

Where Will



Call Home?

HOUSING SELECTION

2024-2025

UTICA
UNIVERSITY

Office of Student Living and
Campus Engagement

Contents

This doc includes everything you need to know about choosing your housing assignment for the 2024–2025 academic year.
Flip through the pages to find the following information:

STEP BY STEP
INSTRUCTIONS

HOUSING SELECTION
TIMELINE

HOUSING OPTIONS AND
ELIGIBILITY

PROJECTED
ROOM & BOARD RATES

HOUSING POINTS AND
HID INFORMATION

FREQUENTLY ASKED
QUESTIONS

Step by Step
INSTRUCTIONS

STEP 1

Pay the Housing Deposit

- All students applying for on-campus housing must pay the \$200 Housing Deposit by April 1, 2024 at 12:01 AM.
- Housing Deposits can be paid via cash, check, or by credit card to the Center for Student Success.
- If you wish to ask for an extension beyond the deposit deadline, you must contact or meet with Marissa Hall, Director of Student Living, via email at mmhall1@utica.edu, by April 1, 2024.

STEP 2

Complete the On-Campus Housing Contract and Compatibility/Pref Form

- All students applying for on-campus housing must complete the On-Campus Housing Contract by April 1, 2024 at 12:01 AM.
- This contract can be found online [here](#).
- The Compatibility/Preferences Form will become available after you complete the On-Campus Housing Contract but can be found [here](#) as well. This form assists our office in coordinating matchups with roommates, completing suites, or in case of mid-year vacancies

STEP 3

Find Your Roommates &

Plan Your Housing Option

- Talk with your friends, current roommates, teammates, and other students to figure out whom you want to live with
- Review housing options on campus and determine what type of living space you would like to apply for
- New this year: returning students in upperclass buildings can apply for a “Room Rollover”
- Attend Mix and Mingle events and check out our Instagram to fill your group or find a group to live with

Room Rollovers

- Do you and your current roommates like where you’re at and want to have the same space for next year?
Apply for a Room Rollover with your current group to easily secure your space!
- Most or all students currently assigned to a space must agree in order to apply for a Room Rollover, based on the following numbers:
 - For a 3-person group, 2 must be returning residents of that specific space
 - For a 4-person group, 3 must be returning
 - For a 6-person group, 4 must be returning
 - For a 7-person group, 5 must be returning
- Room Rollover applications must be completed groups
- Room Rollover Applications are due April 5, 2024

STEP 3

Housing Options

- Housing Options Available:
 - Single Room (North or South Hall)
 - Three-Person Suite (Bell Hall, Tower Hall)
 - Four-Person Suite (Alumni Hall, Bell Hall, Tower Hall, and Pioneer Village)
 - Six-Person Suite (Alumni Hall and Boehlert Hall)
 - Seven-Person Suite (Boehlert Hall)
- **Please note:** This year we will not be allowing individual students to select singles within suites or for partial groups to claim suites. These individuals will need to find a group of people who are looking to fill their group.

- You can connect with people who are looking to fill their group by attending a Roomie Roundup Event, filling out our Roommate/Suitemate Matching Assistance Form, and/or visiting our Instagram to connect with people online
- **Roomie RoundUp Events:**
 - **March 19** at 7-8pm in North Hall Lounge
 - **March 21** at 6-7pm in South Hall Lounge
 - **March 28** at 5-7pm in Strebel Lounge

MATCH FORM



@UTICA_STUDENTLIVING

STEP 4

Complete the Roommate Group Application

- One student per group must complete the Roommate Group Application (RGA) found online at utica.edu/forms/housing-application/index.cfm
- This form is available from March 18, 2024 until April 10, 2024 at 5:00 PM.
- This form does not give priority in selection on a first-come, first-served basis. Take your time figuring out a good group.
- **Please Note:** You will fill out who would be assigned to each type of space (single vs. double) in your suite size based on all possible options.

STEP 5

Receive Your Selection Information

- The Office of Student Living and Campus Engagement will email all individuals in your group by April 15, 2024. This email will include:
 - Selection Time (you should not miss class to select your room! There will be instructions in the email if nobody from your group is available during your selection time).
 - The type of housing that your group is eligible to select (based on the total points of all individuals in your group)

STEP 6

Select your Room

- One student per group will attend in person or virtually to select the group's assignment
- This selection will take place April 19, with the specific date/time given in the Selection Information email
- **Please Note:** Students should **not** miss class to select their room! Only one person per group needs to be available and there will be instructions in the email if nobody from your group is available during your selection time.

Housing Selection TIMELINE

1	Pay Housing Deposit	Now through April 1
2	Complete On-Campus Housing Contract	Now through April 1
3	Complete Roommate Compatibility & Preferences Form	Now through April 1
4a	Complete Room Rollover Application (If approved- You're done!)	March 1 - April 5
4b	Figure out roommates & housing group	Now through April 10
5	Complete Roommate Group Application	March 25 - April 10
6	Receive Selection Date/Time Information	April 15
7	Select Room	April 19

Key Links

In Step by Step Order, please follow this process.

HOUSING DEPOSIT

HOUSING CONTRACT

ROOM ROLLOVER

ROOMMATE GROUP
APPLICATION

HOUSING POINTS
AND HOUSING ID

EMAIL SLCE
FOR ASSISTANCE

Housing Options
& ELIGIBILITY

SINGLE ROOMS

Individual single rooms are available in North Hall and South Hall only.
There are a limited amount of options available.
Most of these singles share a communal bathroom on their assigned floor.

Please note: Individual students will not be able to select singles within suites or clusters. These individuals will need to find a group of people who are looking to fill their group.

