Selecting your on-campus housing for 2016-2017

Most current undergraduate students choose their on-campus housing for the following academic year through the Housing Lottery & General Room Selection process that takes place at the beginning of each spring semester. Students sign up for the Housing Lottery (January 27 - February 28) to get their timeslot to participate in General Room Selection (March 7-11). Those applying to live in a Program House, in the Language House, in a University co-op, or for Continued Occupancy (C/O) in their current upperlevel community have separate application processes, but should still sign up for the Housing Lottery. You must be a full-time, registered student to participate in Housing Lottery & Room Selection.

Who is this instructional booklet for?
Any rising sophomore, junior, or senior who may be interested in living on campus next year in any of the following communities:

- **West Campus House System** — approximately 500 beds available through C/O, & 1,010 beds available through General Room Selection
  Alice Cook House (including its four Gothic buildings, one housing the Language House, plus 122 McGraw Place, and 625 University Avenue); Carl Becker House; Hans Bethe House (including its one Gothic building); William Keeton House; and Flora Rose House (including its four Gothic buildings, one of which is women-only)

- **Upperlevel residence halls** — approximately 160 beds available through C/O, & 420 beds available through General Room Selection
  Cascadilla Hall; 112 Edgemoor; Schuyler House; and Sheldon Court

- **Program Houses** — approximately 540 available beds
  Akwe:kon; Ecology House; Holland International Living Center (HILC); Just About Music (JAM); Latino Living Center (LLC); Multicultural Living Learning Unit (McLLU); Risley Residential College for the Creative & Performing Arts; and Ujamaa Residential College

- **University Cooperative Houses** — approximately 160 available beds
  660 Stewart; Prospect of Whitby; Triphammer Cooperative; Von Cramm Hall; Wait Avenue Cooperative; Wait Terrace; Wani Cooperative (women-only); and Watermargin

What information does this booklet cover?
- Information about housing guarantees — page 1
- Instructions for participating in the Housing Lottery & General Room Selection process — pages 2-4
- How to apply to live in a Program House (& information for Language House applicants) — page 8
- How to apply to live in a University-owned co-op — page 9
- How to apply for Continued Occupancy (C/O) in your current upperlevel community — page 9
- How to live with your friends (blocking, pulling in, etc.) — page 9
- Options for gender-inclusive housing — page 9
- Information about housing tours and events — page 7
- Complete answers to frequently asked questions — pages 5-11

Find it online! Visit housing.cornell.edu, click on “Live on Campus,” and then on “How to Apply.”
Housing Guarantees

Rising sophomores:
If you are a rising sophomore (current first-year student), you are GUARANTEED on-campus housing next year in an Upperlevel Residence Hall, West Campus House, or Program House as long as you sign up for the Housing Lottery and participate in General Room Selection. In the unlikely event that there are no more beds available during your timeslot, you can be placed on the Guaranteed Wait List (see page 11).

While you are guaranteed on-campus housing, please keep in mind that we cannot guarantee that your top-choice community, room type, or blocking configuration will still be available during your Room Selection timeslot. For example, only an estimated 50% of rising sophomores who participate in Housing Lottery / Room Selection will be able to secure a room in the West Campus House System for 2016-2017 — and only those with the earliest timeslots will be able to reserve a suite — so please explore all of your housing options! A good place to start is by attending any of the events listed on page 7.

Upperlevel students:
Rising juniors and seniors are not guaranteed on-campus housing. To increase your chances of living on campus next year, we recommend participating in your current community’s In-Hall or In-House process for Continued Occupancy (C/O) — and/or applying to live in a Program House or co-op — in addition to signing up for the General Housing Lottery. If no beds are available during your timeslot, you can be placed on the housing Wait List (see page 11).

Room Reservation Statistics:
To help plan for General Room Selection*, we suggest referring to past years’ room reservation results.

