**THE CONTINUED OCCUPANCY (C/O) PROCESS**

The In-Hall Lottery and Room Selection Process for Continued Occupancy (C/O) will allow a limited number of current residents of each Upperlevel Residence Hall to select a room in their building prior to the General Room Selection process. Residents of the following halls may participate in this process: Cascadilla Hall, Schuyler House, Sheldon Court, 112 Edgemoor Lane, and 122 McGraw.

**How does the C/O process work?**

1. Sign up for an In-Hall Lottery number between **Wednesday, January 15, 2014 at 9:00pm and Thursday, February 13, 2014 at noon**. Application forms are available at the Cascadilla Hall and Schuyler House Service Centers, and from your RHD.

2. You will receive a random lottery number on **Monday, February 17, 2014**. Lottery numbers are assigned without regard to class year.

3. You must ALSO sign up for the General Housing Lottery between January 21 and February 24 at housing.cornell.edu so your information is captured in the housing portal. If you reserve a room in your community through C/O, you will log back in to the housing portal to sign your housing contract. If you are not offered a spot through C/O, you may use the timeslot you receive through the General Housing Lottery to participate in General Room Selection (March 10-14).

4. Attend the room selection event for your building on **Tuesday, February 25**. At the event, wait for your lottery number to be called. When it is called, you can select your room for the 2014-2015 academic year. Please be aware that your first room choice may have been selected before your lottery number is called and **you should come prepared with 2nd, 3rd and 4th choices**. You will meet with staff, select a room, and sign a contract for that room.

*Please be aware that on the night of your building’s room selection event you will be signing your actual housing contract. All contracts are legally binding for the academic year. You will not be released from your housing contract unless you will not be a full-time registered student in the fall or will be studying in absentia. Your signature indicates knowledge and acceptance of the stipulations set forth in the Terms and Conditions for Academic Year Single Student Housing (2014-2015).*
FAQs

Who is eligible to participate in C/O?
All current residents of Cascadilla Hall, Schuyler House, Sheldon Court, 112 Edgemoor, and 122 McGraw are eligible to participate in their building’s C/O process. You must meet all stated deadlines to participate.

If I sign up for my In-Hall Lottery, may I choose to live in any residence hall?
No. There are separate C/O processes for each building. You may sign up for a lottery number to choose a room only in the building where you currently reside.

If I do not get a room during my building’s C/O process, or choose not to participate, can I still get a room in on-campus housing?
There will be some rooms in each of the halls available during General Room Selection (March 10-14). However, rising sophomores select their rooms first, and by the time upperlevel students have the chance to select a room there will be few, if any, options left. If you want to live on campus, we suggest that you apply to live in a Program House or a University co-op.

If I sign up to participate in my building’s In-Hall Lottery, do I also need to sign up for the General Housing Lottery?
Yes, see first page for information on dates.

I signed up for General Housing Lottery and got a General Room Selection timeslot that is different than the date of my community’s In-Hall room selection event. What does this mean?
When you sign up for the General Housing Lottery (see above), you are automatically given a General Room Selection timeslot. If you reserve a room through your building’s C/O process you will not need to do anything during your General Room Selection timeslot. If you are not offered a spot through C/O, you may use the timeslot you receive through the General Housing Lottery to participate in General Room Selection.

Do all classes (rising juniors and rising seniors) receive a random In-Hall Lottery number?
Yes, we will assign all lottery numbers randomly, regardless of class standing.

How many beds will be available through the Upperlevel Residence Halls’ C/O processes?
The number of beds available in each building is based on a percentage and is different for each building. The percentage for each building has not changed from previous years.
- Cascadilla Hall: approximately 73 beds
- Sheldon Court: approximately 33 beds
- 112 Edgemoor: approximately 4 beds
- Schuyler House: approximately 25 beds
- 122 McGraw: approximately 6 beds
Are there floor plans for me to look at?
Yes, beginning Monday, February 17, 2014, floor plans of each of the buildings will be available for viewing at the Schuyler House and Cascadilla Hall Service Centers from 9am-4pm, Monday-Friday. Please be sure to have your preferences in mind before your building’s room selection event. Please note that you cannot take pictures of floor plans and they cannot leave the Service Center.