NORTH AND SOUTH HALLS

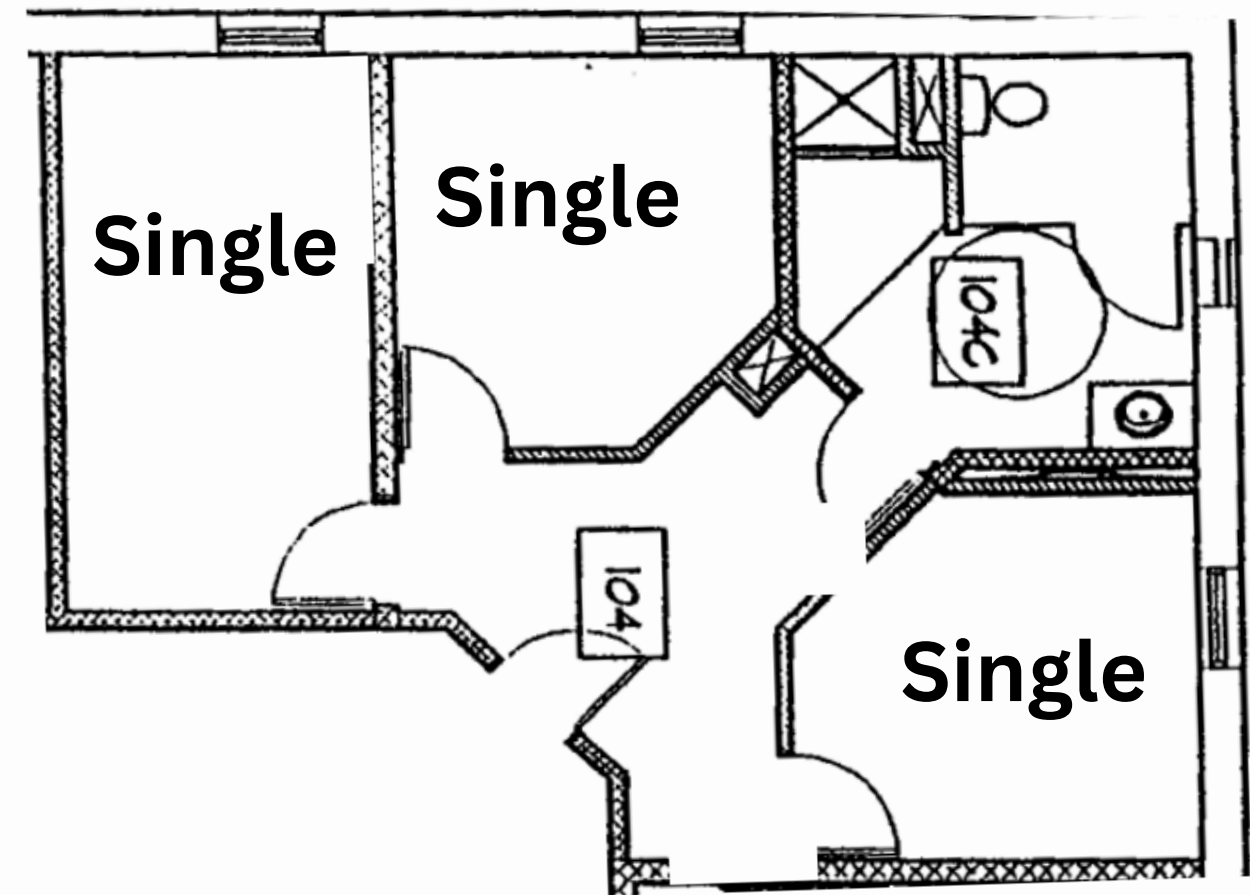
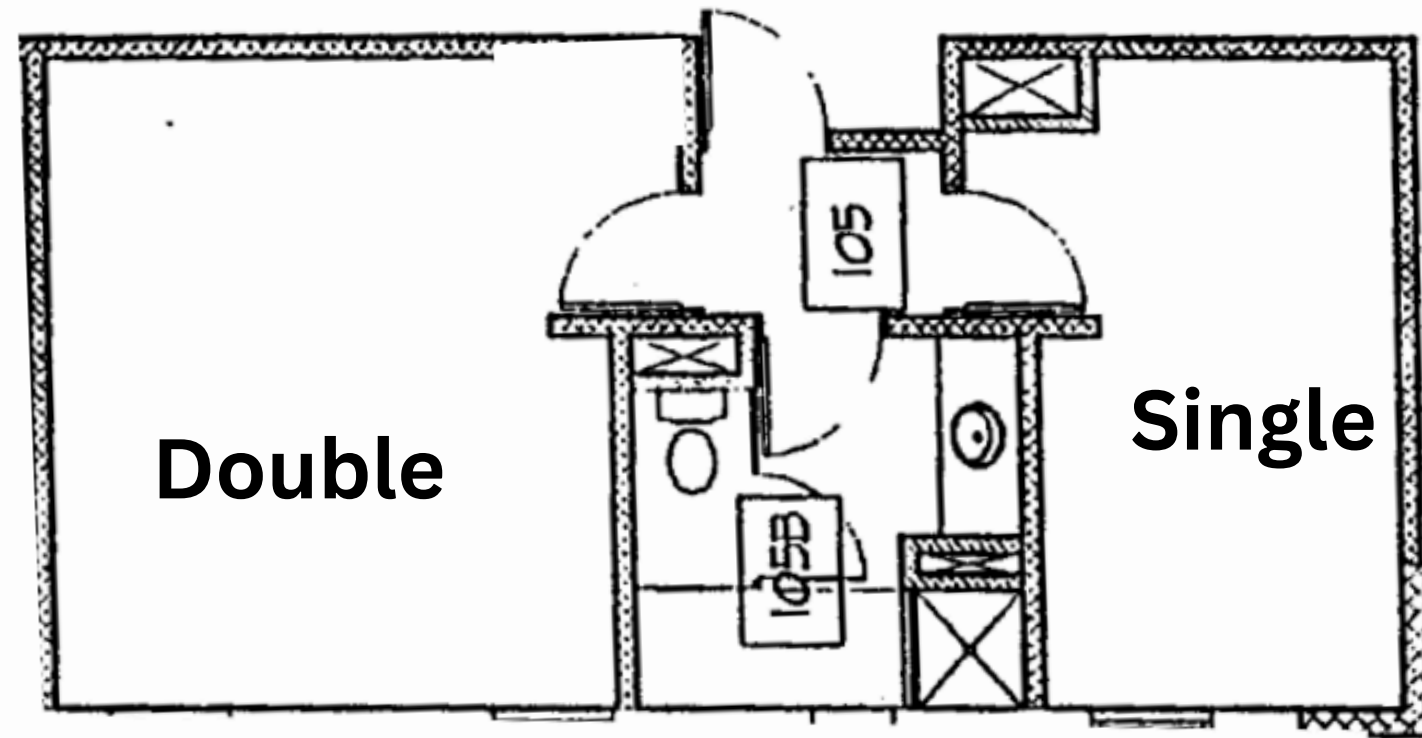
THREE-PERSON ROOMS

Three-person rooms are called "suites" or "clusters" here at Utica University and are available in Bell Hall and Tower Hall. There are both **3 singles** and **1 single/1 double room** options.

