Office of Residence Life

Fall 2010

Building a Community

Online Room Selection

A quick and easy Reference Guide
Dear Resident Student:

We hope this letter finds you doing well this semester. We are pleased to have the opportunity to share the in-progress and completed projects for our residence halls. We are confident that these enhancements will continue to improve on-campus living for our resident students.

- The $100 housing payment has been eliminated from the steps of the Lewis housing application for current students. This allows current Lewis students to apply for housing without a payment. All students must be in good standing with the Business Office to apply for a housing assignment.

- This ’09-’10 term marks the first year of Learning Communities within our upperclassmen hall Dorothy Day. We had 15 sections of over 90 residents living in Learning Communities this academic year. As a result of this year’s success, the Learning Community housing option will be available to students for the 2010-2011 school year. If you are interested, please see the Learning Community details within this brochure or ask any residence life staff member.

- Along with the updating of the Lewis website layout, the Office of Residence Life has enhanced the housing web page. The updates provide tools, links and references for all your housing needs. This includes furniture layout options, online resident directory, staff information and links to additional on and off campus services and departments. Check it out!

- The 2010 Census is almost here. During April 6-23, each resident student will be asked to complete the Census Bureau survey. This is a 7 question survey including name, gender, birthday, ethnicity, race and most lived address (Lewis) over the past 9 months. RA staff will have these surveys during the week of April 6-9 and will be in the main lobby of each hall to allow students convenience in completing this government requirement. Please look for postings throughout your hall.

As we continue to make improvements in the quality of our facilities, programs and activities, we consider your input essential. The Residence Life staff is very appreciative of the time you take when filling out surveys or sharing feedback with us. Your assistance helps us shape policies and services that best meet your needs as students. If you have any questions, please feel free to contact us or stop by the Office of Student Services.

Sincerely,

Mushtaq Choudhary, Director of Residence Life, X5960
Karlie Cooper, Assistant Director of Residence Life, X5589
Fred Gandy, Assistant Director of Residence Life, X5125

Special Notes

Room selection is on a first come, first served basis within the requirements listed in this brochure. Credit hour total includes credit hours completed through the end of the Fall 2009 semester. If false information is provided, your reservation will be cancelled.

After April 1 all current Lewis students who did not take part in the room reapplication process online must complete the online housing application. The Office of Residence Life will contact you by June 15th with your housing assignment. If you desire to have your assignment prior to this date, please stop by the Office of Residence Life during normal business hours.

Applications submitted after May 1, 2010 will be assigned over the summer according to the date of receipt in the Office of Residence Life. Student housing assignment information is available online through the housing application link. All housing assignments are mailed out by June 15th.
Semester Room Charges

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Room Type</th>
<th>Semester Room Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cody</td>
<td>Single</td>
<td>$ 3,100.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$ 2,775.00</td>
</tr>
<tr>
<td>Dorothy Day</td>
<td>Single</td>
<td>$ 3,400.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$ 3,150.00</td>
</tr>
<tr>
<td>DeLaSalle North</td>
<td>Single</td>
<td>$ 3,050.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$ 2,775.00</td>
</tr>
<tr>
<td>DeLaSalle South</td>
<td>Double</td>
<td>$ 2,775.00</td>
</tr>
<tr>
<td>Fitzpatrick</td>
<td>Single</td>
<td>$ 3,100.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$ 2,675.00</td>
</tr>
<tr>
<td>Mother Teresa</td>
<td>Single</td>
<td>$ 3,400.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$ 3,150.00</td>
</tr>
<tr>
<td>North</td>
<td>Single</td>
<td>$ 3,350.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$ 3,075.00</td>
</tr>
<tr>
<td>Pope John Paul II</td>
<td>Single</td>
<td>$ 3,400.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$ 3,150.00</td>
</tr>
<tr>
<td>Ryan</td>
<td>Single</td>
<td>$ 3,100.00</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$ 2,775.00</td>
</tr>
</tbody>
</table>

The room rates listed include the semester room rate and other beneficial amenities for resident students. These amenities are microfridge, local and on-campus telephone services with voicemail, accident insurance, unlimited laundry, premium cable television, and high-speed wireless internet.

