



2016–2017 GUIDE TO THE Housing Assignment Process

Part 1 of 2

Brought to you by:

- Dean of Students
- Office Housing and Residential Education
- Vanderbilt Student Government



VANDERBILT
UNIVERSITY



UPCOMING OPEN HOUSES

The Office of Housing and Residential Education will sponsor the following open houses in upperclass residence halls. Resident Advisers will be on hand to give tours and answer your questions. Tours will originate from the lobbies designated on the schedule below:

Wednesday, January 20 • 6:00–8:00 p.m.

- **Area I: Warren|Moore Colleges**
Meet at Kissam Center Desk

Sunday, February 28 • 2:00–4:00 p.m.

- **Area II: Vanderbilt, Barnard, Cole, and Tolman Halls—**
Meet at Barnard/Vanderbilt Lobby
- **Area III: Carmichael Towers East Buildings 1 and 2—**
Meet at Towers East Desk
- **Area IV: Carmichael Towers West Buildings 3 and 4—**
Meet at the Towers West Desk
- **Area V: Branscomb Quadrangle and Blakemore—**
Lupton, Scales, Stapleton, and Vaughn Halls—Meet at the Branscomb Lobby
Blakemore House—Meet at the Blakemore Desk
- **Area VI: Highland Quadrangle Lewis, Morgan, Mayfield, Chaffin—**
Meet at the Lewis House Desk



January 2016

*Sarratt Student Center
Vanderbilt Student Government*

Dear Vanderbilt Students,

The housing assignment process for the 2016–2017 academic year is already underway. To help students with this process, Vanderbilt Student Government and the Office of Housing and Residential Education have produced this guide. **This year's housing assignment process differs in significant ways from previous years, so please read this guide in its entirety. This is the first of two parts; the second part of this document will be released shortly.**

Vanderbilt offers a variety of housing options and emphasizes personal choice in a competitive assignment process. We encourage you to explore the options available for on-campus living by visiting different residence halls and talking with friends and other students about their experiences.

This year marks the third year of the Warren and Moore College assignment process. This process will continue to be a random selection for seniors, juniors, and sophomores. Warren and Moore are unique among Vanderbilt's housing in that each class is allocated one-third of the spaces in the colleges. Because of those fixed allocations, the assignment process for Warren and Moore is different than the processes for all other campus housing. **Please be sure to read the section on Warren and Moore colleges carefully.**

Registering for the housing assignment process and requesting authorization to live off-campus will take place online. All returning undergraduate students currently enrolled at Vanderbilt must register at vanderbilt.edu/ResEd during **January 17–24, 2016**. Access to the website will require your VUNetID and password. Students entering their fourth year of study or greater in fall 2016 may submit off-campus requests during that same time. Students entering their second or third years of study in fall 2016 **are not eligible** to request authorization to live off-campus unless they will live at their family's primary residence in Davidson County. To help you make the best decisions possible in this selection process, VSG works continuously with OHARE to improve the housing assignment process. If you have any concerns about the lottery or suggestions for improving it, please contact VSG.

If you have a housing assignment concern or any question about current policies or procedures, please contact OHARE at **615-322-2591** or visit the OHARE office suite located on the first floor of Vaughn in Branscomb Quadrangle.

Sincerely,

Elizabeth Shahnasarian
President
Vanderbilt Student Government

Alison Matarese
Director of Housing Assignments
Office of Housing and Residential Education

Aubree Adams
Senior Program Coordinator for Housing Assignments
Office of Housing and Residential Education



HOUSING ASSIGNMENT PROCESS 2016–2017

The Undergraduate Residential Requirement

The residential experience is understood to be an integral part of a Vanderbilt education. This commitment to residential education is clearly expressed in the university's residential requirement put in place by the Board of Trust in 1959:

“All unmarried undergraduate students are required to live in residence halls on campus during the academic year, May session, and summer sessions. Authorization to live elsewhere is granted at the discretion of the Director of Housing Assignments in special situations or when space is unavailable on campus.”

—Student Handbook

The requirement is binding on all undergraduate students regardless of age or academic class. By accepting a room assignment, a student is contractually obligated to occupy that room for the entire academic year, unless the student withdraws from the university, graduates, or participates in a Vanderbilt Study Abroad program. Vacant spaces are subject to assignment by the Office of Housing and Residential Education at any time.