TIMES AND LOCATIONS FOR SELECTION
You will need to attend the room selection event for your specific building in person. All selections are on Tuesday, February 25, 2014.

Schuyler House:
- Time: 7:00pm
- Location: Schuyler House First-Floor Lobby

122 McGraw:
- Time: 7:00pm
- Location: McGraw Library

112 Edgemoor:
- Time: 7:00pm
- Location: Cascadilla Hall Second-Floor Lounge

Cascadilla Hall & Sheldon Court:
- Times: 7:00pm to 8:00pm (Sheldon Court residents)
  8:00pm (Cascadilla Hall residents)
- Location: Cascadilla Main Lounge

Go to your respective location at the designated time and wait for your lottery number to be called. When your number is called, you will be able to select your room at that time. Floor plans will be available for viewing while you wait for your number to be called. Please note that depending on the number of participants, the wait time could be between a few minutes and a couple of hours.

BLOCKING

Blocking is an option intended to allow students to live with or near their friends. It is not meant as a way for people to get around or manipulate the lottery system. Please do not ask to block with people you do not know or offer to allow people you don’t know to block with you. This is meant to be a fair system and these actions can disadvantage other participants, and change your requirements for the rooms selected. Anyone who is found to be abusing this
option may be barred from participating in the C/O process. Please read the details below carefully.

**General Information**
- All students blocking together must be current building residents.
- All students blocking together must have in-hall lottery numbers.
- All students blocking together must be present at their room selection event unless a proxy form is presented (proxy forms are available by contacting your RHD or at the Cascadilla Hall and Schuyler House Service Centers).
- When blocking, use the best lottery number held by a member of the blocking group.

**Blocking On A Corridor**
- Up to five current building residents can block adjacent rooms on a floor.
- If three or more students block together on a corridor, they **MUST FILL** at least one double (or larger) room. For example, two students blocking together may select two singles, but three students blocking together must select a double before selecting a single room.
- Gender-inclusive housing is a new option for students participating in C/O. Please see below.

**GENDER-INCLUSIVE HOUSING**

Due to the adoption of Student Assembly Resolution #12, gender-inclusive housing is now an option for upperlevel students participating in their building’s C/O process. Gender-inclusive housing is a policy that affords Cornell students the option to live on campus with whomever they choose, regardless of biological sex, gender, or gender identity.

Please note the following when considering this option:
- Students are required to view a short educational video before applying for gender-inclusive housing. The video is viewable when signing up for the Housing Lottery (a necessary step for all C/O participants), and also by visiting housing.cornell.edu, then clicking on “Live on Campus,” “How to Apply,” “Application Process: Current Undergraduate Students,” and then on “Gender-Inclusive Housing.”
- Current upperlevel students who reserve a room through their building’s C/O process may request any roommate or suitemate, regardless of sex, gender, or gender identification.
- Students will not be automatically placed in a gender-inclusive room or suite. They must elect to be assigned to a gender-inclusive room or suite.
- Students selecting a multi-bed room must be able to fill all spaces in the room with other students who have requested gender-inclusive housing. Students blocking rooms in a suite must be able fill the entire suite with other students who have requested gender-inclusive housing. Students blocking rooms along a hallway rather than in a
suite may block with anyone – preferences only need to match for students sharing a room or suite.

- Once a room or suite is designated as gender-inclusive, it will remain gender-inclusive for the duration of the academic year. In the event of a vacancy, the housing office will fill the vacancy first with an individual who consents to living in a gender-inclusive space, and then using the typical housing process of same-gender roommate matching.

- The University encourages students to discuss this program with their parents/guardians before selecting gender-inclusive housing. All students who have reached the legal age of 18 are able to sign their own housing contracts. As a general rule, students are not released from signed housing contracts due to changes in preferences.

- The University does not condone the use of this program for romantic couples.

For more information, visit housing.cornell.edu, then clicking on “Live on Campus,” “How to Apply,” “Application Process: Current Undergraduate Students,” and then on “Gender-Inclusive Housing.”

