Find your place

2018 ROOM SELECTION
FALL 2018 - SPRING 2019 ROOM SELECTION BOOKLET

Department of Residence Life
University of Alaska Fairbanks
1872 Yukon Drive
P.O. Box 756860
Fairbanks, AK 99775-6860

907-474-7247 phone
907-474-6423 fax
UAF-Housing@alaska.edu

Connect WITH US!
UAFResLife uafresidencelife UAF-ResLife
WWW.UAF.EDU/RESLIFE
PREPARE TO SELECT YOUR 2018-2019 ROOM!

NEW THIS YEAR - GENERAL LOTTERIES! If you do not want to stay in your current room, your current hall or purchase a buy-out you will be placed in a general lottery. General lotteries will be based on when you complete your current resident housing application. Those who apply first will be placed earlier in the general room lotteries. Apply Today!

1. Consider the housing options you are eligible for and visit the halls/apartments you are interested in during the Open Houses on Monday, April 2, 2018. Tours at 4, 5, 6, and 7PM. (Spring 2018 enrolled credits will not count toward room selection).

2. Please make sure your preferred email and telephone number is current on UAOnline and your voicemail is set up to receive notifications. This is how we will contact you to secure your room.

3. Clear any debts you may have with the University. Check your UAOnline account to see if you owe any money. You will not be able to select a room if you have any unpaid debt owed to the University.

4. Determine your earned credits to see, which halls/apartments you are eligible for. Your earned credits are determined by the number of credits you have COMPLETED to date (this includes Fall 2017 credits, but not Spring 2018 credits). Check UAOnline if you are unsure how many course credits you have completed.

5. Current residents do not need to make a payment to select a room. Your deposit, currently on file, guarantees your space in housing. All fees for room and board are due with your Fall 2018 fees by Monday, September 10, 2018 (5PM in person, midnight at UAOnline).

6. NEW THIS YEAR - Sustainable Village no longer open for Winter Break. Winter Break housing charges no longer included in the Sustainable Village semester charge.
Residence Life Carnival
Open House

Find out what makes each hall/apartment a special and unique community! The Department of Residence Life will host an Open House Carnival on Monday, April 2nd from 4:00-7:30pm in the Hess Rec.Center. Attending the open house will provide an opportunity to check out new rooms (we’ll have guided tours leaving every hour 4, 5, 6, and 7pm) and you can also meet current residents and staff. You’ll have the chance to visit the following halls: Bartlett, Cutler Apartments, Lathrop, McIntosh, Wickersham, and the Sustainable Village. You’ll also get the chance to sign up and select your room with staff for 2018-2019! Skip the wait and choose your space at the open house carnival.

Summer Student Housing

Housing is available even if you are not taking classes. Meal plans are not available in the summer. More information about summer housing is available online at www.uaf.edu/reslife/summer-break/

Looking for a Summer Job?

We are hiring 50+ student for various summer positions. We offer flexible schedules, competitive pay, and room scholarship. To apply for one of our great summer position visit http://alaska.edu/jobs/ and apply to posting number 508857.

CANCELLATIONS AND HOUSING REFUNDS

If you sign up for housing and decide not to return to campus for the 2018-2019 academic year, you may cancel your housing agreement without penalty by July 31, 2018.

Cancellations may be done in person at the Residence Life Central Office by email, fax or mail. You may want to keep your room assignment until you have confirmed your plans. Once you cancel your assignment, the room is reassigned. If you cancel on or after August 1, 2018, you will be responsible for the terms of your housing agreement, which includes forfeiture of your housing deposit. If you do not select a room for Fall 2018 by 12:00PM (noon) on Monday, May 6, your housing deposit will remain on file, but you will NOT have a room for Fall 2018. You must submit a Housing Cancellation Form to have your deposit returned, minus any charges or fees owed to the University. If you decide at a later date to live on campus for Fall 2018, you will need to re-apply and pay the housing deposit and application fee. For the 2018-2019 academic year the housing deposit is $315 with a $40 application fee.
HELPFUL HINTS!