Eligibility

All returning single, undergraduate students currently enrolled at Vanderbilt are eligible to participate in the housing application and assignment process. Those eligible include students who are enrolled in study abroad programs, students on leave of absence, and students who are currently living off-campus, including Nashville residents. Those ineligible include fall 2016 transfer students and students who have been readmitted to Vanderbilt and are returning for fall 2016.

Procedural Fairness

No student is favored over any other. All processes treat students equally so that every student has an equal opportunity to pursue the housing of her or his choice. Procedural fairness is ensured through a random selection process, referred to by students as the lottery.

There are distinct random selections for every type of accommodation offered. (The only exceptions are the Living Learning Communities for which students submit specific applications. Those applications are considered by committees.)

NOTE: Procedural fairness guarantees equal opportunity, not equal outcomes. For example, the Powerball and MegaMillions lotteries are procedurally fair (all tickets have an equal chance of winning), but the outcomes are not equal (only some ticket buyers win millions).

Likewise in the housing assignment processes each student has equal chances in the lotteries, but some students get to choose before others.

Our housing facilities vary widely in age, construction, location, type, room sizes, finishes, and many other attributes. As a consequence, Vanderbilt cannot guarantee students that they will be assigned to the housing that they most prefer or that is “equal” to another. However, all campus housing is suitable for academic, social and personal growth, and success at Vanderbilt. All students who engage in the assignment process will be assigned a room on campus unless authorized by the Director of Housing Assignments (or designee) to live off-campus.

Personal Choice

The housing selection process at Vanderbilt allows students' choices to determine the rooms in which they will live. Vanderbilt University offers a wide variety of housing, including:

- Traditional single and double rooms (one room for sleeping/living)
- Suites (with full kitchens) for six students (two single bedrooms and two double bedrooms)
- Suites (with convenience kitchens) for six students (all single bedrooms)
- Suites (with convenience kitchens) for five students (all single bedrooms)
- Suites (with convenience kitchens) for four students (all single bedrooms)
- Lodges for 10 students (all single bedrooms)
- Studio, one-bedroom, and two-bedroom apartments
- College Halls
- Special interest residence halls
- Coeducational living options

Seniority and Points

For the purpose of choosing rooms in the random selections, students entering their fourth year of study in fall 2016 are assigned four points; those entering their third year of study are assigned three points, and students entering their second year of study are assigned two points. Depending on the location on campus, individuals or groups of students choose their living spaces based upon group point averages or group point totals. Group averages are determined by averaging the points assigned to each member of the group together. The order of selection for groups with the same point average or total is determined by a random selection.

Student Accountability

Students are solely responsible for understanding the policies and procedures of the housing assignment process and meeting all deadlines.

Students Participating in Study Abroad Programs or Internships in Fall 2016

Students who intend to study in a direct or indirect study abroad program or participate in an internship outside of Davidson County during the fall semester 2016 are eligible to participate in the random selection process. We encourage those students who have applied to a study abroad program or for an internship outside of Davidson County, but are uncertain as to their status or their participation, to take part in the selection of single and double accommodations only.

Students who select a single or double room on campus and later decide to participate in a study abroad program or in an internship program outside of Davidson County must notify the Office of Housing and Residential Education in writing at least sixty days prior to the start of the semester to request cancellation of their housing contracts.

Students participating in study abroad programs or internships during the fall semester 2016 will be required to live on campus during the spring semester 2017. Returning students will be assigned to available housing.

Living Learning Communities

Students may apply to live in one of Vanderbilt's Living Learning Communities. The application processes for these communities occurs prior to the regular housing selection processes. Students whose applications are denied may still participate without penalty in the regular housing selection processes that follow.





Students Requesting Reasonable Accommodations Under the ADA

The Office of Housing and Residential Education partners with the Office of Equal Opportunity, Affirmative Action, and Disability Services (EAD)/Disability Services Program (DSP) to ensure consistency in evaluating requests for special consideration in housing.

Students seeking special consideration due to a documented impairment and who would like to be considered for reasonable accommodations under the Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973 should contact the Disability Services Program at 615-322-4705, Monday–Friday from 8:00 a.m. to 5:00 p.m.

EAD/DSP will review all requests and share approved student requests with the Office of Housing Assignments. Students with approved requests will be offered a reasonable accommodation that meets the documented and approved need. The EAD/DSP website (vanderbilt.edu/ead/ds_students.html#a2) provides information for students regarding reasonable accommodations, documentation guidelines, and other information about the office.

