2013-2014 Room Selection Process
Frequently Asked Questions

When are deposits due for the 2013-2014 room selection process?
If you are a Current First Year Student, your Housing Deposit must be received by the SMC Business Office by 4:30PM Friday, March 8th.

If you are a Current Sophomore or Junior, your deposit is due April 10th ONLY if you receive On-Campus Housing on Room Selection Day.

How much is the deposit?
$350

Is the deposit refundable?
The $350 Housing Deposit is non-refundable and is applied toward the housing payment for Fall 2013.

If I have an unpaid balance on my student account can I still pay my Housing Deposit?
No, your account must have a zero balance in order to pay your Housing Deposit.

How is class standing defined?
For housing purposes, class standing is not defined by academic credits, but by graduation date from high school and years enrolled in college.

Current First-Year Students (Fall ’13 Sophomores): Any resident currently living on-campus in a Central Campus residence hall, and completing his/her first year or first semester of classes ranked as a First Year student, and/or graduated from High School in 2012.

Current Sophomores (Fall ’13 Juniors): Any student who is currently in his/her second year of college, and/or graduated from High School in 2011.

Current Juniors (Fall ’13 Seniors): Any student who is currently in his/her third year of college, and/or graduated from High School in 2010.

Current Seniors: Any student who is currently in his/her fourth year of college and will be attending full-time undergraduate classes at SMC in Fall ‘13.

- Current Seniors do not participate in the room selection process. Any current Senior who wishes to have on campus housing for the 2013-2014 academic school year may go to the Campus Housing Office beginning April 11th, 2013 and put their name on a waitlist.
- Current Seniors will be classified as Fall ‘13 Seniors during the Waitlist process and will need to adhere to all applicable deadlines.

When and where can I find my Appointment Time?
Students can view the Appointment Time online at the Campus Housing Office website on the SMCnet and at the Campus Housing Office beginning at 4:30 pm, March 13th.
What do I do if I am studying abroad during Spring 2013?
Study Abroad students need to log on to SMCnet to complete the Proxy form. Proxies are responsible for knowing and attending the Study Abroad students’ room selection appointment and meeting all deadlines. The $350 non-refundable Room Reservation deposits are required for students studying abroad as indicated in the “Eligibility and Room Selection Process” section above.

What do I do if I am applying to study abroad for Fall 2013?
- Pay the $350 housing deposit per the deposit timeline listed above. If you are later accepted to study abroad for Fall 2013, your deposit will be transferred toward your study abroad deposit.
- Attend your room selection appointment.
- Once you have been accepted to study abroad submit a Housing Withdrawal/Study Abroad Information Form to the Campus Housing Office by April 15th, 2013. Submission of this form will cancel your Fall 2013 housing assignment.
- All Fall ‘13 Study Abroad “returners” will be offered housing after the residence halls close for Winter Break in December 2013.

What do I do if I need special housing accommodations?
Services and reasonable special accommodations, as determined by the College, are available at no additional charge to qualified students with disabilities. If you require any special housing accommodations because of a disability or a chronic physical condition, contact Student Disability Services at (925) 631-4354. Also be sure to identify your needs on to the Campus Housing Office when indicating any preferences. Student Disability Services determines which requests will be accommodated through an independent evaluation process and communicates this information to the Campus Housing Office.

As a Fall 2013 Sophomore, what rooms will be available to me?
Rooms in the following buildings will be available on a first-come, first-served basis: Siena, Aquinas, Becket, More, Michael Ageno (AGA), Marjorie David Ageno (AGB), Ferdinand & Camille Ageno (AGC), Claeys North and Claeys South.

As a Fall 2013 sophomore, when will my Room Selection Day be?
Fall ’13 Sophomores will choose rooms by appointment on Thursday, April 4th.