Please note: Depending on the number of applications for 3-person groups, Utica University may "split" 6-person suites in Boehlert Hall to accommodate two 3-person groups during housing selection.

BELL AND TOWER HALLS

THREE-PERSON ROOMS



EXAMPLE FLOOR PLANS

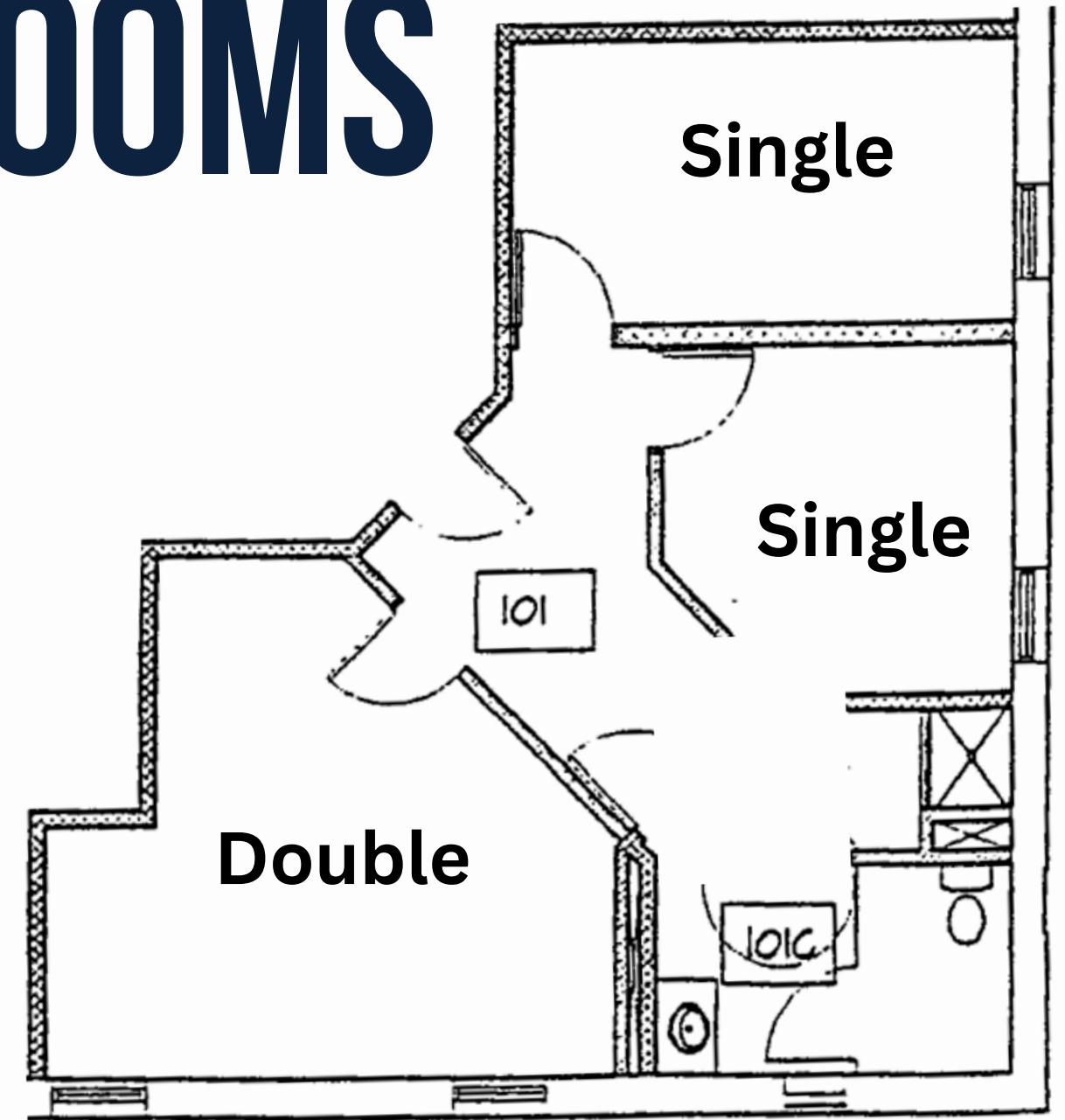
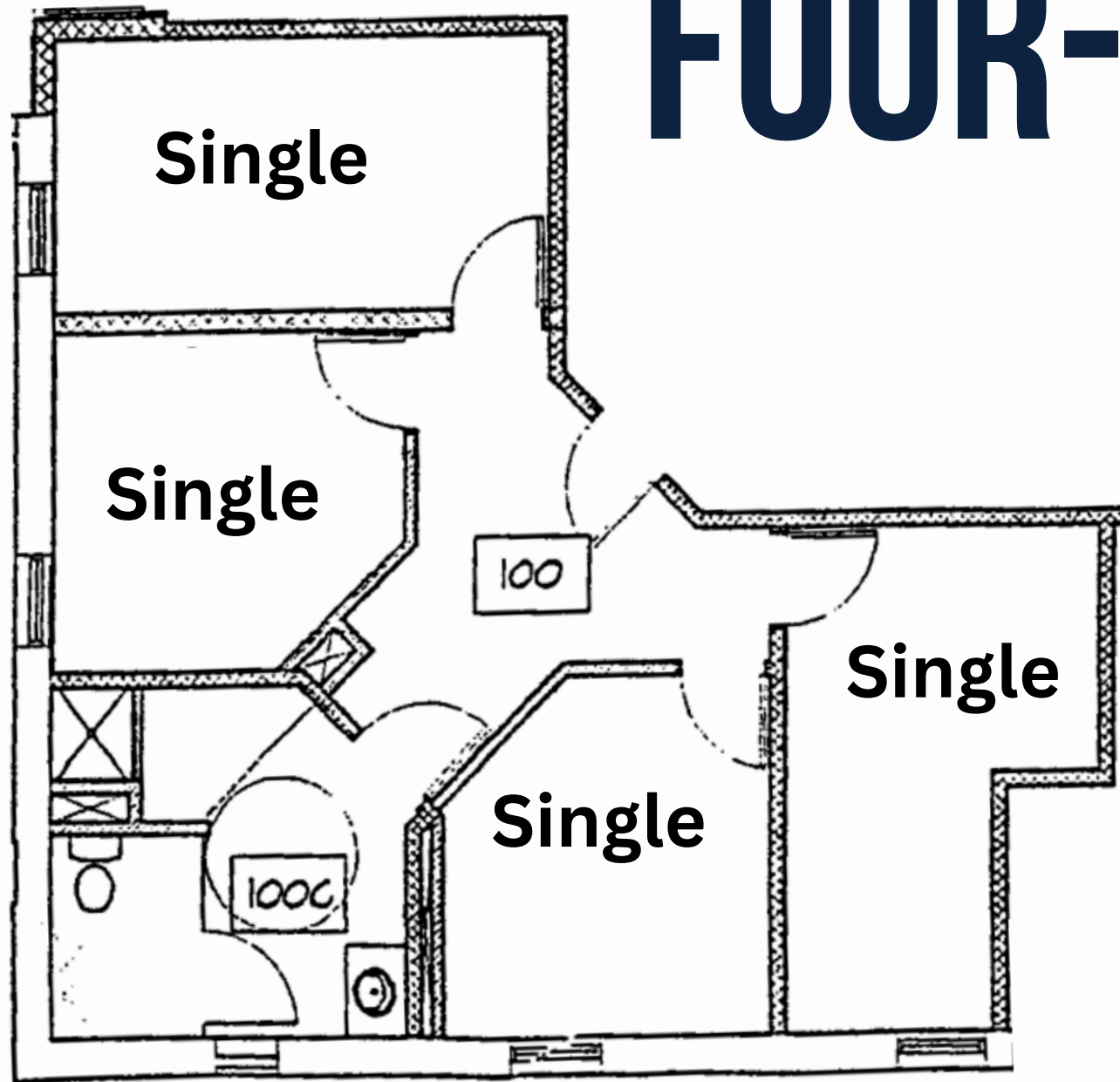
FOUR-PERSON ROOMS

