Townhouse and Lehman Apartment Process 2016 – 2017

Selection in BearPaws for either Townhouses or Lehman apartments will be available beginning February 5th at 11:59 am and run daily until February 16th at 11:59 am.

- **TOWNHOUSES**: There are 14 five-person units and 34 four-person units – all single occupancy. 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 (2015-2016) must re-apply for 2016-2017.

- **APARTMENTS**: There are 13 four-person apartments in Lehman North, houses 1 & 2. 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 (2015-2016) must re-apply for 2016-2017.

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

1. Pay you $50 dollar deposit fee on BearPaws. If you have not paid your $50 dollar deposit, please refer to the Registration Procedures on page 4 in the General Housing Instructions before proceeding.

2. Make sure that all people in your group have preferenced the same size and location of housing, as well as having all the correct P numbers.
   * For example: If you want to live in a 5 person Townhouse, all people in your group MUST select a 5 person Townhouse on BearPaws AND have the correct P numbers for all people in the group. If one person selects a 4 person Townhouse and everyone else selects a 5 person Townhouse, it will NOT work.
   * You can change your preference in BearPaws up until it closes @ 11:59am on 2/16.

3. Print your BearPaws preference sheet for EACH member in your group. You should have one sheet for each person.

4. Within 2 days after the Townhouse/Apartment selection turns off on BearPaws, you will receive an email from Residence Life indicating if you were successful or not in your preference process.
   - If successful: You will select 1 -2 people from your group who must report to the Bowman Commons on 2/18 @ 4pm with ALL BearPaws preference sheets (one from each person).
     * NO substitutions will be accepted – only those who are in the group on the BearPaws preference sheet will be allowed to sing up for a Townhouse/Apartment.
   * If someone in your group has not paid their $50 deposit, your group will NOT be considered successful and your group will be unable to select a Townhouse/Apartment.
   - If unsuccessful: Please see email for specific instructions.

5. At selection night on 2/18 @ 4pm, your selected representative(s) from each group will select the actual Townhouse/Apartment your group will live in for 2016 -2017 school year. Representative(s) will be given the Townhouse/Apartment Agreement, which needs to be brought back filled out and signed by ALL members. You MUST bring this signed and filled out sheet to the Office of Residence Life lacoated on the Draime 1st Floor extension by 2/22 @ 4pm. Sheets will indicate which room each member of the group will live in. Failure to submit this form can result in a loss of your Townhouse/Apartment.

http://www.potsdam.edu/studentlife/ResHalls/RoomAssignments.cfm
E-mail address: reslife@potsdam.edu
Thing to remember for the Townhouse/Lehman Apartment process:

- **You must have a complete group to be eligible to participate.**
- Townhouses and apartments can be housed by groups of students of any biological sex, gender, etc.
- You can watch your group’s progress/standing by logging into BearPAWS and viewing the link “Suite/Apartment/Townhouse Summary”. This link displays completed groups in priority number from lowest to highest and is updated once daily at midnight.
- Successful groups will be notified via e-mail to send one representative to select their Townhouse or apartment on February 18th.
- Students who were not successful in getting a Townhouse or apartment can participate in the balance of the housing process by going back into BearPaws 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.