

TRINITY UNIVERSITY

ROOM RESERVATION PROCESS

2009 – 2010

The room reservation process is about to begin for the **Sophomore College!** The purpose of the Sophomore College is to maintain the momentum and community of the first year area while furthering the identity of the class of 2012. Designed by Trinity's *Upperclass Task Force*, the program aims to address the needs of rising sophomores including issues such as, choice of major, identity, values, and campus involvement. The Sophomore College will be in North, Prassel, and Thomas halls. Current first year students will use a lottery system to determine the order in which they will reserve rooms.



GUIDELINES:

- **No single rooms** can be reserved during the room reservation process. The Residential Life Office will establish a single room waiting list beginning September 1, 2009, provided space is available.
- Only currently enrolled students with deposits on file are permitted to reserve rooms.
- Students who have not paid room deposits will NOT be allowed to register for classes for the Fall 2009 term.
- Room reservation priority goes to students with roommates. **Students must have a roommate in order to sign up during the process.** Students without roommates will sign-up for housing on Friday, April 3 at the Witt Center.
- Once students have reserved a room they may not return to change their requests.
- After sign up is complete, if either roommate cancels his/her room reservation for the 2009-2010 academic year, a random roommate will be assigned over the summer.
- **Students do not need to miss class to reserve a room!** Suitemates, roommates, or proxies may sign-up for others if they are not available. In order for this to happen, **IDs must be presented** for all students.
- Towards the end of the room reservation process there could be a shortage of rooms. However, all students who need assignments will receive them before the halls open in the fall. All students are guaranteed a residence hall space but whole rooms and suites cannot be guaranteed.
- If you have special housing needs because of a disability, contact the Residential Life Office before March 25.

ROOM DEPOSITS & BOARD AND RESIDENTIAL AGREEMENTS

Room Deposits

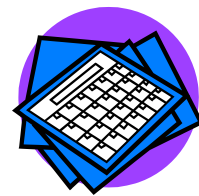
- A \$300.00 non-refundable room deposit must be paid to the Student Accounts Office by March 25. Students may pay their deposits in person or online at <https://payonline.trinity.edu/tsa/web/login.jsp>. Deposits not paid prior to reservation time will create a delay in room selection.

Board & Residential Agreement

- The Board and Residential Agreement is binding for both the fall and spring semesters of the academic year unless the student is graduating, transfers, or leaves school. All unmarried undergraduate students are required to live on campus for three years (a total of six fall and spring semesters). Students will go online to read and sign the contract ~ instructions below:
 1. Log in to TigerPAWS then click on the **TigerPAWS for Students** option.
 2. Under the "Communication" section click on the **Board & Residential Agreement** option.
 3. You should view the "2009-2010 Board and Residential Agreement" by clicking on the link titled "Trinity University Board and Residential Agreement."
 4. Carefully review this document.
 5. To electronically agree to the terms of the agreement, Click on the box following "Check to accept terms".
 6. Click on the **SUBMIT** button at the bottom of the page to finish.

IMPORTANT DATES

- March 20-24 – Residence hall meetings
- March 25 – Deposits due to Student Accounts (by 5:00 p.m.)
- March 25 – Roommate Mixer (6:00 p.m. in the Witt Center)
- March 25 – Open House (8:00 p.m. in the Witt Center)
- March 30 – Lottery numbers posted at 5:00 p.m. in the Witt Center
- March 31 – Sophomore College Sign up – Triples in Thomas Hall
- April 1– Sophomore College Sign up – Women
- April 2 – Sophomore College Sign up – Men
- April 3 –Students without roommates



SOPHOMORE COLLEGE RESIDENCE HALLS

The residence halls below will be reserved for Sophomore College in 2009-2010:



North
Prassel
Thomas*

*Thomas will be a smoke free building (including balconies).

ROOM RESERVATION PROCESS

FIRST-YEAR STUDENT LOTTERY

All rising sophomores will be issued a lottery number which will determine a specific sign-up time. Lottery numbers will be randomly assigned by computer and there will be separate lotteries for men and women.

Lottery numbers will be posted at 5:00 p.m. Monday, March 30 in the Witt Center. These numbers are used on Wednesday, April 1 and Thursday, April 2.

Lottery numbers are not transferable from one student to another.

The lowest lottery number among roommates and/or suitemates determines sign up time. Lottery numbers are called in sequential order by men and women. A student may come to the front of the line during any time slot if his/her lottery number is lower than those being processed.



Wednesday, April 1st (WOMEN)
Thursday, April 2nd (MEN)

Lottery	Time
1-25	12:00-12:45 PM
26-50	12:45-1:30
51-75	1:30-2:15
76-100	2:15-3:00
BREAK	3:00-3:15
101-125	3:15-3:45
126-150	3:45-4:00
151-175	4:00-4:15
176-200	4:15-4:30
201-250	4:30-4:45
251+	4:45-5:00

THOMAS CORNER ROOMS



Thomas corner rooms are designed for triple occupancy (three built-in closets, desks, dressers, and data ports). These extra large rooms will be reserved for three people only. If one of the three occupants cancels his/her reservation prior to the first day of class, the remaining two students will be relocated to a double room. Students assigned to triple rooms are billed the standard room rate because the room is built for three. There is not an additional discount.

Sign-up for the triple rooms will occur on Tuesday, March 31 in order of lottery number. The lowest lottery number among roommates and/or suitemates determines sign up time. There are a limited number of triple rooms available in Thomas.



Tuesday, April 1st

Lottery	Time
1-100	4:00-4:20 PM
101-200	4:20-4:40
201+	4:40-5:00

STUDENTS WITHOUT ROOMMATES

On Friday, April 3, students without a roommate will sign-up in the Witt Center from 9:00 a.m. – 3:00 p.m. Students will be able to list their residence hall preferences. As cancellations are received over the summer, students from this list are assigned to these created vacancies.

ROOMMATE MIXER



Looking for a roommate? Attend the Roommate Mixer on Wednesday, March 25 at 6:00 p.m. in the Witt Center. After the mixer, a list of students without roommates will be created and maintained at the Witt Center.



OPEN HOUSE

There will be an Open House for first year students on Wednesday, March 25 from 8:00 p.m. to 10:00 p.m. Students will get an opportunity to tour the Sophomore College halls. Tours will depart every 15 minutes from the Witt Center, with the last tour leaving at 9:45 p.m.



2009 – 2010 ROOM RATE INFORMATION



ROOM RATES

The rate for all standard double rooms is \$2,940 per resident / per semester.

The rate for Thomas corner rooms is \$3,107.50 per resident / per semester.

MEAL PLANS

The light eater's meal plan (\$1,535 per semester) will automatically be assigned to all accounts during room reservation process.

Other options for meal plans include the average eater plan for \$1,700 per semester, or the hearty eater plan for \$1,967.50 per semester.

TECHNOLOGY FEE

All residence hall students are required to pay a \$405 / per semester technology fee. This includes ID card services, computer data connection, telephone service, and cable television.

QUESTIONS?



Please contact your Resident Mentor with any questions you may have or come by the Witt Center between 8:00 a.m. – 5:00 p.m. any weekday.

The Residential Life staff is pleased to have you as part of our residential community and we look forward to serving you again next year!