Fall Room Selection 2016
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**IMPORTANT NOTICE**

The Advance Room Selection process is your opportunity to select a room for the 2016 – 2017 academic year.

This is a simple process if you read this booklet. You don’t have to read the entire booklet, BUT...

You MUST read this page and pages 2 – 5.

It is VITAL that you read these pages thoroughly. They will let you know some very important info, as well as what page(s) you will need to turn to next.

If you don’t follow the steps and accidentally end up without a room, you will not be living on campus next year.

**The Residence Life Menu**

This is where you will go to complete the steps described in this booklet. It’s your one stop shop. Log into my.newpaltz.edu and click on the Student Services tab. Click on Residence Life.

BEVIER HALL WILL BE CLOSING IN DECEMBER

The building will be undergoing renovations during Spring 2017. The project is so extensive that it will be necessary to begin the work in January in order to complete the work in time for Fall 2017. The building will look very similar to Crispell and Lefevre Halls after the project is completed.

Here’s what that means right now:

- If you sign up for Bevier Hall, you do so with the understanding that you will need to move to another building at the end of the Fall 2016 semester and that **there is no guarantee that you and your roommate (and/or suitemates) will be able to find a room/suite together in another building for Spring 2017.**

- With us being one suite building down, this means that it’s possible that not everyone that wants a suite, (especially groups), will be able to get one. It simply depends on how many groups apply. Please be prepared for this possibility and have a backup plan if you are a group of younger students as suite selection is based on seniority.

- **If you will NOT be here in the Spring** because you are graduating, studying abroad, student teaching, transferring, etc., after fall semester, then we encourage you to sign up for Bevier hall.
**Housing Options**

This chart tells you the attributes of each building.

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<th>Gender Inclusive Housing</th>
<th>Sustainability Living Learning Community</th>
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**Sustainability Living Learning Community**

The Sustainability Living Learning Community provides you with an opportunity to live among other students who share your interest in environmental issues. Students in the Sustainability LLC all live on the same floor of Lenape Hall and engage in a number of environmentally themed activities. This unique arrangement provides all of the advantages of living on campus, while forming close relationships with students who want to broaden their understanding of our world and explore how we can live in harmony with the natural environment. Together, with faculty and staff support, you will participate in environmental programming, including films, speakers, and field trips. You will also have the opportunity to actively engage in community projects and campus sustainability initiatives.

**The Rivera House LGBTQ+ Living-Learning Community**

Named after Puerto Rican and Venezuelan-American transgender activist Sylvia Rae Rivera, provides students with the opportunity to be part of an active network of change agents working on anti-racist, feminist, and queer projects on campus and in the community. Students have access to community events, a speaker series, and entertainment programs geared toward LGBTQ+ individuals and their allies. Students will participate in an LGBTQ+ peer mentorship program, develop strategies to improve lifelong social and physical health and be part of a support network of students, faculty, staff, and community members.

For more information regarding the living learning communities above, press the CRTL button and click [HERE](#).

**Gender Inclusive Housing**

Gender Inclusive Housing will allow students, to share a room or suite with other students, regardless of the students’ gender or gender identity and will provide an inclusive and supportive atmosphere. We respect and honor the privacy of our students and do not require students to disclose the reason for their roommate/suitemate requests, however, the Office of Residence Life strongly discourages romantic couples of any sexual orientation or gender identity from living together.

Gender Inclusive Housing is available in Deyo, Dubois, Lenape and Ridgeview Halls.

- If you are currently in a Gender Inclusive Suite or Lenape room, we can guarantee you get a suite or Lenape room, **BUT you must re-apply and your group must still be able to fill a whole suite**.
- New groups applying must be able to fill an entire six person or eight person suite or a three person Lenape room. Groups of 3 cannot apply for a suite in Bevier, Deyo, or Dubois but can apply for a room in Lenape Hall. **Groups of 5 or 7 will not be considered**.
- Groups of 4 may apply but are not guaranteed a suite because there are so few 4-person suites.

For more information, download and read the Gender Inclusive Housing Application that was included in the same e-mail as this manual.
Advance Room Selection  
April – May 2016

You may pay the Advance Room Deposit, complete the Residence Hall License and get your Housing Key between now and the date you select a room, or complete a suite request. For example...