There are four-person clusters, suites, and apartments available at Utica University. Clusters have a shared bathroom, suites have a shared bathroom and living area, and apartments have two shared bathrooms, a living room, and a kitchen.

Please note: Pioneer Village apartments are exclusive to junior, senior, and graduate students.

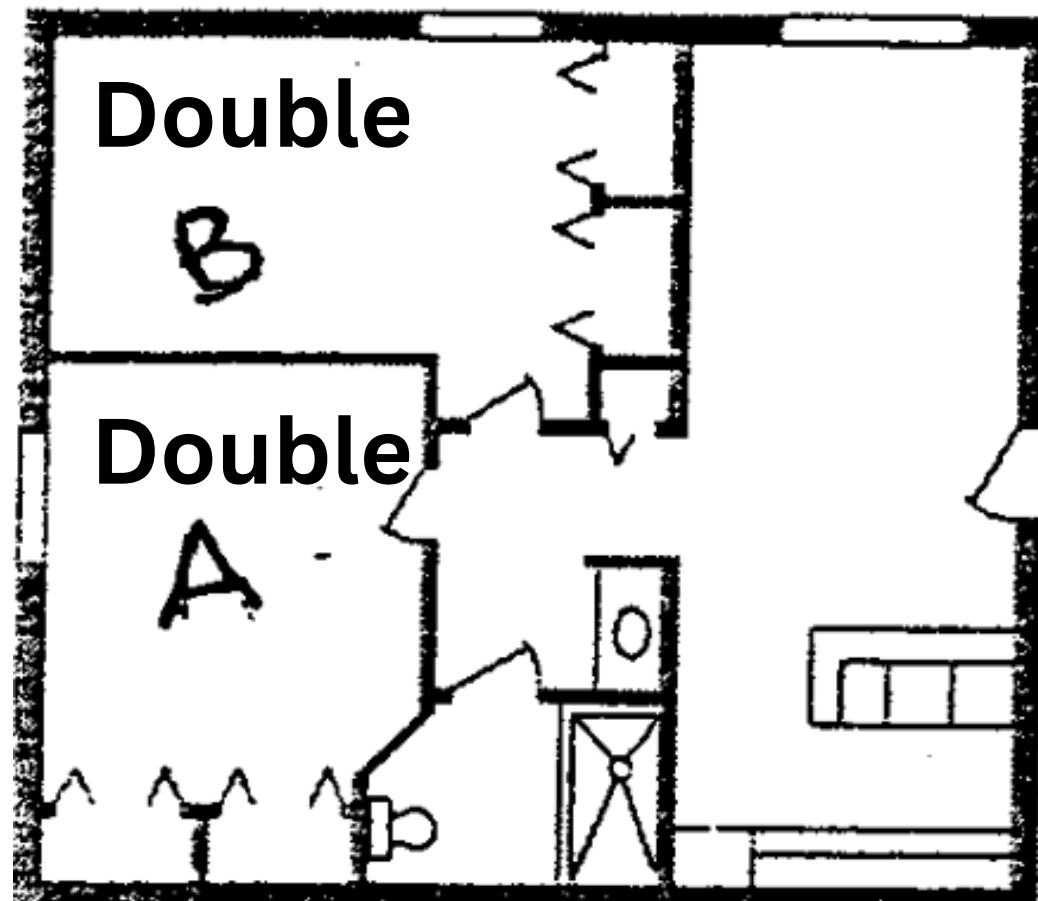
**ALUMNI, BELL, TOWER HALLS
PIONEER VILLAGE**