All students who request reasonable accommodations due to a medical, psychological, or disability impairment must submit full and current documentation to the DSP. The Office of Housing

Assignments will not accept any documentation or housing requests regarding a student’s medical, psychological, or disability related condition.

If DSP determines that you are eligible for special housing, the Office of Housing Assignments will contact you about your assignment and will make every effort to find appropriate and reasonable assignment as recommended by the EAD/DSP.

Please note that January 15, 2016, is the last day to submit requests for special consideration to the Office of Disability Services Program for 2016–2017 academic year housing.

EAD/DSP will notify students of the status of their requests on or before February 1, 2016. Late requests may not be considered until after the housing assignment process is complete. If a student with approved medical need turns down the opportunity to live in a space that meets their approved need, the student’s request may be cancelled by the Office of Housing Assignments, and the student will need to participate in the housing selection process. Any future request from the student must be reviewed by DSP.

Applying for the Housing Assignment Process

All students, except those graduating, must apply for the housing assignment process between January 17 and January 24 at vanderbilt.edu/ResEd. The deadline for application is 6:00 p.m., Sunday, January 24. Students apply by logging into the housing application site and submitting their applications. All students who will attend classes on campus next year must apply between January 17 and January 24 at 6:00 p.m.

Students must have a current valid VUNetID and password to apply. Students should first go online to vanderbilt.edu/ResEd and click on the link to the Upper-class Housing Application 2016-2017.

Students who register after the deadline (6:00 p.m., Sunday, January 24) shall (1) not be allowed to reserve their current spaces and/or (2) lose a point for the random selections.

Housing Designations

Gender

In general, the university designates buildings, floors, suites, apartments, and lodges by gender; females and males have a roughly proportionate opportunity to be assigned to the various types of accommodations on campus.

Proxies

It is in the best interest of students to attend selection events and to select their own rooms. However, the use of proxies is allowed for the selection of suites and apartments. Proxies will designate the exact rooms within the suites or apartments to which the absent students will be assigned.

Students currently in study abroad programs or on leave must designate their proxies via the housing web application process when they apply for housing January 17–24. Individuals acting as proxies for students participating in study abroad programs or on leave of absence must have the copy of the proxy statement issued by the absent student. The absent student will be required to accept the specific room assignment given at the random selection.

For the local hall selections as well as the random selections for singles and doubles, no proxies will be allowed unless approved at least twenty-four hours in advance by a housing registrar. The registrars are located in the Housing and Residential Education Office suite, located on the first floor of Vaughn in Branscomb Quadrangle.



Off-Campus Authorization

Students who want to request authorization to live off-campus for the 2016–2017 academic year must do so between January 17–24, 2016.

Students who currently have off-campus authorization must apply for re-authorization each year.

Students requesting off-campus authorization must first apply for housing. If off-campus authorization is granted, the housing application will be declared void. If off-campus authorization is denied, the housing contract will be created so that the student can participate in the on-campus room selection processes.

Students who intend to study in a direct or indirect study abroad program, participate in an internship outside of Davidson County, or take a leave of absence during the fall semester 2016 are not eligible to and should not request off-campus authorization. Only students entering their fourth year of study or greater are eligible to request authorization to live off-campus for the 2016–2017 academic year.

Students granted authorization to live off-campus forfeit their off-campus authorization for the entire 2016–2017 academic year if they decide to study abroad, participate in an internship outside of Davidson County, or take a leave of absence during the fall semester 2016. Students participating in study abroad programs or internships during the fall semester 2016 WILL be required to live on campus during the spring semester 2017, and THEY WILL be assigned to available on-campus housing.

Off-campus authorization decisions will be announced January 29. Students who change their minds after receiving off-campus authorization have until 4:30 p.m. on Friday, February 5, to notify the housing office in writing that they decline authorization and wish to go through the on-campus housing assignment process. **Students declining off-campus authorization after 4:30 p.m. on February 5 will lose a point of seniority in the housing assignment process and will not be allowed to reserve their current spaces.**

In accordance with recommendations of VSG, requests for off-campus authorizations will be prioritized as follows:

1. Those students currently living off-campus will be given first priority.
2. Students who will be entering their fourth (or greater) year of study in the fall semester of 2016 and who submitted off-campus applications by the January 24 deadline will be given second priority.
3. Students who will be entering their fourth (or greater) year of study in the fall semester of 2016 and who submitted application after the January 24 deadline will be given third priority.

Students in the above three categories should understand that their priority is contingent upon submitting their completed housing applications and off-campus ballots by 6:00 p.m. on January 24, 2016.