- The last open West Campus suite (one with all beds available) was reserved during the third timeslot on the first day of General Room Selection (this year's equivalent = 5:40pm timeslot on March 7)
- The last five-person block in the West Campus House System was reserved during the sixth timeslot on the first day (this year's equivalent = 6:40pm timeslot on March 7)
- The last five-person block in all West Campus Houses, Upperlevel Residence Halls, and Program Houses was reserved during the 18th timeslot on the first day (this year's equivalent = 10:40pm timeslot on March 7)
- The last single in all West Campus Houses, Upperlevel Residence Halls, and Program Houses was reserved during the ninth timeslot on the fourth day (this year's equivalent = 7:40pm timeslot on March 10)
- The last open West Campus room (one with all beds available) was reserved during the 12th timeslot on the first day (this year's equivalent = 8:40pm timeslot on March 7)
- The last open room in an Upper Collegetown residence hall (a room with all beds available in Cascadilla, Sheldon Court, or 112 Edgemoor) was reserved during the 18th timeslot on the first day (this year's equivalent = 10:40pm timeslot on March 7)
- The last open room in all Upperlevel Residence Halls (one with all beds available) was reserved during the eighth timeslot on the third day (this year's equivalent = 7:20pm timeslot on March 9)
- The last bed in all Upperlevel Residence Halls was reserved during the first timeslot on the last day (this year's equivalent = 5:00pm timeslot on March 11)

* Students who have been accepted to live in a Program House, the Language House, a University co-op, or their current community through C/O will not need to participate in General Room Selection. Learn more on pages 8-9.

INSTRUCTIONS for Housing Lottery / Room Selection – page 1 of 3

STEP 1: Sign up for the Housing Lottery to get your General Room Selection timeslot any time between January 27 and February 28 by visiting housing.cornell.edu. See page 5 for more information.

Does this step apply to me? Anyone who wants to have the option of living on campus next year should sign up for the Lottery, including those who are applying to live in a Program House, in the Language House, in a University co-op, or for Continued Occupancy (C/O) in their current building (see pages 8-9 for details).

STEP 2: Prepare for General Room Selection by following the steps below.

Does this step apply to me? Step 2 and Step 3 apply to those who hope to select a room in a West Campus House or an Upperlevel Residence Hall during General Room Selection, March 7-11 (see pages 5-6 for more information). It does NOT apply to those who are selected to live in a Program House, the Language House, a co-op, or in their current building through C/O — these options have their own room selection processes (see pages 8-9 for more information).

☐ 1. Learn about your housing options. See information about “housing options” on page 7. Attend any of the housing tours and events listed on that page.

☐ 2. Decide if you want to live with friends. Up to five students may choose rooms together. See pages 9-10 for information and rules about roommates and blocking.

☐ 3. Accept/request all potential roommates/blockmates in the “Roommate Requests” section of the online housing portal. Before General Room Selection, everyone you plan to live with should be listed in your “Accepted Roommates” list in that section. See information about “pulling in” on page 9.

1. Name/NetID ___________________ 2. Name/NetID ___________________
3. Name/NetID ___________________ 4. Name/NetID ___________________
5. Name/NetID ___________________ 6. Name/NetID ___________________

☐ 4. List your housing preferences. Be prepared with a list of building and room type preferences in case your first choices are unavailable during your timeslot.

1st choice _______________________ 4th choice _______________________
2nd choice _______________________ 5th choice _______________________
3rd choice _______________________ 6th choice _______________________

☐ 5. Establish a “block leader” if you plan to live with a group of friends. Make a plan for your group to gather at one computer, if possible, during the block leader’s Room Selection timeslot so your group can choose your room(s) together. See pages 9-10 for blocking information.

Block Leader Name ___________________ Timeslot date/time ________________
Meeting place for Room Selection ___________________

☐ 6. Familiarize yourself with the General Room Selection system. Attend a Room Selection Demo, view the Room Selection tutorial PDF on housing.cornell.edu, and — immediately before your timeslot — refer to the Bed Availability Report on housing.cornell.edu. Learn more on page 6.
INSTRUCTIONS for Housing Lottery / Room Selection – page 2 of 3

STEP 3: During General Room Selection (March 7-11) ...

Does this step apply to me? Step 2 and Step 3 apply to those who hope to select a room in a West Campus House or an Upperlevel Residence Hall during General Room Selection.

☐ 1. At the beginning of your Room Selection timeslot, log in to the housing portal at housing.cornell.edu. Block leaders: you should log in for your group at the beginning of your timeslot.

☐ 2. Click on the housing “Application” tab at the top of the page. Choose the “2016-2017 academic year” contract option. Continue to the “Rooms” section.

☐ 3. Search for available rooms using either search function below:

   3a. Use the “Search by Room Type” function to look for ONE ROOM by room type (single, double, triple, or quad) for yourself and up to three roommates (in one room).
   - Use the drop-down menus to filter results by location, room type, and/or available beds. If you choose not to filter results, all available rooms will appear.
   - Each room listed will include information about whether the room is designated as a male, female, or dynamic* room, and the number of open beds left in that room. (Example: “SCHY 236 - F - 1/2” means that Schuyler House room 236 is a female-designated room, and has one bed available out of a total of two beds in the room because a female student has reserved the other bed.)

