



OFFICE OF RESIDENCE LIFE

650 East Parkway South
 Memphis, TN 38104
 (901) 321-4102 · Fax (901) 321-3524
www.cbu.edu

To: CBU Students

From: Alton Wade, Director of Residence Life

Date: February 1, 2020

Re: Returning Student Housing Sign-Up Procedures 2020-2021

Returning Housing Contracts must be completed using the online form at the following link:

<https://bit.ly/2GDkfil>

DATES AND DEPOSIT INFORMATION FOR HOUSING SIGN UP

The Business Office – or online via TouchNet - is open to receive checks, credit card, or cash payments for fall assignments. Please remember The Office of Student Life CANNOT accept deposits of any kind. Please keep a copy of your deposit receipt for your records.

Make sure you check your CBU e-mail (or forward it to a preferred e-mail address) as we will be sending you updates on the Housing Sign-Up.

Residence Hall Deposits & Sign-ups

	Capstone Apartments	Living Learning Center	Stritch Hall <small>(All Male Residence+)</small>	Rozier Hall	Avery Apartments
Non-refundable deposits and completed housing contracts due	All deposits are to be submitted by Friday, February 28, 2020 by 4:00pm				
	\$300.00 per student				
I will confirm housing details on...	Tuesday, March 10, 2020	Tuesday, March 10, 2020	Thursday, March 12, 2020	Thursday March 12, 2020	Current Avery UG students must e-mail Alton Wade (awade2@cbu.edu) to discuss placement procedures.
I will come to	Living Learning Center	Living Learning Center	Living Learning Center	Living Learning Center	
At this time	6:00 p.m.	6:00 p.m.	5:00 p.m. (4:30 p.m. *)	7:00p.m. (6:30 p.m. **)	
STUDENTS WILL NOT BE GIVEN AN ASSIGNMENT WITHOUT A DEPOSIT. DEPOSITS MUST BE PAID IN THE BUSINESS OFFICE OR ONLINE VIA TOUCHNET.					

**Stritch residents wishing to stay in their current assigned room may come at 4:30p.m. to select same room*
*** Rozier residents wishing to stay in their current assigned room may come at 6:30p.m. to select same room*
 Some rooms and availability will be restricted for various reasons: staff spaces, special purpose rooms, and freshman rooms.

Students are encouraged to have their parent or guardian read the housing contract prior to completion. Fall contracts are for the full academic year (exception: students graduating in the fall, studying abroad, or students who completely withdraw from the University). Residents who sign a contract will be financially responsible for room & board charges for both the fall and spring semesters. Any deviation from this policy must be approved – in writing - by the Associate Vice President for Student Life.

If you have any questions, feel free to e-mail me [awade2@cbu.edu] or come by the office to see Wilson or me.

Alton Wade
 Director of Residence Life



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HOW POINTS FOR THE CAPSTONE SELECTION ARE CALCULATED

- The Capstone Apartment process is based on a point system that determines the order for selection. Groups having the most points – and a complete apartment of four individuals - have first choice. The process will follow this same process until all apartments have been assigned.
- Points are determine by the number of credit hours at the end of the previous fall term. Your class standing is determined via a list - provided by the Office of the Registrar - and cannot be contested.

Senior.....	+4 points
Juniors.....	+3 points
Sophomores.....	+2 points
Freshman.....	+1 Point
Lived in Capstone during the 2019-2020 academic year....	+1 Point

THE CAPSTONE PROCEDURE

1. Complete your housing contract (<https://bit.ly/2GDkfil>) – ensuring that you have listed all your roommate preferences.
2. Pay the deposit via TouchNet. Remember, it is the responsibility of the individual – not the Office of Residence Life – to verify all members of your group have completed a contract and paid the deposit.
3. Once all members of a full apartment or suite have paid, the group will receive a confirmation e-mail from the Residence Life Office notifying the group of their point totals. Concerns should be addressed BEFORE students turn in their completed applications. Students will not be able to dispute their point total after 4:00p.m. on Friday, the 28TH of February.
4. Determining the order of selection will begin at 12:15p.m. on March 10, 2020 in Alfonso Dining Hall. Students are welcome to be present during the determination; however, the results will be posted outside the Office of Student Life at 1:30p.m.
5. Beginning at 6:00p.m. on March 10, 2020 in the LLC Lobby, you will be able to pick your particular suite or apartment based on the lottery results.

GUIDELINES FOR CAPSTONE HOUSING SIGN-UP

- Residence Life strongly urges students to find roommates and to have a complete group, as Residence Life assigns all incomplete groups over the summer. In addition, incomplete groups will be assigned additional roommates to fill vacancies.
- All complete four-person capstone groups will have the opportunity to select an apartment, before any incomplete groups.
- Any group caught deliberately falsifying information in their housing packet, including, but not limited to, forging signatures or reporting inaccurate housing points, may be placed at the end of the lottery, regardless of their group's point total.
- Preferred housing is limited. Groups with the most points sign up first.
- Students selecting a Capstone placement in the first preference **not select** select a LLC placement as a subsequent choice.
- Any student not receiving housing during the housing sign-up process may complete a contract online and submit their deposit electronically or in person to the Business Office. You will receive correspondence from Residence Life within 72 hours.

Make sure you check your CBU e-mail (or forward it to a preferred e-mail address) as we will be sending you updates on the Housing Sign-Up.



