2014-2015 Returning Student Room Selection Process Guide

NOTE: Please pay special attention in this guide and throughout the 2014-2015 Room Selection Process to the distinction between Eastern Standard Time (EST) and Mountain Standard Time (MST). There is a two hour difference between EST and MST. For example, 11:59pm EST, translates to 9:59pm MST.
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Process Overview & Requirements

**Overview**
The Room Selection Process for returning students for the 2014-2015 academic year begins in mid-February 2014 and concludes in late March 2014. Students must complete the following steps at [http://link.jwu.edu](http://link.jwu.edu) in order to be eligible to select a room on campus for next year:

1. Make their housing deposit February 18–March 14, 2014
2. Complete the online housing application February 19–March 21, 2014

Room selection is based on a random lottery.* and will take place March 26-April 7, 2014. Only students who have completed steps 1 and 2 above will be eligible to receive a timeslot for room selection, however, because space on campus is limited, housing cannot be guaranteed to returning students. Should housing become full prior to a student’s opportunity to select a room, that student will be automatically wait-listed for any potential vacancies.

*This is a different from last year.

**Room Assignment Requirements**
For those who secure a room for the 2014-2015 academic year, the following requirements must be met in order to retain your room assignment.

- Students who secure a room for 2014-2015 must be registered for September 2014 term classes by May 16, 2014 (this includes internships). Failure to register for classes or internship by this deadline will result in the cancellation of your housing assignment. (The only exception is for rising juniors who may choose an optional internship. Registration must be completed by August 1, 2014.)
- Students who secure a room for Fall 2014-2015 must meet the payment deadline of August 8, 2014. Failure to fulfill financial obligations to the university by this deadline will result in a hold placed on your account, immediate and permanent deletion of your September 2014 term course schedule, AND removal of your housing assignment (room and board/room charges will still apply.) Once the financial hold has been cleared and you complete a new course schedule, you can contact Residential Life to request a new housing assignment. Please note: Housing cannot be guaranteed after the assignment is pulled.
- If housing cannot be reassigned after a student clears their hold and re-registers for classes, room charges will be removed.

**Room Assignment Cancellation**
When a student selects a room on campus and completes the online Room Terms Agreement (or housing contract), s/he understands and agrees to all of the terms and conditions in that agreement.

It is extremely important you understand that once you accept the terms of the assignment, the contract is BINDING for the entire 2014-2015 academic year. In the event unforeseen circumstances hinder a student’s ability to live on campus, that student will need to petition for contract termination through the housing contract release committee. Further details about this process can be obtained by contacting reslifeinfo.den@jwu.edu or by visiting Residential Life, located on the second floor of the Student Center. Contract termination is not guaranteed. Please note: Committing to a lease off campus is not considered grounds for release from your JWU housing contract.
Step 1: Make Housing Deposit  
February 18 – March 14, 2014

NOTE: Submitting the deposit does not guarantee that rooms will be available during room selection; space on campus is limited and cannot be guaranteed to returning students.

- A $50 deposit is **required** in order to apply for on-campus housing. The $50 will be directly applied to your account upon receipt and is **non-refundable**.

- The deposit must be paid in full any time between Tuesday, February 18, 2014 and Thursday, March 14, 2014. Deposits will not be accepted before February 17th or after March 15th.

- An existing credit on the student account cannot be used to make the deposit or for any part of the deposit.

- Students who enroll at JWU **for the first time** during the Spring 2014 term do not need to make a deposit. You will be automatically eligible to apply for fall 2014 housing provided you follow the timeline. (Please note: returning students who are re-enrolling, returning from internship, or coming back after time away are required to deposit.)

- To make a deposit go to [http://link.jwu.edu](http://link.jwu.edu). (Please note: this site can only be accessed with student log-in credentials.)

  1. Click on the **Student Life** tab then go to the **On-Campus Housing** section.
  2. Click on the **Housing Deposit** link; this will bring you to the Online Housing System.
  3. Select your preferred method of payment: **Pay with Credit Card** or **Pay via EFT** (electronic funds transfer payment).
  4. On the next page, be sure the following criteria is correct:
     - Your name
     - Your student ID number
     - Your campus
     - School year: **2014-2015**
  5. Enter your credit card or checking/savings account information, depending on the method of payment you choose.