   3b. Use the “Search by Location and Section” function to look for MORE THAN ONE ROOM (a suite or block of rooms) for yourself and up to four blockmates (in more than one room). The housing portal instructions will lead you through the following steps:

   - Step 1: Select Building:
     - Available buildings (those that still have open rooms/beds) will be listed.
     - Click on any building you’re interested in.

   - Step 2: Select Section:
     - Blocking sections (sections of the building within which you may block rooms) will be listed.
     - Next to the name of each section will be the number of beds available in each room type (single, double, triple, quad, other) within that section. (Example: Third Floor South / 2 single beds / 4 double beds / 3 triple beds, etc.)
     - Click on any section you’re interested in.

   - Step 3: Select Rooms:
     - You may view a floor plan of the section, along with a list of available rooms.
     - Each room listed will include information about whether the room is designated as a male, female, or dynamic* room, and the number of open beds left in that room. (Example: “SCHY 113 - M - 1/2” means that Schuyler House room 113 is a male-designated room, and has one bed available out of a total of two beds in the room because a male student has reserved the other bed.)

   *Dynamic rooms / suites have their gender changed to male or female based on the gender of the first person who reserves a bed in the room / suite.

INSTRUCTIONS for Housing Lottery / Room Selection – page 3 of 3

☐ 4. Select your room(s).
   - Click once on (and highlight) every room in which you wish to reserve beds. Then scroll down and click “Save & Continue.” (See rules about blocking single rooms, on page 10.)
   - You do not need to reserve every bed in the rooms you select; you may reserve as few as one bed in each room. Any remaining beds will be available to other students selecting rooms.

☐ 5. Assign yourself to a bed (and, if applicable, your roommates/blockmates to beds) within four minutes of clicking “Save & Continue” (in the previous step).
   - Your screen name (created during the application process) will be listed, along with those of any accepted potential roommates/blockmates. (See Step 2, #3 on page 2.)
   - Use the drop-down menu next to each screen name to assign each person to a bed/room. You may only assign men to male-designated rooms, and women to female-designated rooms.
   - Click “Reserve” within four minutes of having clicked “Save & Continue” (in the previous step). After four minutes, the rooms will become available again to other students.

   IMPORTANT: Block leaders must assign EVERYONE in the group to rooms/beds WITHIN FOUR MINUTES before clicking “Reserve” and proceeding to the next step, or the beds will not be reserved.

☐ 6. Proceed to the “Contract” page to sign your housing contract:

   > If you’re selecting a room for yourself only, confirm your room selection and electronically sign your housing contract. You may then log out. (If you do not sign your housing contract within five minutes, the room will NOT be held for you.)
   > Block leaders: confirm your room selection, and electronically sign your own housing contract. You may then log out. (If you do not sign your housing contract within five minutes, the rooms will NOT be held for you or for the members of your group.)

   *IMPORTANT: You must assign beds to every member of your group BEFORE signing your housing contract. After you sign your contract, you cannot go back to pull in or assign your friends to beds, and they will have to wait for the next timeslot in the group to select their rooms.

   > Those being pulled in by a block leader: when your block leader assigns you to a room/bed and signs his or her contract, you will receive a confirmation email. Within two hours of this email being sent, you must log in to the housing portal at housing.cornell.edu to electronically sign your own housing contract. If you fail to sign your housing contract within two hours, the room will NOT be held for you.

☐ 7. You will receive an email confirming your room assignment and housing contract.

Need help during General Room Selection? During all timeslot periods (listed on page 6):
- Call the Room Selection Help Desk at (607) 255-5368.
- Visit the Room Selection Help Desk on the 2nd floor of Robert Purcell Community Center to ask questions, or to view floor plans.

NOTE: All signed contracts are legally binding.
What is the Housing Lottery, and how do I sign up?
The Housing Lottery is a random computer-generated drawing system that gives you a timeslot to participate in General Room Selection. It is also a necessary step for those applying to live in a Program House, in the Language House, in a University co-op, or for Continued Occupancy (C/O) in their current building (see pages 8-9 for more details).

You may sign up any time between January 27 and February 28 at housing.cornell.edu. Once you sign up, you will immediately receive your Room Selection timeslot (see “When will my Room Selection timeslot be?” on page 6). Signing up for the lottery does not commit you to a contract or a room; it only gives you the option of participating in General Room Selection, or of signing a housing contract if you’re accepted to live in a Program House, in the Language House, in a co-op, or through your community’s C/O process.

