

Room Sign Up 2008

Welcome to Room Sign Up 2008! It is time to begin planning for where you will live next year. For those of you who have been through the room sign up process in the past, there are some major changes in our process this year. Please read the enclosed information so that you will be informed on the process.

Listed below are the steps you will need to complete to obtain a room for next year. All steps must be completed **between now and March 7** in order to be eligible to sign up for a room.

Step 1--Between now and March 7

Make sure your Meningitis and Hepatitis B vaccination information has been received by Student Health Services. You should have received previous communications regarding this. If you need more information on these requirements, please check our website at http://www.housing.usf.edu/vaccination_information.htm.

Step 2--Between February 18 and March 7

Go on-line to <http://myhousing.housing.usf.edu> to apply for housing and list your room and roommate preferences. On the first page, you should click on the link which indicates "I have an active profile on file". You will then be taken to a log-in page where you will use your UID for both your username and password. Once into the system, if you wish to change your password, you may do so by clicking on "update information".

Step 3--Between February 18 and March 7

You will need to pay your \$25 application fee and \$200 prepayment. Once you reach the last page of the application, there is a form you will print out and return with these fees. If you are paying your \$225 by check, it should be sent to our Housing Payment Center at:

USF Housing Payment Center
PO Box 864320
Orlando, FL 32886-4320

If you wish to pay by credit card, you may either bring the form into the Assignment Office (RAR 229) or send it to us at:

4202 E. Fowler Ave., RAR229
Tampa, FL 33620
813-974-5152 (fax)

You will not be able to pay your prepayment and application fee with cash.

Step 4—Between February 18 and March 7

If you wish to retain your same room for next year, you will need to return the enclosed form no later than March 7 indicating this. We will assign you to your same room on March 10 provided your \$200 prepayment and \$25 application fee have been paid and you have been cleared for your Meningitis and Hepatitis B immunizations.

Next steps

On March 11, all students who have completed an on-line application, paid their \$225 prepayment and application fee, received clearance for their Meningitis and Hepatitis B vaccinations, and have NOT requested to be assigned to their same room will be given a random number based on the number of semesters they have lived on campus. Based on your random number, you will be assigned to a designated time when you will come to the Argos Study Lounge to actually pick your room. Room sign-up times will be e-mailed and mailed to you on Monday, March 17 and will take place between Thursday, March 20 and Friday, March 28.

PLEASE NOTE: For those who have gone through room sign-up in the past and brought their prepayment at the same time you are picking your room, this procedure has changed! You will have to make your prepayment and application prior to receiving a room sign up time as indicated in Step 3!

What halls are available?

Listed below are the types of rooms available in each building for upperclass students. **All numbers are approximate and subject to change.**

	Single Spaces	Double Spaces	Type of Housing
Castor Hall	4	350	Traditional
Kosove Hall	78	174	Apartments
Delta Hall		228	Suite-Style
Epsilon Hall		234	Suite-Style
Eta Hall	Wellness only	80	Suite-Style
Kappa Hall*		240	Suite-Style
Maple Hall A		116	Suite-Style
Maple Hall B	Returning BBC only	90	Suite-Style
Cypress A	Honors only	110	Suite-Style
Cypress B		151	Suite-Style
Holly	700		Apartments
Magnolia	476		Apartments
Lambda Hall*	40		Suite-Style
Mu Hall*	120		Suite-Style
Theta Hall	Leadership House	38	Suite-Style
Zeta Hall		80	Suite-Style

* Kappa, Lambda and Mu Halls are not available for same or general room sign-up, however students interested in living in these halls may fill out a waitlist form and will be transferred if it becomes available.

Rules and Regulations

- ◆ **If you are not current in your housing payments**, you will not be able to sign up for a room at this time. Because room sign-up will occur after the Financial Aid Deferment Date as well as after the last installment payment date, you should have a \$0 balance on your housing account. To double check, please check your Oasis account at http://usfweb2.usf.edu/oasis/mainoasis_stu.htm.
- ◆ If you have lived on campus during the summer, these terms **do not count** as a “semester” in your count. The current spring 2008 semester DOES count as a semester.
- ◆ **Meal plan contracts are optional** for continuing students.

Please read the Terms and Conditions of the contract carefully. It is a **binding, two-semester contract** and you should know the terms and conditions prior to signing it. Please be aware of and pay attention to the terms, conditions, and deadline dates included in the contract. **If you have any questions**, feel free to contact Housing & Residential Education at 974-0001.

How much will it cost to live on campus?

