Housing & Dining Programs
2013-2014 Room Selection Guide

** Rising sophomores are defined as having lived on-campus for three or fewer semesters, including Spring 2013*
** Rising juniors and seniors are defined as having lived on-campus for four to seven semesters, including Spring 2013*

Dates to Highlight:	Housing Applications Due….	Feb 1
	Room Selection Dates……	Feb 21, 22, 26-28

Important Information

The Housing Lottery is how ***current residence hall students*** select on-campus housing for the 2013-2014 academic year. **Please carefully read all information in this guide.** If you have any questions, please contact your Resident Director or Housing & Dining Programs at 202-885-3370 or e-mail roomselection@american.edu.

There are two required steps to the 2013-2014 Room Selection Process:

Step 1: Complete the Online Housing Application and Housing License Agreement at https://american-residence.symplicity.com by Friday, February 1, 2013 at 5:00pm (EST) – *No exceptions*

Step 2: Select a space (in person or by proxy) during the Housing Lottery between Thursday, February 21 and Thursday, February 28, 2013 (see schedule on pages 10-11)

IMPORTANT NOTE: Students who do not complete *both* steps of the room selection process will not be assigned housing and may request to be place on the housing waitlist. Being placed on the waitlist does not guarantee housing. If you request to be placed on the waitlist, you will be notified in July if space becomes available.

Application Deadlines:

What	When	Where
Online Housing Application Due ***Note:*** All students must complete an application to participate in the Housing Lottery.	Friday, February 1, 2013 at 5:00pm(EST) – *No exceptions*	https://american-residence.symplicity.com
Residential Community Cluster Applications Due (Please note that no application is required for other Living Learning Communities)	Friday, February 1, 2013 at 5:00pm(EST)	www.american.edu/llc

Important Process Dates:

What	When	Where
Room Selection Information Sessions Two info session options (same content at each)	Thursday, January 17, 2013 - 6:30pm Wednesday, January 23, 2013 - 6:30pm	Letts Formal Lounge McDowell Formal Lounge
Off campus Housing Fair	Wednesday, January 30, 2013 4-6pm	MGC University Club
Housing Lottery Numbers sent via email	Friday, February 8, 2013	Student.American.edu Email Address
Housing Lottery Information Session	Tuesday, February 12, 2013 – 5pm	Letts Formal Lounge
Please see page 10-11 for Housing Lottery schedule occurring February 21 & 22, 26-28		

Housing and Meal Plan Rates

Housing Rates for the 2013-2014 Academic year*

$3,498/semester	$4,733/semester	$4,969/semester	$5,157/semester	$5,217/semester
Anderson triple **Clark** triple **Hughes** triple **Leonard** triple **Letts** triple **McDowell** triple **Roper** triple	**Anderson** double **Clark** double **Hughes** double **Leonard** double **Letts** double **McDowell** double **Roper** double	**Centennial** double	**Cassell** ** double **Nebraska** double	**Berkshire** Studio double
$5,796/semester	**$5,991/semester**	**$6,228/semester**	**$6,666/semester**	**$6,993/semester**
Berkshire Small One-Bedroom double	**Anderson** single **Clark** single **Hughes** single **Leonard** single **Letts** single **McDowell** single **Roper** single	**Cassell**** single **Centennial** single **Nebraska** single	**Berkshire** Med/Large One **Bedroom** double	**Centennial** single with private bath

* Rates are tentative pending Board of Trustee approval to take place February 2013
**New Residence Hall located on north side of campus

2013-2014 Meal Plan Rates**

** The rates listed below are for the 2012-2013 academic year. The housing rates and meal plan rates for 2013-2014 academic year will be decided by the Board of Trustees in late February 2013 and posted to the Housing and Dining Programs website. Rates can be expected to increase from 3%-5%.

Meal Plan Requirements:
First and second semester residents are required to enroll in a meal plan at or above the 150 Block Plan.

Third and fourth semester residents are required to enroll in a meal plan at or above the 75 Block Plan.

You may select a meal plan during the online housing application process or via the student portal by June 28, 2013. If a meal plan is not selected, you will be assigned the minimum plan required. Nebraska Hall and Berkshire Apartment residents are not required to select a meal plan.