When you sign up for the lottery, you will be asked to indicate whether you are interested in living in gender-inclusive housing, an option open to students applying to live in a Program House, in the Language House, in a co-op, or in your current community through C/O. Indicating your interest does not commit you to nor guarantee a gender-inclusive living arrangement. See page 9 for details.

Who should — and who may — sign up for the Housing Lottery?
Anyone who wants the option of living on-campus housing next year, including those applying to live in a Program House, in the Language House, in a University co-op, or for Continued Occupancy (C/O) in their current upperlevel community (see pages 8-9 for details on those processes). You must be a full-time, registered student to sign up for the Housing Lottery; those who are not full-time registered students may apply for housing at housing.cornell.edu beginning at 5pm on March 31, 2016. Note: if you need to update your registration status with the university at the beginning of the spring semester, it may take up to two business days for the Housing Lottery system to recognize the change and allow you to sign up for the Lottery.

Does it matter when I sign up for the Housing Lottery?
You may sign up any time between 10:00am, January 27 and 11:59pm, February 28. During that period, timeslots are assigned randomly within each class code (see “When will my Room Selection timeslot be?” on page 6), so there is no benefit to signing up earlier in the process rather than later. However, signing up earlier will help the Housing Lottery system better understand this year’s demand for on-campus housing, and allow us to give more informed guidance to students at the Room Selection Demos on January 28 and February 24.

Is the Housing Lottery Fair?
Yes. All timeslots are randomly generated within class codes (see timeslots on page 6) by a computerized system. Everyone has the same chance of getting an early timeslot within their class code as they do a later timeslot. (The earlier your timeslot, the better your chances of securing your top-choice housing.)

What is General Room Selection? Are there different room selection processes?
General Room Selection (March 7-11) is the online process through which most current undergraduate students will select their rooms – and their roommates/blockmates (if applicable) – for the next academic year, and then electronically sign their housing contracts. You may only participate in General Room Selection if you have received a Room Selection timeslot through the Housing Lottery (see above). See pages 2-4 for detailed General Room Selection instructions.

Individual community-specific room selection processes also exist for those who have been accepted to live in a Program House, in the Language House, in a co-op, or in their current community through C/O. These processes take place before General Room Selection (and also require signing up for the Housing Lottery). See pages 8-9 for more information.

If I sign up for the Housing Lottery, do I have to participate in General Room Selection?
No. If you are unsure of your plans for next year, you should sign up for the Housing Lottery and get a Room Selection timeslot to give yourself as many options as possible. If you are selected to live in a Program House, in the Language House, in a co-op, or in your current community through C/O, your room selection process will be handled individually by each community, and you will not need to participate in General Room Selection; simply do nothing during your timeslot. Similarly, you do not have to do anything during your timeslot if you decide not to live in on-campus housing next year.

When will my Room Selection timeslot be?
When you sign up for the Housing Lottery, you will immediately receive notification of your 20-minute timeslot to participate in General Room Selection (March 7-11). Timeslots are generated with class code (your class year, as assigned by the Registrar’s Office) and dependent upon whether you live on or off campus. There are three 20-minute timeslots per hour (for example: 5:00, 5:20, 5:40). Timeslots fall during the following periods:

- **Rising sophomores:** Monday, March 7, 5:00-11:00pm & Tuesday, March 8, 5:00-11:00pm
- **On-campus rising juniors:** Wednesday, March 9, 5:00-8:00pm
- **On-campus rising seniors:** Thursday, March 10, 5:00-7:00pm
- **Off-campus rising juniors & seniors:** Friday, March 11, 5:00-6:00pm

The university-owned cooperative houses (“co-ops”) are considered on-campus housing. Fraternities and sororities are considered off-campus housing.

What happens if my class code is listed incorrectly?
When you sign up for the lottery, the housing portal will show your current class code (freshman, sophomore, junior, or senior) as assigned by the Registrar’s Office. If you are classified incorrectly in the housing portal, please contact the housing office immediately at housing@cornell.edu or (607) 255-5368. If you do not let us know that your class code is incorrect, you will have to keep the first timeslot you receive. (If you are a current first-year student with enough credits to change your class code, please contact us by February 19. Note that if we reclassify you as a current sophomore, you will lose your guarantee for on-campus housing.)

How many students receive each Room Selection timeslot?
It depends on how many people sign up for the Housing Lottery. Last year, at the time of General Room Selection, there were approximately 55 on-campus rising sophomores per timeslot on the days they selected rooms, and 10-15 upperlevel and off-campus students per timeslot on the days they selected rooms.