If you are selecting during Same Hall Same Room, or are part of a group that’s completing a Suite Request, you must complete the 3 steps above by the 4th. If you are selecting a room Same Hall Different Room, you have until the 25th.

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May 1
Any Hall Any Room

2
3 – 8
Study Abroad Students Returning To Campus & People Who Missed All Other Dates Can Sign Up.

**THOSE WHO FAIL TO SELECT A ROOM BY 11:59PM ON MAY 8TH WILL NOT BE ABLE TO LIVE ON CAMPUS.**
WHAT IS THE ADVANCE ROOM DEPOSIT (ARD)?
Everyone (except EOP students) who wants to live on campus must pay the ARD. The $100 Advance Room Deposit must be submitted before choosing a room.

WHAT IS THE RESIDENCE HALL LICENSE?
All students who wish to live on campus must complete a Residence Hall License after paying the ARD. Upon completing a Residence Hall License, you certify that you will live on campus for the entire 2016-2017 academic year.

Cancelling A Room Prior To The Start Of Fall Semester
- If you sign up for a room, but later need to cancel for any reason, you must send written notification to the Office of Residence Life before July 1st, 2016 in order to receive a refund of your ARD.
- If you cancel after July 1st, 2016, the room will be cancelled but you will not receive a refund. You can cancel at any time before moving into the room in August.

Release From The Residence Hall License
- Once you move into your room in August, you are bound to the terms of the Residence Hall License.
- To request a release from the Residence Hall License after moving in, you must complete a Housing Release Application at the Office of Residence Life.
- Submitting a Release Application DOES NOT guarantee a release from the Residence Hall License. Less than 25% of requests for a release are actually granted.
- You will be charged a $150.00 fee if a release is granted.
- Residents who move out of their room without permission during the period covered by the license and are still enrolled full time will continue to be liable for room and meal charges.

WHAT IF I JUST WANT TO MOVE OFF CAMPUS IN THE SPRING AND DON’T MEET THE CRITERIA ABOVE?
You can’t without being officially released. If you live here in the fall, and will be taking 12 or more credits in the spring, you will be required to live on campus in the spring unless you are given permission to move off-campus be Residence Life. Re-read the, Release From The Residence Hall License, section above.

WHAT IF I’M NOT TAKING CLASSES IN THE SPRING?
If you are graduating in December, or transferring, taking a leave of absence, studying abroad, moving off campus because you are student teaching, or not taking classes on campus for any other reason in the spring semester, you can be released from the license with no penalty. Just sign up for a room normally. We will e-mail information on how to be released from the license in November. The only way you will be billed is if you move out before completing proper procedures.

I NEED TO STAY DURING WINTER OR SPRING BREAK.
Regardless of what day and/or process you use to select a room, you may ONLY sign up for a ten-month hall. Those buildings are: Bouton, Crispell, Deyo, Dubois and Gage. YOU CANNOT STAY DURING BREAKS IF YOU DON’T LIVE IN ONE OF THESE HALLS. (ALL HALLS ARE OPEN DURING THANKSGIVING BREAK).

I’M STUDENT TEACHING DURING SPRING 2017 BUT I STILL WISH TO LIVE ON CAMPUS.
It is very likely that you will be required to teach during parts of Winter and/or Spring Break. You must select a room in a 10-month hall (Bouton, Crispell, Deyo Dubois, and Gage).

If you sign up for a non-ten month hall, make sure you have a place you can stay off-campus during the breaks as you will not be able to stay on campus.

ATHLETES – REALLY IMPORTANT
If you are on a team whose schedule for the next academic year extends into winter or spring break, you must select a room in a 10-month hall (Bouton, Crispell, Deyo, Dubois and Gage). If you choose not to, you will need to find a place to stay during breaks. Other teams can select any building.

I AM A DISPLACED STUDENT? WHAT DOES THAT MEAN?
It means you cannot sign up to stay in your current room and must select another room. You are displaced if:
- you are in a room that started as a triple in Fall ’15 (except in Lenape) OR
- you are in a room held for a living learning community OR
- we need the room for any other reason

We will send an e-mail on Tuesday, March 30th, to let you know how to figure out for sure if you are a displaced student.