75 Block Meal Plan	$1,443/semester
100 Block Meal Plan	$1,714/semester
150 Block Meal Plan	$2,307/semester
175 Block Meal Plan	$2,437/semester
200 Block Meal Plan	$2,521/semester
Super Plan	$2,895/semester
All above meal plans include $200 of EagleBucks and $200 of Dining Dollars.	

Room Selection Process Policies

- The Online Housing Application must completed by Friday, February 1, 2013 at 5:00 pm EST (no exceptions). The application is located at **https://american-residence.symplicity.com**. **Please note:** All communications regarding Room Selection will be sent to the AU student email account. Please check this email regularly during the process.

- **A rising Junior** and/or **Senior** is defined as a student who has lived on campus for four to seven semesters, including Spring 2013. A semester abroad is considered as one semester of on-campus housing. This includes new transfer students. Residence hall space will be available to a maximum of 500 rising juniors and seniors via the Housing Lottery. Once those spaces are filled, any remaining juniors and seniors will be placed on a waitlist.

- **A rising Sophomore** is defined as a student that has lived on campus for three or fewer semesters, including Spring 2013. This includes new transfer students. Housing is guaranteed for rising sophomores who meet all selection deadlines.

- Students with eight or more semesters of campus residency are not eligible to participate in the Housing Lottery.

- Only students who are currently living on-campus or in university provided off-campus housing at the Berkshire Apartments may participate in the Housing Lottery. Students who are currently studying abroad and lived in campus housing during the semester prior to studying abroad are also eligible to participate in this process.

- Students who have had a break in university provided housing are not eligible to participate in the Housing Lottery.

- For assignment to Berkshire Apartments, Cassell, Centennial, Nebraska, Roper halls or McDowell hall suites, students may select a roommate(s) regardless of sex or gender. Students who wish to request an accommodation due to gender identity or expression should contact Housing & Dining Programs or the Center for Diversity and Inclusion (CDI) prior to the housing application deadline.

- Residents for **Cassell** and **Nebraska** halls will not be eligible for early arrival and cannot arrive before Saturday, August 24th contingent on construction schedule.

- Students who would like to request housing accommodations based on a disability should contact Disability Support Services (dss@american.edu; 202-885-3315), or go to www.american.edu/dss for information in advance of the housing application deadline. *All requests must be initiated through Disability Support Services and not through Housing & Dining Programs. Students requesting accommodation must still submit the housing application by February 1, 2013 at 5:00pm.*

- Rising sophomores who participate in the room selection process without a roommate group will meet with the assignments team to provide housing preferences for up to three buildings on Thursday, February 28th. The assignments team will use these preferences to make a housing assignment and a roommate match, likely after the Room Selection Process is complete. Some residents will be paired with a visiting international student.

- **Requests for room/assignment changes will not be reviewed until after the first two weeks of classes in September 2013.**

- The University reserves the rights to reassign and/or consolidate spaces when necessary.

- **Students who participate in the Housing Lottery by selecting a space in the process and then cancel for any non-qualified reason will be subject to a minimum $500 termination fee. After July 1, 2013, the termination fee will increase according to the schedule outlined in section 10 of the Housing License Agreement.**

- Students who study abroad in Fall 2013 are guaranteed housing for the Spring 2014 semester provided that all application deadlines are met in October 2013.

- **Housing Lottery Tickets and class standing WILL be validated upon entry to the Housing Lottery. Please Note:** Students found violating the Student Code of Conduct, which includes "dishonesty; misrepresentation; fraud; forgery; or knowingly using false information, documents, or instruments of identification", during the Housing Lottery and application process will forfeit their place in the process and will be subject to the Student Conduct process.

- **Please note that starting August 1, 2013 American University will be tobacco free.**

Housing Options

The residence halls eligible for selection by each student will be based on the number of semesters in campus housing as noted on page 3, not by academic class standing. Please note that Leonard hall and traditional double spaces in Anderson hall will not be available in this process for the 2013-2014 academic year.

Anderson Hall

Anderson is a traditional residence hall with corridor-style rooms and shared hall bathrooms. Rising juniors and seniors will be able to select single occupancy rooms.

