Dear Niagara Students,

The room selection process for the 2015-2016 academic year is underway. To help students with this process, Niagara University Student Government Association (NUSGA), Niagara University Residence Hall Association (RHA) and the Office of Residence Life have produced this Guide. The selections for housing will be held during the period April 14 – April 16.

Niagara University offers a variety of housing options and emphasizes personal choice in a competitive assignment process. We encourage you to explore the diverse options available for on-campus living. This guide, along with visits to different residence halls and discussions with your peers, will help you choose a living option that best suits your lifestyle.

A Guide to the Room Selection Process: 2015-2016 provides you with the following:

- A calendar of important assignment events and deadlines
- Information about housing assignment policies and procedures
- Registering for the room selection process
- What is expected from the room selection process

Registration for room selection will take place via MyNU. This is the first step in the room selection process. In an effort to help us plan for the upcoming housing assignment process we are asking all returning undergraduate students interested in living on campus for the 2015-2016 academic year to register. Students will apply by accessing the application Web site via their MyNU Account between February 23 and March 6, 2015. Access to the web applications will require your NU login and password.

Please note the following important changes for the 2015-2016 academic year:

- Students are asked to register for the housing selection process between February 23 and March 6, 2015.
- The Apartment Selection Process will occur before upper-class singles and doubles selections.

We want to help you make the best decision possible in this selection process. NUSGA works continually with Residence Life to improve the housing assignment process, and we are interested in your feedback. If you have any concerns about the selection process or suggestions for improving housing selection, please do not hesitate to contact NUSGA. If you have a housing assignment problem or any question about current policies or procedures, please contact the Office of Residence Life at 716.286.8566.
Policy and Procedures

1a.) University Housing Policy
Niagara University is a residential campus and the residential experience is understood to be an integral part of a Niagara education. This commitment to residential education is clearly expressed in the University’s residential requirement:

“The university requires that all Niagara students live in the residence halls for their first two years, except as noted below. The need for this regulation is predicated on statistics that show students who live in residence halls tend to perform better academically, acclimate more rapidly to the collegiate environment, become involved in a great number of learning experiences that compliment classroom teachings, and are more satisfied in general with the college experience.

The only exceptions to this residency requirement are:

Commuters – students commuting from their parent /guardian’s permanent home address which is no more than 50 miles from campus.

Transfers – students who enter Niagara University with junior or senior status as determined at the time of admission.

Married Students – with proof of marriage certificate.

Veterans – with proof of military service.

Independents – students who show proof of maintaining financial independence for at least two years prior to submission of request to live off campus.

Requests for exemption of the residency requirement should be made to the office of residence life by December 1 if appealing for the spring semester and by July 1 if appealing for the fall semester.

1b.) Personal Choice
The housing selection process at Niagara allows students’ choices to determine the rooms in which they will live. Niagara University offers a variety of housing options, including:

- Theme Communities
- Single rooms
- Double rooms
- Triple rooms
- Apartments for 4-persons (for juniors, seniors and graduate students only)

Given the variety of housing options offered by the University, it is important that students study this booklet in order to make intelligent and well-informed decisions.

Students may apply to live in themed housing. The application processes for these communities occurs prior to the regular housing selection processes. Students whose applications are denied may still participate, without penalty, in the regular housing selection process.

1c.) Seniority and Lottery Numbers
All current students (residents and commuters) will be assigned a lottery number based on their admit status to the university. This means that students will receive a lottery number by their entering class year. Lottery numbers will be assigned by class cohort and will be referred to as a “rising class” of 2016 (seniors), 2017 (juniors) and 2018 (sophomores). Transfer students will be assigned a lottery number based on their credit hour status so they may select rooms with the class that they will graduate with. LOTTERY NUMBERS WILL BE AVAILABLE VIA MYNU ON APRIL 7, 2015

1d.) Eligibility
All returning undergraduate and graduate students currently enrolled at Niagara University are eligible to participate in the room registration and room selection process.
1e.) **Room Registration**  
All students, except for those graduating, should register for the housing assignment process between February 23 and March 6 online via their MyNU account. The deadline for registration is 6:00 PM, Friday, March 6. Students register by logging into their MyNU account and clicking the housing registration link. This authorizes the $300.00 housing deposit charge to the student's account to be paid by April 30th, 2015. The room registration process allows the Office of Residence Life to make appropriate hall and floor designations based on the number of registrations received and completed. We will use the number of students who have registered to designate the gender of specific floors.

1f.) **Students with Additional Needs**  
Students seeking accommodations due to documented disabilities or medical conditions should make an appointment with Kelly Engert, Coordinator, Office of Disability Services, 9:00 AM- 5:00 PM, between February 2 and 23. Students will be asked to complete a request form and to provide supporting documentation. Students will be notified of the special accommodation assignment by email by February 27. Students will have until March 2 to accept or decline the assignment. Kelly Engert can be reached at 716.286.8541 or via email at kadams@niagara.edu.