WHAT ARE TIME ASSIGNMENTS AND WHY DO I HAVE MORE THAN ONE?
- Like registering for classes, you will be given specific times to sign up for 3 of the sign up options.
- Everyone will be given a time assignment for both Same Hall Different Room and Any Hall Any Room, in case you need/want to sign up during either of those processes.
- If you are part of a group that completes an online Suite Request, you will get a time assignment for that as well.
- Time assignments are not needed for the other sign up options.
- Your time assignments will be posted in the Residence Life menu on April 18th. You can see your time assignments by clicking, “Housing Key & Time Assignments” in the Residence Life menu.

WHAT IS THE HOUSING KEY?
- The Housing Key is a 5-digit number used to identify each student during Advance Room Selection.
- You will give it to someone if you would like him/her to sign you up for a room or a suite.
- The HK is different every year so you cannot use last year’s.
- Your Housing Key will be generated automatically when you complete the Residence Hall License. Click, “Housing Key & Time Assignments” right after you do the license or go to “Housing Key & Time Assignments” in the Residence Life menu whenever you need it.

HOW DO I GET A SINGLE ROOM?
- There are 16 designed singles on campus. Bevier and Deyo each have one. College Hall has four and Shango has 10.
- Designed singles will cost $4840 per semester next year.
- People that currently live in those rooms can stay in them by signing up during the Same Hall, Same Room process.
- If any of those people leave their singles, they will be open for anyone else to choose them. If any are open when it’s your turn to select a room, it will say ‘Designed Single - $4840’ in the Attributes column of the open rooms list. If no rooms appear that say that, then they are all taken.
- If you live in one of the halls that have singles, you can sign up for an open single in your hall (if there is one) during your time assignment for the Same Hall Different Process.
- If you don’t live in any of those buildings, then you will have to wait until your time assignment for the Any Hall, Any Room process to see if there are any singles left.

HOW DO I MAKE SURE I SIGNED UP PROPERLY?
- Click on Room and Roommate in the Residence Life menu and select ‘Fall 2016’.
What if I have a friend that does not live on campus right now?

If the person(s) you want to live with is currently studying abroad, is an incoming first year student, a new transfer student or a student who is returning from a Leave of Absence, here’s what you need to know:

1. Your friend will need to pay the Advance Room Deposit and complete the Residence Hall License to have a Housing Key generated (you can let them know how after you do yours). S/he must give you the Housing Key so you can sign him/her up when you select a room.
2. If your friend is a first year or transfer, s/he must be an accepted student by the time you pick a room.
3. People returning from a leave of absence (LOA) need to e-mail Rafael Calderon at calderor@newpaltz.edu BEFORE paying the ARD. LOAs must also be cleared to return by the Office of Academic Advising before e-mailing calderor@newpaltz.edu.
4. We cannot hold rooms for first year students and transfers who are not accepted even if the application is in the review process. Same goes for LOA students who have not been reinstated by Academic Advising. If this is the case, **sign yourself up for a room and e-mail me if and when that person is accepted**. Your friend must also e-mail me AFTER s/he gets accepted to confirm s/he wants to live with you. I will then attempt to put you in a room together.
5. **People currently taking classes here but living off campus are not eligible for housing.**

**COMMON MISTAKES**

Here are some mistakes people have made in the past and what will happen if you make the same mistake.

