



Please take a few minutes to read through all of the information contained in this document. In addition, all information and the housing contract will be posted online at www.aurora.edu/student-life/residence/documents.html.

ELIGIBILITY TO PARTICIPATE:

- Current residents intending to participate in the housing selection process must **submit a housing contract** and a **\$100 NON-REFUNDABLE room reservation deposit** by 4:00 PM on Tuesday, February 14, 2012. This deposit will be applied to your student account as pre-payment of your fall on-campus housing cost. (Current commuters, please see page 2.)
- The Office of Residence Life will maximize its resources to accommodate as many students as possible. We anticipate being able to provide a fall housing assignment to all students who submit a contract and deposit by 4:00 PM on Tuesday, 2/14/2012.
- Students applying for a Resident Assistant position also must submit a housing contract and deposit.

RANK ORDER DETERMINATION

Rank order will be based on earned semester hours (as recorded by the Registrar's Office at the conclusion of Fall 2011), GPA, and current resident status.

TIMELINE FOR FALL 2012 HOUSING

Tue, 2/14/2012, 4:00 PM

Deadline to submit contract and deposit to be a part of the housing sign up process

Fri, 2/17/2012

Notification of ranking via Campus Mail for Single Rooms and Deluxe Suites Process

Sun, 2/19/2012

Single Rooms and Deluxe Suites Process, 4:00 PM, UBH

Fri, 2/24/2012

Notification of ranking via Campus Mail for Standard Rooms Process

Sun, 2/26/2012

Standard Rooms Process, starting at 6:00 PM, UBH

NO PLANNED EXPANDED ROOMS FOR 2012-2013!

As you know, in past years, Residence Life has expanded rooms (i.e. double rooms expanded to accommodate three residents, etc). Due to the opening of the new residence hall, we do not anticipate the need to expand rooms for 2012-2013! We will re-evaluate this should demand exceed the number of available rooms.

2012-2013 ROOM & BOARD RATES, PER SEMESTER

<u>ROOM TYPE</u>	<u>SEMESTER RATE</u>
Standard non-air conditioned (Original Jenks, Memorial 2nd, 3rd, & 4th floors, Wilkinson)	\$2,379
Standard air conditioned & non-a/c singles (Davis, Mem 1st floor, New Hall, Jenks & Wilki singles)	\$2,696
Deluxe suites, air-conditioned singles (Jenks deluxe suites, Davis & Watkins singles)	\$2,904
<u>BOARD RATES</u>	
Premium Plan (14 meals weekly with \$275 points per semester)	\$2,018
Basic Plan (9 meals weekly with \$100 points per semester)	\$1,578
Block 125 Plan (125 meals per semester with \$400 points per semester)	\$1,688
Block 175 Plan (175 meals per semester with \$150 points per semester)	\$1,688

HOUSING WAITPOOL

Students who submit both a contract and the \$100 room reservation deposit **after** the 4:00 PM on Tuesday, 2/14/2012 deadline will be placed in a housing wait pool and assigned a room on a space-available basis.

CANCELLATION OF CONTRACT

The \$100 room reservation deposit may be transferred to your Fall 2012 tuition costs if you cancel your housing contract, in writing or by e-mailing reslife@aurora.edu, by June 1, 2012. Cancellation after June 1, 2012, will result in forfeiture of this deposit.

THE PROXY PROCESS

Proxy is written permission that you give to another student to sign you up for a room. If you are unable to attend a room selection process, your proxy can select a room for you. To select a room assignment using a proxy, you must follow these guidelines:

- Pick up a proxy form from the Office of Residence Life or online at www.aurora.edu/student-life/residence/documents.html;
- A student cannot serve as the proxy for more than one student;
- Your chosen proxy must bring the completed proxy form to the room selection process; and
- Your chosen proxy must also bring his/her own valid AU ID.

Incomplete proxy forms **will not** be accepted.

SPECIAL INFORMATION FOR COMMUTERS WANTING TO LIVE ON CAMPUS

Commuter students interested in selecting a residence hall room assignment must follow the same deadline and processes described in this document. Commuters submit a \$100 *damage* deposit (different from returning resident room reservation deposit) when submitting the housing contract. If you have previously lived on campus and your original deposit was refunded, you will need to submit a new damage deposit; if your original deposit was not refunded, please contact the Office of Residence Life for assistance in checking on the availability of the deposit at 630-844-5446.