Your room selection process is based on your housing selection. The room selection process is set up in five distinctly different lotteries (processes). If you wish to return to your current room and/or hall (in eligible halls/rooms only), you should participate in the Same Room and/or Hall Lottery. If you want to buy-out your room (and we have buy-outs available), you will be placed in the Buy-Out Lottery (only applies if you answered ‘Yes’ to question ZE on your Housing and Dining Application). If you want a room in a different Hall, participate in the general lotteries. Apply now to get the best lottery time!

Different halls have different requirements or restrictions. Some halls have restrictions/requirements such as required credit hours completed at the time of application submission and/or minimum GPA requirements. If you are ineligible for these areas that have restrictions/requirements you will not have access to select these housing options during Online Room Selection. If you are an International Student or have transfer credits and do not see your desired hall, please call the Central Office at 907-474-7247.

Lock in your roommate before you select your room. Make any additions and changes to your roommate requests before your room selection time. You can make additions and deletions during the scheduled time of your selection, but using this valuable time when you could be selecting your room could result in another individual selecting the room that you want.

Only request as many roommates as you have occupancy. Only request those individuals you really want to live with. If you want to live in a double room, do not request more than one roommate. Online room selection will stop you in the selection process if your requested roommate(s) are greater than the room capacity or if they have not mutually requested.

If you are in a matched group two (2) people for double-shared, three (3) or four (4) people for Cutler Apartments, Sustainable Village, and four (4) roommates in Wickersham Hall and they are eligible to select at an earlier selection date and time, that student will be selecting for you. HOWEVER, it is still your responsibility to confirm that you were pulled into a room as expected. You should receive an email stating that you have selected a room. To confirm your housing assignment through Self Service go to the main menu page and you will see your room assignment for Fall 2018.

You can pull in roommates from off campus or new students. You may select a roommate who does not currently live on campus or is a new student. However, the potential roommate must complete and return a housing application and have the housing deposit paid at least three (3) business days (M-F) prior to your selection date in order to be “pulled in” during the process. Remember that roommate requests must be mutual on each student’s Self Service page.

Don’t forget about your meal plan options! Check out Dining Services website for information!
Students requiring special housing needs due to a disability or medical condition should contact Disability Services at the UAF Office of Disability, 907-474-5655.

Orientation is REQUIRED for: first time baccalaureate degree-seeking students and international students (Undergraduate F-1 Status & International Exchange in J-1 Status). For more information about orientation, please visit: www.uaf.edu/orientation.

All residence halls have a common kitchen for resident usage. For more information about meal plan requirements visit UAF Dining Services at: www.uaf.edu/dining.

UAF is a smoke and tobacco free campus.

Graduate students may request a double single if available. Double singles may be available for undergraduate students as space permits.

### Housing features & prerequisites

Students must have completed the following to live on-campus in a single or double room: a minimum 2.0 cumulative GPA, a minimum 70 credits, and be a minimum age of 18. Upperclassmen housing and edge (Under Age 20) are also prerequisites for upperclassman housing.

#### Orientation Required

All residence halls have a common kitchen for resident usage. For more information about meal plan requirements visit UAF Dining Services at: www.uaf.edu/dining.

UAF is a smoke and tobacco free campus.

Graduate students may request a double single if available. Double singles may be available for undergraduate students as space permits.