1. **You missed all the dates for people currently living on campus.**
   - You can still select a room during the Study Abroad Students Returning To Campus & People Who Missed All Other Dates (May 3rd – 8th).
2. **May 8th passed and you did not select a room. THIS IS THE WORST MISTAKE YOU CAN MAKE.**
   - You will need to find off campus housing. There will be no waitlist or opportunity to sign up after May 8th.
3. **There have been times people thought they were finished signing up when in fact they were not.**
   - You are finished only when you see the message: **You Are Done!** That page will have a link to a page that will show you the room you selected. A confirmation e-mail will be sent to your New Paltz e-mail. Keep this
   - e-mail in case there is a problem later.
   - If Room Selection is still taking place, you can log in and choose a room.
   - If Room Selection is over, you will need to find housing off campus. **DON'T MAKE THIS MISTAKE.**
4. **You select a room but later find out an acquaintance doesn’t have a roommate or there is a group who wants you as a suitemate.** You want to change your room to live with him/her/them.
   - E-mail me at calderor@newpaltz.edu.
   - If room selection is still taking place, I will delete your assignment and tell you when you can sign up again.
   - If room selection is over, you can e-mail me between June 13th and June 30th. We will NOT make any changes between May 8th and June 12th as there are several other things we need to do during that time.
5. **You erroneously sign yourself up during Same Hall Same Room but there is a person who wants to live with you in your current room (not your current roommate).**
   - You should have signed yourself and your preferred roommate up during Same Hall Same Room w/New Roommate. If your preferred roommate has not already selected a room, he/she can try to sign him/herself up for your room during the first of the processes that applies to him/her. If he/she is not able to do so, he/she should sign up for any room. You can request a room change between June 13th and June 30th but there is no guarantee that we will be able to grant your request.
6. **You were part of a group who requested a suite but you erroneously signed up for a room prior to suite selection and your group ended up elsewhere.**
   - If this happens, you will stay in the room you already selected. You can request to be placed into your friends’ suite between June 13th and June 30th if there is still a bed open in that suite.
So How Does This Process Actually Work?

There are 3 steps to this process:
1. Pay the $100 Advance Room Deposit (pg. 9). EOP students do not need to pay and can just skip to...
2. Complete a Residence Hall License and get your Housing Key (pg. 10).
3. Select a room.
   - Depending on where and with whom you want to live, there are different days on which you can select. To help guide your decisions, the next 3 pages will break down possible scenarios, at least one of which will apply to you.
      - If you are part of a group of 3 or more people that want to sign up for a Hasbrouck style suite (Deyo, Dubois, Lefevre, Bevier or Crispell Halls) read the “Suite Groups” section on page 8.
      - The “Doubles and Lenape Triples” section on pages 6 and 7 applies to everyone else, no matter where, or with whom they want to live.
      - The ‘deadline’ for you to pay the deposit, complete the Residence Hall License and get your Housing Key depends on when you are selecting a room. For example, if you are selecting during Same Hall Same Room, or are part of a group that’s completing a Suite Request, you must complete the 3 steps above by April 14th.

Doubles and Lenape Triples

This section applies to people who are signing up alone, are a group of 2 (or a group of 3 signing up for Lenape), regardless of what building you want to sign up for. If you are part of a group of 3 or more that wants a Hasbrouck style suite, go to page 8.

Things you need to know:
- If you need to stay—even for one day—during Winter Recess and/or Spring Break You MUST sign up for a 10-month hall (Bouton, Crispell, Deyo, Dubois or Gage halls). Refer to pg. 4.

LENAPE HALL: For the scenarios below that involve a roommate, you can include a 3rd person if you want to sign up for a room in Lenape Hall.

Read every heading below and on page 7 to see which scenario best describes what you want to do. Read all bullets for the scenario that best applies to you.

1. I want to stay in my current room and have no roommate/suitmate preference.
   - You will sign up during the Same Hall, Same Room process (April 14 – 15). Pg. 11.

2. I want to stay in my current room and so does my current roommate.
   - You will sign up during the Same Hall, Same Room process (April 14 – 15). Pg. 11.
   - You don’t sign up together. Each of you is responsible for completing the process on your own.
   - DO NOT use this option if your current roommate is leaving the room and you want to bring another person into the room. If that is the case, read Scenario 3 below.

3. My roommate is not living in this room next year. I want to stay in the room and bring in another person. We DON’T have specific suitmates we wish to live with.
   - Sign up during the Same Hall, Same Room w/New Roommate process (April 16 - 17). Pg. 12.
   - Because you are the one who already lives in the room, you will sign will log in and use your new roommate’s Housing Key to put both of you in the room.