Where will the room selection process take place?
Hagerty Lounge (on ground floor of De La Salle hall)

If I select a room as a Fall 2013 Junior or Senior, what rooms will be available to me?
Rooms in the following townhouses will be available on a first-come, first-served basis: Ageno East, Ageno West, Guerrieri East, Guerrieri West, Sabatte, Syufy, Thille, and Freitas. In addition, rooms in the following buildings will be available on a first-come, first-served basis: Becket,
More, Michael Ageno (AGA), Marjorie David Ageno (AGB), Ferdinand & Camille Ageno (AGC), Claeys North, Claeys South, Siena, and Aquinas.

As a Fall 2013 sophomore, when will my Room Selection Day be?
Fall ’13 Juniors and Seniors will choose rooms by appointment on Friday, April 5th.

If I select a room as a Fall 2013 Junior or Senior, when is my deposit due?
The final deadline for the Housing Deposit is 4:30 PM, Friday, April 10, 2013.

How are room selection appointment times determined?
Room Selection Appointments are randomly assigned (computer-generated) by class standing. Fall ’13 Sophomores must pay the non-refundable, $350 housing deposit by March 8th in order to receive an appointment time. Fall ’13 Juniors and Seniors much complete the Room/Roommate Selection link on SMCnet prior to March 6th in order to receive an appointment.

Who needs to show up for the room selection appointment?
It is important that you and all members of your group show up for your Room Selection appointment on time and with SMC IDs. All group members may attend room selection at the time of the member with the earliest appointment time.

How many people can be in a group?
For current First Year Students, groups sizes can range anywhere from one to seven person(s).

For current Sophomores and Juniors, group sizes range anywhere from one to six persons(s)

How long will the room selection process take?
Room Selection will take about 15 minutes.

What happens if I cannot attend my room selection appointment?
If you cannot attend your Room Selection appointment, you must complete a Proxy Card online at SMCnet by 11:59PM March 22nd. The Proxy Card will allow you to designate someone to stand in for you at Room Selection.

Who can be my proxy?
Anyone with a valid photo ID whom you have pre-registered by 11:59PM on March 22nd.

What happens if I am a current first year student and I plan on living with a current Sophomore or Junior?
Current First Year Students and current Sophomores or Juniors in a “mixed” group that includes at least one Fall ’13 Junior or Senior must attend Room Selection on Friday, April 5th along with all other members of the group. ALL group members should attend the earliest Friday appointment assigned to that group. ALL group members are only eligible for housing within the following residence halls: Becket, More, Michael Ageno (AGA), Marjorie David Ageno (AGB), Ferdinand & Camille Ageno (AGC), Claeys North, Claeys South Siena, and Aquinas.
What if I want to live in a Living Learning Community?
If you are interested in becoming a member of a Living Learning Community within the residence halls, than you should contact the coordinator of the specific program given that they make all the decisions and placements in regards acceptance into the community. All placements are complete by the end of February so you will have needed to be in contact with the coordinator prior to room selection. If you are not accepted into a Living Learning Community, then you should continue to follow ALL the steps of the Room Selection Process.

Global Living Learning Community—Claeys Hall North
Contact: Tim Yoon, Center for International Programs

Santiago Living Learning Community—Ageno West
Contact: Pamela Thomas, Mission and Ministry

Lasallian Living Learning Community—Becket Hall
Contact: Pamela Thomas, Mission and Ministry

“Green” Living Learning Community—Claeys Hall South
Contact: Julie Welch, Legacy Garden

What happens if I don’t get housing?
Students who do not receive housing assignments during the Room Selection Process will be placed on a Waitlist in the order that their names were listed for room selection. The Waitlist will be maintained in the Campus Housing Office throughout the entire summer. Students will be contacted via permanent (home) phone numbers and SMC e-mail addresses. Once housing is offered, students are generally given 24 hours to accept or decline.

What is the housing cancellation policy?
Students must contact the Campus Housing Office in writing to terminate 2013-2014 Residence Hall & Dining Services Licenses on or before Tuesday, September 3, 2013. Housing and Meal Plan charges cannot be cancelled or credited until written notice has been received by our office.