Office of Housing and Residential Life SS 400.1:

Purpose

The Office of Housing and Residential Life is committed to developing a safe and inclusive residential community that assists in fostering the development of Morehouse men. Programming, services and policies are intentionally designed to facilitate intellectual and personal growth, cultural awareness and appreciation, social responsibility, ethical leadership and academic excellence. It is our responsibility to create a challenging yet supportive residential community that promotes and cultivates conscientious men to lead in a global society.

Applicability

Students and other college community members.

Source

- College Policy
- Housing and Residential Life Manual
- Morehouse College 2006-2008 Course Catalog
- Morehouse College Student Handbook
- Family Educational Rights and Privacy Act of 1974 (FERPA)

Policy

It is the policy of the Office of Housing and Residential Life to assign housing to new and continuing students.

Procedure

Housing Assignments--New Students

1. Applicant applies for admission to Morehouse College.

2. If the applicant is admitted, the newly admitted student is required to live on campus.
3. The new student must remit a $500.00 acceptance fee. The acceptance fee allows the student to be temporarily assigned to a room in one of six new student/freshman residence halls.

4. The new student must remit the balance of room, board and tuition by July 1 to be officially assigned to a room.

5. If the new student does not pay the balance of his college bill by July 1, the new student will be placed on a wait list.

**Housing Assignments--Continuing Students**

1. Notification of the dates should begin at the beginning of the first semester and continue throughout the year. There are several key days—the Deposit Period, Room Selection Number Distribution, Room Selection, Reassignment of Forfeitures, and Final Verification.

   - **Deposit period** runs from March 1 through April 1, until the close of business. The late payment period begins on April 2 at the start of the business day.
   - **Room selection number distribution** usually occurs two to three days following the conclusion of the deposit period.
   - **Room selection** usually occurs during the third week of April—sometime around the 15th-19th—on the Monday, Tuesday, and Wednesday of that week.
   - **Reassignment of Forfeitures** occurs the week following the week of the initial payment, sometime around July 8.
   - **Final Verification**- Letters are distributed to students notifying them of their housing for the fall; this usually occurs during the third week of July, around the 20th.

2. The number of available spaces is determined by need for the upcoming year, minus new student, scholarship, athlete, RA, and ADA requirements.

3. Interested students pay the **room selection deposit** (amount to be determined-$250.00) to the cashier’s office, where they will receive receipts. This deposit period lasts from March 1 to April 1 (or the next business day as applicable) to allow all students ample opportunity to pay. This is a crucial portion of the process because it provides the approximate
number of students interested in housing for the next semester as well as encourages students to adhere to housing decisions.

4. As payments are made to the cashier’s office, students must then proceed to the housing office to **log in their applications before the deposit period ends on April 1.** They may pay at any time before they submit their applications, but they cannot submit applications prior to making their payments. Housing applications are available either from the residence life staff in students’ current halls or from the housing office. The housing office staff is responsible for initialing each record and entering applications into the Banner system as they come in. No application should be accepted without the housing deposit being prepaid, but the responsibility for prepayment lies with the student.

5. The Daily Log is part of the checks and balances of the room selection system. Students may receive room selection numbers only if the deposit payment is made, and even though a student may attempt to circumvent the system, he will not be assigned a room selection number if the deposit is not on the account. (All applications will be entered as soon as they are turned in; however, during the last days of the deposit period, it may be impossible to input all of the applications at the high rate of submission. This is where a student may attempt or have the chance to circumvent the system, but nonpayment will be evident at the time of Banner input, and even though the application has been accepted and the student has departed, no room selection number will be given.)

6. Assignment of numbers occurs by any random process, including 1. placing numbers in a container and assigning them to each qualified application; 2. placing applications in a container and assigning them numbers randomly based on order of drawing; 3. using available computer resources to assign numbers randomly; 4. or any random process the administrator can invent or utilize. The process should continue until all students who have paid the deposit have received a number.

7. On the room selection days, which traditionally have occurred over the course of three days or as many as needed, all students who have received a number will assemble in designated area (King Chapel, Sale Hall, Dansby 201, or any place with the capacity to hold a crowd).
8. Beginning with the priority numbers, students are allowed to choose from the allotted selection of rooms (certain rooms in each residence hall will be restricted for obvious reasons—RA’s, athletes, ADA requirements, etc.). Students do not have to be present (housing applications are filled out with housing selections and non-present applicants will receive assignments based on the availability of choices, or as close as possible to them) at the room selection to receive consideration for a room selection. Once a student makes a selection, the only changes allowed are cancellations until a certain date for room changes once students report in the fall.

9. Any student not receiving an assignment at this time will be wait listed until a vacancy becomes available.

10. Once selections are made, students receive correspondence indicating their selections and explaining the remaining portion of the process.

11. Immediately after the close of school (no later than May 30), verification letters are sent to all students applying for housing regardless of their status; these letters indicate to students their selections (or their wait statuses) and remind them of the impending dates for initial fee payment;

12. **Students must pay initial fees by or before the date required by the business office to secure housing selection.** If a student fails to make payment by the deadline, his space is returned to the general pool and the next student on the wait list from his classification receives the option. In order to claim a room, a wait listed student must have previously paid the advance deposit by the deadline.

13. Accounts are checked routinely by housing office staff, and those students successful in meeting all deadlines are relocated from the “room selection file” to the “okay to house” file. All others remain in the file until paid.

14. A student’s failure to make the scheduled payment results in his assignment being purged and made available for reassignment. A letter indicating this occurrence is sent to the student as soon as verification of status allows.
15. Once accounts are checked following the July deadline, confirmation letters will be sent immediately to students verifying their housing selections.

**Aspects of the Housing Selection System**

Please refer to the Morehouse College Student Handbook for information on the following aspects of the housing selection system: the deposit, scholarship students, roommate selections, late payments/applications, the waiting list, the purge list, room changes, the financial aid factor, housing deposit exceptions, housing assignment “holds,” cancellation of room assignments, and non-participation in room selection.

**Revision History**

Last revision completed on 1.1.2008.