Berkshire Apartments

Studio and one-bedroom, small and medium/large sized, apartments are available in university-leased spaces at the Berkshire Apartments. All apartments are two person occupancy (no single occupancy). Rising juniors and seniors may select spaces in the Berkshire Apartments. **Please note: Basic furniture, cable and internet will be provided.**

Cassell Hall (*please see note)

Cassell hall is a suite-style living environment with two or three double occupancy rooms per suite with a private bath. Rising sophomores may select from the 2nd-4th floors; rising juniors and seniors may select from the 6th-8th floors. *Please note: There are only 351 available spaces in Cassell Hall. Due to the construction of Cassell hall, 2012-2013 academic year residents of McDowell and Leonard will have first priority to select Cassell hall in this process. McDowell/Leonard residents may not pull in other students during the priority selection time.*

Centennial Hall

Centennial Hall is a suite-style living environment with double occupancy rooms joined by a semi-private bath. This will be an exclusively sophomore residence hall for the 2013-2014 academic year. *Please note: Generally, 1,500 rising sophomores participate in the Housing Lottery and there are only 393 available spaces in Centennial Hall.*

Clark Hall

Clark is a traditional residence hall with corridor-style rooms and shared hall bathrooms. This option is available to returning students (rising sophomore, junior and senior students) participating in the Health & Wellness Living Learning Community. Please see page 6 for further details on this community.

McDowell Hall

McDowell is a traditional residence hall with corridor-style rooms and shared hall bathrooms. This option is available to rising sophomores. Junior and senior students will be able to select on the 7th floor. The 2nd floor will be designated all-female housing community. The hall also features Residential Community Clusters in suite style living with shared ensuite bath (McDowell suites are reserved for Residential Community Cluster applicants only; see page 5 for more details).

Nebraska Hall Apartments (*please see note)

Nebraska features a mixture of two, three and four-person apartments, with the majority of bedrooms being single occupancy. This option is available to rising juniors and seniors only, selecting as a group or as individuals. *Please note: Generally 400+ rising juniors and seniors participate in the housing lottery and there are only 260 available spaces in Nebraska Hall. Due to the construction on Nebraska hall, 2012-2013 academic year residents of Nebraska will have first priority to select Nebraska hall in this process. Nebraska residents may not pull in other students during the priority selection time.*

Roper Hall

Roper is a traditional residence hall with corridor-style rooms and shared hall bathrooms. This option is available to returning students (rising sophomore, junior and senior students) participating in the Social Justice Living Learning Community. Please see page 6 for further details on this community.

***A note for residents selecting Cassell Hall suites or Nebraska Hall apartments in the new expansion:**
You are selecting a space that is currently under construction. This may have some implications for the fall semester that could include one or more of the following: inability to request early arrival in August, delay in moving in or assignment to a temporary space until construction is complete, intermittent outages or facility limitations related to water, power, internet, air conditioning, etc., delays in furniture installation in rooms and/or common areas, and/or frequent requests for access to your living unit by university personnel or project contractors/management. By selecting a space in one of these newly constructed facilities, you are agreeing to these (and other) possible conditions/inconveniences during the fall 2013 semester.

Housing Options (*continued*)

Single Rooms

Limited single rooms are available for returning students in Anderson, Centennial, Hughes, McDowell and Cassell halls and will be assigned on a first-come, first-assigned basis in the Housing Lottery.

Living Learning Communities (LLC)

American University offers a number of special living environments known as Living Learning Communities (LLCs). LLCs are cohorts of students that live together and explore a common interest or academic pursuit. Some include required courses that students must take and others are organized around a theme or community interest that students wish to learn more about. Admittance to the programs varies based on their individual requirements. To find out more about these programs and their application requirements, visit www.american.edu/llc. Contact Ryan Anderson, Assistant Director of Learning Communities and Assessment, at randerso@american.edu with any questions. There are four communities open to returning students:

Residential Community Clusters (RCC)

An RCC is a living and learning environment created and implemented by students based on a shared theme, purpose or partnership. RCCs are completely student driven; thus, the community can take a number of different forms based on community goals and interests. They can be community-service based, support an exploration of diverse themes and experiences, or focus on a common interest, academic or intellectual pursuit. Residential Community Clusters are available to all students and will be located in McDowell Hall suites.

