Room draw process:
1. All students must complete the on-line housing application that will go live on Tuesday, March 2nd. This includes all special interest housing and off campus housing.
2. If you do not complete the housing application by 4pm Friday, March 11th, your room draw number and pick time will be placed at the bottom of your class year, once you have completed the application.
3. Once a student signs up for specialty housing (see options below), that student is in a binding contract. Any individual that decides to withdraw from specialty housing after building designations are decided, will be placed at the bottom of their class year room draw.
4. A student that has opted out of special interest housing can be pulled into regular room draw, at their roommate’s room draw number.
5. A student that did not sign up for specialty housing, is UNABLE to be pulled in by a student that did sign up once building designations have been decided.

Room draw numbers:
1. Room draw numbers start at number 1 and run through until everyone is assigned a number.
2. Room draw numbers are randomized by class year, starting with rising seniors and ending with rising sophomores.
3. Your room draw number is assigned to you, and is non-transferable. So if you are being pulled into a room by a friend with a better number, you are unable to give or sell your number to another student.
**General room draw information:**
1. All students that will be enrolled and not away for the fall semester are eligible to participate in room draw.
2. Students must not be on a financial hold (you will be contacted directly if this affects you)
3. You and/or your proxy can choose one room, once that room is chosen; you are unable to make changes to that room.
4. Students must be able to fill the room type they are picking. For example two students will not be permitted to pick any room type except for a double. There will be no option to 1/2 fill a room during room draw.
5. Colby housing is entirely gender-neutral for returning students.
   a. Gender-neutral housing shall be defined as the ability to live with anyone, regardless of one’s gender identification.
   b. The option will be available to anyone except first year students.
   c. This is a strictly voluntary system; no student will be forced into an unwanted gender-neutral room, no matter what the circumstances.
   d. This includes every type of room on campus.
   e. If a student pulls out of a gender-neutral room, the room reverts to the gender of the remaining occupant.
6. There are not gender designations on rooms for returning students.
7. Students are unable to “hold a spot open” for their friend that will be returning from away for JanPlan or spring semester.

**On-line specifics:**
1. On-line room draw is done in real time, as students select rooms, they will be removed from the list of rooms that you are able to see and choose from.
2. You can create a draft list of rooms before room draw starts, if the room is still available, you will just select “submit” and the room will be yours.
3. Students are assigned a roommate code that is specific to them, the roommate code is used if you are choosing to live with another person, if you are picking a single, you will not need to use this.
4. If you are going to live with another person, you will share your code with them. Once everyone has confirmed wanting to live with each other, your pick time will change to the best time of the group. If you undo the group, your pick time will revert to your individual pick time you were assigned.
5. One person will be responsible for entering all the roommate codes; this person is considered the “captain” of your room selection.  
6. This person is the only person that can select the room. Make sure that the person entering the codes is available at the time of selection. If they are unavailable at the pick time, they can assign a new “captain”, and that person becomes the one that can pick the room.  
7. Once the room is selected, all of you will get confirmation e-mail, letting you know what room was selected.

**Specialty housing options:**

**HoPE:** New in the Fall of 2016 – is a residential community dedicated to asking questions about purposeful work, meaningful lives, and community connections. A group of select sophomores and juniors in residence for both semesters will live together, build community, and engage in conversation about living on purpose. The community will gather monthly to engage in conversation of big questions, such as failure, happiness, courage, greed, and family. Residents will be assigned in small groups to a faculty or staff mentor.

**Mind, Body, Spirit (formerly Wellness):** The Mind, Body, Spirit community is for students interested in exploring physical and emotional wellness. Students will be required to attend one program per month sponsored by their CA or an approved College sponsored program. Themes such as sleep routines, meditation, yoga, nutrition, and stress reduction will be explored.

**Quiet Study Community:** The Quiet Community will be a building or floors set aside as 24 hour quiet zones with adjustments for consideration. This is a community for students who wish to respect increased sensitivity to noise such as loud music or other audio, and groups conversing in public areas and hallways. The CA will work with community members to create and enforce quiet and consideration expectations.

