Saint Mary’s College
2013-2014

ROOM SELECTION
CAMPUS HOUSING
# Table of Contents

- What is Room Selection? 3
- Eligibility and Room Selection Process 3
- Important Dates 4
- Housing Guarantee 5
- Class Standing/Student Status 5
  - First Year Students (Current) 5
  - Sophomores (Current) 5
  - Juniors (Current) 5
  - Seniors (Current) 5
  - Off-Campus Students (Current) 5
- Full Scholarship Athletes 6
- Special Housing Accommodations 7
- Study Abroad Students 8
- Complete Your Application 9
- Paying Your Housing Deposit 10-11
- Room Selection Appointments 11
- Proxy 12
- Room Selection Days 12
- Create Your Roommate Group 13
  - Tips for Creating a Group 13
- Groups of Mixed Class Standings 13
- Residence Hall Options 14
- Residence Hall Pre Show Tours 14
- Building & Area Guidelines 15
  - Townhouses 15
  - Suites/Non-Townhouses 15-16
- Waitlist 17
- Cancellation Policy 17
- Room & Board Rates for 2013-2014 18
- Calendar of Room Selection Process 19-21

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Campus Housing Office
Ferroggiaro Hall, #200
Phone 925-631-4241 Fax 925-631-0461
housing@stmarys-ca.edu
www.stmarys-ca.edu/student-life/campus-housing
www.Facebook.com/SMCampusHousing
What is Room Selection?

Every spring, the Campus Housing Office at Saint Mary’s College facilitates the process known as “Room Selection”. Room Selection is what continuing students participate in in-order to select their housing accommodations for the upcoming academic year. Students who do NOT wish to live on campus for the following academic year should NOT participate in Room Selection.

Room Selection is comprised of a number of different phases through which eligible students will have the opportunity reserve housing for the 2013-2014 academic year. Room assignments are determined by space availability, the order of placement in the room selection process, and the approval of the Campus Housing Office. This booklet will outline eligibility, the timeline of events (including non-negotiable deadlines), as well as housing options.

Find all the information you need online at:

http://www.stmarys-ca.edu/student-life/housing-room-selection-process

Housing Room Selection Process

The Housing Room Selection Process provides all current Saint Mary’s students with the opportunity to sign up for on-campus housing for their Sophomore, Junior, or Senior year. The application begins in February. Students must form their roommate groups, complete the online application, electronically acknowledge the terms and conditions of the Residence Hall and Dining Services License, and pay the Housing Deposit before the deadline in order to participate in the Priority Drawing.

Steps in the process

- Understand the Housing Guarantee
- Understand your Class Standing / Status (Full Scholarship Athlete, Students with Disabilities, Study Abroad)
- Complete your application materials
- Pay your housing deposit
- Choose your roommate group
- Room Selection Appointments and Room Selection Days
- Residence Hall Pre-Show Tours
- Find a Proxy (if applicable)
- About the waitlist
- Cancellation Policy
Important Dates

**Kick Off Event**
*Thursday, February 14th, 1-2 pm*
Stop by Oliver Hall to learn more about the Room Selection process. Go to the Campus Housing website to login and complete your Room Selection Form which is due Wednesday, March 6th at 11:59 pm

**Information Sessions**
*Monday, February 18th, 10-11 am*
*Tuesday, February 19th, 5-6 pm*
Join us in Hagerty where we will answer all of your Room Selection questions

**Residence Hall Pre-Show Tours**
*Tuesday, February 19th, 7-8 pm*
Tour the halls with RA's to learn about your options

**Room Selection Form** - Current Soph. & Jrs.
Due Wednesday, March 6th at 11:59 pm

**Housing Deposits Due**
*March 8th-Current First-Year*
*April 10th-current Sophomores & Juniors*
Paid to the Business Office by 4:30 pm

**Appointment Times**
*Wednesday, March 13th*
Posted online at 4:30 pm

**Available Rooms**
*Wednesday, March 15th*
Posted online at 4:30 pm

**Last Day to Designate a Proxy**
*Wednesday, March 22nd*
Online by 11:59 pm

**Final Reminder Event**
*Wednesday, April 3rd, 9am-3pm*
Ferroggiaro Plaza

**Room Selection Event**
*April 4th-Current First-Year*
*April 5th-current Sophomores and Juniors*
Come to Hagerty Lounge in De La Salle
Room Assignments posted online 4/22
Housing Guarantee

Saint Mary’s College is proud of its commitment to guarantee housing for Freshmen and Sophomores and realizes that students who live on-campus are more likely to stay enrolled, graduate on time, and feel connected to the campus community.