FOUR-PERSON ROOMS



EXAMPLE FLOOR PLANS

FOUR-PERSON ROOMS



EXAMPLE FLOOR PLANS

SIX-PERSON ROOMS

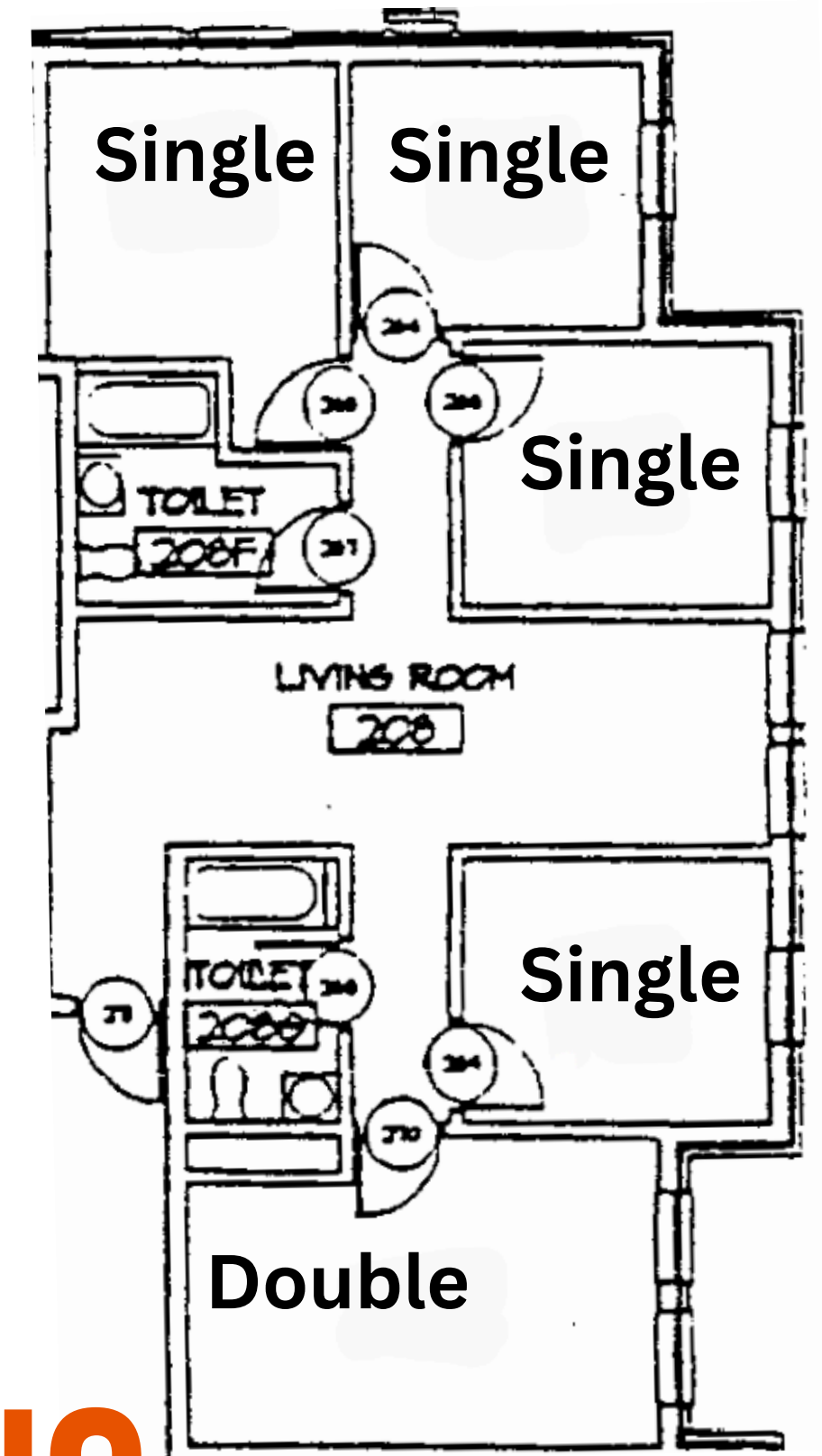
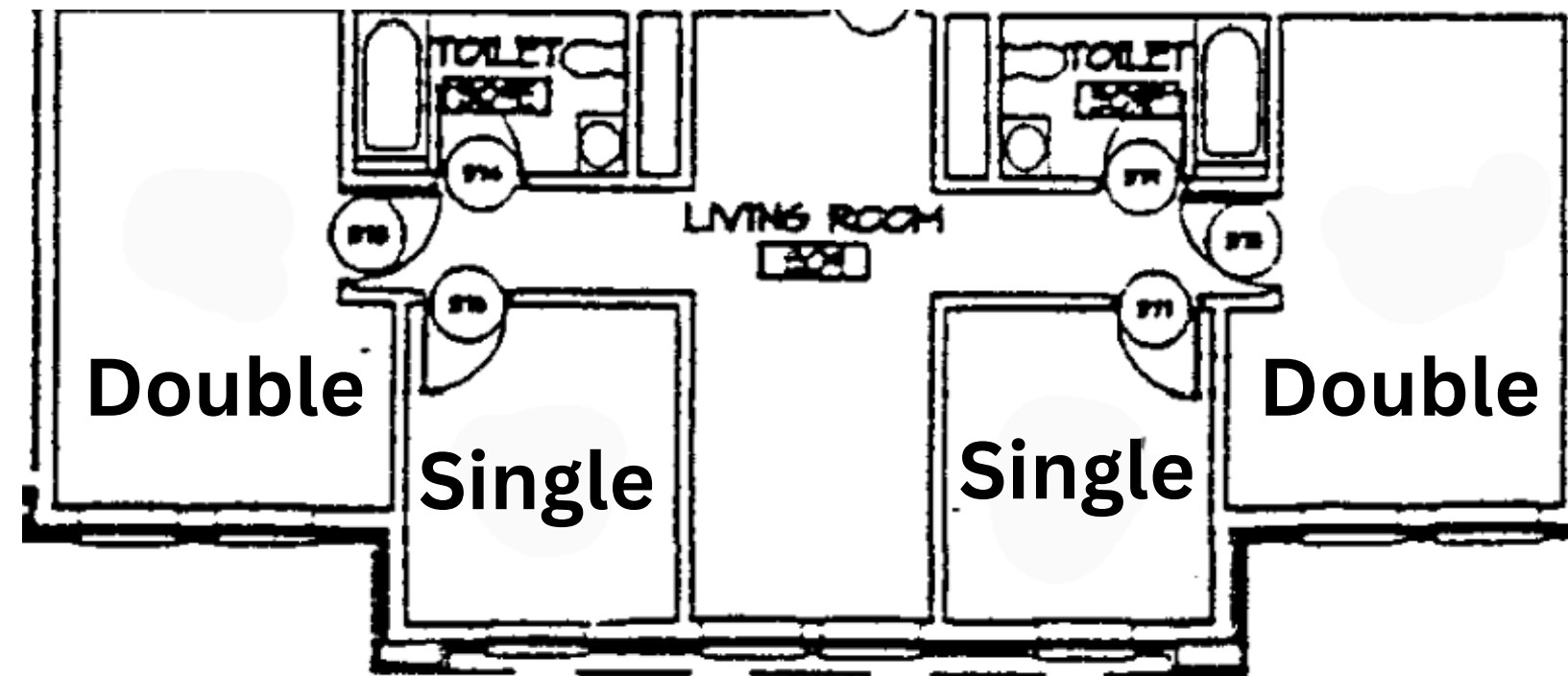