Students interested in creating or participating in a Residential Community Cluster must complete an application on our website at www.american.edu/llc by Friday, February 1, 2013 at 5:00pm in addition to the housing application due on Friday, February 1, 2013 at 5:00pm. Once accepted into the RCC, students will select their rooms during the LLC room selection day on Thursday, February 21, 2013.

Honors Program Community

The Honors Community is located in Hughes Hall. Students wishing to select Honors Community housing in Hughes Hall may do so during the LLC room selection process on Thursday, February 21, 2013 or select the room during any of the subsequent room selection dates. Students selecting Hughes during the LLC selection on February 21st must use the lottery number of the Honors Program student if your intended roommate is non-Honors.

In Hughes halls, **at least half** of the students in the room must be Honors. Honors Program *"phantom credits"* used for registration purposes are not counted as a part room selection process.

Social Justice Living Learning Community

The Social Justice Living Learning Community is designed for students interested in better understanding and practicing social justice, and will be located in Roper Hall for the 2013-2014 academic year. In partnership with various campus departments including Student Activities, GLBTA Resource Center, Women's Resource Center, Multicultural Affairs, Kay Spiritual Life Center, the Center for Community Service and Engagement, and International Student & Scholar Services, students will have the opportunity to engage in a wide variety of experiences on the topics of civil rights, women's rights, GLBT rights, and other social justice movements. Some of the activities include:

- Special guest speakers
- Trips to historic Washington, DC sites
- Social justice skill building sessions
- Faculty/staff-led discussions on current events and trends relating to social justice
- The opportunity to meet AU Alumni working in different movements

This opportunity is designed to introduce students to live, learn, and explore social activism as a tool to create change. This will be an open gender housing community, providing the option for students to live with the roommate with whom they are most comfortable without consideration to the individual's sex, gender or gender expression. This community will be open to both new and returning students of all majors. To live in the Social Justice Living Learning Community complete the housing application due on Friday, February 1, 2013 at 5:00pm. Students will select their rooms during the LLC room selection day on Thursday, February 21, 2013.

Health & Wellness Living Learning Community

The Health & Wellness Living Learning Community is for students who are interested in living in an environment that encourages and promotes the development and maintenance of a healthy body and promotes healthy lifestyle choices. Residents in this community will agree to refrain from the use of alcohol, tobacco, and illegal drugs and the misuse of prescription drugs. They also agree that they will not return to their community intoxicated or host guests that are under the influence of alcohol or drugs. Residents will be able to participate in educational strategies that promote healthy living while in college. Residents in this community would be asked to agree to terms and conditions for living within the community which support these expectations of each other. This community will be open to both new and returning students of all majors. The Health & Wellness Living Learning Community will be housed in Clark Hall in the 2013-2014 academic year. To live in the Health & Wellness Living Learning Community complete the housing application due on Friday, February 1, 2013 at 5:00pm. Students will select their rooms during the LLC room selection day on Thursday, February 21, 2013.

Step One: Complete the Online Housing Application

Deadline is Friday, February 1, 2013 at 5:00pm(EST)

To participate in any phase of the Housing Lottery, you MUST first complete the Online Housing Application. **The deadline to submit the application is Friday, February 1, 2013 at 5:00pm EST – There will be no exceptions to this deadline.**