Although the rates have not yet been approved by the Board of Trustees, listed below are the rates which have been recommended and which we expect to have approved. If any change of rates takes place, you will be promptly notified in writing.

Residence Hall	Annual	Semester	Monthly	Style
Beta Hall	\$3,820	\$1,910	\$477.50	Traditional
Castor Hall Double	\$3,820	\$1,910	\$477.50	Traditional
Castor Hall Single	\$5,460	\$2,730	\$682.50	Traditional
Cypress Hall	\$4,216	\$2,108	\$527.00	Suite
Cypress Apartments	\$5,928	\$2,964	\$741.00	Apartment
Delta Hall	\$3,748	\$1,874	\$468.50	Suite
Epsilon Hall	\$3,748	\$1,874	\$468.50	Suite
Eta Hall	\$3,748	\$1,874	\$468.50	Suite
Holly Apartments	\$5,792	\$2,896	\$724.00	Apartment
Iota Hall	\$5,460	\$2,730	\$682.50	Suite
Kappa Hall	\$3,748	\$1,874	\$468.50	Suite
Kosove Apartments Double	\$4,444	\$2,222	\$555.50	Apartment
Kosove Apartments Single	\$5,840	\$2,920	\$730.00	Apartment
Lambda Hall	\$5,460	\$2,730	\$682.50	Suite
Magnolia Apartments - Family	\$9,000	N/A	\$1,000	Apartment
Magnolia Apartments Housing Agreement	\$6,813	N/A	\$757.00	Apartment
Magnolia Apartments - Student Housing Contract	\$6,090	\$3,045	\$761.25	Apartment
Maple Hall	\$4,060	\$2,030	\$507.50	Suite
Mu Hall	\$5,460	\$2,730	\$682.50	Suite
Theta Hall	\$5,460	\$2,730	\$682.50	Suite
Zeta Hall	\$3,748	\$1,874	\$468.50	Suite

*Magnolia Buildings A and C are reserved for students over 21 only who will complete a Magnolia Apartments Agreement. Magnolia G is reserved for families who will also sign a Magnolia Apartments Agreement. The Magnolia agreement will be valid from August 17 through May 9 and students will be billed for 9 equal payments (four in the fall and five in the spring). All other students may live in Magnolia B, D, E, or F where they will sign a Student Housing contract valid from August 20-December 13 and January 3-May 2. These students will be billed for 8 months of charges.

Commonly Asked Questions

What if I cannot attend room sign up at the time I am supposed to?

If you cannot attend, you may send a proxy in your place. However, they must come with the enclosed signed proxy form. Without written permission, your proxy will be unable to sign up for you.

If you are unable or uncomfortable sending a proxy to sign up for your room, you may sign up at a make up time after your designated time. Make up times will be announced when your sign up number and time are sent to you.

Exceptions to these times will be made only for students who have by-passed their sign up time to come in with a preferred roommate/suitemate/apartment mate of their choice with a later sign-up time. In these cases we will allow you to go through with your preferred roommate but you must sign up for the same room/suite/or apartment.

If you are planning to sign up for your same room, make sure you do so prior to March 7. Students coming in after that time will need to come back during their designated sign up time based on the number of semesters they have lived on campus. If their room is still available at this time they may sign up to live there again.

What if I don't get the room I want?

You may sign up on a wait list. Many rooms open over the course of the summer as students change their mind about their living situation or about attending USF. Obviously we can't guarantee that if you sign up on the wait list you will get the type of room you hope for. However, last year, most students who signed up on a wait list prior to May 1 were reassigned into the room of their choice prior to school starting in August. So, don't be discouraged if you don't get the room you hope for during room sign-up.

I would like to apply to live in one of the Living Learning Communities next year. What should I do?

- **Leadership House--Theta**
Contact Leslie Page, Andros II Residence Life Coordinator, in the Andros Center (RAN 120) prior to March 7 to arrange for an interview. Leslie will communicate to our office those students who are allowed to return to the Leadership House. When you come during your room sign up time you will be able to sign up to live in Theta only if you have received approval from Leslie.
- **Wellness Hall—Eta**
Fill out the application at http://www.housing.usf.edu/forms/wellness_application.pdf and bring it with you to your room sign up time. As long as we receive your application/agreement, you will be able to sign up to live in Eta.
- **Honors Hall—Cypress A**
We will receive information from the Honors College prior to Room Sign up regarding who is an Honors Student. As long as you are indicated as an Honors Student, you will be able to sign up for Cypress A. No special application is needed.