For current continuing students participating in the Housing Room Selection Process, there are two types of Guarantee status:

- Guaranteed students: First-year students who live on campus for their Freshmen year are also guaranteed housing for their Sophomore year if they complete the Housing Room Selection Process by the published deadline.
- Non-Guaranteed students: Students entering their Junior or Senior year are not guaranteed housing and must participate in the Housing Room Selection Process for a chance to receive housing.

Transfer students should contact the Campus Housing Office if they are unsure of their guarantee status.

Class Standing/Student Status

For housing purposes, class standing is not defined by academic credits, but is defined as follows:

- **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, and/or graduated from High School in 2012 ranks as a First-Year student.
- **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 8, 2013 and put their name on the waitlist.

**Off-Campus Students (Current):** Undergraduate students currently living off-campus are welcome to participate in the Room Selection Process. Residence hall eligibility is based on class standing as noted in the “Class Standing/Student Status” section.

Off-campus students must pay a $350 non-refundable housing deposit to the Business Office according to the deadline noted in the “Pay Your Housing Deposit” section.
Full Scholarship Athletes (FSA)

Pre-Selection
Advanced room selection is available to any student athlete receiving a full athletic scholarship for the 2013-2014 academic year. Those who fail to pre-select during the advanced selection period will need to attend Room Selection. Housing deposits are not required for FSAs.

In addition to the guidelines listed in the “Class Standing/Student Status” and “Residence Hall Options” sections of the handbook, the following rules apply to all full scholarship athletes for advanced room selection:

- Go to the Campus Housing Office on February 27, 28, or March 1, between the hours of 9:00 am – 4:00 pm, to pre-select a room
- Bring photo ID
- An individual FSA entering the process alone may select: 1) a single room, 2) one-half of a double room, or 3) one third of a triple room.
- Each FSA may bring one roommate into the advanced room selection and may select a double. No singles.
- A group of two FSAs may only select a double or two thirds of a triple. No singles.

In addition to the rules above, non-scholarship roommates of scholarship athletes must pay the $350 non-refundable housing deposit to the Business Office by 4:30 pm on March 8, 2013.

Your scholarship covers the cost of a double or triple room and a carte blanche meal plan. All FSAs living on campus are required to have a carte blanche meal plan regardless of where you live on campus.
Students with Special Housing Needs

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.

Pre-Selection
Advanced room selection is available for the 2013-2014 academic year. Those who fail to pre-select during the advanced selection period will need to attend Room Selection. Housing deposits are not waived. In addition to the guidelines listed in the “Class Standing/Student Status” and “Residence Hall Options” sections of the handbook, the following rules apply to all special housing accommodations for advanced room selection:

- Go to the Campus Housing Office on February 27, 28, or March 1, between the hours of 9:00 am – 4:00 pm to PRE-SELECT a room
- All group members must bring photo ID
- An individual entering the process alone may select: 1) a single room, 2) one-half of a double room, or 3) one-third of a triple room.
- Each approved student may bring their entire group (no more than 6 per group) to pre-select.

In addition to the above rules, all students receiving special accommodations and their roommates/suitemates must pay the $350 non-refundable room housing deposit to the Business Office by 4:30 pm on March 8, 2013.
Study Abroad

If you are planning on studying abroad for the Fall 2013 term, and, would like to live on-campus upon your return, you should still partake in the Room Selection process to ensure that you secure a room on campus.

If you are Studying Abroad during the Spring 2013:
If you are studying abroad during Spring and want to live on campus for the next academic year, you should participate in the Housing Room Selection Process. Since you cannot attend your Room Selection appointment on April 4th or April 5th, you must complete a Proxy Form online at the Campus Housing website before March 22, 2013 by 11:59 pm.

