

Frequently Asked Questions

What is the Housing Lottery?

The Housing Lottery is a random computer-generated system that will give you your timeslot to participate in Room Selection. Applying and paying your deposit does not commit you to a contract or a room; it only allows you to have a chance at participating in Room Selection.

Who is eligible to participate in the Lottery?

Current resident students who are a rising sophomore, junior, or senior and will be registered as a full-time student for the 2012-2013 academic year are eligible to participate in lottery.

What is My Housing?

My Housing is the online portal where all aspects of room selection and lottery take place. Students will need to access My Housing from the housing website (www.tcnj.edu/~reslife/assingments) to submit the housing application, select a room and roommates, pick a meal plan, and sign the housing contract.

When is the housing deposit due?

We are pleased to announce that there will be no housing deposit required with applying for housing this year.

What year am I and what housing classification am I?

- *Rising sophomores* are defined as first time, first year students who entered the College in Fall 2011 or Spring 2012, or transfer students who have fewer than **16 units** by the close of the Spring 2011 semester.
- *Rising juniors* are defined as first time, first year students who entered the College in Fall 2010 or Spring 2011, or transfer students who have between **16-23 units**.
- *Rising seniors* are defined as first time, first year students who entered the College in Fall 2009 or Spring 2010, or transfer students who have **24 or more units**.

What happens if my classification is listed incorrectly?

Your housing classification is listed on My Housing in the upper-left corner after first logging in. If you believe the housing classification listed is incorrect, please contact housing immediately. We will be unable to make any changes to the classification once timeslots are posted.

I am a current resident but it won't allow me to apply?

If you are unable to apply but feel you meet the eligibility requirements listed above, please contact our office. All students are eligible to apply for the wait list when it is made available, usually immediately after Spring Break.

What is a timeslot?

A timeslot is a randomly generated date and time that tells a student the earliest he/she can log onto My Housing and select a room. Only students who apply and pay by the deadline will be eligible for a timeslot.

What is the lottery cutoff?

The lottery cutoff is the distinction of those students who are assigned a timeslot and those who were not. If you made the cutoff, you are eligible to sign up for a room on the date and time of your timeslot. If you did not make the cutoff, you may apply to the waitlist

What should I do if I do not make the cutoff?

Students who do not make the lottery cutoff are eligible to apply to the wait list immediately through their application on My Housing. If students with timeslots opt to cancel their application before they select a room, we will offer a timeslot to the next eligible applicant. Therefore, students who do not make the cutoff should remain patient, especially immediately following not making the cutoff.

How do I choose roommates?

In order to pull someone in, you must request them as a roommate through your application on My Housing. Once you request a student(s), they must accept the request. Once the request is accepted, they can now be pulled in when selecting a room. Please view our Web Demo on the Lottery webpage to see how to find and select roommates. **Only students with a timeslot can be requested as a roommate.**

How many roommates can I request and pull-in?

You can request as many as four roommates but in order to pull them into your room and assign a bed space, they must accept the request.

What is the housing contract (electronic signature)?

The housing contract, called the “Annual Residence and Dining Services Contract,” is a one year binding agreement that all residents sign after selecting their new room assignment. **Once this document is signed, you are committed to campus housing for a full academic year (Fall and Spring). Students are released only if they meet extenuating circumstances as defined by the Department of Residential Education and Housing. Signing an off campus lease will not warrant a release from your housing contract.**

When do I sign my housing contract?

As soon as you select your room online, you must accept the Terms and Conditions and electronically sign your housing contract by clicking “I Agree.”

May I view the Housing Contract Terms and Conditions before I sign my contract?

You may contact Residential Education and Housing to view the contract prior to electronically signing it or you may view the contract on the lottery webpage.

When will I select my meal plan?

Upon selecting your room, you will be required to choose a meal plan. Please refer to meal plan information for more details at www.tcnjdining.com. Any published information regarding meal plan pricing is always tentative until approved by the Board of Trustees in June 2012. Students who fail to select a meal plan, or select a meal plan for which they are ineligible, will be assigned a plan by Residential Education and Housing.

What if I am abroad during Online Room Selection?

All students, even those who are studying abroad, are able to participate in room selection as long as they have access to the internet.

How long do I have to select a room?

You may sign into My Housing as soon as your timeslot begins, or any time afterwards, up until **Thursday, March 1st at 4:00 pm**. My Housing will automatically log you off after several minutes of inactivity, but you may take as long as you wish to select a room. Keep in mind that the available number of rooms will constantly be changing. Residential Education and Housing recommends that you select a room as quickly as possible to ensure your preferences are met.

What if I have a much later timeslot and my proposed roommate(s) has an earlier timeslot?

If you are going into a location in a group of 2 or more, the roommate with the earliest available time assigned becomes the group leader and may select a room(s) on behalf of the group. All group members must select each other during the roommate selection process.

What if the building or suite I want is full during my timeslot?