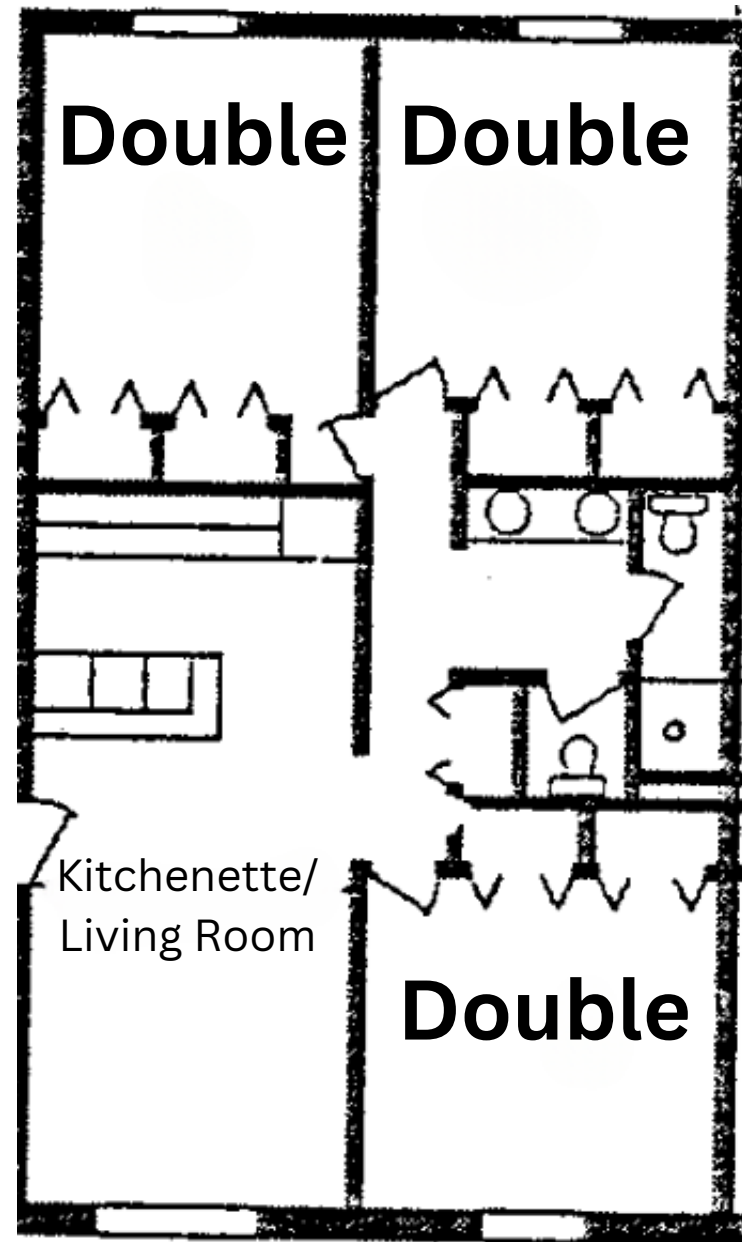
Six-person rooms are called "suites" here at Utica University and are available in Alumni Hall and Boehlert Hall.

