

RETURNING STUDENT

2012-2013 HOUSING REGISTRATION PROCESS

Thank you for your interest in living on campus in the residence halls for the 2012-2013 academic year. This document is to provide information on the upcoming housing process for the next academic year.

The college will continue with its renovation project of the Bowman complex. The East side of Bowman South is the next area to be renovated. As such, we will not be housing any of the rooms on this side of the building. This will result in a reduction in our bed capacity next year. Thus, we will remain very full and will only have single rooms in the Town Houses. Housing will continue to be awarded utilizing a class-year based lottery system.

Notes:

- **Remember that your Housing License is a full Academic Year License and is binding for both the Fall and Spring semesters.**
- Please remember that there is a Residency Requirement: students who entered in Fall 2011 as first year students must live on campus through to include their sophomore year.
- It is expected that there will be a room rate increase. The specific amount is yet to be determined, but will likely be in the neighborhood of \$100 each semester.
- **A \$50 deposit is required to access the housing process via BearPAWS, payable to the Student Accounts Office in Raymond Hall.**
- Single bedrooms will only be available in 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.

Please print and retain a copy of your BearPAWS Confirmation 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.

IMPORTANT: You must make your \$50 housing deposit with the Student Account's Office in Raymond Hall in order to gain access to the housing selection process in BearPAWS that begins February 17th. You may pay with cash, personal check, or credit card (315-267-2137)—they cannot accept BearExpress. Students w/outstanding debt from previous semesters will not be allowed to go through the process until the debt is paid.

REGISTRATION AND PROCEDURES

Pay your \$50 fall 2012 room deposit at the Student Account's Office, 4th floor, Raymond Hall. (Exemptions: EOP students, RAs, Mentors, student teachers, Mount Emmons' Scholarship Recipients, International Initiative recipients, students on study abroad and national student exchange).

Log on to **BearPAWS** and go to the following links:

- "College Life and Auxiliary Services"
- "Returning Students Housing Preference Selection"
- **Read** and "agree" to the Housing License (you are agreeing to live on campus for both the fall 2012 and spring 2013 semesters).
- Select your housing preference.
- "Submit" your housing preference.
- If you are attempting to live in a Townhouse or Lehman apartment, log back into BearPAWS February 27th to see if your group has been successful (located on the *Suite/Apartment/Townhouse Summary* page). If your group was successful, you will receive an e-mail to select your townhouse/apartment on March 1st in the Draime Main Lounge. Once you have selected your townhouse/apartment, you are done with the housing process.
- Depending on your housing selection at this point, refer to the timetable and instructions to determine when and where you will go to select housing.
- Proxy sign up: If you are unable to attend the housing selection, you need to have your housing selected by proxy (fellow student, RD, RA). Your proxy **must have** your BearPAWS confirmation page.

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. Rooms will be assigned utilizing the housing priority number. Students will be allowed to select housing options in numerical order from lowest to highest within current class year. You will find your housing priority number in BearPAWS on the *Returning Students Review Current Housing Preferences* page beginning February 17, 2012.

RESIDENT ASSISTANT/MENTOR HOUSING SIGN-UP: RAs and Mentors must bring their BearPAWS confirmation page to the Residence Life Office no later than Friday, April 20th. For RAs in suites and townhouses, suitemates' BearPAWS confirmation pages must be turned in **as a set** with the staff member's materials at that time.

SUITES: Suites will be awarded according to the average priority number of those students wishing to constitute a suite. This means that those groups who have completed the necessary housing process in BearPAWS will have priority. Please note, this process **only allows for currently registered students to participate**. If your group has not completed and printed their confirmation pages by March 26th, your group will not be considered. Completed groups can monitor progress/ranking in Bearpaws on the *Suite/Apartment/Townhouse Summary* page.

Students who have not completed the housing process in BearPAWS by March 26th and wish to sign up for a suite, will have an opportunity to select from those remaining (if any) based on the number schedule listed on the Housing Registration Timetable.

All rooms in each suite must be fully occupied in order to claim a suite.

STUDENTS WHO WISH TO SIGN UP FOR THEIR CURRENT ROOM:

The timeframe to select this option in BearPAWS is March 3 – March 29 (11:59am). On March 30, there will be a process ran through the computer that if you have selected this as your preference in BearPAWS, it will automatically assign you to your current room for next year.