### Housing Features & Prerequisites

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Convenience Store</th>
<th>Alcohol Prohibited</th>
<th>Elevators</th>
<th>Minimum Age 18 At Time of Occupancy</th>
<th>Shared 4-Person Apartment</th>
<th>Edge (Under Age 20)</th>
<th>Upperclassmen Housing</th>
<th>Minimum 35 Credits</th>
<th>Minimum 70 Credits</th>
<th>Orientation Required</th>
<th>Suite Style</th>
<th>Double-Single (Double Room Occupied by 1)</th>
<th>Single Room</th>
<th>Double Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartlett Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cutler Apartment Complex</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lathrop Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>McIntosh Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moore Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nerland Hall (Offline for Fall 2018- Spring 2019)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stevens Hall (Offline for Fall 2018- Spring 2019)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skarland Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wickersham Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainable Village</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ONLINE ROOM SELECTION
Flow Chart

Update your preferred email address and telephone number on UAOnline or at the Registrar’s Office to ensure you receive information from the Department of Residence Life in a timely manner.

Click personal information on UAOnline then click manage your address, email and phone information link. Ensure your contact info is current!

STEP 1
Complete the Housing & Dining Application
Note: Do this step today to set the best General Lottery start time!

(1a) From UAOnline click on the Student Services Tab.

(1b) From the Student Services tab click on Housing, Dining, and Post Office, then click the UAF icon.

(1c) Click Applications and Forms. Complete the Housing & Dining Application.

(1d) Within 24-hours you will be sent an email confirming your housing & dining application.

STEP 2
Make a Roommate Request on Self Service

(2a) From Self Service make a roommate request.

(2b) Your roommate request may be approved or denied. If your request is denied, then you’ll be given the opportunity to submit a new request.

(2c) You may pull in or be pulled into a roommate group. Your roommate selection will be saved for your assigned lottery.
STEP 3
Choose Your Room

(3a) Same Room and/or Hall Lottery
This Lottery allows you to keep your current room or choose a different room in your current hall. You can also pull in your preferred roommate. You will receive an email confirmation within 24-hours of your room selection.

(3b) Buyout Room Lottery
The Buyout Lottery is only for those who answered ‘yes’ to question ZE on the housing application. You will receive an email confirmation within 24-hours of your room selection.

(3c) General Lottery
Your general lottery time is determined by when you submitted a current resident housing application. You can also pull in your preferred roommate. You will receive an email confirmation within 24-hours of your room selection.

STEP 4
Choose Your Dining Meal Plan

(4a) From Self Service click on your preferred Meal Plan.

(4b) If you do not select a meal plan, and your hall requires one, you will be auto-assigned a plan.

(4c) Within 24-hours you will be sent an email confirming your meal plan selection.

Please Note: Meal plan selection may not be available until a later date. Please watch your email for more information.
Online room selection will be your opportunity to select your Fall 2018-Spring 2019 room assignment.

The dates you begin room selection depends on if you want to keep your current room and/or hall, buyout your room, or have a chance to select a new room in a different hall during the general lotteries. Residents of Moore and Skarland cannot keep their current room.

To participate in the room selection process first you must complete a current resident housing application, which is available on Self Service from March 9th through March 31st. You will want to do this now to ensure the best start time during the general lotteries.

If you will be selecting a double shared room, consider your preference for a roommate. As soon as you have completed a housing application you will be placed in the ‘Roommate Selection Lottery’. This lottery will only let you pick a roommate (or multiple roommates if you are hoping to fill an apartment in Cutler, Sustainable Village, or a suite in Wickersham).

When you request a roommate an autogenerated email will be sent to the person you requested (using the email that they have selected through UAOnline). A new email will be sent every time you drop a roommate, pick a new roommate or are confirmed by the roommate(s) you requested.

You and your matched roommate will be able to enter the earliest lottery for which either of you qualify. Lottery times are based on when you submit your current resident housing application and will displayed on your Self Service home page 48 hours prior to the start of the room selection lotteries you qualify for. You and your matched roommate(s) must BOTH meet the minimum requirements of the living environment you choose.

