There's No Place Like Home

UIS Department of Residence Life
2016-2017 Room Selection Information
(Previously referred to as Contract Renewal)

Do You Want to Live On-Campus Next Year?
**UIS Department of Residence Life**

**2016-2017 Room Selection Information**

(Previously referred to as Contract Renewal)

**Key Dates:**

**Applications/Contracts Available:**
January 29, 2016 at 4pm

**Deadline for Specialty Housing:**
(Living Learning Communities, Graduate, Family and Themed)
February 19, 2016

**How do I Apply?**

- Your application/contract are submitted online via the Residence Life website. Students who will be Second Year/Sophomore students in Fall 2016 (current 1st Year students) should complete the Second Year Returner Application/Contract. All other returning students (Juniors and above) for Fall 2016 (current Second Year and above students) should complete the Returner Application/Contract.
- The due date for submission of the application/contract for Specialty (Living Learning Communities, Graduate, Family and Themed) Housing is February 19, 2016.
- The due date for submission of the application/contract for all non-Specialty Housing is March 4, 2016.

**Applications/contracts submitted after this date do not receive priority.**

- If you wish to have a Special Housing accommodation because of a disability or religious reason, you must e-mail our office at reslife@uis.edu or housing@uis.edu by February 19, 2016 for consideration. Submission of a special housing request is not a guarantee; preferences are accommodated on a first-come, first-served basis.

**What is Specialty Housing?**

- Specialty Housing is designated housing for: Living Learning Communities, Themed Housing, Graduate Student Housing, Family Housing, and special accommodations for health and/or religious purposes.
- Students have a variety of Specialty Housing to choose from to accommodate preferences or needs. There is NO Homesteading Option (remaining assigned to your exact same space next year).
- The Specialty Housing options and the tentative building locations include:
  - Gender Neutral Housing
  - Sporting the Outdoors – Marigold
  - Signature plan
  - Leadership 4 Life – Lincoln Residence Hall*
  - Necessary Steps Program – Founders’ Residence Hall*
  - Pre-Nursing – Founders Residence Hall
  - International House – Bluebell and Sunflower Courts
  - Family Housing – Sunflower Court (limited availability)
  - Veterans – Clover Court
  - Students Transitioning for Academic Retention and Success (STARS) – Founders Residence Hall*
  - Pre-Nursing – Founders Residence Hall
  - Leadership 4 Life – Lincoln Residence Hall*
  - Returning Capital Scholars Honors Program – Lincoln Residence Hall*

**How do I Sign up?**

- Students who want to live in Living/Learning Communities and other Specialty Housing must be required to complete the application/contract by February 19, 2016. Please choose your preferred living learning community or specialty housing selection on your housing application/contract.
- Specialty Housing Student Staff (RAs, DAs, etc.) must also complete an application/contract by the Specialty Housing deadline of February 19, 2016.
- All students must submit the UIN numbers (all nine digits) for each of the students you want to sign up with. Only mutual requests will be considered as a group. If the request is mutual, it will say “Confirmed” after the UIN number. There are NO mixed groups for Second Year students with Junior or Above students.

**Groups must sign up for the same room/apartment, as availability permits. Members will not be allowed to choose separate rooms unless there are no longer any spaces together on campus.**

- If you are invited for reassignment to the Second Year Residential Initiative (SYRI) throughout the summer, each member of your group must have at least a 2.75 cumulative grade point average, no major policy violations, evidence of good citizenship as of the end of spring semester, and no member of your group be on disciplinary probation (apartment restriction). Only Second Year students can reside in SYRI designated Courts.
- If you or any member of your group selects a space for which you are not eligible, you will be reassigned after March 31, 2016.

**Do I need a Meal Plan?**

- Second Year Residential Initiative (SYRI) residents must purchase one of the residential meal plans*. If you are a SYRI townhouse resident, you must minimally purchase the Bronze plan.
  - Silver plan
  - Gold plan
  - Signature plan
  - Bronze plan

- Residents of campus apartments and townhouses who are NOT SYRI residents may purchase any residential meal plan offered by UIS.