- Online deposits can be made using credit or debit card, checking or savings account.

- While the online deposit method is preferred, deposits will also be accepted by visiting SAFS during business hours, Mon-Thu 8:30am-4:30pm MST or Friday 8:30am -4:30pm MST: in the Academic Center.

  1. In-person deposits can be made by credit/debit card, check, money order or in cash.
  2. You must indicate to the cashier that the deposit is for the 2014-2015 Returning Student Room Selection process so that it can be applied correctly to your account.
  3. Please do not mail deposits to Student Financial Services as on-time delivery cannot be guaranteed.
• Bounced checks will not be re-deposited. You MUST submit cash, a bank check or a money order within 48 business hours of a check not clearing in order to qualify for the room selection process.

Step 2: Complete Online Housing Application
February 19–March 21, 2014

NOTE: Completing the online application does not guarantee that rooms will be available during room selection; space on campus is limited and cannot be guaranteed to returning students.

• In order to access the online housing application students must submit their housing deposit February 18-March 14, 2014 (step 1).

• The application will open at 9:00 am EST / 7:00 am MST on March 19th. You will receive an email at your JWU email account as a reminder that the application is open. Go to Student Life Tab located on http://link.jwu.edu to access the housing application. NOTE: Please keep in mind that the system only allows 150 students among all four campuses to be in the application at one time so that it does not crash the system. If you do not see the application link available, please be patient, refresh your browser, and try again.

• If you wish to live with a particular student, you can search for that student within the housing application. That student must have made a deposit and completed their housing application for 2014-2015 in order for you to request them or vice versa.

• The student whom you have requested to be your roommate must accept your request in order for you to be able to select a room together. Please note that not all students are eligible for the same rooms or halls.

• To accept a roommate request a student must log into their application, click on the “Roommate Preference” section and then click “Accept.” Please understand that any student has the right to decline or ignore a roommate offer.

• One student will select a room on behalf of the other(s), provided the other(s) has/have agreed to reside with that student.

• If you do not have a particular roommate in mind you can search through student profiles to find a compatible roommate then message them to determine if you would like to room together.

• The online housing application must be completed in its entirety by 11:59 pm EST / 9:59 pm MST on Friday, March 21 in order for students to be eligible to participate in room selection.

• Your application is not complete until you complete the Application Agreement step.

• You can continue to search for/request roommates up until you select your room.

• Students who complete the online housing application by 11:59 pm EST / 9:59 pm MST, March 21 will receive their room selection participation date and time on Monday, March 24 in their JWU email account.
Step 3: Select Room & Roommates
March 26-April 7, 2014

**NOTE:** Completing steps 1 and 2 does not guarantee that rooms will be available during room selection; space on campus is limited and cannot be guaranteed to returning students.

- On March 24, room selection participation dates and times will be emailed to all eligible applicants (those who have completed steps 1 and 2) to their JWU email accounts, along with instructions on when to log on to [http://link.jwu.edu](http://link.jwu.edu) to select a room and roommates.

- The selection date and time is the precise moment a student can log into [http://link.jwu.edu](http://link.jwu.edu) to select a room and roommates, provided space is available.

- 2014-2015 Returning Student Residence hall options are as follows.

  Gaebe Hall (Rising Juniors and Seniors- 90 credits minimum required)
  Triangolo Hall
  Wales Hall: Single Rooms
  Presidents Hall
  Johnson Hall: Single Rooms

- Selection dates and times are drawn according to the date and time you submitted your completed application.

- Once the selection time begins, the student has until the last day of selection, April 7, 2014 at 11:59 pm EST / 9:59 pm MST to choose a room and pull in roommates, provided space still remains available. You are encouraged to select a room as soon as your selection time begins since housing fills quickly.

- Once you select a bed you will have 5 minutes to reserve it. If you fail to accept the bed within that time, the space will expire and you will need to search again.

- Students who have accepted roommates in their housing application can utilize the group’s best selection time to pull the others into the same room. If space does not exist to accommodate a roommate, that roommate must select their own space during their assigned selection time. Please remember that not all students are eligible for the same rooms or halls.

