PREPARE TO SELECT YOUR 2016-2017 ROOM!

Whether you want to stay in your current hall or select a new one, there are some things you can do to get prepared and make the process smooth and quick.

1. Consider the housing options you are eligible for, and visit the halls you are interested in during the Open Houses on Thursday, March 31, 2016. Tours at 9:00PM and 9:15PM. (Summer 2016 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 outstanding past-due debt owed to the University.

4. Determine your current class standing. Your standing is determined by the number of credits you have COMPLETED to date (This includes Fall 2015 credits, but not Spring 2016 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 2016 fees by Monday, September 12, 2016.

MAKE SURE YOUR EMAIL AND TELEPHONE NUMBER ARE CURRENT ON YOUR UAONLINE.
**Residence Life Hall Open House**

Find out what makes each hall a special and unique community! The Department of Residence Life will host an Open House on Thursday, March 31. Tours at 9:00PM and 9:15PM. Attending an open house provides an opportunity to check out new rooms, meet current residents and staff. You can visit one or more of the following halls: Bartlett, Cutler Apartments, Lathrop, McIntosh, Nerland, Stevens, Wickersham, and the Sustainable Village.

**Summer Student Housing**

Double shared, double-single, and single rooms are available. 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-housing/](http://www.uaf.edu/reslife/summer-housing/)

**Looking for a Summer Job?**

Students who work for Conference Services have flexible schedules, and are eligible for a summer room scholarship (some restrictions apply). For information about our summer job opportunities, visit [www.uaf.edu/reslife/job-opportunities](http://www.uaf.edu/reslife/job-opportunities). To apply for a summer position with Conference Services visit [www.uakjobs.com](http://www.uakjobs.com).

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### CANCELLATIONS AND HOUSING REFUNDS

*If you sign up for housing and decide not to return to campus for the 2016-2017 academic year, you may cancel your housing agreement without penalty by July 31, 2016.*

Cancellations may be done in person at the Residence Life Central Office, by phone, 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 August 1, 2016 or after, 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 2016 by Hall Closing, at 12:00PM (Noon) on Monday, May 9, your housing deposit will remain on file. You will NOT have a room for Fall 2016. **You must submit a Housing Cancellation Form to have your deposit returned, minus any charges or fees owed the University.**

If you decide at a later date to live on campus for Fall 2016, you will need to re-apply and pay the housing deposit, and application fee. For the 2016-2017 academic year the housing deposit is $315 with a $40 application fee.

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### SINGLE STUDENT HOUSING RATES 2016-2017 PER SEMESTER

<table>
<thead>
<tr>
<th>HALL NAME</th>
<th>DOUBLE</th>
<th>SINGLE</th>
<th>DOUBLE-SINGLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartlett, Lathrop, McIntosh, Nerland, Stevens &amp; Wickersham (EDGE HALLS: Moore &amp; Skarland)</td>
<td>$2,070</td>
<td>$2,535</td>
<td>$3,050</td>
</tr>
<tr>
<td>Cutler Apartment Complex</td>
<td>$2,350</td>
<td>$2,825</td>
<td>NA</td>
</tr>
<tr>
<td>Sustainable Village</td>
<td>NA</td>
<td>$2,895</td>
<td>NA</td>
</tr>
</tbody>
</table>

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### Traditional Single

- Dresser
- Bed
- Desk

### Traditional Double

- Amouré
- Bed
- Bed

### Wickersham Single

- Amouré
- Bed
- Desk

### Wickersham Double

- Amouré
- Bed
- Bed

### Cutler Apartment

- Amouré
- Bed
- Bed
Helpful Hints!

Your room selection processes is based on your housing selection. The room selection process is set up in six distinctly different lotteries (processes). If you wish to return to your current room (in eligible halls/rooms only), you should participate in the Sourdough Lottery. If you want to select a new room in your same hall you should select during the Stake Your Claim 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 #31 on your Housing and Dining Application). If you want a room in a different Hall participate in your class specific lottery.

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 Internal 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 in advance of 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 are 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 2016.

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 the Coordinator of Disability Services at UAF Office of Disability, 907-474-5655.

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**Housing features & prerequisites**

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 at UAF Dining Services website: 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.