It is recommended to have at least two backup plans. This way, if your first choice is unavailable, you will be prepared to select an alternate assignment. If you are going to sign up with a group of friends and there are no suite vacancies, you will need to break down into pairs or singles and select rooms at the next earliest appointment times. We recommend that the group gather together at one computer during Room Selection so the group can make critical room decisions together.

What do I have to do if I am being pulled in?

In order to be pulled in, you must have a timeslot and be a confirmed roommate. After the group leader selects your room, you must log in to My Housing to choose your meal plan and electronically sign your housing contract. This must be done within 24 hours of the room being assigned to you or your room **may not** be held.

What is a timeslot transfer?

If you are the group leader (defined by having the earliest timeslot in the group) but you have an academic conflict during your timeslot, you can fill out a form and have your timeslot transferred to another member of your group. A timeslot will only be transferred for an academic conflict. Students who feel they qualify to transfer their timeslot can get the form from our office in Eickhoff 114 and return it by **12:00 PM on Friday, February 24th**.

Once completed Timeslot Transfer forms are submitted and approved, the room selection timeslot will be “transferred” to the student listed on the form so that he/she can select housing for the group. After this switch is made, the student with the earliest timeslot will no longer be responsible for selecting a room on behalf of the group, as this responsibility has now been shifted to the student indicated on the form. **Only students with confirmed roommates are eligible for timeslot transfers.**

Can I pull-in a roommate who did not make the cutoff?

No, only those who make the lottery cutoff can be pulled in. Residential Education and Housing counts the number of bed spaces available and issues a cutoff based on that number. Pulling in a student who is below the cutoff line would take someone else’s bed space away.

Can I always live with the person I want (choosing a roommate)?

Not always. If you and your prospective roommate have later timeslots during the room selection process, there may be a chance the only rooms remaining will be individual spaces within double rooms. If no double spaces are available, you would both need to select rooms individually. If your prospective roommates do not make the cutoff, they cannot be pulled into housing. We recommend that when groups are signing in together, all members gather at one computer to select the room. This will allow the group to make critical room location decisions together.

Who can select a double or triple room?

You may select a double room individually or as a pair. For a triple, you can select individually, as a group of two, or as a group of three. If you are selecting a room as a pair or a threesome, the group leader (student with the earliest timeslot) selects the room for the pair.

If no double rooms are available at the time of selection, the pair will have to separate and select rooms as individuals based on each person’s lottery timeslot. Similarly, if no triple rooms are available, the group will have to separate and select rooms as individuals or one pair for a double.

Can I get a single room as a sophomore?

There are a few single rooms available in sophomore buildings. If you desire a single room but none are available on room selection day, you have the option of placing yourself onto the singles waitlist. Directions on how to sign up for this wait list will be announced after spring break. Residential Education and Housing will monitor the singles waitlist and place students into singles as they become available.

What if I change my mind?

Once you sign the 2012-2013 Annual Residence Hall and Dining Services contract, you are bound to its terms for that entire academic year. Do not select a bed and sign your housing contract if you are not certain you can live on campus next year. It is important to discuss all available options with your parent(s) or guardian(s) **BEFORE** signing the 2012-

2013 Annual Residence Hall and Dining Services Agreement; once signed, you are financially responsible for room and board charges for the fall and spring semesters.

What if I made the lottery cutoff but don't want to select a room?

If you make the cutoff but decide you no longer want to participate, please cancel your application as soon as possible. This allows us to give a timeslot to a student who did not make the cutoff and have them participate in selecting a room. You can cancel your application by clicking on the cancel application link on the left-hand side once you are within your housing application.

What scenarios allow a student to cancel their room assignment and contract?

There are a few circumstances where a student may be released from the housing contract. For more information, please visit our Termination of Housing page: <http://www.tcnj.edu/~reslife/assignments/terminate>

I have a medical condition requiring me to live on campus, what must I do?

To request a medical exception you must be registered with the Office of Differing Abilities Services in Holman 307. If you need additional information on what conditions are eligible and what steps are necessary, please visit their website: <http://differingabilities.pages.tcnj.edu/>.

What if I plan to study abroad?

When students are studying abroad, Residential Education and Housing encourages them to still go through the lottery process if they wish to live on campus for the one semester they are at TCNJ. Once a student is approved to go abroad, Residential Education and Housing will receive the approval from the Center for Global Engagement and will release the student from his/her housing contract for only that semester. If a student signs into a room at lottery and goes abroad in the fall, the student is bound to that room for the spring semester only. If a student signs into a room at lottery and goes abroad in the spring, the student is bound to that room for the fall semester only. If you are studying abroad for both the fall and spring semesters, you are still eligible for the housing lottery.

What if I have an internship or am student teaching one semester?

Students who receive an internship or student teaching placement greater than 30 miles from campus may be released from the housing contract for the semester interning or student teaching. Any internships or student teaching placements within 30 miles of TCNJ will not be granted a release. The Housing Office will contact the student teachers but students with internships will need to contact our office to initiate the process.