SINGLE ROOMS AND DELUXE SUITES PROCESS

Contract and Deposit Deadline: Tuesday, February 14, 4:00 PM

Single Rooms & Deluxe Suites Process: Sunday, February 19, beginning at 4:00 PM, UBH

1. Submit your \$100 room reservation deposit to Student Accounts and receive a receipt for your deposit.
2. Submit your housing contract (online at www.aurora.edu/student-life/residence/documents.html) and your deposit receipt to the Assistant Director of Residence Life by Tuesday, February 14, 2012 at 4:00 PM.
3. Receive a letter notifying you of your ranking for the process. This letter will be in your campus mail box on Friday, February 17, 2012.
4. Attend the Single Rooms and Deluxe Suites Process, beginning at 4:00 PM on Sunday, February 19, 2012 in UBH.
 - We anticipate that the process will take between 1-1 1/2 hours. If you are unable to attend during this time, please ensure that you have a proxy to take your place.
 - Students will be called up based on ranking, starting with number 1.
 - ⇒ With deluxe suites, *the first priority will be for full groups of 4 (or 5) that will be filling the suite.* If you are selecting a deluxe suite, please make sure that your intended roommates are with you in line. They must have a ranking number as an indication of their eligibility to participate in the process.
 - ⇒ Your group's order in the process is determined by the individual with the "best" ranking number in the group.
 - ⇒ *If you do not have a full group of 4 (or 5), you will have the opportunity to select a deluxe suite once all full groups have passed through the process.*
 - If you or your intended roommates are unable to attend the Single Rooms and Deluxe Suites Process, you may have a proxy select your room, using the process described on page 2.
 - All individuals participating in the process MUST bring their valid AU ID card.
 - Individuals will have the opportunity to review floor plans to see the single rooms and deluxe suites that are available at their turn.
5. If you sign up for a deluxe suite without a roommate and the vacancy in that room is not filled through the Single Rooms and Deluxe Suites Process, the vacancy will be available for future selection.
6. It is anticipated that the demand for single rooms will far exceed the number of single rooms available on campus. Those students not able to select a single will receive a new ranking number to be able to take part in the Standard Rooms Process on Sunday, February 26, 2012, starting at 6:00 PM in UBH. Students unable to select a single will be placed on a wait list for single rooms. As single rooms become vacant, those on the wait list will be notified of the vacancy and asked if they would like to accept the room assignment.
7. If, for some reason, you miss the Single Rooms and Deluxe Suites Process and were eligible to participate, you may stop by the Office of Residence Life during business hours between Monday, February 20-Thursdays, February 23, 2012 to see if any spots remain available in a single or deluxe suite.

BEDS AVAILABLE FOR RETURNING RESIDENT STUDENTS BY TYPE:

Singles - 30 (22 female, 8 male)

Deluxe Suite Spaces - 59

Standard Double, Triple or Quad - To Be Determined, Based On Demand

STANDARD ROOMS PROCESS

Contract and Deposit Deadline: Tuesday, February 14, 4:00 PM

Standard Room Process: Sunday, February 26, beginning at 6:00 PM, UBH

Please note that several residence hall floors are reserved for incoming freshmen and will be unavailable during the Standard Rooms Process.

1. Submit your \$100 room reservation deposit to Student Accounts and receive a receipt for your deposit.
2. Submit your housing contract (online at www.aurora.edu/student-life/residence/documents.html) and your deposit receipt to the Assistant Director of Residence Life by Tuesday, February 14, 2012 at 4:00 PM.
3. Receive a letter notifying you of your ranking for the process, and the time you should plan to arrive. This letter will be in your campus mail box no later than Friday, February 24, 2012.
4. Attend the Standard Rooms Process beginning at 6:00 PM on Sunday, February 26, 2012 in UBH.
 - We anticipate that the process will take up to 2 1/2 hours. If you are unable to attend during this time, please ensure that you have a proxy to take your place.
 - Students will be called up based on ranking, starting with number 1.
 - ⇒ If you have a roommate or roommates in mind, please make sure that they are with you in line. They must have a ranking number as an indication of their eligibility to participate in the process.
 - ⇒ Your order in the process is determined by the individual with the “best” ranking number in the group.
 - ⇒ If you do not have roommates in mind, you may meet others at the room sign up event with whom you want to live or others may choose to sign up for the vacant spot in your room through this process.
 - If you or your intended roommate(s) are unable to attend the Standard Rooms Process, you may have a proxy select your room, using the process described on page 2.
 - All individuals participating in the process MUST bring their valid AU ID card.
 - Floor plans will be available for your review so that you can see which rooms are available.
 - Individuals will then sign up for the room of their choice as directed.
5. If you sign up for a room without a roommate and the vacancy in that room is not filled through the Standard Rooms Process, the vacancy will be available for future selection.
6. If, for some reason, you miss the Standard Rooms Process and were eligible to participate, you may stop by the Office of Residence Life during business hours between Monday, February 28-Friday, March 2, 2012 to select an available room.

If you have any questions about the housing process for 2012-2013 room assignments, please contact Matt Khoury, Director of Residence Life (630) 844-4578, mkhoury@aurora.edu.

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