piano, microwave, and computer lab
- Dining Hall and Laundry room
- Built-in Dressers, storage cabinets, and closets in the individual rooms

**Memorial Hall**
- Ground Floor: Female, Upper-class
- First Floor: Female
- Second Floor: Female
- Third Floor: Female

**Hall Features**
- Wi-Fi in lobby with flat-screen TV, piano, and pool table
- Computer Lab & Laundry Room
- Large lounge that is shared with Moore Hall
- Sand volleyball court outside

**Moore Hall**
- Ground Floor: Male, Upper-class
- First Floor: Male, Upper-class
- Second Floor: Male
- Third Floor: Male

**Hall Features**
- Wi-Fi in lobby with flat-screen TV, piano, and pool table
- Computer Lab & Laundry Room
- Large lounge that is shared with Memorial Hall
- Sand volleyball court outside

**Patton Hall**
- Second Floor: Co-Ed, Upper-class
- Third Floor: Co-Ed, Incoming First-years only
- Fourth Floor: Co-Ed Upper-class

**Hall Features**
- Shares the lobby with Kelley Hall
- Dining Hall and Laundry Room

*Gender and Upper-class specification is subject to change based upon need.*
**Occupancy Rates**

**Single Room**—a traditional single occupancy room

**Super Single Room**—Previously designated as a double room, will now only have one set of furniture wherever possible, and be designated as single person occupancy

**Double Room**—Rooms that are designated as two person occupancy

**Super Double Room**—Previously designated as a triple room, will now only have two sets of furniture wherever possible, and be designated as two person occupancy

**Triple Room**—Rooms that are designated as three person occupancy

**Quad Room**—Rooms that are designated as four person occupancy

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Semester Rate</th>
<th>Hall Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>$3,145/semester</td>
<td>All buildings</td>
</tr>
<tr>
<td>Super Single Room</td>
<td>$3,865/semester</td>
<td>Kelley, Finney, Mem, Moore</td>
</tr>
<tr>
<td>Double Room</td>
<td>$2,615/semester</td>
<td>All buildings</td>
</tr>
<tr>
<td>Super Double Room</td>
<td>$3,145/semester</td>
<td>Kelley</td>
</tr>
<tr>
<td>Triple Room</td>
<td>$2,565/semester</td>
<td>Kelley, Mem, Patton</td>
</tr>
<tr>
<td>Quad Room</td>
<td>$2,225/semester</td>
<td>Mem, Moore, Kelley</td>
</tr>
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Applying for Specialty Housing

Townhouses/Lakeside Houses

Townhouse/Lakeside Houses require applications to be filled out and turned in by the listed deadline. For the Townhouse/Lakeside selection, a ranking for each group based on credit hours completed will be determined and the group with the most points will select their housing option first.

Applications to live in the Townhouses/Lakeside Houses are now available in the Student Life Office. Points are awarded based upon seniority: rising Seniors receive 4 points; rising Juniors 3 points; and rising Sophomores 2 points. Applications are due no later than March 19, 2015 by 5:00 pm. Townhouses/Lakeside Houses can be co-ed with the house, but single gender within the rooms. Each unit must be at full occupancy to be awarded and there must be an alternate included in the application.

Questions about the Housing Selection Process???

- Contact any Resident Assistant or Area Coordinator.
- Call the main Student Life Office at 740.826.8080.
- Watch for informational sessions being held in March.
- Re-read this booklet in case you missed something.