The Proxy Form will allow you to designate someone to stand in for you at Room Selection. (If you are in a group, please designate a proxy who is part of your group.) It is important to choose a person who is responsible and trustworthy, as he/she will attend your Room Selection appointment and select your room for you. Your proxy must show up on time for your (or your group’s) Room Selection appointment. A person may be a proxy for more than one student as long as that person (the proxy) has been designated by each student. Proxy’s will be verified at room selection check in.

You will receive a confirmation email for your roommate selections and proxy (if applicable). This does not confirm your room selection. You, or your proxy, need to show up to Hagerty Lounge at your or your groups assigned selection time on April 4th or 5th. If you designated a proxy to participate in room selection on your behalf, you will still need to confirm your housing assignment, select a meal plan and sign your housing license.

If you are unsure whether you will be Studying Abroad for Fall 2013:
If you would like to live on campus in the event that your study abroad plans fall through, you should participate in the Housing Room Selection Process. Do not avoid going through the process for fear of losing the $350 housing deposit. If you have already paid your $350 housing deposit, it will be reallocated toward your study abroad deposit.

If you have been admitted to the Study Abroad Program:
If you are then accepted to study abroad, you will need to submit a Residence Hall Withdrawal & Study Abroad Information Form, which can be found online at http://www.stmarys-ca.edu/student-life/housing-forms or at the Campus Housing Office (located on the second floor of Ferroggioro Hall). The Residence Hall Withdrawal & Study Abroad Information Form must be submitted to the Campus Housing Office by April 15, 2013. Participation in a Study Abroad Program does not jeopardize one’s on-campus housing opportunity upon their return. Housing will be offered based on availability and the order in which the Residence Hall Withdrawal & Study Abroad Information Form is received by the Campus Housing Office. All Fall 2013 Study Abroad returners will be offered housing after the residence halls have closed for Winter Break in December 2013.
Complete Your Application Materials

All students participating in the Housing Room Selection Process need to complete all steps of the application before the published deadline. A complete application consists of the 3 required application materials, which are completing the online Student Emergency Information Form, electronically choosing your roommate/s, and paying the $350 non-refundable housing deposit to the Business Office.

- **Student Emergency Information:** If you have completed this form before, you'll find the information will auto-populate with the information you already have on file. If not, you must complete the form in order to move forward in the Housing Room Selection Process.

- **Roommate Member Form:** Before you begin, make sure you are ready to fill out your roommate group information which includes your roommates' full names. Each member of your roommate group must complete his/her own individual application. If you want a single room, leave this area blank. Before the application deadline, the three required application materials must be complete as well as a created group.

- **Residence Hall and Dining Services License:** The Residence Hall and Dining Services License is a legally binding document that covers the terms and conditions of living in Campus Housing at SMC. It is binding for the entire academic year. We encourage you to save a copy of the license for future reference.

- **$350 Non-Refundable Housing Deposit:** You must pay a non-refundable $350 housing deposit in order for your application to be considered complete. This non-refundable fee is applied to your fall housing charges, but is forfeited should you cancel your housing for any reason. Please note that the Business Office may take a couple of days to process the payment before we can consider this step of the application complete, so we recommend you submit payment for this fee as early as possible. The preferred and quickest method of paying the housing deposit is to log into your GaelXpress account and click on 'View My Bill/Make a Payment'. Immediately after making your online payment, call the Business Office at 925-631-4209 to notify them and designate the payment as your housing deposit.

Students with incomplete application materials and who miss the deadline will be removed from their group and will not be able to participate in Room Selection and will not receive housing through the Housing Room Selection Process.

http://www.stmarys-ca.edu/student-life/complete-your-application-materials
Pay Your Housing Deposit

All students must pay the non-refundable $350 Housing Deposit in order to complete the application process. This non-refundable fee is credited toward your housing charges and must be paid before the application deadline. The deposit must be paid directly to the Saint Mary’s Business Office according to class standing as noted in the “Class Standing/Student Status” section of this booklet by the appropriate deadline date.

- For current first-year students we recommend that you **pay by March 6th** at the latest since it may take up to two business days to receive record of your payment. Everyone in your group must pay this fee **before you can participate in Room Selection**.
- For current sophomores and juniors we recommend that you **pay by April 8th** at the latest since it may take up to two business days to receive record of your payment.