Authorization to live off-campus is granted at the discretion of the director of housing assignments (or designee) and may be revoked at any time for good cause, as determined by the director of housing assignments. Reasons for the revocation of off-campus authorization include, but are not limited to, violations of university policies or regulations; failure to abide by the tenants of the “good neighbor guidelines” (vanderbilt.edu/ResEd/main/PolicyGNG.php) or behavior that adversely affects the university’s relationship with the neighborhood community.

When Vanderbilt receives notice of a landlord in a community whose practices are violating local law and/or endangering the safety and well-being of student tenants or neighbors, then Vanderbilt reserves the right to deny students the privilege to live off-campus at properties owned by these landlords. If a student is living in an off-campus residence alone or with one or more other students or non-students, and the residence is found by the university to be in violation of the “good neighbor guidelines” (vanderbilt.edu/ResEd/main/PolicyGNG.php) or is adversely affecting the university’s relationship with the neighboring community, all residents may be considered in violation of this policy even if the conduct of an individual resident cannot be specifically identified. A student whose authorization to live off-campus is revoked will be required to return to campus immediately and live in on-campus housing assigned at the discretion of the director of housing assignments.

In all cases, applicants wishing to reside off-campus for the 2016–2017 academic year should not make off-campus living arrangements until they have been officially authorized by the Director of Housing Assignments. Contracts between students and off-campus landlords and agreements between friends to sublease a space off campus are not valid reasons for granting requests for authorization to live off campus.



Applying for Off-Campus Authorization: Off-Campus Ballots

Students wishing to reside off-campus for the 2016–2017 academic year should complete the off-campus ballot between January 17 and January 24. Students can submit a ballot as an individual, or add up to two additional students to create a group ballot. The off-campus group ballot allows all students on the ballot to be “linked” together for the purpose of the off-campus selection process. Group ballots will be granted or denied as a group. **Students with off-campus authorization for the 2016–2017 academic year that wish to reapply for authorization for 2016–2017 are not permitted to submit group ballots.**

For individual and group ballots, one rising fourth-year student and above must be selected as the contact person. If submitting a group ballot, the contact person must enter the VUnetIDs and dates of birth of any additional students listed on the ballot. Any student listed on a group ballot must then go online and accept the ballot. The ballot will go live with all students that accept the ballot as of 6:00 p.m. on Sunday, January 24. The ballot will NOT be voided if additional group members do not accept or if they decline the invitation. The ballot will go live with all members that accept the invitation. Only students that accept the ballot will be considered for the off-campus selection.

Fraternity and Sorority Housing

Students elected to officers’ positions and who plan to live in their chapter houses must apply for university housing January 17–24, but they should **not** participate in the housing selection process.

Chapter house residency is normally restricted to rising juniors and seniors; however, a chapter may petition to have a rising sophomore in residence. Petitions may be filed in the Office of Greek Life.

All Greek chapter house forms (applications and the cover sheet) must be filed between January 29 and February 19 at the Office of Housing and Residential Education Office Suite, located on the first floor of Vaughn in Branscomb Quadrangle.

Greek House authorizations are for the full academic year unless there is a change of officers in a house. In houses in which there is any change of officers at mid-year, all members of the house must apply for authorization for the spring semester. The number of students moving out of the residence halls and into a Greek house must equal the number of students moving out of the house into the residence halls. **No vacancies may be created in the residence hall system.**



HOUSING ASSIGNMENT CALENDAR 2016–17

Students are solely and completely responsible for properly and validly submitting completed ballots and for meeting all deadlines.

Housing registration links you directly to your My Biz sign-on page so that you can easily register for 2016-2017 housing. Connect directly with departmental websites like EAD or our different Living Learning Community (LLC) pages, applications, and much more.