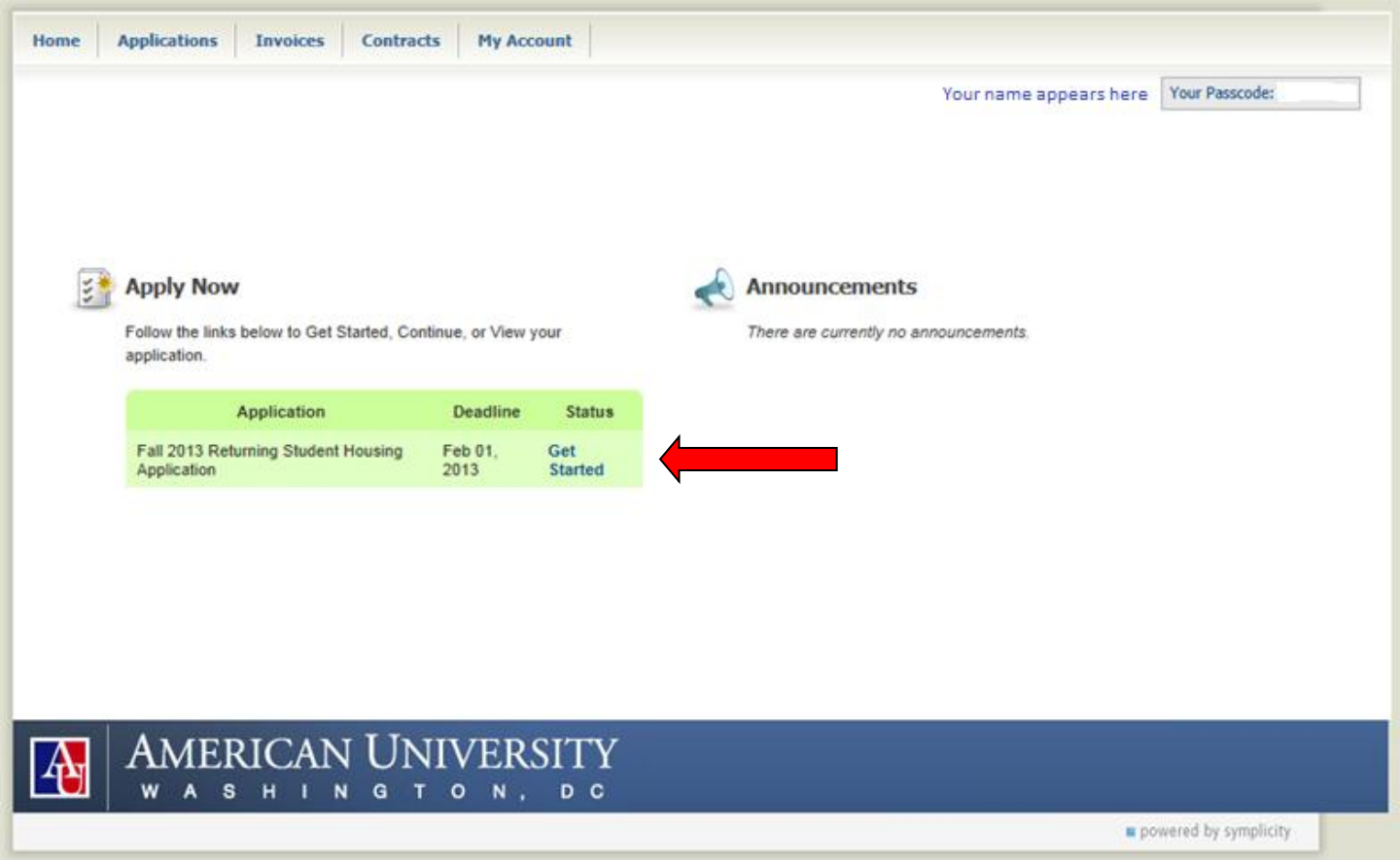
By following these steps you are agreeing to the terms of the 2013-2014 Housing License Agreement upon selecting a room.

Follow these steps to complete your Online Housing Application:

1. Log on to **https://american-residence.symplicity.com** using your AU log-in and password.
2. Review all of the information provided. All spaces must be filled out completely.
3. Review and Agree to the Terms and Conditions.
4. Select a meal plan (students not required to have a meal plan may opt out)
5. Click "submit" to complete the application process. Once you submit your application you will not be able to go back and make any changes.

You will receive a confirmation email indicating we have received your application. **This email is not a confirmation that you will have a space; it is only confirmation that you have completed an application for housing.** Please contact Housing & Dining Programs if you have any questions or concerns submitting the application. (roomselection@american.edu 202-885-3370).

Home page of Application:



Step Two: The Housing Lottery Process

Once you have completed the Online Housing Application, you will:

- Receive a computer-generated random lottery number on **Friday, February 8, 2013** via email. This email serves as your **Housing Lottery Ticket**. **You must print this ticket and bring it with you** to your designated Housing Lottery date and time (see schedule on page 10 and 11).

- Select a space in order of your lottery number during your designated date and time (see page 10 and 11); Lower lottery numbers mean higher priority. *Example: Mary and Gina would like to live together. Mary has number 22; Gina has number 1,172. Mary and Gina will select during Mary's designated time.* Rising sophomores selecting without a roommate will meet with assignments team to determine their housing options.