In order to avoid delays in the processing of your housing deposit, please make your payment online by logging into your GaelXpress account and click on 'View My Bill/Make a Payment'. **Be sure to advise the Business Office, (925) 631-4209, that the payment is a Housing Deposit.**

Otherwise payments may be made in person at the Business Office (Filippi Hall, 1st Floor), with cash, check, money order, or cashier’s check or by mailing your check directly to the Business Office at:

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Saint Mary’s College Business Office
PO Box 4600
Moraga, CA 94575-4600
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If paying by check to the Business Office be sure to include your ID number and indicate that payment is for the Housing Deposit.

***If a student cancels after he/she has been assigned, he/she will forfeit the $350 housing deposit.

***Furthermore, any student who receives an appointment time and fails to complete the housing selection process or cancels his/her housing for any reason will forfeit the $350 fee.

For more information about canceling a housing assignment, please see the "Cancellation Policy" section.

**Note:** In order for your fee to be accepted, your student account must be current. If you are behind on your payments, be sure to work with the Business Office to bring your account current and pay the housing deposit well in advance.

Any student who does not wish to live on-campus during the 2013-2014 academic year should not pay the $350 Housing Deposit and should not attend Room Selection.
**Current First Year Students:** Anyone in your group who does not meet the deposit deadline will be ineligible to select housing on Room Selection day.

The remaining deposited members of your group will be able to select rooms according to the number of deposited people present. For example, if you were initially part of a five-person group and one person does not pay the deposit, only the four deposited people will be able to select rooms based on a group size of four. Any 2013-2014 Juniors and Seniors placed on the housing waitlist (e.g., if all rooms were taken by the time of your Room Selection appointments) do not pay a deposit at this time.

**Financial Aid**

Any student who anticipates enough financial aid in 2013-2014 to cover the entire cost of housing, but who may not have access to the funds by the required date, should contact his/her SMC Financial Aid Advisor to request a waiver of the deposit. Requests to Financial Aid Advisors must be made in person and written notification of the deposit waiver must reach the Campus Housing Office by the deposit deadline. It is strongly recommended that students plan ahead and avoid unnecessary delays. To be considered for a deposit waiver, a completed 2013-2014 FAFSA form **MUST** be on file in the SMC Financial Aid Office. Late notification will defer your room selection appointment and may result in ineligibility for the Room Selection process or loss of on-campus housing. (See also "Waitlist" section.)

**Room Selection Appointments**

Fall 2013 Sophomores: In order to receive a room selection appointment time you must pay your housing deposit by 4:30 pm, March 8, 2013.

Fall 2013 Juniors and Seniors: In order to receive a room selection time you must complete the Room/Roommate Selection form online by 11:59 pm, March 6, 2013.

Your appointment time indicates the earliest time that your group will be able to select from available rooms. We encourage group members to either make the room choice together or discuss their plans beforehand. View your housing options on the Residence Hall website. 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.

If you cannot attend your Room Selection appointment, you must complete the Proxy Form online at the Campus Housing website by 11:59 pm on March 22nd. The Proxy Form will allow you to designate someone to stand in for you at Room Selection.

Room Selection Appointments are randomly assigned (computer-generated) by class standing. At 4:30 pm on March 13th, the Appointment Draw will be posted online on the Campus Housing website. The Appointment Draw will also be posted on the bulletin boards outside of the Campus Housing Office in Ferroggiaro Hall 200. Keep in mind that appointment times will be listed by SMC ID number and Room Selection Date/Time.
Proxy

If you cannot attend Room Selection, you must complete the Proxy Form online before March 22, 2013 at 11:59 pm. The Proxy Form will allow you to designate someone to stand in for you at Room Selection. (If you are in a group, please designate a proxy who is part of your group.) It is important to choose a person who is responsible and trustworthy, as he/she will attend Room Selection for you. Your proxy must show up on time for Room Selection. A person may be a proxy for more than one student as long as that person (proxy) has been designated by each student. Proxies will be verified at room selection check in.

If you designate a proxy to participate in room selection on your behalf, you will still need to login to SMCnet to confirm your housing assignment, select a meal plan and sign your Residence Hall and Dining Services License.