JANUARY 2016						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10	11 • McTyeire Applications Available	12 • First-Year Housing Information Session 6:00 p.m. (Commons Center Multipurpose Room)	13	14 • First-Year Housing Information Session 6:00 p.m. (Commons Center Multipurpose Room)	15 • EAD Requests Due	16
17 • Housing Registration/Off Campus Ballots Open at Midnight	18	19 • Transfer Student Housing Information Session 6:00 p.m. (Student Life Center Board of Trust Room)	20 • Warren Moore Open House 6:00–8:00 p.m. • LLC Week Begins	21 • First-Year Housing Information Session 6:00 p.m. (Commons Center Multipurpose Room)	22	23
24 • Housing Registration/Off Campus Ballots Close at 6:00 p.m.	25	26	27 • LLC Week Ends	28 • McGill Showcase 6:30–8:00 p.m. • McTyeire Open House 6:30 p.m.	29 • Greek Packets Available • Off-Campus Decision Announcements	30
FEBRUARY 2016						
31	1	2	3	4	5 • Mayfield/McGill/McTyeire Applications Due	6
7	8	9	10	11	12	13
14	15	16 • Warren Moore Local Selection 6:00 p.m. (Student Life Center Board of Trust Room)	17	18 • Warren Moore Internal Ballot Opens at Midnight	19 • Greek Packets Due by 4:30 p.m. • Warren Moore Internal Ballot Closes at 6:00 p.m.	20
21	22 • Warren Moore Internal Ballot Results Post at 6:00 p.m.	23 • Warren Moore Internal Room Selection 6:00 p.m. (Student Life Center Board of Trust Room) • Mayfield/McGill/McTyeire Notifications Sent • Warren Moore Open Balloting Opens at Midnight	24 • Warren Moore Open Balloting Closes at 6:00 p.m.	25 • Warren Moore Open Balloting Results Post at 6:00 p.m.	26 • Mayfield/McGill/McTyeire Acceptance Due by 4:30 p.m.	27
28 • Building Open Houses 2:00–4:00 p.m.	29	MARCH 1 • Warren Moore Open Ballot Room Selection 6:00 p.m. (Student Life Center Board of Trust Room)				

Living Learning Communities

Vanderbilt's living/learning communities offer students with special educational interests the opportunity to interact with faculty members and to live together in residence halls with structured learning environments.

The McTyeire International House, the McGill Project, and the Mayfield Living Learning Lodge Program have special application and admission processes. Applications and additional information are available on the Housing and Residential Education website. Applications for the Mayfield Living Learning Lodge Program, McTyeire, and McGill are due on **February 5**.

McTyeire International House offers programs for students seeking to improve their fluency in French, German, Japanese, Chinese, Spanish, or Russian as well as a program, offered in English, to students seeking to learn more about international topics. McTyeire students are required to speak their target languages or discuss international topics at specific activities, including weekly study breaks and international dinners prepared in the McTyeire kitchen and served in McTyeire's own dining room Monday through Thursday. Find out more about life at McTyeire at vanderbilt.edu/ResEd/main/living-learning-communities/mctyeire-international-house.

The McGill Project offers students an open and inviting environment where they can learn from and interact with faculty and staff members outside the classroom. A home for students with a wide variety of majors and interests, McGill Project members consider themselves part of an ongoing campus tradition of free expression and discovery, represented during yearly programs and activities. During McGill's Annual Spring Showcase, project members present visual art, poetry, performance art, and other creative exhibits. Weekly McGill Hours allow Vanderbilt professors, Nashville community activists, and McGill residents to share and discuss more controversial and provocative topics outside the classroom. Get a closer look at McGill at vanderbilt.edu/ResEd/main/living-learning-communities/mcgill.

The Mayfield Living Learning Community seeks to empower students to pursue their service and learning interests. The Mayfields provide opportunities to create a self-generated, self-directed group project with the guidance of a faculty adviser of the students' choice. Groups apply by creating and presenting a detailed proposal of their project's purpose, goals, and timeline. Following a panel-style interview process, groups with well-formed and well-articulated projects may be admitted into the community. Upon entry into the lodges, program requirements include monthly reports, weekly meetings, attendance at lectures with faculty and staff, regular meetings with faculty advisers, and participation in educational programs for the campus and community at large. Additional information on the Mayfield experience is available at vanderbilt.edu/ResEd/main/living-learning-communities/mayfields.





Warren | Moore Colleges: Assignment Process for Current Residents

Students residing in Warren and Moore Colleges during the spring semester of 2015 have priority to return for the 2016–2017 academic year. Permission to remain in the facility will be at the discretion of the faculty directors. All residents must remain in their current college and are not eligible for spaces in the other college.

Local Selection (Tuesday, February 16, 6:00 p.m. • Student Life Center Board of Trust Room): Local selection will be comprised of two priority groups and will occur as one live room selection event.

Priority Group #1: Individual students currently residing in single rooms or full groups of students currently residing in double rooms or suites that want to return to the exact same room with the exact same group of students will have the opportunity to reserve their spaces for the 2016–2017 academic year.