- Select a room at any later time period if you miss the designated selection window. Rising juniors and seniors should keep in mind that there are only 500 spaces available and missing their selection time may mean that housing may not be available.

- Be able to select as a group. We recommend that all group members attend the Housing Lottery if possible, and have contingency plans ready. Your group designation will determine where you are eligible to select housing (see pages 4-6).

- Select in groups of two/three/four, or for a single occupancy room. Students signing up without a roommate agree to being consolidated, or assigned a random roommate or a visiting international student. ***You should keep several options in mind in case your first preference is unavailable, or you have to split from a group of three/four, to form groups of two.***

- Have the option to designate someone to serve as a proxy (see below) if you are unable to attend during your designated selection time.

What do I need to bring with me to the Housing Lottery?

Lottery Tickets and class standing WILL be validated upon entry into the Housing Lottery. **Every individual must bring the following items:**

- Your American University ID Card (do not bring AU ID cards for other students, just your own)
- Pre-Printed Lottery Tickets for all members of your group

How can someone select a space on my behalf as a "proxy"?

- All students, including those currently abroad, must complete the Online Housing Application at www.american.edu/roomselection by Friday, February 1, 2013 at 5:00pm. Students will receive a Lottery Ticket via e-mail on Friday, February 8, 2013.

- Students who are unable to participate in person during the Housing Lottery (e.g., studying abroad, conflicting class), can designate either a Housing & Dining Programs staff member or another student to serve as proxy. To designate a proxy, complete the proxy form at www.american.edu/roomselection 24 hours prior to your room selection time.

  Student Proxy:
  Your proxy should print and present *your* Lottery Ticket and *their* AU ID card (not the AUID of the student that is unable to attend) during the designated selection time.

  Housing & Dining Proxy:
  A staff member will participate in the Housing Lottery on your behalf during your designated selection time, using the building preferences you indicate on the proxy form.

Selecting a Space as an Individual or with Roommate(s)

Individuals selecting a space without a roommate

- Individuals selecting a space without a roommate will meet with an assignments team member to determine their top three building preferences (see pages 4-6). You may select a double room with the intention of living with a visiting international student. If you are interested in this option, please communicate that when you come to select a room on your designated date and time.

Groups of two or more

- Students selecting a room with one or more individuals will choose a space during the designated time of the individual with the lowest Lottery Ticket number.

- All group members may attend the Housing Lottery, but they are not required to do so. **As long as one of the group members has all the printed Lottery Tickets, he/she may select a room, apartment or suite for the group.**

- If there are no more rooms available for your entire group, the person representing your group will have to select a different space for your group members, based on Lottery Ticket numbers. If your group has to split, this may affect the date and time when you are eligible to select a space. **You should have contingency plans in the event you first preference is unavailable.** This includes the possibility of splitting up into smaller groups or as individuals.

  Example:
  Mary, (who has the lowest number), Gina, Kristin and Katie want to live together in a 4-person apartment in Nebraska. They are all current residents of Centennial hall. Only Mary and Gina attend the actual Room Selection event, but have Kristin and Katie's lottery numbers and proxy applications. There are no more 4 bedrooms available once it is time for them to select. However, there are two separate 2-bedroom apartments available in Nebraska. Mary and Gina sign up to live in one of them and have communicated to Kristin and Katie that they will need to sign up during Kristin and Katie's designated lottery time to select an apartment. Mary and Gina do not need to bring Kristin and Katie's AU ID cards with them.

Individuals who are Currently Studying Abroad

- If you are currently abroad, you MUST apply for housing by Friday, February 1, 2013 at 5:00pm(EST). The steps that you should follow are as follows:

  1. Complete the Online Housing Application at **https://american-residence.symplicity.com** by Friday, February 1, 2013 at 5:00pm(EST).

  2. Check your AU e-mail on Friday, February 8, 2013 to receive your Lottery Ticket.

  3. Students who are currently abroad will need to designate either a Housing & Dining Programs staff member or another student to serve as proxy. To designate a proxy, complete the proxy form at www.american.edu/roomselection.