Can I trade Room Selection timeslots with another student? Or let another student use my timeslot if I’m not going to use it?
No. Students will only be able to log in to the housing portal once their own Room Selection timeslot begins. A timeslot can only be used by the student to whom it was issued. Unused timeslots simply go unused.

What happens during General Room Selection?
At the beginning of your 20-minute timeslot, go to housing.cornell.edu to sign in to the housing portal and pick your room, and your roommates/blockmates if you plan to live with friends (see details about “blocking” and “pulling in” on pages 9-10). **NOTE:** Please do NOT attempt to log in before your timeslot begins, or log in from more than one computer, as multiple attempts may result in system failure. Once you select a room (or rooms, if you’re blocking with friends), you will be asked to electronically accept the housing Terms and Conditions and sign your housing contract. Please note that all signed housing contracts are legally binding.

How should I prepare ahead of General Room Selection?
Follow the steps listed on page 2. We also recommend that you attend a Room Selection Demo on January 28 or February 24 (details are posted at housing.cornell.edu), and that you go through the General Room Selection tutorial PDF (to be posted at housing.cornell.edu before Room Selection). Before your timeslot, we also suggest that you refer to the Bed Availability Report — also to be posted ahead of General Room Selection at housing.cornell.edu — to narrow down which beds are still available, and to view floor plans, before you log in to the housing portal to search for available rooms.

How much time do I have to choose a room?

You may sign in to the housing portal as soon as your timeslot begins, or any time afterwards until General Room Selection ends (Friday, March 11 at 6:00pm). You have until the end of General Room Selection to choose your room. But once you choose your room, you must reserve your room within four minutes of choosing it, and sign your contract within five minutes to confirm and reserve your room choice. Please keep in mind that every 20 minutes, a new group of students will have access to the housing portal to select their rooms, so it is in your advantage to choose your room and sign your contract as early as you can.

When do I sign my housing contract?
As soon as you select your room online, you must accept the Terms and Conditions and electronically sign your housing contract. If you do not sign your housing contract within five minutes, the room will NOT be held for you, nor will rooms for any roommates/blockmates who you may have pulled in (see information about “pulling in” on page 9). If you are being pulled in by another student, you will receive a confirmation email as soon as your block leader assigns you to a room/bed and signs his or her contract. Within two hours of this email being sent, you must log in to the housing portal at housing.cornell.edu to electronically sign your own housing contract. If you do not, your room will NOT be held for you. Please note that all signed housing contracts are legally binding.

May I view the Terms and Conditions of my housing contract before I sign my contract?
We encourage you to read the Terms and Conditions before Room Selection by visiting housing.cornell.edu and clicking on “Live on Campus” and then on “Contracts, Rates, & Amenities.” When you choose your room, you will be asked to accept the Terms and Conditions (also viewable in the housing portal during General Room Selection) before signing your contract. Your signature on the contract indicates knowledge and acceptance of the stipulations listed in this instructional booklet and in the Terms and Conditions for Single-Student Housing, Academic Year 2016-17.

Which housing options are available during General Room Selection?
During General Room Selection, you may select a room (if spaces are still available during your timeslot) in one of the West Campus Houses, or in one of the Upperlevel Residence Halls. Some Program Houses may also have spaces available during General Room Selection, although most spaces will already be reserved through the Program House application process (see page 8), which precedes General Room Selection.

How can I find out more about my housing options?
Start by visiting housing.cornell.edu and clicking on “Live on Campus” in the menu bar at the top of the page, and then on “Where to Live” in the drop-down menu. Navigate to the individual community webpages for full descriptions, photographs, and 360-degree room views. We also encourage you to tour buildings and learn more about the different communities by attending any of the following events:

- **Co-op Mosey** – Sunday, February 7, 1:00-5:00pm
  Tour and learn about the University Cooperative Houses. Details will be available at cooperatives.cornell.edu.

- **Collegetown Open House** – Monday, February 29 and Tuesday, March 1
  Tours of the Upperlevel Residence Halls, with Housing staff members on hand to ask about Housing Lottery & Room Selection. Details can be found at housing@cornell.edu.

Where can I find housing rates for 2016-2017?
Rates will be available in February. Visit the “Contracts, Rates, & Amenities” section on housing.cornell.edu.