ARE YOU SIGNING UP FOR LLC? (Please read carefully)

- Complete your housing contract and choose 2 possible Learning Community affiliations for which you can meet the requirements and expectations (<https://bit.ly/2GDkfil>). Remember, the number of bed types and the number of spots allocated for upperclassmen on each LLC floor is limited.
- Students selecting a LLC placement in the first preference may **not select** a capstone placement as a subsequent choice.
- Pay the deposit via TouchNet – due Friday, February 28th, 2020.
- Priority in LLC residence hall assignment for the limited spots designated for returning students will be given first to current LLC residents whom their specific Learning Community's Director deem to have been highly active participants thus far this school year in its professor-led activities and LLC core class for freshmen. The next criteria is determined by this year's semi-active Learning Community participants and applicants new to the LLC dorm, and lastly by current LLC dorm students whom have not been active in their Learning Community's professor-led activities and core class this school year. Then, date of housing application/deposit and room type and gender availability on each Community's floor determine the specific order of placement within each priority category.
- Each Learning Community will be grouped together on one floor of the LLC dorm. Preference for roommate assignment will be given to those who prefer someone in that same Community.
- Then bring a printed copy of your completed Housing Application form, the receipt for the deposit, and any roommates you prefer to the Living Learning Center at 6:00pm on March 10th, 2020.
- If you have done all the above and the LLCs Director can confirm that you fit the requirements of your chosen Learning Community, then we will confirm if we are able to place you in the LLC or if you need to choose another residence hall preference like Rozier or Stritch.
- Each Community's floor location and precise room numbers for each student can't be set until after incoming freshmen are confirmed in their Learning Community designations during summer Orientation sessions, so specific Living Learning Center dorm room number assignments won't be sent out until Aug. 7 by email.

ARE YOU SIGNING UP FOR STRITCH?

- Complete your housing contract ensuring that you have completed the form in its entirety. (<https://bit.ly/2GDkfil>)
- Pay the deposit via TouchNet.
- Please have your housing deposit receipt available beginning at 5:00p.m. on March 12, 2020 in the Living Learning Center Commons. Returning Stritch residents may request their same room between 4:30p.m.-5:00p.m., IF and only if, your deposit has been made and your contract completed.
- Rooms remaining in Strich will be available for selection between 5:00p.m. and 5:30p.m., IF and only if, your deposit has been made and contract completed.
- Any student not receiving housing during the housing sign-up process may complete a contract online and submit their deposit electronically or in person to the Business Office. You will receive correspondence from Residence Life within 72 hours.

ARE YOU SIGNING UP FOR ROZIER?

- Complete your housing contract (<https://bit.ly/2GDkfil>) – ensuring that you have completed the form in its entirety.
- Pay the deposit via TouchNet.
- Please have your housing deposit receipt available beginning at 7:00p.m. on March 12, 2020 in the Living Learning Center Commons. Returning Rozier residents may request their same room between 6:30pm-7:00p.m., IF and only if, your deposit has been made and contract completed.
- Rooms remaining in Rozier will be available for selection between 7:00p.m. and 8:00p.m., IF and only if, your deposit has been made and contract completed.
- Any student not receiving housing during the housing sign-up process may complete a contract online and submit their deposit electronically or in person to the Business Office. You will receive correspondence from Residence Life within 72 hours.



GENERAL POLICIES ON DEPOSITS, CANCELLATIONS, AND CONTRACTS

LIVE-IN REQUIREMENT

Freshmen and sophomores are expected to live on campus. Exceptions may be granted based on marital status, child custody, veteran status, domestic care responsibilities, demonstrable financial need, a relevant documented medical condition or being older than twenty-two. All returning student requests for exemption to this rule must be made in writing and submitted for approval to the Office of Residence Life.

ROOM DEPOSIT

A non-refundable \$300.00 room deposit is required annually to secure housing for the next academic year. If the student remains in housing, the deposit will be applied to the overall fall balance. Should the student subsequently cancel housing, the deposit will be forfeited. After August 1, the student will be responsible for the room and board charges for the academic year unless he/she completely withdraws from the University or graduates.

BREACH OF CONTRACT (PLEASE NOTE)

Fall contracts are for the full academic year (*exception: students graduating in the fall, studying abroad or students who completely withdraw from the University*). Residents who sign a contract will be financially responsible for room & board charges for both the fall and spring semesters. Any deviation from this policy must be approved – in writing - by the Associate Vice President for Student Life.

GENERAL POLICIES ROOMMATE CONSOLIDATION

Residence Life makes every effort to assign each resident to his/her preferred room configuration. However, if a resident is currently being billed for a double room assignment and does not have a roommate, or the roommate moves out, he/she may receive a roommate with little to no notice provided. Residents living in the Apartments may be consolidated to other apartments comparable to their current one when the number in that apartment falls to two residents or less.

CONTRACTED PERIODS AND SPECIAL RATES

The residence halls are operated primarily for use by CBU full-time Day students. Fall assignments/contracts are for the full academic year (both fall and spring semesters). The academic year begins the first day of the Day Program Orientation and ends the last day of final examinations for the Day Program spring semester. The contract does not include housing for fall, Christmas and spring breaks. Special living arrangements during these periods are possible and charges may apply. Please contact the Director of Residence Life about eligibility and pricing.

FALL AND SPRING BREAKS----- 2020/2021

- **FALL BREAK DORM CLOSURE (OCTOBER 9TH AT 6:00 P.M. - OCTOBER 18TH AT 10:00 A.M.)**
- **SPRING BREAK DORM CLOSURE (MARCH 5TH AT 6:00 P.M. – MARCH 14TH AT 10:00 A.M.)**

THANKSGIVING AND EASTER BREAKS

The residence halls will be open as usual for these short holidays. Residents will not be charged for staying over these breaks.

CHRISTMAS BREAK

RESIDENCE HALL CLOSURE (DECEMBER 18TH AT 6:00 P.M. – JANUARY 10TH AT 10:00 A.M.)

During the summer and Christmas breaks, the Maintenance Department cleans all bathrooms. It is, therefore, necessary that all personal belongings and carpets be removed from the bathrooms to allow cleaning.