Housing Process Information
2020-2021 Academic Year
The Basics

1. You must complete the **Online Housing Application** by **12 pm on Friday, March 6th**
2. **Check your email!** You will get notifications about room draw information (i.e. room draw numbers and your room draw time!)
3. You will need to share your **Roommate Code** if you want to live with others.
4. **Room draw will go live!** If you are planning to live in a single, or are the “captain” of your roommate group, select a room during your room draw time slot.
Online Housing Application

- In the application, you will indicate your desired housing (Traditional, Wellness, Quiet, Sub-free, Alfond Apartments, Alfond Commons).
- If you select speciality housing (any housing option other than Traditional or either Apartments), questions will pop up before you are able to complete the rest of your application. Please be thoughtful about your answers - they will help to determine who gets to live in specialty housing!

REMINDERS!
You must fill out an Online Housing Application by the Due Date or your number will be placed at the bottom of Traditional Room Draw, regardless of class year.

Students who did not sign up for specialty housing cannot be pulled into specialty housing by a potential roommate after the online application has closed.

Students who decide to drop out of speciality housing after they select it in their application will be moved to the bottom of Traditional room draw, regardless of class year.
Healthy Colby Housing

Designed for students interested in exploring physical and emotional wellness

Healthy Colby (Wellness) will underpin the entirety of the student experience at Colby by enabling a safe and positive environment in which students can optimize their potential and establish life-long habits which will enable future success.
Quiet Housing

For students who wish to live with others who are respectful in avoiding noise and distractions

The space will be a designated 24 hour quiet zone

Loud music and large groups talking in the hallway do not respect this community’s norms
Substance Free Housing

For students who do not use alcohol, tobacco or other drugs

Students commit to not having these substances in the residence hall

Additionally, they commit to not being under the influence while in the residence hall

Students will also participate in programming to increase awareness about substance use and abuse
Alfond Apartments

On-campus apartments for members of the Senior Class (‘21J, ‘21 and ‘22J)

- 9 four person apartments
- 7 five person apartments
- 6 six person apartments

Apartments are furnished with a fridge, stove, oven, microwave, 1 couch, a dining room table and chairs, built in closets, beds, dressers, desks and chairs.
Alfond Application Process

- Individuals must apply individually for housing, but must indicate if they are a part of a group to fill either a four, five, or six person apartment. These other group members should be indicated on the application.
- Groups of all seniors may apply to both the on campus and downtown apartments. These groups must note their preference on the application.
- Individuals can only apply as a part of one group and cannot switch groups after the application has been submitted.
- Applications will be available as a Google Form from the housing email sent on February 10.
- Applications are due at **12 pm on Friday, March 6th**
- Groups selected to live in the Alfond Apartments will be posted when class year room draw numbers are picked
- The average of a groups’ individual room draw numbers will be used to determine overall room draw order
Alfond Commons

Alfond Commons for Juniors and Seniors (‘21J, ‘21, ‘22 and ‘22J) committed to Civic Engagement

31 four person apartments

12 six person apartments

Apartments are furnished with a fridge, stove, dishwasher, oven, 1 couch, 1 armchair, 1 coffee table, 1 side table, a dining room island and chairs, wardrobes, full size beds, dressers, desks and chairs.
Alfond Commons Application Process

- Individuals must apply individually for housing, but must indicate if they are a part of a group to fill either a four, five, or six person apartment. These other group members should be indicated on the application.
- Applications must indicate who will replace juniors going abroad in the spring.
- Groups of all seniors may apply to both the on campus and downtown apartments. These groups must note their preference on the application.
- Applications will be available as a Google Form from the housing email sent on February 10.
- Applications are due at **12pm on Friday, March 6th**
- Groups selected to live in the Downtown Apartments will be posted when class year room draw numbers are picked
- The average of a groups’ individual room draw numbers will be used to determine overall room draw order
Heights Suites

For sophomores, juniors, and seniors passionate about creating a positive, inclusive, and respectful community in Heights that creates a sense of belonging for residents and an environment that exemplifies residential leadership, role modeling, and the best attributes of our community and honors the Colby Affirmation.