Are meal plans required for residents of any communities?
Living in the West Campus House System (Alice Cook House, including Language House, 122 McGraw Place, 625 University Avenue; Hans Bethe House; Carl Becker House; William Keeton House; and Flora Rose House) includes a commitment to purchasing a House Meal Plan. You may sign up for a House Meal Plan during Room Selection, or by visiting dining.cornell.edu. Those who will be living in the House System who have not signed up for a meal plan by July 1 will automatically be assigned the House Choice meal plan.

I’m interested in living in the West Campus House System. What are my chances of securing a room – or a suite – in one of the Houses?
There are 1,851 beds in the House System: 1,244 in the five newer buildings, and 607 in the nine associated Gothic buildings, 122 McGraw Place, and 625 University Avenue. Approximately 1,101 of these beds will be available during Room Selection; the rest will be allocated to accommodate transfer students, upper-level students taking part in the Houses’ Continued Occupancy processes, and students assigned housing through Student Disability Services.

Historically, rising sophomores have had approximately a 50% chance of securing a room in the House System during General Room Selection. Please see page 1 for more information about when specific options were reserved last year. Rising juniors and rising seniors who currently live in the House System have the chance to maintain their occupancy through their House’s Continued Occupancy (C/O) process (see page 9). Other rising juniors and seniors have only a very small chance of living in the House System in 2016-2017.

What are the differences among the West Campus Houses? How many suites are available?
Programmatically, the Houses are all similar in that they are faculty-led with high student engagement. Physically, each House has its own dining room, programming spaces, and accommodations for about 350 student residents (Keeton House is smaller with about 300 students). Becker House and Keeton House are each made up of a single main building. Cook House, Bethe House, and Rose House are each made up of a main building plus affiliated Gothic buildings, 122 McGraw Place, and 625 University Avenue.

There are 152 suites spread among the new buildings on West Campus: Cook House has 16 suites; Becker House has 45 suites; Bethe House has 38 suites; Keeton House has 37 suites; and Rose House has 16 suites. The vast majority are 5-person suites with 3 singles, 1 double, a bathroom, and a sitting area, although there are also a handful of suites accommodating 4, 6, 7, and 10 students. Not all of these suites will be available during General Room Selection; many will be reserved through the Houses’ Continued Occupancy processes. Please see page 1 for information about when specific options were reserved last year.

Can I view the floor plans of buildings I’m interested in before Room Selection?
You may view printed floor plans by stopping by the housing office at 206 Robert Purcell Community Center, Monday-Friday, 9:00am-5:00pm. Floor plans will also be viewable before and during General Room Selection through the Bed Availability Report (see “How should I prepare ahead of General Room Selection?” on page 6). During Room Selection, you may view printed floor plans at the Room Selection help desk in Robert Purcell Community Center, open during all timeslot hours (see page 6 for hours). When you sign in to the housing portal during your Room Selection timeslot, floor plans will be viewable by using the “Search by Location and Section” function (after you select or are assigned a room, floor plans will no longer be viewable). For the security of our residents, we do not post floor plans online for the general public to view.

I’m interested in living in a Program House. How do I apply?
You should start by signing up for the Housing Lottery (January 27 - February 28) so your information is in our system, although the actual application and selection process for Program Houses is handled individually through each house. Next, submit a Program House application (available at housing.cornell.edu/programhouses) – indicating the house(s) in which you have interest – by February 1. If you are offered a spot in a Program House and choose to accept the offer, you will select your room and sign your housing contract during Program House Room Selection (February 24-25), and will not need to take part in the General Room Selection process (March 7-11). (Some Program Houses may still have rooms available after Program House Room Selection; these rooms will be made available through General Room Selection.) To learn more about the Program Houses, visit housing.cornell.edu/programhouses or send email to programhouses@cornell.edu for ways to get involved. NOTE: those selected to live in a Program House may choose gender-inclusive housing (see page 9).

I’m interested in living in the Language House. How do I apply?
Applications for Language House, part of Alice Cook House in the West Campus House System, were due December 10. Visit alicecookhouse.cornell.edu/languagehouse/ for more information. NOTE: those selected to live in the Language House may choose gender-inclusive housing (see page 9).
I’m interested in living in a University co-op. How do I apply? 

First, sign up for Housing Lottery (January 27 – February 28) so your information is in our system, and because later in the process you’ll sign your co-op housing contract online. The actual application and selection process for the co-ops is handled individually through each house. To apply to a co-op (or co-ops), please contact the house(s) in which you have interest — contact information can be found at housing.cornell.edu/cooperatives. To learn more about the co-ops, take part in “Co-op Mosey,” a day of open houses on Sunday, February 7. Details will be posted at housing.cornell.edu/cooperatives. NOTE: those selected to live in a co-op may choose gender-inclusive housing (see below).