4. I am a displaced student. Read the Displaced Students description (pg 4.) to see if this applies to you.
   - You can select a room during the Displaced Students Day (April 23). Pg. 15.
   - You can only use this option for yourself. You cannot sign someone else up if you want to use this option.
   - If you have a prospective roommate who is also a displaced student, you have two options:
     i. You can try to be on two computers at the same time and try to sign up for the same room.
     ii. You can read the rest of the scenarios to find one that applies to you and your friend.
   - If you have a roommate or suitmates who are NOT displaced students, you CANNOT sign up on this day. Read the rest of the scenarios to find one that applies to your group.

Continued...
5. **I want to live in the same hall, but want to move to another room (it’s just me, or me and one other person).**
   - You will sign up during the **Same Hall, Different Room process (April 25 – April 27)**. If it’s just you, stop reading and go to pg. 16. If you have a roommate read on:
   - If both of you live in the building you want to sign up for, you and your potential roommate must check your time assignments for the Same Hall, Different Room process (as explained on page 4). Ideally, whichever one of you has the earliest time should sign the other up using his/her Housing Key Code in order to ensure the most possible choices.
   - If only one of you currently lives in the building you want, the person living in the building has to sign the other up using his/her Housing Key Code.

6. **I (or my roommate/suitemate and I) want to move to a different bedroom within my current suite. We are NOT part of a group of 3 or more.** For example: I live in Deyo 312A right now and want to live in Deyo 312B in the fall.
   - The system does not allow for this at all. You will need e-mail me at calderor@newpaltz.edu to request this no later than 12pm on April 18th.
   - The e-mail must include your name and Housing Key, (and that of your roommate or suitemate if applicable).

7. **I (or myself and another person) want to move to another building.**
   - You can use the **Any Hall Any Room Process (April 28 – May 1)**. Pg. 17
   - If you have a roommate, the person with the earliest time assignment should select the room and will need to get the Housing Key Code of the other person.
Suite Groups

This section pertains ONLY to groups that consist of 3 or more people that want a Hasbrouck style suite together. The suite buildings are Deyo, Dubois, Lefevre, Crispell, or Bevier Halls. If that’s you, read this section in its entirety.

Everyone else must read the “Doubles and Lenape Triples” section on pages 6 and 7. To be clear, it’s just you or you and 1 other person, even if you want to sign up for a room in one of the Hasbrouck suite buildings, you must read and follow the instructions on pages 6 and 7.

Things you need to know:
 Remember that Bevier Hall will be closed in the spring semester. You must read page 1 if you haven’t already.
 If you need to stay—even for one day—during Winter Recess and/or Spring Break You MUST sign up for a 10-month hall (Bouton, Crispell, Deyo, Dubois or Gage halls). Refer to pg. 4.
 ALL MEMBERS of groups that want to request suites must pay the ARD and complete the Residence Hall License prior to submitting an online Suite Request Form.
 If your ENTIRE group already lives in the same suite and you all want stay in the same bedrooms with the same roommates, you should each use the Same Hall, Same Room Process (April 14–15) described on page 11. Each one of you needs to individually sign up for your room.
 If there are one or more people in your group that DON’T currently live with you, then nobody in your group should use Same Hall, Same Room. Read on.
 Remember that if any of your people don’t live on campus you need to follow the directions on page 5.
 Read the red headings for the 3 scenarios below.

1. My current suitemates and I (group of 3 or more) want to stay in the same suite, but we want to change rooms within the suite (to switch roommates for example). We have no other students we want as new suitemates.
    You can participate in the Suite Selection Process. HOWEVER, HERE’S A WARNING:
    We only guarantee that you can sign up for your current ROOM. If you don’t take the opportunity to sign up for your current room, you relinquish your claim to the suite.
    If you choose to participate in Suite Selection, there’s a chance that your current suite may not be open when it’s your group’s turn to sign up. A group with a higher priority may take your suite.
    If your ENTIRE GROUP already lives in the suite you want (if you absolutely “HAVE TO” be in that suite), it would be better if all of you use the Same Hall, Same Room Process (April 14–15). Pg. 11. You can then switch rooms next semester. If you still want to go through the Suite Selection Process, go to pages 13 – 14.