Priority Group #2: Individual students currently residing in single rooms or full groups of students currently residing in double rooms or suites that want to return with the exact same group of student and to the same type of room, but to a different room will have the opportunity to participate in a random selection to select a new space. The random selection will be determined by seniority.

Internal Ballot (February 18–19): This portion of room selection will occur after Local Selection, and will utilize the Warren and Moore Colleges ballot. Current residents of Warren and Moore Colleges will be permitted to create new groups out of existing Warren and Moore residents to apply for a room accommodation different than their current accommodation. Students can apply for up to 3 different room types/configurations. Results of the balloting will be determined by a seniority driven, random selection lottery.

Only students residing in Warren and Moore Colleges during the spring semester of 2016 are eligible to submit or appear on a ballot during this balloting period. Groups that would like to submit ballots with students that do not live in Warren and Moore Colleges during the spring semester of 2016 must participate in the open balloting period.

Random Selection for Warren | Moore Colleges: Open Balloting Period

Warren and Moore Colleges are the first two College Halls for upper-class students. Warren | Moore first opened in August of 2014 and house approximately 330 students each.

Residency in Warren | Moore is open to all rising upperclass students. All students must have applied for housing between January 17 and 24. All students who applied for housing may submit ballots for Warren | Moore between 12:01 a.m., February 23, and 6:00 p.m., February 24.

Each college will be composed of 33% fourth-year students, 33% third-year students, and 33% second-year students. Spaces will be allocated 50/50 between females and males. Floors and suites will not be designated by sex. Females and males will live on the same floors and may—if they choose to—live in the same suites. Only the traditional doubles are single sex.

Warren | Moore comprises five types of accommodations:

- Traditional single rooms
- Traditional double rooms
- Suites for four students
- Suites for five students
- Suites for six students

Suites are composed of individual bedrooms for each student, a full bathroom, a convenience kitchen (i.e., a kitchen with refrigerator, microwave, sink, cabinets, cupboards, and drawers), and a common living/eating space. Some suites are two-story.

Warren | Moore Meal Plan: Students residing in Moore College or Warren College at Vanderbilt are required to participate in the Basic College Halls Meal Plan and may upgrade to the 14 or 19 College Hall Meal Plan. Residents will have unique opportunities to connect and interact with faculty and fellow students on a daily basis, as well as through programmed events. In addition to meals per week, this plan offers events designed specifically for this college hall experience.

The Kissam Market: This 24/7 market within Warren | Moore offers grab-and-go snacks, fresh salads, sandwiches and sides, microwavable meals, baked goods, sundries, health and beauty aids, packaged food, coffee, juice, fountain beverages, bottled beverages, milkshakes, and study supplies.

The Kitchen: This open-air kitchen serves chef-crafted theme meals as well as hot, prepared meals for breakfast Monday–Friday and dinner Sunday–Thursday.

Basic College Halls Plan

- 12 meals per week
- \$225 Meal Money per semester
- \$3.15 rollover per missed meal
- 5 Flex Meals
- Special Meal Plan Events (students may attend all regular meal plan events as well)
- College Hall Meal Plan Events

Ballots

Students may submit ballots for Warren | Moore as individuals or as groups of two, four, five, and six students. Depending on the size of their groups, groups can rank preferences for up to three different types of Warren | Moore accommodations.

Each group must designate one member as its contact person. The contact person is responsible for initiating the online ballot. To initiate an online ballot, the contact person should navigate to vanderbilt.edu/ResEd and click on the ballot icon.

- The contact person must initiate the ballot. If there will be more than one student on the ballot, the contact must provide the VUNetIDs and birthdates (MM/YY) for all members of the group.
- The contact verifies that the correct students are on the ballot, that each student has the correct number of points, and that the ballot point average is correct.
- Rank the room type preferences. Depending on the number of students on their ballots, groups may rank up to a maximum of three room types to which they would like to be assigned. Each selected preference must accommodate all members of the ballot. For example, a group of five might rank a five-person suite as their first choice, a four-person suite and a single as their second choice, and five singles as their third choice. All indicated preferences must provide beds for all five members on the ballot.
- Assign specific members to the various room types for each preference.
- Review the assignments.

Warren | Moore Statements of Affirmation: To be eligible to live in Warren | Moore every student on a ballot must assent to each of four statements of affirmation:

“I affirm the importance of being a good student-citizen of Vanderbilt University, and I pledge to promote the values espoused by our Community Creed—Scholarship, Honesty, Civility, Accountability, Caring, Discovery, Celebration—in College Halls.”