I’m a rising junior or rising senior living in one of the West Campus Houses or in an Upperlevel Residence Hall. How can I participate in my community’s Continued Occupancy (C/O) process? 
The West Campus Houses and the Upperlevel Residence Halls hold their own In-House / In-Hall processes for Continued Occupancy (C/O) before General Room Selection to allow a percentage of current residents to live in the same building the following year. Applications and deadlines are available from your Residence Hall or House leadership. You must also sign up for the Housing Lottery (January 27 – February 28) so your information is in the system, and because you will sign your housing contract in the housing portal. Those who are selected for C/O choose their rooms and sign their housing contracts during their building’s individual room selection events. The West Campus Houses hold their room selection events between February 8 and 10; Upperlevel Residence Halls hold their room selection events on February 22. NOTE: those selected for C/O may choose gender-inclusive housing (see below).

I may have a disability or medical issue for which I need special accommodations. How do I apply? 

Individual students, and block leaders, will electronically sign their housing contracts in the housing portal immediately after selecting their rooms/beds. If they do not sign the housing contract within five minutes, neither their bed, nor any bed they’ve assigned to their blockmates, will be held for them. Students being pulled in by a block leader will receive a confirmation email once they’ve been assigned to a bed, and must log in to the housing portal within two hours to electronically sign their housing contract.

I have a disability or medical issue for which I need special accommodations. How do I apply? 

First, sign up for the Housing Lottery in the event that you don’t get approved for disability/medical housing. Next, register with Student Disability Services for special housing needs by February 12; visit sds.cornell.edu for details. If you currently have a disability record on file with SDS for the 2015-2016 academic year, you must renew it with SDS for the 2016-2017 year. If approved for disability/medical housing, you will be offered a room to accommodate your needs. If you choose not to accept the assignment you are offered, you can decline to participate with friends in General Room Selection. However, you would not be offered another room if you are not able to contract during selection. SDS will not honor roommate requests as an upperlevel student.

What happens if you run out of rooms during General Room Selection? 

Any rising sophomore who signs up for the Housing Lottery, but finds no more on-campus beds available during their timeslot (an extremely unlikely possibility) can be placed on the Guaranteed Wait List (see page 11), and is guaranteed an offer of on-campus housing for 2016-2017. Other rising sophomores, plus rising juniors and seniors, can be placed on the Regular Wait List, and we may be able to make you a housing offer (although we cannot guarantee it) as spaces become available through the spring months due to students changing their plans. While we do our best to accommodate your preferences when making housing offers, please be aware that options will be limited and you may not get your top choice.

When blocking with friends, can we choose all single rooms? 

If your group consists of three or more students, at least one room in your block must accommodate more than one person (i.e., two students blocking together may select two singles, but three or more students blocking together may not select all singles). Please keep in mind that singles are popular and go quickly during Room Selection, so there may not be any available during your timeslot (see page 1).
What if I don’t like any of the rooms left during my timeslot?
You may decline to choose a room during General Room Selection, and may instead sign up for the Regular Wait List to see what rooms become available through the spring semester and summer months (see below). Rising sophomores: If rooms are still available during your timeslot and you do not select a room, you will be placed on the Regular Wait List instead of the Guaranteed Wait List, and will forfeit your right to guaranteed housing. NOTE: Historically, housing offers are only made to 10-15% of students on the Regular Wait List.

What happens if I forget to sign up for the Housing Lottery?
If you do not sign up for the Housing Lottery by Sunday, February 28 at 11:59pm, you will not be able to participate in General Room Selection OR be pulled in as a roommate/blockmate during General Room Selection, and rising sophomores will lose their guarantee of on-campus housing. But you may sign up for the Regular Wait List (see below).

How does the housing Wait List work?
Sign up for the housing Wait List between March 14 and March 25 by visiting housing.cornell.edu. Please read below to find out whether you qualify for the Guaranteed or the Regular Wait List.

Guaranteed Wait List: Any rising sophomore who signs up for the Housing Lottery but finds no more on-campus beds available during their timeslot (an extremely unlikely possibility) will be placed on the Guaranteed Wait List, and is guaranteed an offer of on-campus housing for 2016-2017. Order on the list is determined by your Room Selection timeslot. Note that you must accept the first housing offer you receive from the Housing & Dining Contracts Office, or forfeit your right to guaranteed housing.