1g.) **Housing Selection Terminology**  
**Room Registration** - completed through your MyNU portal between Feb 23 – March 6. Room Registration allows us to determine how many spaces will be needed for men and women.

**Room Selection** - the event where students select rooms for the 2015-2016 academic year.

**Admit Status** – The class year you entered at Niagara, not the number of credit hours you may have. For example, current freshman are considered the class of 2018. Current sophomores are considered the class of 2017 and current juniors are considered the class of 2016.

**Rising** – refers to what your class status will be next year. For example, if you are currently a freshman, you will be considered a “rising” sophomore for purposes of the selection process, because next year you will be considered a sophomore (or second year student). If you are currently a sophomore, next year you’ll be a junior. For room selection, we will refer to you as a “rising” class to distinguish your lottery and selection priority.

**Transfer Student** – Those students who did not begin their education at NU but who have since joined the university. For purposes of room selection, we will use the transfer student credit hour status to determine what class year they are / should be in. This will reflect the class year we would anticipate them to graduate. For example, if you are currently considered a junior based on your credit hours, it is likely that you will graduate in 2016. For room selection purposes, you would be considered a rising senior and you will be given a lottery number within that class year cohort.

**Complete Group** – A group of students who can fill a complete room or apartment. For example, four students in an apartment, two students in a double, three students in a triple or one student in a single. These are “complete” groups.

**Incomplete Group** – A group of students who cannot fill a complete room or apartment. For example, three students in a four person apartment or two students assigned to a triple room.

**Mixed Group** – A group of students from different class cohorts. For example, a group of two rising seniors and two rising juniors.

2a.) **Registration** is ON-LINE via your MY NU account. **All students, except for those graduating, should register for the housing assignment process between February 23 and March 6 online via their MyNU account.** The deadline for registration is 6:00 PM, Friday, March 6. Students register by logging into their MyNU account and clicking the housing registration link. This authorizes the $300.00 housing deposit charge to the student's account to be paid by April 30th, 2015. The housing registration process allows the Office of Residence Life to make appropriate hall and floor designations based on the number of registrations received and completed. If you have a question regarding the housing deposit, please contact the Office of Residence Life.

2b.) **Proxies**  
It is in the best interest of students to attend room selection to select their own rooms. However, the use of proxies is allowed. The proxy must have a signed proxy form, and his or her own Niagara University identification card. Proxy forms are available via the Residence Life website, in the Office of Residence Life or students who are
currently may simply send an email to the Office of Residence Life designating who will be the proxy. Students currently in study abroad programs must designate their proxies in writing. Individuals acting as proxies must have the copy of the proxy statement issued by the absent student. The absent student will be required to accept the specific room assignment chosen by their proxy.

2d.) **Apartment Selection – NEW**

Groups of students of the same gender may complete applications for the Apartments. All members of such groups should have applied for the housing assignment process. Each group must designate one member as its contact person. Apartments may only be selected by graduate, rising senior and rising juniors.

Apartment applications require four students of the same gender. Apartment applications will be available 9:00 AM – 4:30 PM, on April 7 through April 9 in the Office of Residence Life. Groups must submit their Apartment applications by 4:30 PM, on April 9. Groups must designate one member as their contact persons. A student’s name may not be listed on more than one group application. A SAMPLE APPLICATION IS INCLUDED ON PAGE 7 OF THIS GUIDE

Inclusion of a student’s name on more than one group application may result in disqualification of all group applications involved and in disciplinary action against all parties involved.

A representative of the group may submit the application only after obtaining the signatures of all members of the group. In cases in which a student is not available to sign (the student is in a study abroad program, participating in an internships, on leave, etc.), a proxy form must be submitted with the application.

Seniority is a factor in the selection process for the Apartments. Groups of students choose their living spaces based upon the order of selection. The order of selection is determined by the senior-most student on your application. The order of selection for groups with the same number of seniormost students will be determined by the best lottery number. Students whose applications are denied may still participate, without penalty, in the upper-class singles and doubles selections.

The selection orders resulting from this process will be emailed to the NU email address of the contact person from each group on the afternoon of **April 10, 2015**. This email will also include the date of the special selection and a schedule of designated selection times. The selection order and selection schedule for the apartments may be published on the Residence Life website. It is the responsibility of each group to consult their contact person to determine their selection time and order.

**Theme Community**

Niagara’s Theme Community program offers students with special common interests the opportunity to live together in residence halls with a self-directed program. Students interested in NU’s themed housing will need to complete a theme community application. Groups of students (4-12) may organize around a particular interest, idea or theme and will be assigned to housing together. Students electing to participate in a theme community arrangement will be assigned to residences based on group size and program. Theme Community applications are available at the Office of Residence Life starting on February 16th and are due March 6th. Students will be notified of the status of their theme community application on March 17, 2015, Acceptance of theme community assignment are due by no later than March 20, 2015 at 5 PM. Students who accept a themed community assignment are no longer eligible to participate in any other selection event.