**Do I select a room?**

- You will be able to choose your assignment online during your designated SelectRoom access time. You will be able to pick from any available space (non-Specialty housing students ONLY).
- Students approved for Specialty Housing and second year students will not choose assignments during the SelectRoom process (assigned based on stakeholders approval).
- Instructions regarding the SelectRoom process will be posted to our website at a later date.
- The selection made by you or (any of your group members) applies to your entire group. If you or any member of your group selects a space for which you are not eligible (due to GPA or apartment restriction), you will be reassigned after March 31, 2016.

**How do I Sign up for Living Learning Communities or Specialty Housing?**

- Students who want to live in Living/Learning Communities and other Specialty Housing (Family Housing, themed communities, Gender neutral, etc.) are required to complete the application/contract by February 19, 2016. Please choose your preferred living learning community or specialty housing selection on your housing application/contract.
- Residence Life Student Staff (RAs, DAs, etc.) must also complete an application/contract by the Specialty Housing deadline of February 19, 2016.
- The selection made by you or (any of your group members) applies to your entire group. If you or any member of your group selects a space for which you are not eligible (due to GPA or apartment restriction), you will be reassigned after March 31, 2016.

**How do my friends and I sign up as a group?**

- You must submit the UIN numbers (all nine digits) for each of the students you want to sign up with. Only mutual requests will be considered as a group. If the request is mutual, it will say “Confirmed” after the UIN number. There are NO mixed groups for Second Year students with Junior or Above students.

- Groups must sign up for the same room/apartment, as availability permits. Members will not be allowed to choose separate rooms unless there are no longer any spaces together on campus.

- If you are invited for reassignment to the Second Year Residential Initiative (SYRI) throughout the summer, each member of your group must have at least a 2.75 cumulative grade point average, no major policy violations, evidence of good citizenship as of the end of spring semester, and no member of your group can be on disciplinary probation (apartment restriction). Only Second Year students can reside in SYRI designated Courts.

- If you or any member of your group selects a space for which you are not eligible, you will be reassigned after March 31, 2016.

**Do I need a Meal Plan?**

- Second Year Residential Initiative (SYRI) residents must purchase one of the residential meal plans*. If you are a SYRI townhouse resident, you must minimally purchase the Bronze plan.
  - Silver plan
  - Gold plan
  - Signature plan
  - Bronze plan

- Residents of campus apartments and townhouses who are NOT SYRI residents may purchase any residential meal plan offered by UIS.

**How do I select a Room?**

- # Upperclassmen Only
- You will be able to choose your assignment online during your designated SelectRoom access time. You will be able to pick from any available space (non-Specialty housing students ONLY).
- Students approved for Specialty Housing and second year students will not choose assignments during the SelectRoom process (assigned based on stakeholders approval).
- Instructions regarding the SelectRoom process will be posted to our website at a later date.
- The selection made by you or (any of your group members) applies to your entire group. If you or any member of your group selects a space for which you are not eligible (due to GPA or apartment restriction), you will be reassigned after March 31, 2016.

**Why am I not able to select a specific room?**

- SYRI - Second Year/Sophomore students will be assigned into their respective residence halls by an automated housing management software process, based on application/contract submissions. You may apply for reassignment to the SYRI townhouse community during the summer semester. There is no guarantee of reassignment to the SYRI townhouse community.
- You have the opportunity to select other SYRI Second Year/Sophomore students as your roommates **.**

**How do I increase my chances of being reassigned to the SYRI townhouse community?**

- Residence Life will begin taking names of First Year students interested in moving to the townhouses for next year during the summer semester. Students chosen for this privilege will be notified as space becomes available over the summer months. Groups will be chosen based on the following criteria: each member must be in good academic standing, have no major policy violations, exhibit evidence of good citizenship as of the end of spring semester, and no member of your group can be on disciplinary probation. Only Second Year students can reside in SYRI designated courts together and every effort will be made to place Living Learning Community students with students from their same Living Learning Community.