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<table>
<thead>
<tr>
<th>Housing Feature</th>
<th>Bartlett Hall</th>
<th>Cutler Apartment Complex</th>
<th>Lathrop Hall</th>
<th>McIntosh Hall</th>
<th>Moore Hall</th>
<th>Nerland Hall</th>
<th>Stevens Hall</th>
<th>Skarland Hall</th>
<th>Wickersham Hall</th>
<th>Sustainable Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convenience Store</td>
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<tr>
<td>Alcohol Prohibited</td>
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<tr>
<td>Elevators</td>
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<td>Minimum Age 18 at Time of Occupancy</td>
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<td>Shared 4-Person Apartment</td>
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<td>EDGE (Under Age 20 &amp; Less Than 20 Credits)</td>
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<td>Upperclassmen Housing</td>
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<td>Minimum 35 Credits</td>
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<td>Minimum 70 Credits</td>
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<td>Orientation Required</td>
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<td>Suite Style</td>
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<tr>
<td>Double-Single (Double Room Occupied by 1)</td>
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<td>Single Room</td>
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<td>Double Room</td>
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</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!

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**STEP 1**
Complete the Housing & Dining Application

1a From UAOnline click on the Student Services Tab.

1b From the Student Services tab click on the UAF icon and complete the Housing & Dining Application.

1c Click Applications.

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

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**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 Lottery**
The Sourdough Lottery allows you to keep your current room. 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 selected a buyout. You will receive an email confirmation within 24-hours of your room selection.

**(3c) Same Hall Lottery**
Same hall lottery allows you to choose a 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.

**(3d) Class Standing Lottery**
Your class standing is determined by your current credits earned. 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, then you will be automatically 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 2016-Spring 2017 room assignment.

The dates you begin room selection depends on if you want to keep your current room, buyout your room, select a new room in your same hall, or have a chance to select a new room in a different hall depending on your class standing. 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 1st through March 31st.

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 randomly generated and 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 2016 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 and Dining Link > UAF Campus Housing and Dining > Applications > 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 and Dining Link > UAF Campus Housing and Dining > 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
   - UAF Housing & Dining
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 you qualify for, please contact Residence Life Central Office at 907-474-7247.
5. If you are matched with roommates, you can pull them into the room at this time. Select their name 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 9, 2016 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 Graduate, Senior, Junior, Sophomore and Freshman lotteries will be in 5 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 2016 room change lottery from June 1-28, 2016. Only residents with a Fall 2016 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 – 4 PM before the halls close at 12PM (NOON) on May 9, 2016 to select a room from the remaining open spaces.

YOU WILL BE ABLE TO SELECT YOUR 2016-2017 MEAL PLAN ON APRIL 25. 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 safe housing options for all students. In an effort to achieve this goal, a Gender-Inclusive Housing (GIH).

GIH furthers the university’s non-discrimination policy and provides housing options for students who may identify as transgender, are 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 (www.uaf.edu/reslife).

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 Mathew Mund in the Residence Life Central Office at 907-474-7247 or email him directly at mmund@alaska.edu.
LEARN HOW ROOM SELECTION WORKS AND GET ANSWERS TO YOUR QUESTIONS!
Thursday, March 31, 2016 in the Wood Center from 1PM to 2PM
Thursday, March 31, 2016 in the Hess Recreation Center from 6PM to 7PM

YOU MAY SELECT A ROOM FROM THE EARLIEST DAY FOR WHICH YOU QUALIFY, BASED ON YOUR CURRENT CREDITS EARNED. See the dates below to determine when you are eligible to select your 2016-2017 room.

<table>
<thead>
<tr>
<th>Date</th>
<th>Lottery Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Sourdough Lottery</td>
<td>(Same Room / Same Hall from 10AM to 10PM)</td>
</tr>
<tr>
<td>April 4</td>
<td>Buy Out Lottery</td>
<td>(from 10AM to 10PM)</td>
</tr>
<tr>
<td>April 5</td>
<td>Stake Your Claim Lottery</td>
<td>(Different Room / Same Hall from 10AM to 10PM)</td>
</tr>
<tr>
<td>April 6</td>
<td>Graduate, Senior, Juniors Lottery</td>
<td>(from 10AM to 10PM / 60+ credits)</td>
</tr>
<tr>
<td>April 7</td>
<td>Sophomore Lottery</td>
<td>(from 10AM to 10PM / 30-59 credits)</td>
</tr>
<tr>
<td>April 8</td>
<td>Freshmen Lottery</td>
<td>(from 10AM to 10PM / 0-29 credits)</td>
</tr>
<tr>
<td>June 1 - 28</td>
<td>Fall 2016 Room Change Lottery</td>
<td></td>
</tr>
</tbody>
</table>