12 four person suites

Suites include four singles and a common space.
Heights Suites Application Process

• New this year! Heights suites will not be a part of the class-year room draw process, instead individuals must apply for the 4-person suites in Heights on their own, and indicate the other members of the group in their application.
• The Heights suites will be available to all class years (sophomores-seniors). These suites will not be a part of the class-year room draw.
• Groups of all juniors and seniors may apply to both the Heights suites and downtown apartments or all seniors to the on campus apartments. These groups must note their preference on the application.
• Applications will be available as a Google Form from the housing email sent on February 10.
• Applications are due at **12pm on Friday, March 6th**
• Groups selected to live in the Heights Suites will be posted when class year room draw numbers are picked
• The average of a groups’ individual room draw numbers will be used to determine overall room draw order
Off Campus Housing

- Juniors/Seniors must apply individually for housing, but must indicate if they are a part of a group to fill an off campus house. These other group members should be indicated on the application.
- Applications will be available as a Google Form from the housing email sent on February 10.
- All individuals MUST attend an information session (see application for details)
- Applications are due at **12pm on Friday, March 6th**
- Notification of approval to live off campus by **Monday, March 16th**
- The number of students approved for an off-campus living arrangement may vary from year to year. Approvals to live off-campus is for one academic year
Off Campus Housing

- Good Academic Standing and Good Disciplinary Standing: The academic and conduct record of each off-campus living applicant will be reviewed. Students with multiple and/or serious conduct infractions will be ineligible for off-campus housing.
- There will be a waitlist generated with ongoing notifications through the end of April if those students are allowed to live off campus.
- Once an application is approved, you will receive permission to live off-campus and forgo your eligibility to be guaranteed on-campus housing through the on-campus housing process.
Medical Accommodation Housing

If you require medical accommodation housing you must complete the application form and turn it in to housing@colby.edu, no later than Monday, March 1st.

If you do not complete this application you are not guaranteed accommodation housing. Any application submitted after room draw, will not be reviewed until the following year.
Room Draw: Who

All students who are enrolled, who will not be away for the fall semester, and who are not on financial hold.

REMINDERS!

● You will be allowed to pick one room only, and must be able to fill that room with the roommate group that you will create.
● You are unable to hold spots for classmates returning in Jan-Plan or the in spring (they will have their own separate room draw).
● There are no gender designations on rooms for returning students. However, when filling a space in a room, the gender of the current occupant is matched.
Room Draw: Numbers and Times

There are separate room draws for Wellness, Quiet, Substance Free, Alfond, and Alfond Commons. **Make sure you know when your room draw is scheduled:** separate room draws may occur on different days, or at different times of day.

For each room draw, rising seniors have higher room draw numbers than rising juniors, followed by rising sophomores.

Within each class, room draw numbers are assigned randomly. **Lower** room draw numbers indicate **earlier** pick times.

**REMINDER!** Your room draw number is non-transferable, so if you are being pulled into a room by someone with a lower room draw number, you cannot give or sell your own room draw number. If you are found responsible for selling or buying a room draw number, your number will be placed at the bottom of class year room draw, and you will be referred to Judicial Affairs.
Roommate codes

You are assigned a roommate code, which is only to be used if you are choosing to room with another person or other people.

Your roommate code can be found in the top right corner of your Symplicity account, under your name.

To create a roommate group, the roommate with the lowest room draw number (the “captain”) should click the Roommates tab and then the Find Someone You Know tab in Symplicity. Here, the “captain” can enter the codes of the other roommate(s), and invite them to be part of a roommate group.

Before the roommate group becomes official, the roommate(s) must use their own Symplicity accounts to accept the roommate invitation.

Once the roommate group becomes official, the room draw time of each group member should match the room draw time of the best the best room draw number.
Before your room draw goes live

If you are choosing to live alone, or are a “captain”, you are responsible for picking a room. Use Colby College floor plans to **make a list of rooms** that you (and your roommates) would like to live in!

You can **favorite** these rooms in Symplicity so that they are easily accessible when your room draw time comes.
When your room draw goes live

Room draw happens in real time! As rooms are picked, they are removed from the system.

There will be a timer in your Symplicity account, showing the time left until your room draw time. At your room draw time, your timer will read 0 hours, 0 mins, 0 seconds!

Choosing a remaining room from your “favorites” list, click “select” and then “submit.”

Check for a confirmation email! Once you receive this email, you have completed the process. A favorited room available during your pick will not automatically become your room!
The Waitlist - Important for Rising Sophomores

- ~100 rising sophomores will be placed on the waitlist because:
  - Juniors do not yet know their abroad status
  - We do not know the size of the incoming first year class
  - Students do not know if they are returning to Colby

- Students are placed on the waitlist according to their original room draw number

- The waitlist will be pruned over the summer and students will have the opportunity to select from the remaining rooms

- You cannot go on the waitlist if you have selected a room but want a different one
Room Moves

- Colby stays true to the room draw system through the summer
- If a student requests a room move over the summer and their pick time was used to pick the room, all other students in the room will be placed on the waitlist
- There is a room freeze the first two weeks of each semester and Jan-Plan where no room moves can be made.