This process does not apply to any suites, Townhouses, Lehman Hall Apartments, Bowman West, Bowman East, Bowman South East Side Floors 3-7, Medical Singles, or any converted lounge rooms.

HOUSING REGISTRATION BY CLASS YEAR: This process runs in BearPAWS from March 3rd – April 1st (11:59am) and is for students who wish to sign up for a double room different from where you now reside. Students wishing to sign up for the triples must have 3 students. Actual room selection is on Monday, April 2nd from 3:30 – 6pm Draime Main Lounge: **You must have your printed confirmation page from BearPAWS.**

The table below is an outline of dates when you must register in BearPAWS for the different housing options.

HOUSING TYPE	BEARPAWS PREFERENCE	ROOM ASSIGNMENT
Townhouses and Lehman Apartments	Feb 17 (8:00 am) – Feb 27 (11:59 am)	Feb 28 - View group status in BearPAWS; Mar 1st Group Rep. chooses townhouse/apartment at Draime Main Lounge at 4:00 pm
Suites	Mar 3 (8:00 am) – Mar 26 (11:59 am)	Mar 26 th View group status in BearPAWS; Mar 29th Group Rep.chooses suite at Draime Main Lounge from 4:00 -5:00pm
Current room sign up	Mar 3 (8:00 am) – Mar 29 (11:59am)	April 6 th View Room Assignment
Class year sign up	Mar 3 (8:00 am) – Apr 1 (11:59am)	Apr 2 select room at Draime Main Lounge from 3:30-6:00 pm

GENERAL INFORMATION AND POINTS OF INTEREST

HOUSING DEPOSIT: Prior to accessing the housing process in BearPAWS, you must pay your \$50.00 deposit at the Student Account's Office. You will be denied access to the housing process until you have paid the deposit. Students w/outstanding debt from previous semesters will not be allowed to go through the process until the debt is paid. (Room deposit exemptions: EOP students, RAs, Mentors, student teachers, International Initiative recipients, students on study abroad and national student exchange.) BearPAWS has the ability to recognize that you are not required to pay a deposit. You may pay with cash, personal check, or credit card (315-267-2137)—you cannot pay with BearExpress.

HOUSING PRIORITY NUMBERS: In order to get your priority number, you must first pay your \$50 housing deposit. Once you have deposited, your housing priority number is located on BearPAWS. Listed below is the breakdown by class year. PLEASE NOTE: ONLY CURRENTLY-REGISTERED STUDENTS ARE ASSIGNED A HOUSING PRIORITY NUMBER.

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

HOUSING LICENSE: All students requesting campus housing are required to agree to the full academic year housing license, which is a legally binding agreement. (The only exceptions to the year-long academic commitment are: student teachers leaving the area, study abroad, student exchange, graduates, students that are dismissed, withdrawn or taking a leave of absence.)

HOLDS/JUDICIAL SANCTIONS: You will be denied access to the housing process in BearPAWS if you have holds due to unpaid residence hall damage/key bills. Also, students who have lost their housing priority due to judicial sanctions will select a room at the end of the housing process. 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 and/or suitemates. The Residence Life Office reserves the right to make necessary changes in residents' housing assignments in the event of enrollment changes.

DISPLACED STUDENTS: Those students not allowed to return to their rooms because of programmatic changes are designated as displaced. These students will only retain a priority over other students within their own class year. These students will receive a displaced letter from the Residence Life Office; please bring that letter with you to the housing process.

Current occupant of:	Status of current residents:	2012-2013 Usage:	Action needed:
Bowman South East (3 rd – 7 th floors) range of rooms: 3063-3078 4063-4078 5063-5078 6063-6078 7063-7079	Displaced	Off-line for renovation	Select different housing through the housing process
Knowles Hall South triple rooms (end converted lounges)	Displaced	New student housing and/or return to lounge	Select different housing through the housing process

EXEMPTION FROM HOUSING: If you would like to live off campus next year, you must file an "Exemption/Release from College Housing" form in BearPAWS. It is your responsibility to be sure you are not required to live on campus. Entering freshmen are required to live on campus for 2 years.

