

# TRINITY UNIVERSITY

## ROOM RESERVATION PROCESS

### 2009 – 2010

The room reservation process is about to begin for the **upper class area!** The purpose of the newly created junior/senior living area is to address those issues pertaining specifically to you! Designed by Trinity's *Upperclass Task Force*, the program aims to address the needs of rising juniors and seniors while affording them a greater level of autonomy. Programming will focus on issues such as, studying abroad/returning from abroad, selecting internships, transitioning into the senior year, selecting graduate programs, finding full time employment, living on your own, becoming effective alumni, and further developing both individual identity and social responsibility. Upperclass students will be housed in Lightner, South, Murchison, Isabel, Myrtle, Susanna, and McLean halls.

Priority in the room reservation process is based solely on seniority by credit hours. Reservation times will be determined by the number of **completed** course hours (through Fall 2008) as recorded by the Trinity University Registrar.



#### GUIDELINES:

- **No single rooms** will 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.
- Students currently in a single room will not be eligible to reserve a paid single room and must have a roommate to go through the room reservation process.
- Only currently enrolled students (including students studying abroad) with deposits on file are permitted to reserve rooms.
- Students who have not fulfilled the residency requirement and 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 first three days of the process. Students without roommates may sign-up for housing on Friday, April 3 at the Witt Center.
- If you are planning to live with someone who is currently studying abroad, he/she still needs a paid deposit and a written housing request on file to reserve a space. To verify this, current residents should check with the Residential Life Office prior to the process.

- Once students have reserved a room they may not return to change their request.
- **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.
- 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.
- 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.



## STUDYING ABROAD?

- If you reserve a room for the fall semester and then go abroad, your room reservation will be cancelled.
- **The student you signed up with will lose priority as well and will be placed on the waiting list for a new room assignment regardless of suitemate requests.**
- During the summer, your requested roommate will have received a new room assignment and new roommate for the fall semester. That new roommate will not be relocated to accommodate your return to campus.
- Efforts will be made to get you and your requested roommate together in a different room.

If you are going abroad this fall, the deposit for Spring 2010 may be paid now or in October 2009.

## IMPORTANT DATES

March 25 – Deposits due to Student Accounts (by 5:00 p.m.)  
March 25 – Roommate Mixer (7:00 p.m. in the Witt Center)  
March 30 – Senior Living sign up  
March 31 – Upperclass students sign up begins  
April 3 – Upperclass sign up for students without roommates



## UPPERCLASS RESIDENCE HALLS

The residence halls below will be reserved for upperclass students in 2009 – 2010:



Lightner  
McLean (4th floor – Senior Living)  
Murchison  
South  
Isabel  
Myrtle  
Susanna

Sophomore College: North, Prassel, and Thomas

### SENIOR LIVING



Fourth floor towers of McLean are offered exclusively to 4<sup>th</sup> year students. The suites which have access to the, elevator, roof, lounge and kitchen are charged at the special double room rate. This independent living option (no Resident Assistant) is offered to suites of rising seniors only.

Prior to the room reservation process those interested in senior living may sign-up in the **Witt Center Monday, March 30, 1:00 p.m.** There are a limited number of spaces available in McLean 4<sup>th</sup> floor.

## ROOM RESERVATION PROCESS

Reservation times will be determined by the number of **completed** course hours (through Fall 2008) as recorded by the Trinity University Registrar. To verify your completed hours, check your Tiger Paws account. To determine your sign up time add the hours of you and your roommate. If signing up as a suite add all four student's hours and divide by two.

**TUESDAY**      **March 31**

| <b>Hours</b> | <b>Time</b> |
|--------------|-------------|
| 160+         | 10:00-10:20 |
| 140+         | 10:20-10:40 |
| 120+         | 10:40-11:00 |
| 110+         | 11:00-11:30 |
| 100+         | 11:30-noon  |
| 90+          | 1:30-2:00   |
| 80+          | 2:00-2:30   |
| 60+          | 2:30-2:45   |
| 40+          | 2:45-3:00   |



## 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 7:00 p.m. in the Witt Center. After the mixer, a list of students without roommates will be created and maintained at the Witt Center.



## 2009 – 2010 ROOM RATE INFORMATION



## **ROOM RATES**

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

The rate for Lightner, McLean fourth floor, and South first floor south side 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 Assistant 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!