**HOW TO APPLY FOR GENDER-INCLUSIVE HOUSING**

1. First, sign up for the Housing Lottery any time between January 22 and February 23, 2014.

2. When signing up for the Housing Lottery, follow the steps in the Housing Portal to indicate your interest in gender-inclusive housing. You will be required to indicate that you understand the intended purpose of gender-inclusive housing as outlined by Resolution #12, and that you have watched the educational video (see above). You are not committed to gender-inclusive housing until you sign your housing contract later in the process.

3. Next, sign up for your building’s In-Hall Lottery for C/O. You will be asked again to indicate your interest in gender-inclusive housing. You are not committed to gender-inclusive housing until you sign your housing contract later in the process.

4. If you are offered a spot in your building through C/O, you will select your room and roommate(s)/blockmates (if applicable), and sign your housing contract, during your building’s individual room selection event. During this process, you should inform your Residence Hall Director that you intend to select gender-inclusive housing.

5. When selecting your room(s), you will be able to choose from any empty rooms available during your building’s room selection event.
   a. If you select a multi-bed room, you must be able to fill all spaces in the room with other students who have requested gender-inclusive housing.
b. If you block rooms in a suite, you must be able fill the entire suite with other students who have requested gender-inclusive housing. If you are blocking rooms along a hallway rather than in a suite, you may block with anyone – preferences only need to match for students sharing a room or suite.

6. Sign your housing contract electronically through the Housing Portal.

**Proxy**

What if I cannot attend my building’s room selection event?
You may select a proxy, or someone you have authorized to select a room for you. You can use a proxy only in the event that you have a conflict and cannot attend in person. In order to have a proxy, you will need to provide documentation illustrating the conflict which prevents you from attending your room selection event.

If your proxy is choosing a room for you, he or she must arrive at the room selection event with the proxy form or note signed by you, authorizing the proxy to select a room on your behalf. The proxy form or note must include your signature, Cornell ID number and NetID to be considered valid. It must also include this information for the student who will be acting on your behalf. Proxy forms are available through your RHD or at the Cascadilla Hall and Schuyler House Service Centers.

If you are not able to attend your room selection event and a proxy selects a room for you, you will receive an email from the Housing office with instructions on signing your contract. If you do not sign your contract within 24 hours, you will forfeit your room.

**Special Housing Accommodations**

If you were assigned a room in your building through the Student Disability Services office (for the current academic year) on the basis of a documented disability or medical need and would like to continue living in the same building for the 2014-2015 year, you may still participate in your building’s C/O process. If your housing needs are not met through this process or if you choose not to participate in the process, you will need to contact the Student Disability Services (SDS) Office by February 21, 2014 to apply for housing that meets your needs. Please note there is NOT a guarantee that you will be assigned the SAME room for next year. It is also recommended that you contact the SDS Office prior to your In-Hall room selection event so that they can work with the Housing office and your RHD.

**Other Housing Options**

There are a variety of housing options on campus and students are encouraged to investigate all of these options. The Continued Occupancy process is not your only option. You may
participate in more than one housing process; you are not committed to any community until you sign your housing contract.

Program Houses
Themed living communities where the current residents and staff select the new residents for the following year. Learn more, and apply, by visiting housing.cornell.edu/programhouses.

Co-ops
Independent communities where students share a university-owned house and manage the house together. Learn more at housing.cornell.edu/cooperatives.

Please check housing.cornell.edu and materials mailed to your campus mailbox for more information about these options, tours, and application dates.

**QUESTIONS?**
If you have questions, please contact the RHD for your building or consult housing.cornell.edu to find more information about the University housing process.

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<th><strong>Cascadilla Hall, Sheldon Court, &amp; 112 Edgemoor:</strong></th>
<th><strong>Schuyler House:</strong></th>
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<tbody>
<tr>
<td>Brandee Nicholson 607-255-5922 <a href="mailto:bfn22@cornell.edu">bfn22@cornell.edu</a></td>
<td>Barnaby Knoll 607-255-9506 <a href="mailto:bk424@cornell.edu">bk424@cornell.edu</a></td>
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<td>Jeannine Crouse Hagadorn 607-254-2363 <a href="mailto:jc2298@cornell.edu">jc2298@cornell.edu</a></td>
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