2016-2017 RETURNING STUDENT HOUSING

GENERAL INFORMATION
Please read through this entire document. Please pay special attention to the Registration Procedures on page 4, as it lists step by step directions on how to enter the Returning Student Housing Process.

Students with outstanding debt from previous semesters will NOT be allowed to go through the housing process until the debt is paid.

- Remember that your Housing License is a Full Academic Year License and is binding for both the Fall 2016 and Spring 2017 semesters.
- Please remember that the residency requirement for students who entered in Fall 2015, as first year students, must live on campus for 4 semesters (through the entirety of your sophomore year).
- It is expected that there will be a room rate increase. The specific amount is yet to be determined, but will likely increase $175 each semester ($150 for the Town Houses).
- The Residence Life Office reserves the right to make necessary changes in residents' housing assignments in the event of enrollment changes and/or student status.
- Individuals who are responsible for making fraudulent claims or otherwise unfairly manipulating their priority in the sign-up process may face reassignment for themselves, as well as their roommates, housemates, apartment mates, and/or suitemates.

EXEMPTION FROM HOUSING: If you would like to reside off campus and have not completed the residency requirement, please fill out the Housing Exemption form, found on our website, or in the Office of Residence Life in Draime Hall.

HOLDS: You will be denied access to the housing process in BearPAWS if you have any hold on your Student Account for any reason. Also, students who have lost their housing priority due to student conduct sanctions will select a room at the end of the housing process.

MEAL PLAN: All campus residents must have a PACES Meal Plan. Students that have met the residency requirement and are living in campus apartments (Lehman North Houses 1 & 2) or Townhouses are not required to have a meal plan. Freshmen/sophomores residing in townhouses or apartments still need to have a meal plan. Specific questions regarding meal plans should be addressed to the PACES Office in Merritt Hall.

REGULAR SUPER SINGLES: All currently-registered students have the ability to apply for a regular super single in BearPAWS February 16th to 29th. Singles will be awarded by housing priority number. Status of applications are viewable in BearPAWS beginning March 2nd. Regular super singles can be used in double rooms, apartments, and suites.

SPECIAL NEEDS HOUSING: If you have a condition(s) that requires special needs housing, please see the Medical Housing Process and form on our website, or in the Office of Residence Life in Draime Hall.

STUDENT TEACHERS: If you expect to teach outside the Potsdam area for part of the 2016-2017 academic year and would like a residence hall assignment for a portion of the year, please indicate so in BearPAWS on your preference page.

TRIPLES Sign-ups for triples in Knowles Hall are on class night March 30th. Students must have a complete group of three in order to sign up for them.

http://www.potsdam.edu/studentlife/ResHalls/RoomAssignments.cfm
E-mail address: reslife@potsdam.edu
THEME HOUSING AREAS

CO-ED HOUSING: All Town Houses as well as all rooms within apartments and suites can be housed by any student regardless of their biological sex. In addition, all double rooms on the top floors of Bowman South, Knowles South, and Lehman South will be housed this same way. There is no special sign up process for students interested in this type of housing. Please follow the regular housing instructions to select any of these types of housing accommodations.

GENDER INCLUSIVE: (Knowles East): This theme housing area will be characterized by the opportunity for students to share a living space with each other regardless of the student’s sex, biological gender, gender identity, gender expression and/or sexual orientation. This themed community area will be a living and learning environment – residents will be required to attend activities and programs/events and be a positive participant within the community. Students wishing to live in this area must sign an additional contract to live by the prescribed standards. A mandatory information session will be held, and students must attend this session in order to be eligible to sign up to live on the floor (time and date TBD, an email will be sent out to campus). Anyone who does not attend this session will not be able to sign up during theme night and will potentially miss out on their opportunity to live in this community. Room selection will be on March 29th.

STUDY INTENSIVE HOUSING: (Knowles West 1st and 2nd floors): This theme housing is characterized by expanded quiet hours and standards regarding sound, which will be established by the residents. Students wishing to live in this area must sign an agreement to live by the prescribed standards. You can sign up for your “current room” if already residing in this area or pick a room on March 29th.

SUBSTANCE FREE (Bowman South 6th Floor): This theme housing is characterized by students of all class years who have requested a place to live that is free of alcohol, tobacco and any other drugs (except legitimate prescription medications). Students wishing to live in this area must sign an additional contract to live by the prescribed standards. You can sign up for your “current room” if already residing on the 6th floor of Bowman South or on March 29th.

PET FRIENDLY (Draime Extension): This theme housing is characterized by students of all class years who have submitted an application and been approved to have their pet live with them in the Residence Hall. Every room (not student) in pet friendly housing is required to have a pet, failure to secure a pet and get approved within a set period of time will result in the removal from pet friendly housing. Students wishing to live in this area must sign an additional contract to live by the prescribed standards. Room selection will be on March 29th.

For additional information on the specific area processes, housing options and theme housing areas, please refer to the Residence Life and Housing webpage.