Room Selection Days

It is important that you and all members of your group show up for Room Selection on time and with SMC IDs. All group members must attend room selection at the same time. Room Selection takes place in Hagerty Lounge (De La Salle) on Thursday, April 4th, for current Freshmen students, and on Friday, April 5th, for current Sophomores, and Juniors. It will be necessary for you and your group members to be present through every step of the Room Selection Process.

To facilitate the Room Selection Process on Room Selection Day, you/your group will:

- Receive a Room Selection Card (one per group).
- Your room selection card will be completed with a staff member at the front table
- After completion, proceed to the check out station where you will login to SMCnet, select your meal plan and sign your Residence Hall and Dining Services License.
- Pay your $350 Housing Deposit (if due) to the Business Office.

Please be flexible and come prepared with back-up choices. Rooms are available on a first-come, first-serve basis. If there are no full suites available for your group, you may have to split-up or partially fill a larger suite. All members of a group should attend Room Selection together. Keep in mind that Room Selection is not an acceptable reason to miss class!
Choose Your Roommate Group

All students going through the Housing Room Selection Process are required to be part of a roommate group. A roommate group may consist of one, or two through six or seven students of the same gender who all share the same guarantee status. You are only able to form groups with students of the same guarantee status. Unless you are choosing a single room, we encourage you to find at least one roommate.

In order to form a group, each person must have started his/her online application. Please be sure you are all entering each other’s full names. If for any reason you would like to request a change to an established group, you may remove yourself from a group through the online application. No changes can be made to roommate groups past the application deadline of 11:59 pm on Wednesday, March 6th.

Tips for Creating a Group

If you are having trouble creating a group, please review the following items to create a group properly:

- Ensure that you are entering and correctly spelling the first name, and last name into the correct field.
- Ensure that all students have at least started the online application.

Ensure that all students in the group have the same gender and are the same guarantee status.

For examples of group setups, please review Building and Area Guidelines. In addition, floor plans will be posted outside of the Campus Housing Office as the Housing Selection Process begins.

Groups of Mixed Class Standing

Current First Year students who are in a group with current Sophomores and/or Juniors: Room selection for current First Year Students will be on Thursday, April 4th. Current First Year 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 Room Selection on Friday. For example, if a group of six (four Fall ‘13 Sophomores and two Fall ‘13 Juniors) want to select a six person suite, all six members should attend room selection on Friday, April 5th.

**Current First-Year students who enter the selection process in a “mixed group” are jeopardizing their chances of living with their desired roommates and forfeit their guarantee status.**

Note: Townhouses are available for Juniors and Seniors only. A “mixed” group consisting of any number of current First-Year Students may NOT choose a townhouse room – even if the majority of the group is Juniors or Seniors.
Residence Hall Options

Fall ‘13 Sophomores (Current First-Year Students):
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 and Claeys South.

- Fall ‘13 Sophomores will choose rooms on Thursday, April 4, 2013.
- In order to guarantee your housing for next year, and to attend Room Selection on April 4th, a $350 non-refundable Housing Deposit must be paid by March 8, 2013 to the Business Office.

Fall ‘13 Juniors and Seniors (Current Sophomores and Juniors):
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 MAY be available on a first-come, first-served basis: Becket, More, Michael Ageno (AGA), Marjorie David Ageno (AGB), Ferdinand & Camille Ageno (AGC), Claeys North, and Claeys South.

- Fall ‘13 Juniors and Seniors will choose rooms by appointment on Friday, April 5, 2013
- After choosing a room, Juniors and Seniors must pay a $350 non-refundable Housing Deposit to the Business Office immediately following room selection on Wednesday, April 10, 2013. Payments may be made via GaelXpress or at the Business Office.

The final deadline for the housing deposit is 4:30p.m. Wednesday, April 10, 2013. Failure to pay the deposit by the April 10th deadline will result in forfeiture of on-campus housing. One may request to be placed on the waitlist in this case.

Residence Hall Pre-Show Tours

The Campus Housing Office will host a Residence Hall Pre-Show Tour, which will be held on Tuesday, February 19, 2013 from 7:00 – 8:00 pm.

