



2009 Room Selection (for 2009-10 housing at UCSD)

We hope the information in this sheet will assist you with this process.

The Basic Room Selection Process:

- From your application to the selection of your housing space for the 2009-10 academic year, Room Selection will be done totally on-line! The Room Selection website is <http://www.ucsd.edu/go/housing/roomselection> and will be available to students on Friday, April 10.
- All information for the Room Selection process will be mailed to your UCSD e-mail address. Make sure it is clear so you have access to it, and check it frequently!
- Remember your housing guarantee entitles you a housing space *somewhere* on campus, and **not necessarily at Muir College**. Unfortunately, depending on your Room Selection lottery time, the location and type of space you most desire may not be available. It is anticipated that in addition to space at Muir College, Muir College will be given an allocation of housing spaces at Warren College. This assignment is subject to change.
- There are three steps to Room Selection. If you are eligible, you have already received an email in your campus email with this information.
 - 1) **Apply online: The 2009 application process opens on Tuesday, April 28 and closes at midnight on Thursday, April 30.** At midnight each night, you will be logged out of the system, even if you have not completed the application, so please be sure to log on with plenty of time complete your application before midnight.
 - 2) **Sign your contract online and pay your \$650 pre-payment** by midnight, **Thursday, April 30. You may pay by e-check, or bring (not mail) your \$650 pre-payment** with your printed coupon to the Central Housing Office above Café Ventanas by midnight, **Thursday, April 30.** Your Room Selection lottery time will be emailed to you on Thursday, May 14.
 - 3) **Select your room online starting at your room selection time on Tuesday, May 19.** The last time to choose a space is midnight on this day. The earlier you log-on the more likely you are to get the room of your choice, but you may select your space at any time after your Room Selection lottery time, until midnight on that day.

Groups: Students who wish to live together must apply as individuals but must share their lottery time and access codes in order to live together. The only way to be added as a roommate is by giving the individual in your group with the earliest Room Selection lottery time your Room Selection access code. When selecting a space, we strongly recommend all individuals be present for the critical room selection decisions you all must make. Remember, you may find there are no apartments of sufficient size left open and have to separate your group. In this case, please make sure that everyone is alerted immediately so they can have the best chance to find a room. Protect your access code! If someone adds you to a group without your knowledge they will face disciplinary action and will lose their 2009-10 housing space.

Selling or Trading Times and Spaces: According to housing policy, Room Selection times and spaces are **not** transferable; nor are they permitted to be sold or traded. In more understandable terms, your room selection time and space is “owned” by you, and only you, and is not transferrable. At NO time, including room change day, are you permitted to transfer, trade or sell your time or space. Students found to be in violation of this policy are in jeopardy of losing their 2009-10 housing space.

Resources: If you have specific questions about the room selection process, please visit the main Room Selection website (<http://www.ucsd.edu/go/housing/roomselection>) which contains details of the Room Selection process and a walk-through step-by-step presentation. You may also contact the Room Selection guru at the Room Selection e-mail address (roomselection@ucsd.edu), your House Advisors or the Muir Residential Life Office (858-534-4200). Please feel free to use all these resources to assist you through the Room Selection process.

Available Space: All available spaces will be designated either male or female spaces. These designations are final. This roster will be posted outside the Muir Residential Life Office by Friday, May 15. Things to be aware of when selecting your room!

- The staff apartments are L-1, N-5, N-10, Q-16, R-6 and R-14 so please choose your apartment with this information in mind.
- If you are sensitive to construction noise, Muir College will be breaking ground for a new apartment complex on the east side of the Muir Tuolumne Apartments in October 2009. This construction will continue until the new building is completed in Fall 2011.
- When selecting a room in an apartment, you will be able to view the preference from the Personal History Form for anybody who has already chosen a room in that apartment.

Contracts: Must be signed electronically online before you receive a lottery time or select your space. Your \$650 pre-payment is due by midnight on Thursday, April 30. It must be paid online by e-check, or hand-delivered to Housing Administrative Services (see <http://www.ucsd.edu/go/housing/roomselection> for directions); it may not be mailed. The Muir Residential Life Office **cannot** process or deliver your payment. If you miss this deadline, you are no longer guaranteed your housing space for next year.

A full refund of your \$650 pre-payment is only available to you if you do NOT select a room during Room Selection day. A request of your full pre-payment must be in writing to the Central Housing Office within 24 hours of Room Selection day, Tuesday, May 19.