2. Some of my current suitemates and I want to stay in the same suite and we want to bring new people into our suite. (This applies even if one or more of the people in the group are currently studying abroad, are incoming first years, incoming transfers or returning from leave of absence.)
    You will participate in the Suite Selection Process. You need to know that there’s a good chance that your current suite may not be open when it’s your group’s turn to sign up. A group with a higher priority may take your suite. No way to prevent that. Go to pages 13 – 14.

3. I’m part of a group of 3 or more students that don’t all live together this semester and want to sign up for a suite together. (This applies even if one or more of the people in the group are currently studying abroad, are incoming first years, incoming transfers or returning from leave of absence.)
NOTE: EOP students can skip to the Residence Hall License (next page)--they are not required to pay the ARD

There are 3 ways to pay the ARD:

- Option 1 – Log on to my.newpaltz.edu to pay on-line using a credit card or electronic check (following the instructions below)
- Option 2 – Go to Student Accounts (HAB 205) if you need to pay in cash
- Option 3 – Call Student Accounts at 845-257-3150 and pay over the phone using a credit card

1. Log into my.newpaltz.edu, click ‘Residence Life’ and click: **Pay Advance Room Deposit** on the Residence Life Menu. Skip this step and click **Residence Hall License** if you have already paid the deposit or are an EOP student.

2. Select your payment method, (credit card or electronic check) and click continue.

3. Input payment information and click continue.

4. Verify your payment information and click continue.

**After you get the payment confirmation, click on the ‘Student’ tab and click **Residence Hall License** in the ‘Residence Life menu’.
Step 1 of 2

- Everyone must submit an online Residence Hall License.
- Click on Residence Hall License on the Residence Life menu. Read the license and type the word YES in the text box.
- Choose whether or not you would like us to release your personal information to your potential roommate/suitmates. This information lets your future roommate know who you are, and will help in coordinating who should bring what (i.e., who brings the TV and who brings the radio, etc.) or even allow you to meet each other before you leave for summer vacation.

Step 2 of 2

This page confirms that you have completed the Residence Hall License and has a link so you can see your Housing Key.

Ignore this message. It’s just an automated message and it does not mean you have to do anything at that moment.
Sign up on these days ONLY if you are signing up by yourself or if your CURRENT roommate will sign up for the same room as well.

DON'T sign up on these days if

a) you want to keep your room but bring in a different roommate OR
b) you want to live in a different room next semester OR
c) you are part of a group submitting an online Suite Request.

Refer to pages 6 - 8 if you are not sure what to do.

If you need to stay—even for one day—during Winter Recess and/or Spring Break You MUST sign up for a 10-month hall (Bouton, Crispell, Deyo, Dubois or Gage halls). Refer to pg. 4.

Step 1 of 1 – This screen shows your current room. If the room is correct, and click .

The next screen tells you that you have successfully signed up for the room and shows the room you signed up for. YOU ARE NOT DONE UNTIL YOU SEE THIS SCREEN:
SAME ROOM SAME HALL w/NEW ROOMMATE
April 16th – April 17th

- Sign up on this day ONLY if you:
  a) are bringing someone other than your current roommate into your room OR...
  b) want to live in this room, regardless of roommate but forgot to do by 11:59pm on April 15th.
- DON'T sign up on these days if:
  a) you want to live in a different room OR
  b) you are part of a group submitting an online Suite Request
- Refer to pages 6-8 if you are not sure what to do.

If you need to stay—even for one day—during Winter Recess and/or Spring Break You MUST sign up for a 10-month hall (Bouton, Crispell, Deyo, Dubois or Gage halls). Refer to pg. 4.

Step 1 of 3 - This screen shows your current room. Input your roommate’s Housing Key and click Continue.

Step 2 of 2 - This screen shows the room you are about to select and the roommate(s) you chose. It asks for confirmation that the information is accurate.

Make sure this is the room you want to sign up for and that this is the correct roommate. Click Complete Signup.