Semester Board Charges

Board charges are assessed each semester. Resident students are required to have a meal plan and must select from one of the following options:

- Meal Plan 1 $ 1,300......$86.66/week
- Meal Plan 2 $ 1,500......$100/week
- Meal Plan 3 $ 1,700......$113.33/week
- Meal Plan Mini $ 1,100......$73.33/week

Changes from one meal plan to another will be allowed during the first two weeks of each semester only. When a student withdraws from housing, any meal money accumulated on the student’s meal plan account will be removed from the account and no credit for excess money will be given. In addition, at the end of each spring semester all remaining meal money will be removed.

Application & Room Cancelation Policy

PLEASE READ CAREFULLY

Each student must ensure they are in good standing with the Business Office to have access to the online housing application and reapplication process.

Withdrawing from housing after July 1st (fall applicants) or after January 1st (spring applicants) will result in a $250 assessment - or -

Withdrawing from housing after the first day of classes in either semester will result in a $500 assessment and a prorated charge for room and board.

No refunds will be given after the completion of the sixth week of classes, and the $500 assessment will apply.

Learning Community Living, Dorothy Day Hall

WHY CHOOSE LEARNING COMMUNITIES?

- Network & connect among a group of friends/classmates that share the same goals and interests
- Get 1st housing placement option for our newest residence hall at Lewis University, Dorothy Day Hall
- Be complete with housing reapplication BEFORE the standard process begins for all other students

STEPS TO AN APPROVED LEARNING COMMUNITIES

1. Gather 6 students that commit to one community type*
2. All 6 students must submit individual Housing Application within the online housing reapplication website
3. Group submits one completed Learning Community application to resLIFE Office prior Wednesday, March 10, 2010°
4. resLIFE Office gives approval/denial of group application*

* Details given on Learning Communities application located in the Office of Residence.
NEW! Housing Application is now ONLINE and NO $100 payment due with application!

That’s right. The entire housing reapplication process is now just a few clicks away.

No need to hand write, meet with department staff, or stand in long lines to make a housing application payment. The entire reapplication process is convenient and easy to use. It’s as simple as that.

1. Complete a Housing Application Before March 11
   - Log on to www.lewisu.edu/studentservices/housing
   - Click on “Fall 2010 Housing Application”
   - Complete the application
   - Remember, NO HOUSING PAYMENT IS DUE for current students. Just ensure you are in good standing with the Business Office.

2. Reserve Your Current Room March 9-14
   Log on to the website (same as step #1) to reserve your current space.
   This step is encouraged. This does not apply to freshmen residents living in Founders, Fitzpatrick, Sheil and South Hall.

3. Reserve Your New Space
   - MARCH 16-17: 90+ credit hours
   - MARCH 18-19: 89-59 credit hours
   - MARCH 22-23: 58-29 credit hours
   - MARCH 24: Females with less than 29 credit hours
   - MARCH 25: Males with less than 29 credit hours
   - MARCH 29-30: Commuter students

   Room selection is available to you beginning at 9am on the first day of your credit hour grouping and closes at 5pm on the last day of reapplication.
Access Online Room Selection

- Go to http://www.lewisu.edu
- Click “Current Students”
- Click the Room Application box on the right side of the screen.
- In the new window, to the left, under “Student Services,” click “Residence Life”

Student Login Page

- Enter your student ID number
- Enter your PIN number. If you have not changed your PIN number already, it is defaulted as your birthday in the format MMDDYY.
- Click “Login”
- If you have not changed your PIN, you are given the option to change it. Enter the required information and click “Change PIN.”

Information Verification

- Verify if your personal information is correct.
- If the correct information is displayed, check “I have verified the above information.”
- If the information needs to be updated, please correct the information, and then check “Please submit the above changes” and correct information.
- Click “Continue” to advance to the next page.
Online Housing Application

- No hard copy application submission needed, just complete the housing application after Residence Life reapplication log in
- Click on “Housing Application” link. The application will appear.
- Complete all questions and statements per your information and preferences
- Read all the terms and agreements
- Click on the box indicating you have read, understand and agree to all the terms and sign/input your name as a signature
- Click “Submit” to complete your housing application
- Following the submission of your housing application, a formal completed housing will appear on your screen, print your application
- If you do not have access to a printer, you can print your housing application from the Residence Life main menu by hovering over the “Housing Application” link
- **REMEMBER:** Completing the Housing Application does not give you a housing assignment. You must follow the “Reserve your current space” and/or “Select a new space” to receive a housing assignment