“I agree to advance the cause of diversity by valuing human difference and through fostering an environment of open, constructive dialog in College Halls.”

“I promise to care for and support my fellow students in College Halls, during times of both challenge and celebration.”

“I commit to actively participate in the civic, social, and intellectual life of College Halls.”



Ballot Question: For the ballot to be valid, each student must complete the following question in 700–1600 characters.

“What do you expect and want to bring to the Warren and Moore communities and what do you expect and want Warren or Moore to contribute to your experience and development at Vanderbilt University?”

Statements of Accountability: For the ballot to be valid, each student on the ballot must assent to both statements of accountability listed below:

“I understand that my behavior and participation in a college hall is subject to review by the faculty director and staff and that inappropriate behavior or lack of engagement may result in the loss of the privilege of residing in the College Halls.”

“If accepted, I agree to participate in any assessments of college, hall, or program.”



Submitting the Ballot: Once the contact person has submitted the ballot, each student listed on the ballot must complete the ballot question and accept the invitation to join the ballot. All responses must be received by the ballot deadline. Failure of any member of the ballot to confirm their place on the ballot by the deadline will invalidate the entire ballot.

The Office of Housing Assignments will not send any reminder emails or communications to the contact or the other group members. All group members must accept the ballot or the entire ballot will be incomplete.

If all group members accept the ballot invitation by the deadline, the ballot will be considered complete and will be submitted for the random selection (i.e., lottery) process.

Inclusion of the name of a student who has not applied for the housing assignment process is not permitted. A student’s name cannot appear on two different Warren | Moore ballots.

If a student’s name appears on more than one ballot, the ballot system will not accept that student’s name/information thus making the ballot incomplete (see possible error messages associated with online ballots).

If any member of the group declines her or his place on the ballot, the entire ballot will be voided.

The order of selection is determined by group point averages. Group point averages are determined by summing the points assigned to the member of the group and dividing the sum by the number of group members. **The order of selection for groups with the same point average is determined by a random selection. Students whose ballots do not succeed may still participate without penalty in subsequent housing selection processes.**

Because the number of spaces in Warren | Moore are allocated 50/50 between females and males and 33/33/33 between rising fourth-year, third-year, and second-year students, a ballot will fail in the lottery if it includes even one member for whom the quota of spaces for that student’s sex or class has been filled. In such a case, the entire ballot will be discarded.

If a ballot fails because the first preferred room type is no longer available, the ballot will remain alive in the lottery. It will be reconsidered for its second preference after all other ballots of the same point average have been considered. The process is repeated for the third preference if the second room preference is no longer available. If none of the preferences remain, the ballot has failed and will be discarded.

All members of a discarded ballot will not be assigned to Warren | Moore. However, all students who are not assigned to Warren | Moore may pursue all other housing options.

Because the Warren | Moore process will be complete before all other housing deadlines, submitting a Warren | Moore ballot does not handicap a student in their pursuit of other housing options.

Sample Online Ballots

V.U. Home | Campus Map | Site Index | People Finder | Search V.U.
Office of the Dean of Students
Vanderbilt University
My Ballots | Log Out

College Halls Ballot

Step 1 of 6: Statements of Affirmation

Please indicate your agreement with the following affirmations by checking the box beside each statement. Then click the "Confirm" button to proceed to the ballot.

- I affirm** the importance of being a good student-citizen of Vanderbilt University and I pledge to promote the values espoused by our Community Creed -- Scholarship, Honesty, Civility, Accountability, Caring, Discovery, Celebration -- in College Halls.
- I agree** to advance the cause of diversity by valuing human difference and through fostering an environment of open, constructive dialog in College Halls.
- I promise** to care for and support my fellow students in College Halls, during times of both challenge and celebration.
- I commit** to actively participate in the civic, social and intellectual life of College Halls.

Quit ← ⚠ → Confirm

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College Halls Ballot

Step 2 of 6: List your ballot group

- This ballot is good for all individuals and groups from 1 to 6 students.
- Enter the VUNetID and birthday for each person (birthday example: "0501" for May 1st).
- Enter your phone number.
- Click the "Continue" button.

	VUNetID	Birthday
1	nicholc3	0130
2	searsbc	1220
3	ricedh	0419
4	shephebw	0501
5	staffowh	0408
6		

Please enter a phone number where you can be contacted about this ballot:
555-2121

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College Halls Ballot

Step 3 of 6: Check the people in your group

- Check to be sure these are the people you want on your ballot.
- If you need to make corrections, click the "Back" button.
- When you are ready, click the "Continue" button.