During the Pre-Show Tour, you will be able to take a tour of designated buildings available to choose from during the Room Selection portion of the Housing Room Selection Process. Resident Advisors (RA’s) will give tours around the buildings and inside various rooms so that you can get a feel for the community.
Building and Area Guidelines

**Townhouses:** The following buildings are considered townhouses: Ageno East & West, Guerrieri East & West, Freitas, Thille, Sabatte, and Syufy. Things you should know:

- Townhouses are available to Juniors and Seniors only.
- These are the only residence halls on campus that do not require a meal plan.
- All suites within the townhouses are comprised of two or more bedrooms, sharing a bathroom, living room, and kitchen.
- There are no single rooms in any of the townhouses.
- Most suites in the lower townhouses are comprised of three double rooms, totaling six people per suite, but a few are comprised of two double rooms totaling four people per suite.
- Each suite in Ageno East & West is comprised of a triple and a double, totaling five people per suite.

Please remember that each person is responsible for the cost of the type of accommodation that he/she selects.

In many cases, to select a townhouse, your group should fill a townhouse. For example, a group of six should select a suite for six; a group of five should select a suite for five. Four-person groups may choose a 4-person townhouse – there is one 4-person suite in each of the lower townhouses.

However, there will be some townhouse suites set aside for smaller-sized groups. That is, groups comprised of less than the number of beds in a suite may select part of a suite, and another small group will select the remaining beds in the suite – but only in certain set-aside suites. For example, a group of 4 that finds all the 4-person townhouses full may be able to select a 6-person townhouse that two people will be later added to, or may join a 2-person group in a 6-person townhouse.)

A student entering the process alone who wishes to live in a townhouse may also select from one of the above-mentioned townhouse suites.)

During Room Selection, groups may be unable to select a full townhouse for their whole group and may have to split-up but stay within the townhouse area. For example, a group of 6 may find all 6-person townhouses full, and must break apart and select a 4-person townhouse and a double in another townhouse. Please remember: There is no guarantee that your entire group will be able to select a townhouse together.

**Suites/Non-Townhouses:** The following buildings are considered non-townhouse suites: Claeys North & South, Michael Ageno, Marjorie David Ageno, and Ferdinand & Camille Ageno.
Suites in these buildings are generally made up of six or seven bed spaces (two doubles, or a double and a triple, and two singles), sharing a bathroom and two small common areas. Depending on the size of your group, you may fill a suite or any combination of rooms within a suite. The following rules apply to groups selecting housing from these buildings, depending on availability:

1. **No** group may select more than two singles.
2. A group of five or three may only select **one single**.
3. A group of four may only select two doubles OR one triple and one single.
4. A group of two selecting from these buildings may only select a double (**no singles**).

An individual entering the process alone may select a single or part of a double or triple.

Please determine who will be in which space prior to the selection. There is no guarantee that the suite or room type you desire will be available. Each student is responsible for the cost of the type of accommodation he/she selects. If the suite or partial suite you want is not available, you will need to select an alternate assignment or split up. Please remember that there will be limited spaces in the canyon (non-townhouse) area for Juniors and Seniors on their Room Selection Day.

**Becket & More Halls:** Available to Sophomores, Juniors, and Seniors, these suites are comprised of six bed spaces (three double rooms), a common living room and a bathroom. No kitchen. Becket and More will be available on a first-come, first-served basis for selection on Thursday, April 4th, and upon remaining availability, Friday, April 5th.
About the Waitlist

Non-Guaranteed Students who do not receive housing assignments during the Room Selection Process can place their name on the waitlist. The Waitlist will be maintained in the Campus Housing Office throughout the entire summer. When space becomes available students will be contacted via phone and SMC e-mail addresses. Once housing is offered, students are generally given 24 hours to accept or decline.

Once a room assignment is made and accepted, the $350 housing deposit is due to the Business Office and cannot be refunded for any reason. After paying your deposit, proof of receipt must be given to the Housing Office in order to secure the room.

Also, if one finds off-campus housing or decides not to return to SMC for Fall 2013, please advise the Campus Housing Office immediately. For further assistance, Campus Housing Office publishes an Off-Campus Housing List that is available to the Saint Mary’s College community online and via the Brickpile Discussion Board on SMCnet.