M.R.C. Room Raffle: Unhappy with your room selection lottery time? Want that ocean view apartment on the 5th floor in the Muir Apartments? Want to make sure that you and friends will be living together? Then you have the opportunity to buy room raffle tickets for the earliest Muir lottery time on Room Selection day! Individuals can buy up to 50 tickets at \$1 per ticket. Tickets can be purchased from 11am on Thursday, May 14th through 9 am on Monday, May 18th. All proceeds go to the Muir Residents' Council.

Coed Housing at Muir College: Muir is the only College that allows men and women to live together in a coed apartment at Muir College. Groups must be complete groups of 4 or 5 eligible (guaranteed) students. **All students must follow the regular Room Selection process by applying online between Tuesday, April 28 and no later than midnight on Thursday, April 30.** The number of apartments available for coed groups is limited and it is very likely that not all groups applying to live together as a coed group will have that opportunity.

In addition to applying through the regular Room Selection process, groups wishing to live together as a coed apartment must also follow these procedures:

1. Pick up a coed housing application from the Muir Residential Life Office beginning on Wednesday, April 8. These applications are due back to the Muir Residential Life Office no later than 6 pm on Friday, April 17. This application includes a confidential recommendation letter from a House Advisor who knows the group best. Please put thought into the HA you request to write this recommendation letter for your group; and please give the HA as much time as possible to complete this recommendation letter for your group. The HA recommendation letter is due separately to the Muir Residential Life Office no later than 12 pm on Friday, April 24.

2. There will be an interview with the Resident Dean and the entire coed group during the week of April 20. This interview will be scheduled when the group's application is returned to the Muir Residential Life Office.

All coed groups will be notified by Wednesday, April 29 whether or not they will continue on in the Room Selection process as a coed group.

Multi-College Housing Program: Approximately 100 bed spaces will be set aside for the Multi-College Housing Program in the Warren College apartments which is the only location on campus students from different colleges may live together. Groups of 4 or 5 are permitted to apply for this program. Groups of 4 can have up to 2 students from the same college, and groups of 5 may have up to 3 students from the same college. If you are not in a group, you are not eligible for the Multi-College Housing Program. Space in this program is obviously limited and if your group is not selected to live in this program, you will be re-directed back to your college of registration to continue in the regular Room Selection process.

"Plus 3" Summer Housing Program: This is a new summer housing program open to anyone eligible for Room Selection. Students can participate individually without their entire apartment (who may return in the fall to join them) or an entire apartment together will choose their apartment from a limited of pre-determined apartments in the Muir College Tuolumne Apartments and move into that selected apartment following closing in June.

Other Miscellaneous Information:

- Students requiring on-campus housing for medical or disability reasons **must** register with the Office of Students with Disabilities **prior** to the Room Selection Application period (April 28). Please call (858) 534-4382 or visit the website at http://www.ucsd.edu/current-students/_organizations/osd/ for details.
- Every resident living at UCSD for the 2009-10 academic year will receive a new mailing address in the summer so please do not plan on keeping your current mailbox number assignment or passing it along to new friends! The new resident address will be very different from the current resident address.
- All students will be able to take a tour of the Muir Apartments before Room Selection day. Details of these tours will be advertised in late April or early May.
- For information about off-campus housing, visit <http://offcampushousing.ucsd.edu>

Room Changes: Room Changes will take place at the Muir Residential Life Office only on Thursday, May 28, according to the following schedule:

- 9:00 am – 10:00 am: Room changes within an apartment or suite.
- 10:00am – 2:00 pm: All other room changes into empty space, subject to space availability.

Room changes from other colleges to Muir College will **not** be permitted; and room changes from the Muir Tuolumne Apartments to either Tenaya or Tioga Halls will also not be permitted. All room changes are at the discretion of the Resident Dean. After May 28, room changes start again on Monday, July 6, by calling the Muir Residential Life Office at 858-534-4200 and continue until room assignments are completed in August.

Waiting List: If you are not eligible to participate in Room Selection, or miss any of the Room Selection process deadlines, the waiting list for housing will start at 8:00 am on Monday, June 1. You can add your name to the waiting list on-line at <http://housing.ucsd.edu>. Adding your name to this waiting list will require that you have your complete summer directory information, including telephone number and e-mail address. You will be contacted over the summer if space becomes available.

Fall Quarter Opening: Tenaya and Tioga Halls will open at 9:00 am on Saturday, September 19. The Muir Tuolumne Apartments will also open on Saturday, September 19, but at 2:00 pm. Students living at any other college will be notified of check-in dates and times by that particular college's residential life office.