  4. Forward the Lottery Ticket to your intended roommate(s). As the student abroad, if you have the lowest number in your group, the group may select a space using your lottery number, which will be validated upon entry to the Housing Lottery. Your intended roommate should print and bring the abroad student's Lottery Ticket to the Housing Lottery.

  5. Communicate your housing preferences to your intended roommate(s), so that they can select a space for you during the Housing Lottery (see schedule on page 10)

Housing Lottery Dates and Times

You should arrive at the start time listed below based on your lottery number*.
There will be a maximum of 500 spaces available for rising juniors and seniors.

THURSDAY, FEBRUARY 21, 2013

~LETTS FORMAL LOUNGE ~

Students eligible to select today are:

- Interested in participating in the Residential Community Clusters (RCCs) located in McDowell hall
- Interested in participating in the Social Justice Community LLC located in Roper Hall
- Interested in participating in the Health & Wellness LLC located in Clark hall
- Honors students who are interested in living in Hughes Hall
- Current Fall 2012/Spring 2013 Nebraska Residents selecting only Nebraska hall**
- Current Fall 2012/Spring 2013 McDowell & Leonard Residents selecting only Cassell Hall***

Lottery Number*	Student Population	Time
1 - 600	Honors, LLCs and RCCs residents	10:00am
601 - 1200		11:00am
1200+		12 noon
1-200	Fall 2012/Spring 2013 Nebraska Residents selecting only Nebraska Hall** Fall 2012/Spring 2013 McDowell & Leonard Residents selecting only Cassell Hall***	1:00pm
201-450		2:00pm
451-800		3:00pm

FRIDAY, FEBRUARY 22, 2013

~LETTS FORMAL LOUNGE ~

Students eligible to select today are:

- Rising junior and senior students
- Mixed group of students wishing to live together: rising juniors, seniors and sophomores

Lottery Number*	Student Population	Time
1-200	All rising junior and seniors may select spaces in Nebraska, Cassell, McDowell halls or the Berkshire Apartments or Anderson singles	10:00am
201-450		11:00am
451-800		12 noon
1-200	Mixed roommate groups: rising juniors, seniors and sophomores	1:00pm
201-450		2:00pm
451-800		3:00pm

Please note that class status is determined by the number of semesters in residence at American University.

*Range of lottery numbers subject to change depending on the number of housing applications submitted
** Nebraska residents may not pull in other students during this selection period.
*** McDowell/Leonard residents may not pull in other students during this selection period.

Housing Lottery Dates and Times continued…

You should arrive at the start time listed below based on your lottery number*.

TUESDAY, FEBRUARY 26, 2013

~McDOWELL FORMAL LOUNGE ~

Students eligible to select today are:

- Rising sophomore students in completed roommate pairs/groups or interested in a single assignment

Lottery Number*	Student Population	Time
801-830	Rising sophomore students in completed roommate pairs/groups or interested in a single assignment (Students who have lived on campus for 3 or fewer semesters)	10:00am
831-860		12 noon
861-910		1:00pm
911-960		2:00pm
961-1030		3:00pm
1031-1115		4:00pm

WEDNESDAY, FEBRUARY 27, 2013

~McDOWELL FORMAL LOUNGE ~

Students eligible to select today are:

- Rising sophomore students in completed roommate pairs/groups or interested in a single assignment

Lottery Number*	Student Population	Time
1116-1200	Rising sophomore first year students in roommate pairs or interested in a single assignment (Students who have lived on campus for 3 or fewer semesters)	10:00am
1201 - 1300		11:00am
1301 - 1400		12 noon
1401 - 1500		1:00pm
1501 - 1600		2:00pm
1601 +		3:00pm

THURSDAY, FEBRUARY 28, 2013

~McDOWELL FORMAL LOUNGE ~

Students eligible to select today are:

- Rising sophomore students who do not have a roommate preference and are not interested in selecting a single occupancy assignment.

Lottery Number*	Student Population	Time
1 - 600	Rising sophomore students who do not have a roommate preference (Students who have lived on campus for 1 or 2 semesters who are selecting as individuals)	10:00am
601 - 1200		11:00am
1200+		12 noon

Please note that class status is determined by the number of semesters in residence at American University.

*Range of lottery numbers subject to change depending on the number of housing applications submitted