- **Bulls Business Community**

Fill out the application at <http://www.coba.usf.edu/network/BBCApplication.pdf> and return it to Katie Elverson, BSN 3403 no later than Friday, March 7. Katie will communicate acceptances and room assignments to our office so once you are accepted into the BBC, you will not need to come through room sign-up.

I would like to live in Magnolia next year. How can I do this?

If you are under 21 years of age, you must complete the Student Housing Contract and sign up for Magnolia when you come to room sign up. You will need to sign up for Buildings B, D, E, or F. If you are over 21, you may complete either the Student Housing Contract and be placed in Buildings B, D, E, or F or complete a Magnolia Lease Agreement to be placed in Buildings A or C. Students on a Student Housing Contract (Buildings B, D, E, or F) will be charged for 8 months of payment and will not have housing provided over the winter break. Students on a Magnolia Lease Agreement (Buildings A, C, or G) will be charged for 9 months of payments.

What if I sign up for a room but decide later I don't want to live on campus?

The contract you will sign is a two-semester binding contract.

However, you do have an opportunity to cancel your contract prior to the start of school. The following cancellation charges will be assessed for cancellation according to the following dates:

Cancellations received before June 1, 2008	no cancellation charge assessed
Cancellations received between June 1 and July 1, 2008	\$100 cancellation charge assessed
Cancellations received between July 1, 2008 and August 20, 2008	\$200 cancellation charge assessed

I am supposed to sign up for my room between 1 p.m. and 1:30p.m. Do I need to stand in line ahead of time?

No! There will be a certain number of people who are told to come at the same time you are. We will start promptly at the beginning of the ½ hour with the first person on the list for that time period and will go through in order. If all goes as planned you should be out by the end of the ½ hour you have been given. Coming early will not help you because we will not call you name until the beginning of your scheduled time. However, you should be on time because we will start promptly on the half-hour and move quickly through the assigned numbers.

Amy has lived on campus 5 semesters and Julie has lived on campus 2 semesters and they wish to room together. Is this possible?

There are two options for you.

Option 1—preferred option: Amy should wait and come to room-sign up with Julie during Julie's time. They can both go through at this time and see exactly what is open to accommodate them together. They can sign up together in a room, apartment, or suite.

Option 2: Amy can come at her regular time and ask for Julie to be "penciled in" to the space. We will do our best to steer people away from this space. However, if a student comes and requests this space (usually happens when there are no other spaces left in the building), we will erase the penciled in person and give the room away. At this point, Amy cannot go back through room sign up with Julie as you can

only go through the process once. They would need to get on a wait list to try and facilitate a move to a space together. People often get “erased” from Kosove or Maple. Therefore we strongly encourage you to use option 1 if you are trying to sign up for one of those buildings.

I went through room sign up and got a room but now I want to change it. Can I go though again?

No, sorry, you can only go through room sign up once. If you wish to make a change after choosing your room you will need to fill out a wait list form and submit it to the Assignment Office. We will do our best to accommodate your request after the room sign up process is finished but not before.

I am planning to live in Greek Housing next year. Do I go through this process to sign up for that?

No, you will receive instructions from your organization about signing up for Greek Housing sometime in March.

Can I sign up for summer-school housing during this time?

No, sign up for summer school housing will take place after spring break. You will receive information in your mailbox when you return from spring break about the dates to sign up. The buildings which will be open for the summer will be Kosove, Holly and Maple. If you are living in one of these buildings next fall, you will likely be able to sign up for the same room for the summer if you do so during the designated sign up times.

Same Room Sign-Up Form

Name of Student: _____

UID _____ Current Hall and Room _____

I wish to retain my same room for the 2008-2009 school year. I understand I must complete the following requirements no later than March 7 or I will not be reassigned to my same room:

- Submit my on-line application at <http://myhousing.housing.usf.edu>
- Submit my \$225 prepayment and application fee by following the directions at www.housing.usf.edu/forms/contract_complete.pdf
- Submit my Meningitis and Hepatitis B information to Student Health Services. See http://www.housing.usf.edu/vaccination_information.htm for more information.

Signed _____ Date: _____

Return to Argos (RAR) 229 or 813-974-5152 (fax)

Room Sign up Proxy Form

Name of Student _____

UID: _____ Current Hall & Room _____

I am designating _____, UID _____,
to serve as my proxy.

As my proxy for room sign up for the 2008-2009 Student Housing contract, he/she is allowed to pick my room for me at my designated sign-up time. I understand that I must have made all appropriate payments, submitted my meningitis and hepatitis information and be current on my housing payments in order for my proxy to sign me up for a room.

Signed _____ Date _____