- Once a student has been assigned to a room by their roommate, they **must** complete the online Room Terms Agreement (housing contract) during their assigned selection time in order to lock in the assignment. **Failure to complete the agreement could result in removal of the assignment.**

- Students who decide not to participate in room selection cannot transfer/give their selection date and time to another student.

- **Room assignments are NOT locked in until the Room Terms Agreement (housing contract) has been submitted. This final step is NECESSARY to securing a space on campus.**
Gender Neutral Housing

- Gender neutral housing is an on-campus housing option that places no restriction on the gender of roommates. This means that students can live in the same room or suite with a person(s) of a different biological gender. Gender neutral housing will be offered alongside traditional housing in a variety of halls.

- JWU has created this option to help create an environment which acknowledges, appreciates and respects the diverse nature of the JWU student body, while giving students more flexibility in finding a roommate who is truly compatible. Residing in gender neutral housing is a choice; no student will be assigned to a gender neutral living situation without applying for that option.

- **To apply for gender neutral housing students must answer “YES” to the gender neutral housing question in the special interest housing section of the online housing application at jwuLink.**

- On March 24 applicants who have applied for gender neutral housing will receive an email confirming their interest in this housing option. Applicants will only be able to select a gender neutral room during their room selection timeslot.

- Students who NO LONGER desire to live in gender neutral housing must contact Residential Life to cancel their request prior to the start of room selection. Please note: rooms will fill quickly. If you wait to adjust your preference, you risk losing housing options.

- **Please note that there are a limited number of gender neutral rooms available.** If more students apply for gender neutral rooms than may reside in the available space, then students will be chosen at random from the applicant pool for the available gender neutral rooms and the remaining students will need to select from traditional housing.
Q: I made my deposit, completed my online application, received a participation time but could not select a room because housing was full. Can I still get on-campus housing?
A: Should spaces fill before you get the chance to select a room, you will be asked if you would like to be placed on the wait list for housing. Students who opt to be wait-listed will be contacted via JWU email regarding availability. (Housing is not guaranteed.)

Q: What happens to my $50 deposit if I do not get a room?
A: Your $50 deposit is applied directly to your student account as a credit. The deposit cannot be refunded; however, it will automatically be applied to whatever balance you have.

Q: I made my deposit but did not finish the application process. Can I still get on-campus housing?
A: If you made a deposit but did not complete the rest of the application process you are not eligible to select a room during the regular selection process. Once the process concludes, if you would like to be considered for the waitlist you can fill out a housing request form. Students will be accommodated provided they are registered for classes for the housing term specified, have made appropriate financial arrangements with the university, and as spaces become available. If space becomes available, you will be contacted by JWU email regarding the availability.

Q: I did not make a deposit for housing for next year. Is there a wait list I can join?
A: You can apply to the waitlist by visiting http://link.jwu.edu and completing the housing request form. Please note, housing is not guaranteed to wait-list students. Students will be accommodated provided they are registered for classes for the housing term specified, have made appropriate financial arrangements with the university, and as spaces become available. If space becomes available, you will be contacted by JWU email regarding the availability.

Q: What if I enrolled at JWU for the first time during Spring 2014 term? Do I still have to participate in this process to secure a room on campus for next year?
A: Yes, if you enrolled for the first time during Spring term 2014, you must participate in this process if you wish to apply to live on campus for next year. Students who enroll at JWU for the first time during Spring 2014 term do not need to make a deposit. You will be automatically eligible to apply for fall 2014 housing provided you follow the timeline. Returning students who are re-enrolling or coming back after time away are required to submit a deposit.

Q: What if I think I might have internship or study abroad for the Fall 2014 term? Should I participate in this process?
A: Students who plan on participating in internship or Study Abroad for the September 2014 term should still participate in the room selection process. Once internship or Study Abroad has been approved and confirmed (and the internship placement is not local), you must notify Residential Life so that room and board/room charges can be removed for that term. Upon returning to the university for the subsequent term the housing contract will take effect. You must request a new housing assignment by completing a housing request form. The original assignment is not guaranteed.

Q: What if I plan to transfer to another JWU campus for the Fall 2014 term? Should I participate in this process?
A: Yes, if you are considering transferring to another JWU campus for the September 2014 term, you should still participate for Denver campus housing until a campus transfer has been approved.