If your intended roommate currently lives off-campus, they may go through the Online Room Selection process with you. They will need to fill out a housing application, pay the $355.00 deposit, application fee and must meet the requirements for the hall (First-year students attending the Fall Semester of 2018 are not eligible). Housing applications must be completed and received by the Residence Life Central Office three (3) days prior to your selection date in order to guarantee that they will be eligible for Online Room Selection.
TO SELECT YOUR ROOM DURING ONLINE ROOM SELECTION

**STEP 1 COMPLETE THE ONLINE HOUSING APPLICATION**
Located in individual’s UAOnline. Follow the path of logging into UAOnline > Student Services & Account Information > Campus Housing, Dining and Post Office Link > UAF Link > Applications and Forms > Select Current Resident Application and Submit.

**STEP 2 (SKIP THIS STEP IF YOU DO NOT HAVE A ROOMMATE) SELECT A ROOMMATE**
Follow the path of logging into UAOnline > Student Services & Account Information > Campus Housing, Dining, and Post Office Link > UAF Link > Room Selection > Roommate/Suitemate and request your intended roommate (they will be sent an email that they have been requested as a roommate). Your intended roommate will confirm your request. You are now matched. PLEASE NOTE: For groups larger than two, every person in the group must request and confirm everyone else in the group.

**NOTE YOU AND YOUR MATCHED ROOMMATE (OR GROUP) WILL BE ABLE TO ENTER THE EARLIEST LOTTERY FOR WHICH EITHER (OR ANY) OF YOU ARE ELIGIBLE.** The person with the best lottery time will pick for the roommate pair (or group). You will all be sent an email confirming that your room has been picked.

**STEP 3 ONE DAY BEFORE THE START OF A LOTTERY, LOOK UP YOUR LOTTERY TIME. AFTER YOUR LOTTERY TIME HAS PASSED YOU CAN SELECT A ROOM.**
1. Go to UAOnline and either login with UA Password. Select the following menu headers:
   - Student Services & Account Information
   - Campus Housing, Dining, and Post Office
   - UAF Housing, Dining, and Post Office
2. Select the following menu headers from the pull down menu located on the left side of the screen:
   - Room Selection
   - Select a Room or Suite
3. Click on Find Available Rooms
4. Select a room from the list provided.
   PLEASE NOTE: Single rooms will be noted in the room type. If you do not see any rooms in a hall/apartment you qualify for, please contact Residence Life Central Office at 907-474-7247.
5. If you are matched with a roommates, you can pull them into the room at this time. Select their name(s) from the drop down menu. If you do not have a matched roommate, leave the second bed marked ‘Leave Empty’.
7. **Congratulations!** Your room selection process is complete!

**CAN’T MAKE IT TO ROOM SELECTION?**
Visit the Residence Life Central Office before Hall closing Monday, May 6, 2018 at 12PM (NOON) to select a room.
BUY-OUT LOTTERY

*The Buy-Out Lottery is the process of selecting both sides of a room during room selection.*

To request a buy-out during the buy-out lottery. Select a room that has two open beds. You will receive a confirmation email. If you already have a buy-out or would like a buy-out and you select a room during any lottery other than the buy-out lottery, you must immediately call, email or stop by the Residence Life Central Office so that we can manually buy-out the other half of your room. Lottery times for the general lotteries will be in 2 minute increments; once you select your room you have only the time that remains to guarantee that your room is bought out by you. Buy-outs are not allowed in Cutler or Sustainable Village.

CHANGING DURING / AFTER LOTTERY

**CHANGING YOUR SELECTION DURING ROOM CHANGE LOTTERY** Residents who select a room during any lottery and then change their mind must contact the Residence Life Central Office so that they are entered into the next available lottery.

**DID YOU GO THROUGH ROOM SELECTION BUT DID NOT GET THE ROOM YOU WANT OR WANT TO CHANGE TO A DIFFERENT ROOM?**

You will have a chance to change rooms during the online Fall 2018 room change lottery from June 1-28, 2018. Only residents with a Fall 2018 room assignment can participate in this lottery.