**Room Selection Process – What to Expect**

3a.) **Apartment selections**

The selection orders resulting from this process will be emailed to the NU email address of the contact person from each group on the afternoon of **April 10, 2015**. This email will also include the date of the special selection and a schedule of designated selection times. The selection order and selection schedule for the apartments may be published on the Residence Life website. It is the responsibility of each group to consult their contact person to determine their selection time and order. All selection events will start on-time. Should you miss your selection time the next group in the selection order will be eligible to choose an apartment.
3b) **Upper-class (GRAD, SENIOR AND JUNIOR) single and double rooms**

- Room selection will take place in the MPR. Students must bring their student ID to room selection and check in at the registration table prior to their lottery time.

- **Students may choose to live with up to 4 students** (2 doubles or 4 singles). Students will be allowed to pull in roommates with the best lottery number. Please understand that if a senior decides to live with an underclass student that group will be considered a mixed group and select rooms as per the schedule below. Groups with all senior students will select before a mixed group of seniors and juniors.

- Students should plan to arrive 15 minutes before their scheduled lottery time. Lottery times are designated by rising class standing (admit date).

- Selection order is determined by class standing and best lottery number. For example, 4 rising seniors in a group would select rooms before 3 rising seniors and 1 rising junior in a group.

- If there is a tie in the number of students from the same class in a group then the best lottery number determines the selection order. For example, if there are 2 groups of 4 rising seniors in each group then the best lottery number in each group would determine the selection order.

- If you have a group has 1 rising senior and up to three underclass students you are allowed to participate in the senior selection times. Likewise if a group has 1 rising junior and up to 3 rising sophomores then the group would be allowed to participate in the junior selection.

- Below is the selection schedule for upper-class and rising sophomore selections

  **April 14, 2015 – GRADUATE, RISING SENIOR SELECTIONS and RISING JUNIOR SELECTIONS**

  - 4:00 p.m. – Graduate Student – numbers 1-XXX
  - 4:05 p.m. – Graduate Student(s) + underclass student(s)*
  - 4:15 p.m. – Rising Seniors – numbers 1-XXX
  - 4:30 p.m. – Mixed groups (3 seniors and 1 underclass student)*
  - 4:45 p.m. – Mixed groups (2 seniors and 2 underclass students)*
  - 5:00 p.m. – Mixed groups (1 senior and 3 underclass students)*
  - 5:15 p.m. – Rising Juniors – numbers 1-400
  - 5:30 p.m. – Rising Juniors – numbers 401-XXX
  - 5:45 p.m. – Mixed groups (3 juniors and 1 sophomore)*
  - 6:00 p.m. – Mixed groups (2 juniors and 2 sophomores)*
  - 6:15 p.m. – Mixed groups (1 junior and 3 sophomores)*

3c) **Rising Sophomore single and double rooms**

- Room selection will take place in the MPR. Students must bring their student ID to room selection and check in at the registration table prior to their lottery time.

- Rising Sophomores may choose to live with up to 4 students (2 doubles or 4 singles). Students will be allowed to pull in roommates with the best lottery number.

- Students should plan to arrive 15 minutes before their scheduled lottery time. Lottery times are designated by rising class standing (admit date).

- Selection order is determined by the best lottery number.

- Below is the selection schedule for rising sophomore selections

  **April 16, 2015 – RISING SOPHOMORE SELECTIONS**

  - 4:00 p.m. – Rising Sophomores – numbers 1-XXX
  - 4:30 p.m. – Rising Sophomores – numbers XXX-XXX
  - 5:00 p.m. – Rising Sophomores – numbers XXX-XXX

**Residence Hall Descriptions**

Please visit our website at [www.niagara.edu/residence-life](http://www.niagara.edu/residence-life) for residence life hall descriptions.
Special Notes

Notification Of Roommates & Suitemates

Students who cancel their housing for any reason (participate in an study abroad program or internships, take a leave of absence, withdraw, etc.) are responsible for notifying their roommates and/or suitemates prior to the time, or at the same time, that the University is notified. The University will immediately assign the canceled rooms to students returning students or transfer students unless notice is immediately received that the remaining roommate or roommates have a suitemates/roommate preference. All vacant spaces are subject to assignment by the Office of Residence Life at any time.

Residence Hall Semester Break Closing

All residence halls will close for Thanksgiving Holiday (November), Christmas Break, Spring Break and Easter Break of the 2015-2016 academic year. Students may request authorization to stay in closed halls during these breaks by registering as directed. All residence halls will remain open during the Mini Fall Holiday.