There are three types of six-person suites: 3 double rooms; 2 double rooms and 2 single rooms; 1 double room and 4 single rooms.

Please note: Depending on the number of applications for 3-person groups, Utica University may "split" 6-person suites in Boehlert Hall to accommodate two 3-person groups during housing selection.

ALUMNI AND BOEHLERT HALLS

SIX-PERSON ROOMS



EXAMPLE FLOOR PLANS

SEVEN-PERSON ROOMS

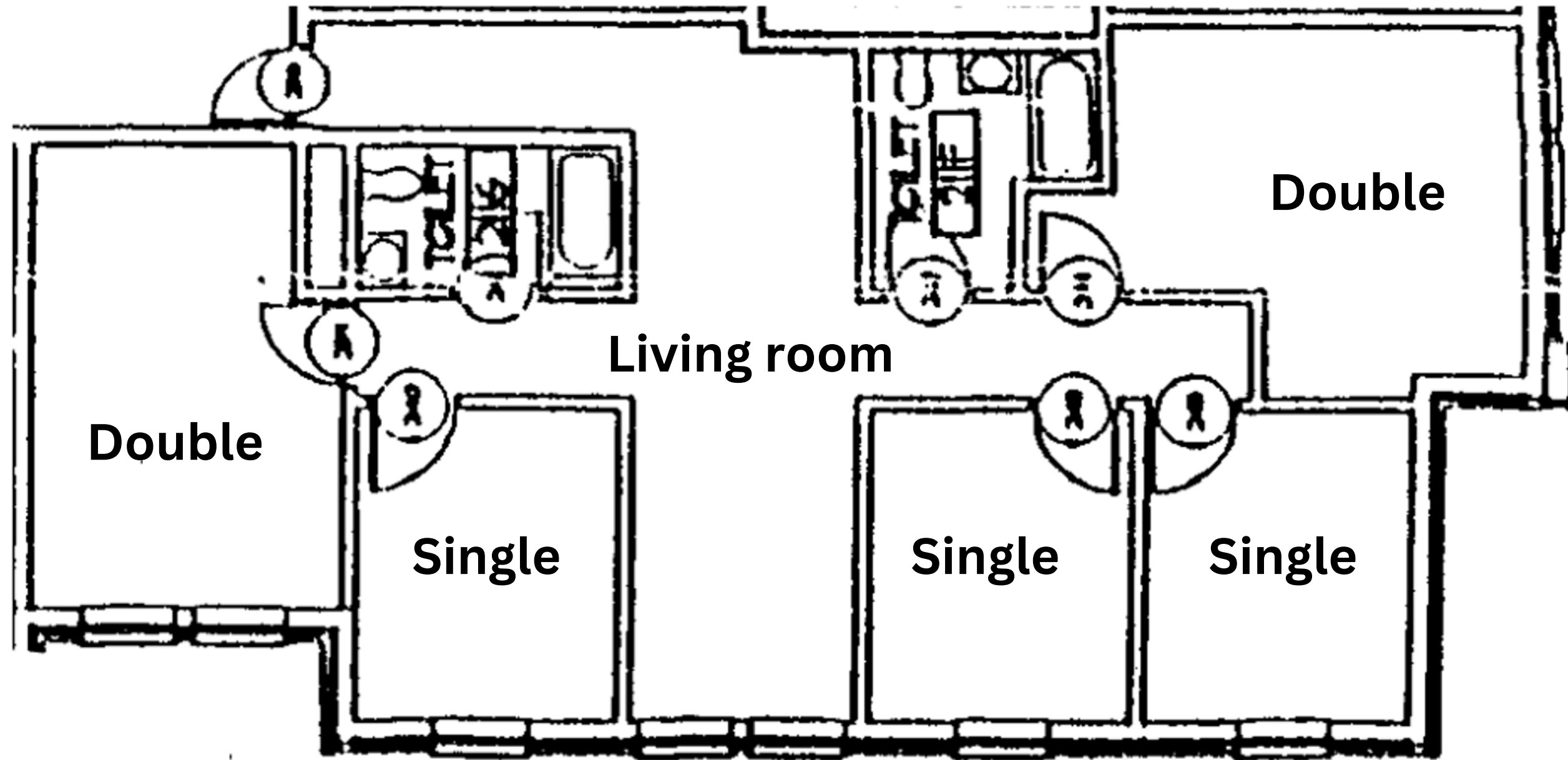
Seven-person rooms are called "suites" here at Utica University and are available in Boehlert Hall.

There is only one type of seven-person suite comprised of:
2 double rooms and 3 single rooms.

Please note: There are only **four (4)** of these suites available, so they are **very** limited

BOEHLERT HALL

SEVEN-PERSON ROOMS



EXAMPLE FLOOR PLAN

Projected
ROOM & BOARD RATES

PROJECTED ROOM RATES

The rates provided are based on a per-student, per-semester basis for the 2024-2025 academic year. Tentative and subject to change.

Single Rooms		Double Rooms	
Bell/Tower/Boehlert Single	\$4062	Bell/Tower/Boehlert Double	\$3690
Pioneer Village Single	\$6234	Alumni Double	\$3520
North/South Hall Single	\$3767	North/South Hall Double	\$3354

Please note: Utica University grants and/or EMT Waivers are not valid for Pioneer Village. Please consider this when selecting your preferred housing location.

PROJECTED BOARD (MEAL PLAN) RATES

The rates provided are based on a per-student, per-semester basis for the 2024-2025 academic year. Tentative and subject to change.

Platinum Plan	Unlimited meals in the Dining Commons, \$200 in Declining Balance + 5 guest meal passes per semester. All Residential Students are eligible to purchase this plan.	\$4170
Gold Plan	Unlimited meals in the Dining Commons, plus \$100 in Declining Balance + 5 guest meal passes per semester. All Residential Students are eligible to purchase this plan.	\$4070

PROJECTED BOARD RATES

The rates provided are based on a per-student, per-semester basis for the 2024-2025 academic year. Tentative and subject to change.

Orange Plan	185 meals per semester, plus 5 guest passes. Approximately two meals per day, including Red Chef to-go meals. Only Pioneer Village residents may purchase this plan.	\$1900
Blue Plan	90 meals per semester, plus 5 guest passes. Approximately one meal per day, including Red Chef to-go meals. Only Pioneer Village residents may purchase this plan.	\$1260

Orange and Blue Meal plans have optional add-ons for declining dollars to be charged directly to your account. You may add \$100 or \$200 at the time of your selection.

Paints and IP
INFORMATION

WHAT ARE HOUSING POINTS?

- Each student is awarded a certain number of housing points.
- In a roommate group, all points are added together to determine the housing selection timeslot.
 - For example, a 6-person group with 6000 points will be able to select their housing before a 6-person group with 1200 points
- A person's individual points will be determined based on the following criteria:
- **Base Points:** Calculated by the cohort that you are associated with for the Spring 2024 semester:
 - Graduate Student: **1000 Points**
 - Senior (87+ credit hours): **800 Points**
 - Junior (57-86 credit hours): **600 Points**
 - Second-Year Student (27-56 credit hours): **400 Points**
 - First-Year Student (0-26 credit hours): **200 Points**

POINT ADJUSTMENTS

- Base points are adjusted based on conduct history and Honors program participation
- **Honors Program:** All Honors Students will receive 10 Bonus Points added to their Individual Point Totals
- **Conduct History:** Calculated by any sanctions you have received this past year, bonus/penalty points will be given based on a three-tier system:
 - Level One: You have not been sanctioned by any person or body of the Utica disciplinary system. **+10 bonus points**
 - Level Two: You have been held responsible for a violation of the Code of Student Conduct and been sanctioned to a formal reprimand and/or educational task. **0 bonus points**
 - Level Three: You have been held responsible for one or more violations of the Code of Student Conduct, were assigned 6 or more conduct points, and were sanctioned to a penalty in the housing selection process. **-10 points**

WHAT IS A HOUSING ID (HID)?