Cancellation Policy

Students must contact the Campus Housing Office in writing to terminate their 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.

Important Note: Per the 2013-2014 Residence Hall & Dining Services License:

- The $350 Housing Deposit is non-refundable.
- Housing cancellations must be received by the Campus Housing Office on or before Tuesday, September 3, 2013 (Fall Move-In Day).
- Entire Fall semester fees will be forfeited by students who take residency (move onto campus) in Fall and then terminate their licenses (move off campus). No refunds.

ADDITIONAL ADVICE & SUGGESTIONS

- KNOW YOUR SMCNET LOGIN AND PASSWORD
- KNOW YOUR DATES AND DEADLINES. ADD THEM TO YOUR CELL PHONE, AND/OR WRITE THEM IN YOUR CALENDAR
- READ ALL MATERIALS CAREFULLY. DON’T THROW THEM AWAY.
- ASK QUESTIONS AND COMMUNICATE WITH CAMPUS HOUSING STAFF IN FERROGGIARO HALL AND YOUR CURRENT RA.
- ATTEND YOUR HALL INFORMATIONAL MEETING(S) AND/OR INFORMATION SESSIONS.
- HOPE FOR THE BEST, BUT DON’T EXPECT YOUR FIRST CHOICE FOR PLACEMENT ON CAMPUS.
- KEEP A POSITIVE ATTITUDE!!
### 2013-2014 Room and Board Rates

<table>
<thead>
<tr>
<th>Room Type</th>
<th>1st Installment Fall 2013</th>
<th>2nd Installment Spring 2014</th>
<th>Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Double Room</td>
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<td>Triple Room</td>
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<tr>
<td>Townhouse Style Double Room</td>
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<td></td>
<td></td>
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<tr>
<td>(Juniors &amp; Seniors only)</td>
<td></td>
<td></td>
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<tr>
<td>Townhouse Style Triple Room</td>
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<td>(Juniors &amp; Seniors only)</td>
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</table>

### 2013-2014 Room and Board Rates

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>1st Installment Fall 2013</th>
<th>2nd Installment Spring 2014</th>
<th>Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carte Blanche</td>
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<tr>
<td>14 Meal Plan</td>
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<td>10 Meal Plan</td>
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<td>8 Meal Plan</td>
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<tr>
<td>5 Meal Plan (Townhouse Room and Off Campus Only)</td>
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***2013-2014 Room and Board Rates will be determined in the beginning of the Spring 2013 Term. Once those rates are determined, our office will revise this guideline and it will be posted online, but you may request information from our office directly.***
<table>
<thead>
<tr>
<th>MON</th>
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<td>Kick Off Event outside Oliver Hall 1:00—2:00 pm</td>
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<tr>
<td>18 Information Session Hagerty Lounge 10:00 am—11:00 am</td>
<td>19 Information Session Hagerty Lounge 5:00 pm—6:00 pm Residence Hall Tours 7:00—8:00 pm</td>
<td>20</td>
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It is each student’s responsibility to know the deadlines, rules and regulations described in this handbook! Contact the campus housing office if you have any questions.
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<tr>
<td>Current Sophomores and Juniors: Deadline to complete online Room/Roommate Selection Form by 11:59 pm</td>
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**Current First Year Students:**
Housing Deposit due to the Business Office by 4:30 pm

**Appointment Draw posted on line & outside the Campus Housing Office at 4:00 pm**

**Last day to designate a Proxy online by 11:59 pm**
# APRIL 2013

<table>
<thead>
<tr>
<th>MON</th>
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<td>Final Reminder Event Ferroggiaro Quad 9:00 am—3:00 pm</td>
<td>Current First Year students: Room Selection Day, Hagerty Lounge</td>
<td>Current Sophomores &amp; Juniors: Room Selection Day, Hagerty Lounge, $350 deposit due to Business Office!</td>
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<td>Current Sophomore &amp; Junior $350 deposit deadline at 4:30pm in Business Office</td>
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<tr>
<td></td>
<td>Room Assignments posted online at 12:00 am</td>
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ALL RESIDENCE HALLS CLOSE THURSDAY, MAY 23, 2013, @ 5:00 P.M.!