Terms Of The Contract

Once students have paid their deposits and received their room assignments, they are housed for the entire academic year. This means both FALL AND SPRING SEMESTERS unless they withdraw from the University, take a leave of absence, graduate, or participate in a Niagara Study Abroad Program. Normally, there is no shortage of housing during the spring semester.

Change Of Room Assignment

The Office of Residence Life must authorize ALL room changes. A student may not sign up for one room and then informally occupy another room, even in the same apartment.

Conditions Of Rental

Students are expected to consult the housing application, the housing website, and the Undergraduate Catalogue for specific terms of the housing contract.

Conduct Regulations

Students are expected to abide by the policies and regulations stated in this booklet, their housing contracts, other publications of the Office of Residence Life, and in the Undergraduate Catalogue.

Roommates, including students assigned to cancelled spaces, should be treated with respect and consideration. Students experiencing difficulties with their roommates should attempt to work through their differences. Mediation by professional staff members is available and may be required. A student assigned to a space has a contract for that space. A student cannot demand or require that another student request a room change or be forced to change rooms. A student should not attempt to coerce a roommate to request a room change. A student who is unhappy with her/his roommate may request a room change. Approval of such requests is not guaranteed.

NU ROOM SELECTION CALENDAR

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>Special Accommodations appointments begin</td>
</tr>
<tr>
<td>February 16</td>
<td>Theme House Applications available – Office of Residence Life</td>
</tr>
<tr>
<td>February 20</td>
<td>Special Accommodations appointments end</td>
</tr>
<tr>
<td>February 23</td>
<td>Housing Registration Opens – register via MyNU</td>
</tr>
<tr>
<td>February 27</td>
<td>Special Accommodations notifications sent to student</td>
</tr>
<tr>
<td>March 2</td>
<td>Special Accommodations acceptance of assignment due</td>
</tr>
<tr>
<td>March 6</td>
<td>Housing Registration closes at 6:00 p.m.</td>
</tr>
<tr>
<td>March 6</td>
<td>Theme Community applications DUE to the Office of Residence Life by no later than 5:00 p.m.</td>
</tr>
<tr>
<td>March 7–March 15</td>
<td>Residence Halls closed for spring break – halls reopen on March 15 at 12 noon</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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</tr>
<tr>
<td>March 17</td>
<td>Theme Community notifications sent to group leader</td>
</tr>
<tr>
<td>March 20</td>
<td>Theme Community acceptances due to Office of Residence Life</td>
</tr>
<tr>
<td>March 23-27</td>
<td>Theme Community selection of rooms @ Office of Residence Life</td>
</tr>
<tr>
<td>April 7</td>
<td>Lottery Numbers available via MyNU</td>
</tr>
<tr>
<td>April 7</td>
<td>Apartment Applications Available in Office of Residence Life</td>
</tr>
<tr>
<td>April 9</td>
<td>Apartment Applications DUE to the Office of Residence Life by no later than 4:30 p.m.</td>
</tr>
<tr>
<td>April 10</td>
<td>Apartment Notifications posted on Office of Residence Life website</td>
</tr>
<tr>
<td>April 13</td>
<td>Apartment Selection</td>
</tr>
<tr>
<td>April 14</td>
<td>Graduate, Rising Senior and Rising Junior Selections – MPR –please consult the “NU Guide to Room Selection” for selection times</td>
</tr>
<tr>
<td>April 16</td>
<td>Rising Sophomore Selections – MPR – please consult the “NU Guide to Room Selection” for selection times</td>
</tr>
</tbody>
</table>

**Apartment Application Example:** Students will need to complete an apartment application if interested in competing for the apartments

**NU 4-PERSON APARTMENT APPLICATION**

Gender: F

**Group Contact:**
Name (print): Brenda Stone  NUID#: 

E-mail Address:  Cell Phone: 

List the names of all three members of your group. Groups must have four members. All members must be of the same gender and have applied for the housing assignment process. This application is due on APRIL 9, 2015 by 4:30P.M.

<table>
<thead>
<tr>
<th>NUID# / Class year</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Lottery Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>clarkce/rising senior</td>
<td>Caitlin Clark</td>
<td>Caitlin Clark</td>
<td></td>
</tr>
<tr>
<td>alaasorm/rising junior</td>
<td>Rosario Alaaso</td>
<td>Rosario Alaaso</td>
<td></td>
</tr>
<tr>
<td>Stonebj/rising senior</td>
<td>Brenda Stone</td>
<td>Brenda Stone</td>
<td></td>
</tr>
<tr>
<td>Your ID</td>
<td>Your name</td>
<td>Your signature</td>
<td></td>
</tr>
</tbody>
</table>

****A student’s name may only appear once on an application***Students cannot submit multiple applications with their name on it****

This application is due on APRIL 9, 2015 by 4:30P.M.