Regular Wait List: Rising juniors and rising seniors, in addition to rising sophomores who did not select an available space during their Room Selection timeslot, will be placed on the Regular Wait List. Order on the list is determined by Room Selection timeslot, followed by students without timeslots (those who did not sign up for the Housing Lottery) in order of Wait List sign-up.

What happens if I sign a housing contract for a room, and then decide I don’t want the room? Or my plans change, and I won’t be on campus next semester/year?
All housing contracts are legally binding. As a general rule, contract releases will not be granted, so you will have to keep the room you chose. However, exceptions are made for students who will be studying abroad, studying in absentia, or taking a leave from the university. The Housing & Dining Contracts Office must approve all contract releases. All leaves are verified by the Colleges and/or University Registrar.

If you are studying abroad, studying in absentia, or taking a required leave from the university next year, and you inform the Housing & Dining Contracts Office of your plans by July 1, 2016, you will be released from your housing contract free of charge. If you inform us after July 1, you will be released from your contract with a $250 cancellation fee. If you are taking a voluntary or non-required leave from the university next year, and you inform the Housing & Dining Contracts Office of your plans by August 15, 2016, you will be released from your housing contract with an $800 cancellation fee, plus a pro-rated daily charge.

What happens if I’m not available during my Online Room Selection timeslot?
You may sign into the housing portal to choose your room any time after your timeslot, as long as it’s before Room Selection ends (Friday, March 11, at 6:00pm). Or you may have a friend serve as your proxy (see question below) to choose your room for you during your timeslot, after which you will have 24 hours to log in to the housing portal to electronically sign your housing contract.

What is a proxy, and how do I submit a proxy request?
A proxy is a person who can act in your place during Room Selection, if you are unavailable during your timeslot. To submit a proxy request, you must go to the Housing & Dining Contracts Office (206 Robert Purcell Community Center) to complete an application by Friday, February 26, at 12:00 noon. If approved, you will be given a special web address and password for your proxy to use during your timeslot. Note that proxies may pull in other students as roommates in their room, but may not block multiple rooms.

FOR MORE INFORMATION: Visit housing.cornell.edu, click on “Live on Campus,” and then on “How to Apply.” Or contact the Housing & Dining Contracts Office at housing@cornell.edu or (607) 255-5368.

Important Dates ~ Spring 2016

Housing Lottery Sign-up.................................................................January 27-February 28
Sign up at housing.cornell.edu to get your randomly generated timeslot to participate in General Room Selection. This step is also necessary for those applying to live in a Program House, in the Language House, in a University co-op, or for Continued Occupancy (C/O) in their current building.

Room Selection System Demos.....................................................January 28
Step-by-step demonstrations of the General Room Selection process and online portal: 8:30pm & 9:15pm in Robert Purcell Community Center.

Program House Application Deadline.........................................February 1
Apply to live in a themed residence hall by visiting housing.cornell.edu/programhouses.

Co-op Mosey.............................................................................February 7
Tour and learn about the University co-ops, 1:00-5:00pm: visit housing.cornell.edu/cooperatives.

West Campus C/O Room Selection...............................................February 8-10
Current West Campus residents who participate and are selected through their community’s In-House process for Continued Occupancy (C/O) choose their rooms and sign their housing contracts. See your House leadership for dates and details.

Housing Accommodation Request for Students with Disabilities Deadline........................................February 12
Deadline to register with Student Disability Services for special housing needs: visit sds.cornell.edu.

Upperlevel Residence Hall C/O Room Selection..............................February 22
Current residents of the Upperlevel Residence Halls who participate and are selected through their community’s In-Hall process for Continued Occupancy (C/O) choose their rooms and sign their housing contracts. See your RA/RHD for lottery deadlines and processes.

Room Selection System Demos.....................................................February 24
Step-by-step demonstrations of the General Room Selection process and online portal: 8:30pm & 9:15pm in Robert Purcell Community Center.

Program House Room Selection..................................................February 24-25
Students who apply and are accepted to live in a Program House select their rooms and sign their housing contracts.

Collegetown Area Open House..................................................February 29 & March 1
Tour upperlevel residence halls and get answers to your room selection questions from Housing Staff.

General Room Selection.............................................................March 7-11
Select your room online during your General Room Selection timeslot at housing.cornell.edu.

Wait List Sign-Up........................................................................March 14-25
Sign up at housing.cornell.edu. See page 11 for details.

FOR MORE INFORMATION: Visit housing.cornell.edu, click on “Live on Campus,” and then on “How to Apply.” Or contact the Housing & Dining Contracts Office at housing@cornell.edu or (607) 255-5368.