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 some sort of meal plan. Specific questions regarding meal plans should be addressed to the PACES Office at 315-267-2658.

STUDENT TEACHERS: If you expect to teach outside the Potsdam area for part of the 2012-2013 academic year and would like a residence hall assignment for a portion of the year, please indicate so in BearPAWS.

ACADEMIC YEAR HOUSING: Academic year housing are facilities that will be open during the entire academic year, to include vacations and breaks (not summer). Students wishing to stay during the times when the halls are closed, should select to live in a hall that is deemed as academic year housing (see below). It should also be noted, that athletes and international students should strongly consider living in an academic year housing building as they often need to be here over breaks.

Academic year housing

Not academic year housing

STUDY INTENSIVE HOUSING: (Knowles South, little West 1st and 2nd floors): This 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.

SUBSTANCE FREE (Bowman Southwest 3rd -6th Floors): This housing is characterized by students of all ages 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 agreement to live by the prescribed standards.

SUSTAINABILITY FLOOR (Bowman Southwest 7th Floor): This housing is characterized by students of all class years who are legitimately interested in living in a more environmentally conscientious way. Students wishing to live in this area must sign an agreement to live by the prescribed standards. To sign up for this area, please come to housing sign-ups on Class Night.

HEALTH/FITNESS HOUSE: Lehman North, House 3 will be home to our newest theme housing. Student who are interested in living with other students in a living environment that is characterized by healthy living. This includes a focus on fitness, nutrition and exercise. Students wishing to live in this area must sign an agreement to live by the prescribed standards. To sign up for this area, please come to housing sign-ups on Class Night (Monday, April 2nd).

MEDICAL SINGLES

(NOTE: Students with medical singles this year must reapply for next year.

SPECIAL NEEDS HOUSING: Medical singles, rooms accessible to physically challenged students, etc., are assigned through the Residence Life Office. Students with special housing needs should submit their requests in writing with supporting documentation to the Residence Life Office. Please note, this process does not exempt you from participating in the housing process. Students with special needs are still required to pay their \$50 room deposit and agree/request housing via their BearPAWS account.

MULTI-PERSON HOUSING ACCOMODATION

SUITES: Traditional 5, 6 and 8-person suites are located in the Lehman complex. Four-person suites without baths are available in Knowles South, and 2-person suites without bath are available in Knowles South. Suites are housed single-sex. Bowman South 2-person suites will be part of the Sustainability floor and can be signed up for on Class Night. Please note: the Bowman and Knowles 2-person suites common rooms will not have furniture provided in them.

TOWNHOUSES: There are 15 five-person units and 36 four-person units – all single occupancy. Students interested in living in the Townhouses will follow a process similar to that of the suites. The successful groups will be those with the lowest group average. This means that those groups who have completed the necessary housing process in BearPAWS will have priority. Students living in the Townhouses this year (2011--2012) must re-apply for 2012-2013.

LEHMAN APARTMENTS: There are 13 four-person apartments in Lehman North, houses 1 & 2. The apartments can be housed co-ed, but still single-sex in each bedroom. Students interested in living in the Apartments will follow a process similar to that of the suites. The successful groups will be those with the lowest group average. This means that those groups who have completed the necessary housing process in BearPAWS will have priority. Students living in the Apartments this year (2011-2012) must re-apply for 2012-2013.

Points of interest relating to the Townhouse/Lehman Apartment process:

- You must have a complete group to be eligible to participate. Because of this, we do not allow changes to a group awarded a townhouse. Beginning May 1st, we will accept a “request” for a change (forms available in Residence Life); however, the group will not know if the change is made until August 1st.
- Townhouses and apartments can be co-ed by bedroom.
- The Townhouse/apartment registration will be completely done on BearPAWS. The process will begin on February 17th at 8:00 am and conclude on February 27th at 11:59 am.
- Successful groups will be notified via e-mail to send one representative to select their Townhouse/apartment on March 1st.
- Students who were not successful in getting a Townhouse or apartment can participate in the balance of the housing process by going back into Bear Paws and selecting another option.
- Students who have not fulfilled the residency requirement (i.e. Freshman and Sophomores) and choose to live in the townhouses or apartments, must have a meal plan.

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