Room Search

- The “Room Search” option is available to all students after the completion of the housing application
- Use this search option to obtain information about vacant rooms, room details and room resident occupancy names. It does not allow you to reserve a space.
- Select as many room characteristics to narrow your search options.
- From the search result listing, click on the room number for detailed room information. This includes any student names that are assigned into this space.
- It is recommended that you use the Room Search option on the date prior to your reapplication/reserve a new space to obtain the most current housing occupancy information
Residence Life Main Menu

- You need to have your Housing Application submitted online to have access to the links listed on the left.
- If the links are not accessible, they will be gray. Hold the mouse over the link to see why it is not accessible.
- The “Re-apply for Current Space” link is only active during the current space reservation dates.
- Click on “Reapply for Current Space” to proceed with this option.

Housing Re-Application

- Your current space assignment is displayed in the box to the right.
- Click on “Reapply for this Room” to reserve your current space listed in the box.
- We highly encourage all students to re-apply for their current room to guarantee a space for next semester.

Re-Application Confirmation

- Your current space assignment is displayed in the confirmation box.
- An alert stating “You have successfully re-applied for this room” is displayed.
- Print this page as a record of your housing assignment for Fall 2010.
- Additionally, you will receive an E-Mail notifying you that you have successfully re-applied for your current space for Fall of 2010.
Residence Hall Selection Option A
- On the first date for new space selection, per your credit hours earned, you will be able to see what rooms are available for Fall of 2010.
- Click “Room Search” in the Residence Life Main Menu.
- Click the down scroll arrow to view the entire list of residence halls, click on an individual hall of your choosing, highlighting the hall in blue.
- In the next menu, identify whether you would like a single or a double room.
- Click “Start Search” to get a list of available rooms.
- A new screen will pop up giving you a visual of all the available rooms in your search request.
- To register for a room, click the circle to the right and click “Register for Room.” (ie. The room selected to the left is 3N2. This room is on the 3rd floor, N section, 2nd room.)
- If you do not see a room you would like to register for, click “Return to Main Menu” at the bottom of the screen to start over.

Residence Hall Selection Option B
- If you already know what room you would like to register for, click “Room Registration” in the Residence Life Main Menu.
- The box at the top will show your current room assignment.
- To select a new room, click on the scroll down arrow to select the residence hall of your choice.
- Next, type in the room number you wish to register for in the room number box.
- Click “Register.”

Registration Confirmation
- Regardless of how you registered for a new room, you will receive a confirmation message on the screen and via E-Mail when completed. Please print this for your records
- You can apply for a new space throughout the remaining dates of online process
- You may change your room selection as many times throughout this process
- Your most current room registration remains active until you register for a different space
REQUEST A ROOMMATE

Roommate Request Locator
- Type in 1-10 letters of your desired roommate’s last name in the locate box.
- Click “Locate” and a display box will appear with all search results that match.
- Click on the correct name and select “OK.”
- A screen will appear with the requested roommates full name.
- Click “Confirm” to request this person as your roommate.
- By selecting a roommate, you are locked into the specific room. You may not change it.

Roommate Request Results
- A successful roommate request confirmation will appear like the image to the right.
- Your housing application for this room is complete, BUT requested roommate is not. Your requested roommate must proceed through the following steps to complete the roommate request process.
- **REMEMBER:**
  1. No roommate request is guaranteed until the requested roommate confirms.
  2. Roommate requests are valid only during the two date credit hour period in which it was requested.

Roommate Request Email
- An email will be sent to the requested roommate’s Lewis email account.
- Follow the directions in the email to “Confirm Roommate Request” from the Residence Life Main Menu screen.
- The requested roommate will have a screen that lists all roommate requests that have been made, select desired roommate request
- Click “Confirm.”
- The requested roommate is now registered for the designated room for Fall 2010.

To: Studentname@lewisu.edu  
From: reslife@lewisu.edu

Dear Gina Galullo,

Please do not reply to this email message.

Amanda Vozari has requested you as a roommate in FITZ, 3F2.

You must confirm this request for it to remain valid.
To confirm, go to http://www.collegeregister.com/lewis and log into Housing.
If Housing Registration for your class level is not yet open, use the Confirm Roommate Request link to confirm this request.
If registration is available, you may proceed with registration in lieu of confirming this request.