The next screen tells you that you have successfully signed up for the room and it will show the name of the roommate(s) you chose. **YOU ARE NOT DONE UNTIL YOU SEE THIS SCREEN.**
**SUITE REQUEST**
*April 14th - April 17th*

- Use this process ONLY if you have a group of 3 or more, who don’t already live together and want to live in a Hasbrouck suite (Bevier, Crispell, Deyo, Dubois or Lefevre):
  - Remember that Bevier Hall will be closing in the spring semester it’s possible that not every group that wants a suite in the other four buildings will be able to get one. Be prepared for this possibility.
  - If your group decides to sign up for a suite in Bevier anyway, understand that you will be split up and moved to different rooms (and possibly buildings) for the spring semester. You will need to move everything out of the Bevier room and take it home when you go home for winter break in December.
  - If your entire group already lives together in the same suite (except Bevier) and you want to stay in the same rooms with the same roommates, don’t wait until Suite Selection. Refer to scenario 1 on page 8.

- **YOU CAN'T** use this process if you want a suite in Lenape. Refer to page 6.

  - *If you need to stay—even for one day—during Winter Recess and/or Spring Break You MUST sign up for a 10-month hall (Bouton, Crispell, Deyo, Dubois or Gage halls). Refer to pg. 4.*

In this step you are just letting us know who your group consists of. This will let us know how many suites of each size are needed and help us determine priority between groups.

- **ONE** person in your group will complete the online Suite Request Form *at any time between 8am on April 14th and 11:59pm on April 17th*. Click on **Suite Request Form** on the Residence Life menu.

- To the person who will be submitting the request for your group:
  - **EVERYONE IN YOUR GROUP MUST HAVE PAID THE DEPOSIT, COMPLETED THE RESIDENCE HALL LICENSE AND HAVE GIVEN THEIR HOUSING KEY TO YOU BEFORE YOU SUBMIT IT.** There is no need to do the suite request at 8am on April 14th as it is not 1st come 1st served. *Wait until everyone in the group gets their Housing Key. That said, if it’s 11:30pm on April 17th and you are still waiting on people, then submit the request with the people who gave you housing keys.*

- **Click on Suite Request Form** in the Residence Life menu:

  - Once you submit the request, the next screen will show the names of the people in your group. Please make sure it’s accurate.
  - An e-mail will be sent on April 18th to everyone included on a suite request. This e-mail will let you know what day and time the group can to log in and select a suite (your time assignment). You can also see your group’s time assignment on the Residence Life menu on April 18th.
  - If after submitting this request you need to add or remove a person from your group BEFORE picking a suite, you must e-mail Rafael Calderon at calderor@newpaltz.edu and give the name and Housing Key of the person.
  - If you want to add someone AFTER your group has picked a suite, the person will have to e-mail me so I can let him/her know when they can try to sign up. He/she will have to hope there is still a spot open in your suite.

- **Continue on to the next page to see how to pick a suite when the time comes...**
**If you need to stay—even for one day—during Winter Recess and/or Spring Break** You **MUST** sign up for a 10-month hall (Bouton, Crispell, Deyo, Dubois or Gage halls). Refer to pg. 4.

- As stated previously, your **group will be assigned a day and time to select a suite**. At that time, your group will have a full ten minutes where it will be the only group that can choose a suite. **If you miss your assigned time, your group can still sign up until 11:59pm on April 22nd but you will be competing with other groups.**
- **ONE** person from your group (it can be any of you) will go online and select a suite. We suggest of course that all or most of you are present when picking the suite in case you need to change your plans.
- Click on **Sign Up For A Room** in the Residence Life menu. The 1st page shows the open suites.

**IMPORTANT:** The “Available Spaces” column tells you how many beds are open, **NOT how many beds total in that suite**. Bevier 102 is an 8 person suite. If, for example, 2 people had already signed up for Bevier 102 then the available spaces would be 6. Click **Sign Up** to see the open rooms in this suite.

Here is a breakdown of the number of beds in each suite. **Unless otherwise stated, the numbers are the same in all buildings.** For example, Lefevre 213 is the same as Dubois 213, Deyo 213, etc. Bear in mind that some suites will have an extra bed as one of the rooms may be tripled.

- 8 person suites: 102, 103, 112, 113, 202, 203, 212, 213, 302, 303, 312, 313, G13, G14 & Dubois G12
- 7 person suites (3 double rooms and 1 designed single): Deyo and Bevier G12
  - **NOTE:** A designed single will cost an **estimated** $5165 per semester (or $1050 more than a double).
- 3 person suites: Crispell and Lefevre 210 and 310. These consist of 1 bedroom with 3 beds (a bunk bed and a loft bed), a living room and bathroom. They cost the same as doubles. Because these are designed triples, there is no triple refund.