- Residence Life must ensure all of the residence hall spaces in both buildings are full before allowing students to move to the apartments and townhouses due to the amount of money the University owes on the residence hall spaces. Furthermore, the common spaces, shared room and bathrooms, open corridors, and community experience offered within the residence halls best support the developmental and educational goals the University has for its students.

- We would encourage you to reach out to students you know who have been accepted to UIS that are currently undecided to confirm their enrollment - growing our freshmen class is one of the quickest ways in which Residence Life is able to release eligible Second Year students to the townhouses and the University is able to realize its goals of achieving academic excellence, enriching individual lives, making a positive difference in the world, strengthening campus culture, increasing enrollment and retention, and increasing resources and enhancing infrastructure.

**How is my SelectRoom access time determined?**

- If you are a Junior or Senior, your access time will be determined based on an automated lottery, completed by our Housing Management System – for those students without Specialty Housing assignments. Lottery results will be posted after 5pm on March 22, 2016.
- If you are a Second Year/Sophomore, your access time will be determined based on a separate lottery. Lottery results will be posted after 5pm on March 22, 2016.
• The room selection process will be administered online for Fall 2016. Online SelectRoom access for Juniors and Seniors will occur March 30-31, 2016**

**Does NOT include second year (sophomore) residency required students – all Second Year (sophomore) residency required students will be auto run back into their respective residence halls and may apply for reassignment to the SYRI community during the summer semester.

• You will have access beginning at your designated time and continuing until the end of the SelectRoom process: March 31, 2016 for Juniors, and Seniors. You may select your space at any point during your designated access period.

What if I want Summer Housing?

• Summer Housing rate will be $180.00 per week for non-family housing and $235 per week for family housing.

• All non-family housing will be located in West Campus.

• A separate summer housing application will be available in early April.

• There is no on campus summer storage option available. Please visit our website for suggested storage options.

What if I want to Cancel my Application/Contract?

• If you submit an online application/contract for Fall 2016 and change your mind before March 4, 2016, you can email housing@uis.edu to let us know that you wish to cancel your application/contract. Once you do this, you are no longer bound to the contract - unless you are a residency required student (Second Year/Sophomore student).

• If you submit an online application/contract for Fall 2016 and change your mind after you have completed the SelectRoom process, you must meet the criteria for cancellation according to the electronically signed terms and conditions of the Housing Contract. Also, the cancellation criteria is listed on the Cancellation Request Form.

What if I don't Apply by March 4, 2016?

• After March 4, 2016, you can still apply online for housing. You will need to contact the Department of Residence Life to have your application student group modified, to permit accurate application submission.

• All late applicants will be considered on a first-come, first-served basis after the online SelectRoom access ends on March 31, 2016.

Important Reminders:

• Your housing contract is for the entire 2016-2017 Academic Year. If you know that you will be studying abroad or completing an internship in the fall semester, you can choose not to sign up for housing until you return.

• If you plan to graduate in December 2016 or to study abroad in Spring 2017, these are approved reasons for contract cancellation, and you may cancel the Spring portion of your housing contract near the end of the Fall 2016 semester. You will receive information from your Resident Director, as the fall semester ends/closes. The deadline to cancel the Spring portion of your housing contract is November 15, 2016.

Every reasonable consideration will be given to your preference for housing accommodations, room, and roommate(s). However, your contract is for residence at University of Illinois Springfield and not for a particular accommodation, room or roommate.

Fall 2016 Room Selection Information Sessions:

Thursday, February 4,
11:00am-12:00pm - FRH Lobby

Friday, February 5,
11:00am-12:00pm - LRH Lobby

Wednesday, February 10,
3:00pm-4:00pm - HCOM

Monday, February 15,
2:00pm-3:00pm - HCOM

All questions should be directed to the Department of Residence Life at 217-206-6190 or reslife@uis.edu or housing@uis.edu