**Substance free:** The Substance Free Life hall or floors are for students who choose not use alcohol, tobacco products, or illicit substances. Students in this community agree to to not store any such substances or to be in the community if under the influence of
alcohol or illicit substances. Students will participate in programs throughout the academic year which will increase awareness about substance use and abuse and students will work with their CA to explore wellness related topics.

**Sustainable Living:** New the fall of 2016. The Office of Sustainability and Student EcoRep program are sponsoring a Sustainable Living Residence opportunity for environmentally motivated students. Interested students will have an opportunity to engage in a variety of environmentally-themed competitions and programs focused on reducing one's carbon footprint and resource reduction. The Residence will also act as a test case for many of the College's environmental pilot programs as a way to vet new program ideas before expanding them campus-wide. Examples include, residence hall based composting, single stream recycling, ultra efficient lighting controls and plumbing fixtures, real-time utility monitoring, and more.

**Alfond room draw:**
1. 17J’s, 17 and 18J’s are eligible for the Alfond room draw, but can only apply once. So if you are a 18J and you get in for the full year next year, you will not be eligible for the Fall 2017 room draw.
2. We will take the average of each individual’s room draw number to come up with the application number.
3. Your name can only appear on ONE Alfond application.
4. You cannot change your group once the application has been submitted because you think you have a better chance with a different size apartment. If one person pulls out everyone will be pulled out.
5. There are:
   a. 9 four-person apartments
   b. 7 five-person apartments
   c. 6 six-person apartments
6. The apartments come with:
   fridge, stove, oven, microwave, one couch, dining room table & chairs, built in closets, bed, dresser, desk, desk chair
7. Alfond applications are due the Friday before spring break to Campus Life
8. Alfond room draw will be posted at the time of the announcement of room draw numbers.
9. You are placed on 100-meal plan; you need to contact SFS if you want to stay on full meal plan.

**Off Campus housing and room draw:**
1. About 100 students will be granted permission through the room draw to move off campus.
2. The reduction to your bill is determined mid-spring semester. The reduction will be placed on your student account once you submit your off campus address and cell number to Campus Life.
4. Off campus housing is considered housing for Colby, so if a student is approved, they may not be granted a space on campus if they change their mind. They will be placed at the bottom of the summer wait list, and if space is available, they will be approved to move back on campus. This is a year long placement, and we may not be able to move you to on-campus housing for JanPlan or spring semester.

**Medical accommodation housing:**
Colby does have a process that students requesting medical accommodations must go through. This process is done in February of each academic year. If a student does not go through this process before room draw, they are not guaranteed an accommodation after room draw. They will be placed on a wait list, and if a space becomes available we will make the accommodation.

**Rising sophomores and the wait list:**
1. There are about 120 rising sophomores that will not get a room during room draw.
a. Due to juniors not knowing their abroad status
b. Us not knowing the size of the incoming first year class
c. Students not knowing if they are returning to Colby
2. A wait list, based off student’s room draw number will be created.
3. Over the summer, usually end of July start of August, I will go through the wait list and make offers to the students.

**Proxy process:**
1. If you are unable to attend room draw for any reason, you will want to choose a proxy
2. Your proxy can be a friend that will be on campus or it can be Campus Life.
3. If it is a friend, please choose a trustworthy friend, one that will show up on-line. You will need to give them your login information for Symplicity; they will log in as you and pick your room.
4. Your proxy will be responsible for picking your room, you are unable to change the room they select, and so make sure they have plenty of choices.

**Room moves:**
Colby stays true to the room draw number system through the summer. If a student requests a room move over the summer, and their number was used to get the room, all other members of that room will be removed and placed on the wait list. There is a room freeze for the start of each semester and JanPlan. No room moves will be approved for the first two weeks of each semester and JanPlan. All housing assignments are tentative, and may be changed until the start of the school year.