Name	Sex	Points
1 Catherine Nicholl	F	4.00
2 Beth Sears	F	4.00
3 Danny Rice	M	4.00
4 Brene Shepherd	F	4.00
5 Will Stafford	M	4.00
Average:		4.00

Contact: Catherine Nicholl ph. 555-2121

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College Halls Ballot

Step 5 of 6: Select where each person will live

- For all options on the right, select where each person would live.
- Options with only one possible choice have been selected for you.
- Be sure the total number of people in each room or suite is correct.
- Be sure occupants of double rooms are both the same sex.
- When you are ready, click the "Continue" button.

Name	Sex	Points	Suite for 5	Suite for 4 & Single	2 Doubles & Single
1 Catherine Nicholl	F	4.00	Suite	Suite	Single
2 Beth Sears	F	4.00	Suite	Single	Double A
3 Danny Rice	M	4.00	Suite	Suite	Double B
4 Brene Shepherd	F	4.00	Suite	Suite	Double A
5 Will Stafford	M	4.00	Suite	Suite	Double B
Average:		4.00			

Contact: Catherine Nicholl ph. 555-2121

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College Halls Ballot

Step 6 of 6: Submit Your Ballot

By submitting this ballot:

- You automatically accept the ballot and agree to be its Group Contact.
- You agree to abide by the policies set forth in A Guide to the Assignment Process.

Name	Sex	Points	Suite for 5	Suite for 4 & Single	2 Doubles & Single
1 Catherine Nicholl	F	4.00	Suite	Suite	Single
2 Beth Sears	F	4.00	Suite	Single	Double A
3 Danny Rice	M	4.00	Suite	Suite	Double B
4 Brene Shepherd	F	4.00	Suite	Suite	Double A
5 Will Stafford	M	4.00	Suite	Suite	Double B
Average:		4.00			

Contact: Catherine Nicholl ph. 555-2121

To submit the ballot:

- Please check your work carefully before submitting. To make corrections, click the "Back" button.
- Indicate your agreement with the statements below by checking the box beside each one.
- When you are ready, click the "Submit Ballot" button.

WARNING: Once you submit your ballot, you can't go back and make changes.

I understand that my behavior and participation in a College Hall is subject to review by the Faculty Director and staff and that inappropriate behavior or lack of engagement may result in the loss of the privilege of residing in the College Hall.

I agree to participate in any assessments of college, hall, or program.

Back Submit Ballot

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College Halls Ballot

Step 4 of 6: Rank Room Preferences

- You may select up to 3 options.
- 1 = first choice, 2 = second choice, 3 = third choice.
- If you don't have a second or third choice, leave them blank.
- Don't select the same option more than once.
- When you are ready, click the "Continue" button.

Note: Occupants in a Double room must be the same sex. Please take this into account as you make your choices. (Options which would violate this rule have been omitted.)

Rank	Room Preference
1	Suite for 5
2	Suite for 4 & Single
3	2 Doubles & Single

Before you continue, make sure that:

- You have ranked all the options you want (no duplicates).

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College Halls Ballot

Your Ballot is Submitted!

What's next:

- Wait for the others to respond to their invitations.
- If everyone accepts, the ballot will be complete.
- If anyone does not accept, the ballot will be voided.
- No email notifications will be sent. Check My Biz for the status of your ballot.

Full completion of this ballot (all members accepting) is entirely the responsibility of the ballot members. The Housing office accepts no responsibility for incomplete or late submissions.

Name	Sex	Points	Accept	Suite for 5	Suite for 4 & Single	2 Doubles & Single
1 Catherine Nicholl	F	4.00	Yes	Suite	Suite	Single
2 Beth Sears	F	4.00	?	Suite	Single	Double A
3 Danny Rice	M	4.00	?	Suite	Suite	Double B
4 Brene Shepherd	F	4.00	?	Suite	Suite	Double A
5 Will Stafford	M	4.00	?	Suite	Suite	Double B
Average:		4.00	1			

Contact: Catherine Nicholl ph. 555-2121

Submitted ballots cannot be changed online. If you need to make changes, please contact the Housing Office for assistance.

Done

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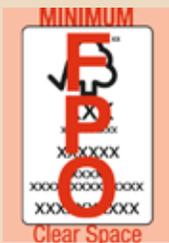
Part 2 of this document will be available in mid-February.



VANDERBILT UNIVERSITY

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