- This 5-digit number is different from your student identification number
- HIDs are specific to the housing selection process
- HIDs are only to be given to the individuals with whom you wish to live
- HIDs for your entire group will be entered into the Roommate Group Application (or Room Rollover Application) to solidify your roommate grouping

EXAMPLE APPLICATION

Housing Type		
Housing Type	Six-Person Suite	← GROUP SIZE
Occupancy	6	

Students		
Housing ID	Name	Points
61999	Brian	210
74377	Jackson	210
94577	Jason	210
55700	Logan	210
01100	Daniel	210
64855	Jackson	210

Six-Person Suite	
Preferences	
Top Preference	4 Single Rooms and 1 Double Room
Second Preference	2 Single Rooms and 2 Double Rooms
Third Preference	3 Double Rooms

- **Please Note:** You will also fill out who would be assigned to each type of space (single vs. double) in your suite size based on all possible options.

Frequently Asked
QUESTIONS

WHAT IS THE ON-CAMPUS HOUSING CONTRACT?

- The On-Campus Housing Contract is a binding year-long contract between the student and the University.
- The agreement outlines your rights and responsibilities as a residential student as well as several procedures expected of you by the Office of Student Living & Campus Engagement.
- When you sign the Housing Contract before selection day, you are committed to living in the residence halls until the end of the academic year that you are signing the agreement.
- In the case of unusual or extenuating medical or financial circumstances, requests for early termination of the housing agreement can be submitted through the proper forms on our website.

DOES UTICA HAVE A HOUSING REQUIREMENT?

- All students are required to live in a Utica University residence hall for the first two years of attending Utica University.
- At the discretion of the University, certain situations (as outlined on the next page), may result in a student being granted an exemption from the two-year residency requirement or release from their current, active On-Campus Housing Contract.
- Students who choose not to participate in Housing Selection, but fall under the requirement, will be placed in campus housing where space is available.
 - These assignments will be made after the traditional selection process and students will be responsible for the room and board charges associated with this assignment.

ARE THERE EXCEPTIONS TO THE RESIDENCY REQUIREMENT?

- In certain circumstances, students may be eligible for an exemption from the two-year residence requirement. The granting of such exemptions is subject to review and approval by the University. The process for seeking an exemption can be found on the Utica University Student Living website. Residency Exemptions may be submitted up until the start of the academic semester.

Potential rationales for approved Residency Exemptions include:

- The Student's intended house is within a 30-mile driving distance of campus AND
 - The Student is residing with their parents/legal guardians, AND/OR spouse documented by marriage AND/OR domestic partnership, AND/OR a declared dependent, AND/OR an approved relative who will act as the designated guardian during their attendance at the University.
- The Student is a transfer student who has completed two or more years as a full-time, matriculated student at another institution or in conjunction with their time at Utica University and another institution.
- The Student will be 21 years of age by August 1 (applicable during the summer prior to the first day of classes for the fall term for incoming first-year or transfer students only)
- The Student is an active or military veteran
- The Student has acquired significant life experiences that align with the unique experiences of the aforementioned exemptions. This may include individuals who have participated in long-term community service programs (e.g. Peace Corps, AmeriCorps), traveled extensively with organized groups or teams, or engaged in similar life-enriching experiences.

WHAT IF YOU ARE A JUNIOR, SENIOR, OR GRADUATE STUDENT WHO IS LOOKING AT OFF-CAMPUS OPTIONS?

- Once a student fulfills the two-year residency requirement, they are free to make a decision about whether or not they would like to live on campus for the next year.
- If students are looking into off-campus housing but want to keep their options open, we encourage them to go through the housing process.
- Those students have until June 1, 2024 at 11:59 PM to request a release and a refund of their housing deposit. As of June 2, your housing agreement is binding for the entire academic year.

WHAT IF A VACANCY OCCURS IN MY HOUSING ASSIGNMENT OVER SUMMER BREAK?

- It is the policy of the Office of Student Living & Campus Engagement that should a vacancy occur in your room, apartment, suite, or cluster between the end of the Spring 2024 and the beginning of the Fall 2024 semester, someone will be administratively assigned to that space.
 - Please fill out the Roommate Compatibility and Preferences Form to provide our office with information to best find another student who will acclimate with your current assignment.
- If the occupants of the space have someone in mind that they would like to request be moved into the vacancy they should contact Lauren Waszkiewicz (lecranda@utica.edu) immediately.

WHAT DO I DO IF I BELIEVE I NEED A HOUSING ACCOMMODATION?

- Any student who believes they need a housing accommodation due to significant, documented medical disability, including short-term injuries, should contact the Office of Learning Services no later than April 1, 2024 at 5 PM with their request.
- All requests will require documentation from a physician or other medical provider and will be reviewed by the Housing Accommodations Committee.
 - Email Judy Borner <jcborner@utica.edu> to start this process.

WHAT IF I HAVE A QUESTION THIS DOCUMENT DIDN'T ANSWER?

- Assistant Director of Housing Operations, Lauren Waszkiewicz will be hosting various open office hours for Q&As about the housing selection process. Keep an eye on the Morning Mention for these dates/times/locations.
- Additionally, you may set up an appointment with her through her calendar link [here](https://meet.boomerangapp.com/lecranda.utica.edu).
<https://meet.boomerangapp.com/lecranda.utica.edu>

Key Links

In Step by Step Order, please follow this process.

HOUSING DEPOSIT

HOUSING CONTRACT

ROOM ROLLOVER

ROOMMATE GROUP
APPLICATION

HOUSING POINTS AND
HOUSING ID

EMAIL SLCE FOR
ASSISTANCE

Digitat Booklet