**CONSOLIDATION**

If you live in a room or suite and have no roommate or an empty space in your suite, your room assignment may change from the one you selected during room selection. This is called consolidation and will ensure we use our hall space in an effective manner. To avoid being consolidated, please ensure your room or suite is full during room selection. Consolidation can occur at any time, but we hope to make all room changes before you move in. If you are consolidated, you will receive an email at your preferred email address.

**CAN’T MAKE ROOM SELECTION?**

If you are unable to select a room, please come to the Residence Life Central Office, Monday – Friday, 9AM – 5PM before the halls close at 12PM (NOON) on May 6, 2018 to select a room from the remaining open spaces.

YOU WILL BE ABLE TO SELECT YOUR 2018-2019 MEAL PLAN ON APRIL 1. DINING SERVICES WILL EMAIL ADDITIONAL INFORMATION REGARDING DINING OPTIONS AND PRICING WHEN THEY ARE AVAILABLE.
Gender Inclusive Housing

The Department of Residence Life is committed to providing comfortable, welcoming, and positive housing options for all students. In an effort to achieve this goal, a Gender-Inclusive Housing (GIH) option was established.

GIH furthers the university’s non-discrimination policy and provides housing options for students more comfortable living with another sex or gender, or do not wish to prescribe to gender classifications. The Department of Residence Life defines Gender Inclusive Housing as an inclusive, voluntary environment where students can live in the same room with any other student regardless of sex, biological gender, gender identity, gender expression, and sexual orientation.

Students who live in this community will be expected to contribute positively to the community by offering support and encouragement for the living environment, respect floor members’ different motivations for choosing this living option, embrace and learn from experiences different from one’s own, actively participate in community events, and abide by all regulations as outlined in the Student Code of Conduct and the Residence Life Handbook.

If you are interested in applying to be a member of this community you will need to submit a Gender Inclusive housing application. Applications are available to download on the Residence Life website (http://uaf.edu/reslife/gender-inclusive/).

GIH will be offered in the following areas: Bartlett Hall (one floor) and Cutler apartments (3 apartments). If you are interested in a gender-inclusive room, apartment space or the Gender Inclusive Living Experience, we can provide you with a personal and confidential assessment of the available options. To discuss your interest or preferences, please contact the Residence Life Central Office at 907-474-7247 or email uaf-housing@alaska.edu.
**Welcome to the MAR9 FALL 2018 - SPRING 2019 HOUSING APPLICATION AVAILABLE ONLINE**

www.uaf.edu/reslife

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 9 FRI</td>
<td>FALL 2018 - SPRING 2019 HOUSING APPLICATION AVAILABLE ONLINE</td>
<td></td>
</tr>
<tr>
<td>APR 2 MON</td>
<td>CARNIVAL OPEN HOUSE JOIN US IN THE HESS REC CENTER</td>
<td>4PM-7:30PM</td>
</tr>
<tr>
<td>APR 2 MON</td>
<td>SAME ROOM AND/OR HALL LOTTERY</td>
<td>10AM-10PM</td>
</tr>
<tr>
<td>APR 3 TUE</td>
<td>BUY OUT LOTTERY</td>
<td>10AM-10PM</td>
</tr>
<tr>
<td>APR 4 WED</td>
<td>GENERAL LOTTERY ONE FIRST 200 APPLICATIONS</td>
<td>10AM-10PM</td>
</tr>
<tr>
<td>APR 5 THU</td>
<td>GENERAL LOTTERY TWO NEXT 200 APPLICATIONS</td>
<td>10AM-10PM</td>
</tr>
<tr>
<td>APR 6 FRI</td>
<td>GENERAL LOTTERY THREE NEXT 200 APPLICATIONS</td>
<td>10AM-10PM</td>
</tr>
<tr>
<td>JUNE 1-28</td>
<td>FALL 2018 ROOM CHANGE LOTTERY</td>
<td></td>
</tr>
</tbody>
</table>

**Connect WITH US!**

UAFResLife  uafresidencelife  UAF-ResLife

WWW.UAF.EDU/RESLIFE