- The next page will have dropdown menus that represent the beds within the suite. Use these to match up roommates. When you click on each, a list of the people in your group will appear. Select the person(s) you want to put in that spot/room:

  - When you click **Complete Signup**, the next page will ask you if you are sure you want to choose that suite and if the roommates were set up correctly within the rooms. If the info is correct, click **Complete Signup**.
You can ONLY use this option if you are a Displaced Student AND:

- don’t have a roommate preference OR...
- you have a prospective roommate who is also a displaced student. In this case you have two options:
  i. You can try to be on two computers at the same time and try to sign up for the same room.
  ii. You can read the rest of the scenarios on pages 6 - 8 to find one that applies to you and your friend.

- DON’T sign up on these days if you have a roommate or suitemates who are NOT displaced students

If you need to stay—even for one day—during Winter Recess and/or Spring Break You MUST sign up for a 10-month hall (Bouton, Crispell, Deyo, Dubois or Gage halls). Refer to pg. 4.

**Step 1 of 2** — Displays all rooms available on campus. Pay attention to the Attributes column. It tells you what kind of room you are looking at. Click next to the room you want.

**Step 2 of 2** — This screen shows the room you are about to select. Click if it’s accurate.

The next screen tells you that you have successfully signed up for the room and it will show the name of the roommate(s) you chose. **YOU ARE NOT DONE UNTIL YOU SEE THIS SCREEN.**
Only sign up on these days if:

a. you (or you and your current roommate) want to move to another room in your current hall OR
b. you and a person who is not your current roommate want to live in your current hall.

If you need to stay—even for one day—during Winter Recess and/or Spring Break You MUST sign up for a 10-month hall (Bouton, Crispell, Deyo, Dubois or Gage halls). Refer to pg. 4.

Step 1 of 3 — This screen allows you to choose a roommate (2 if you live in Lenape) by entering the Housing Key. Enter your desired roommate’s Housing Key in the textbox and click Continue at the bottom of the screen.

Step 2 of 3 — Displays all available rooms in your building. Pay attention to the Attributes column. It tells you what kind of room you are looking at. Click Select Room next to the room you want.

Step 3 of 3 — This screen shows the room you are about to select and the roommate(s) you chose.
The next screen tells you that you have successfully signed up for the room and it will show the name of the roommate(s) you chose. **YOU ARE NOT DONE UNTIL YOU SEE THIS SCREEN.**

**ANY HALL ANY ROOM**

_April 28th – May 1st_

- Only sign up on these days if none of the earlier scenarios apply to you or if you missed the other dates.

- If you need to stay—even for one day—during Winter Recess and/or Spring Break You MUST sign up for a 10-month hall (Bouton, Crispell, Deyo, Dubois or Gage halls). Refer to pg. 4.

This process is exactly the same as the Same Hall, Different Room process. The only differences are that the page that shows the open rooms shows all rooms on campus and allows you to limit the choices of residence halls or room types to the ones you want to see (as you can see below).

Select the room you want and follow the steps on page 16.

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<table>
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<tr>
<th>Room</th>
<th>Attributes</th>
<th>Capacity</th>
<th>Current Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
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<td>3 Bedroom Suite, Suite</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Bevier Hall 101C</td>
<td>3 Bedroom Suite, Suite</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Bevier Hall 112A</td>
<td>4 Bedroom Suite, Suite</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Bevier Hall 112C</td>
<td>4 Bedroom Suite, Suite</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Bevier Hall 112D</td>
<td>4 Bedroom Suite, Suite</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Bevier Hall 112E</td>
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<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Bevier Hall 113A</td>
<td>4 Bedroom Suite, Suite</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

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**Study Abroad Students Returning to Campus & Students Who Missed All Other Sign-up Dates**

_May 3rd – May 8th_

The process will be identical to the Any Hall Any Room so please read the above.

Those who do not select a room by 11:59 p.m. on May 8th will not be guaranteed a room on campus for the 2016 – 2017 academic year.