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### HOUSING PRIORITY NUMBERS:

All currently-registered students are assigned a computer-generated housing priority number. This number is determined by credits earned and number of semesters lived on campus. Students will be allowed to select housing options in numerical order from lowest to highest within current class year. Once you have paid your deposit, you will find your housing priority number in BearPAWS on the Returning Students Review Current Housing Preferences page beginning February 1st.

<table>
<thead>
<tr>
<th>Class Year</th>
<th>Priority Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen (1-23 cr. hrs.)</td>
<td>Less than 2 semesters on campus 16000 - 17999</td>
</tr>
<tr>
<td></td>
<td>2+ semesters on campus 13500 - 15499</td>
</tr>
<tr>
<td>Sophomore (24-56 cr. hrs.)</td>
<td>Less than 4 semesters on campus 11500 - 13499</td>
</tr>
<tr>
<td></td>
<td>4+ semesters on campus 9000 - 10999</td>
</tr>
<tr>
<td>Junior (57-87 cr. hrs.)</td>
<td>Less than 5 semesters on campus 7000 - 8999</td>
</tr>
<tr>
<td></td>
<td>5+ semesters on campus 4500 - 6499</td>
</tr>
<tr>
<td>Senior/Graduate (88+ cr. hrs.)</td>
<td>Less than 7 semesters on campus 2500 - 4499</td>
</tr>
<tr>
<td></td>
<td>7+ semesters on campus 0001 - 1999</td>
</tr>
</tbody>
</table>

### HOUSING SCHEDULE AND TIMELINE:

<table>
<thead>
<tr>
<th>HOUSING TYPE</th>
<th>BEARPAWS PREFERENCE</th>
<th>ROOM ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Townhouses and Lehman Apartments</td>
<td>Feb. 5 (11:59 am) to Feb. 16 (11:59 am)</td>
<td>Feb. 17 view group status in BearPAWS; Feb. 18 Group Rep. chooses townhouse/apartment at Bowman South Commons at 4:00 pm</td>
</tr>
<tr>
<td>Class Year / Double &amp; Triple room sign up</td>
<td>Feb. 5 (11:59 am) to Mar. 30 (11:59 am)</td>
<td>Mar. 30 select room at Bowman South Commons from 3:30 to 5:00 pm</td>
</tr>
<tr>
<td>Theme Housing</td>
<td>Feb. 5 (11:59 am) to Mar. 29 (11:59am)</td>
<td>Mar. 29 select room at Bowman South Commons from 4:00 to 5:00 pm</td>
</tr>
<tr>
<td>Regular Super Singles</td>
<td>Feb. 16 (11:59 am) to Feb. 29 (11:59 am)</td>
<td>Application status viewable in BearPAWS beginning Mar. 2</td>
</tr>
<tr>
<td>Suites</td>
<td>Mar. 1 (11:59 am) to Mar. 18 (11:59 am)</td>
<td>Mar. 21 View group status in BearPAWS; Mar. 23 Group Rep. chooses suite at Bowman South Commons from 4:00 to 5:00 pm</td>
</tr>
<tr>
<td>Current room sign up</td>
<td>Mar. 1 (11:59 am) to Mar. 25 (11:59am)</td>
<td>Mar. 28 receive e-mail confirmation</td>
</tr>
</tbody>
</table>

[http://www.potsdam.edu/studentlife/ResHalls/RoomAssignments.cfm](http://www.potsdam.edu/studentlife/ResHalls/RoomAssignments.cfm)
E-mail address: reslife@potsdam.edu
REGISTRATION PROCEDURES

In order to sign up for housing, complete the following steps:

1. Pay the required $50 deposit
   - **Option 1**: This can be done with **cash or check** at the Office of Student Accounts, Raymond Hall 4th floor, Monday – Friday from 8:00am to 4:30pm
   - **Option 2**: This can be done with **credit/debit card or ACH/electronic check online** through your CASHNet eBill
     1. Log on to your eBill via BearPaws (BearPaws → Student Services & Financial Aid → Student Records → eBill)
     2. Click on Make Payment at the top of the page
     3. Click on Room Deposit
     4. Click on Checkout
     5. Input and submit payment information
   
   **NOTE**: EOP students, RAs, student teachers, Mount Emmons’ Scholarship Recipients, students on study abroad, national exchange students, and students with internships are EXEMPT from paying a deposit.

2. Once you have paid the $50 housing deposit, look on the housing schedule and timeline for the dates that you able to log into **BearPAWS**. During that time, go to the following links:
   1. Click on College Life & Auxiliary Services
   2. Click on Returning Students Housing Preference Selection
   3. **Read** and “agree” to the Housing license (which is binding for entire academic year).
   4. Select the housing option you would like for the fall semester
   5. Submit your housing preference
   6. **Please print and retain a copy of your BearPAWS Preference Page for your records once you are done with the on-line process.** The information you submit via BearPAWS is NOT a guaranteed housing assignment – rather your preference.

3. Once you have completed BearPaws and have printed your preference sheet, look at the housing schedule and timeline listed above to see which night you need to attend in order to sign up for your specific room. You will not get housing unless you go to the correct night listed above and sign up for your housing in person. For instructions on how to sign up on your designated night, please see the Residence Life webpage for specifics. Documents will be made available beginning of February.

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