



2016–2017 GUIDE TO THE Housing Assignment Process

Part 2 of 2

Brought to you by:

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



VANDERBILT
UNIVERSITY



HOUSING ASSIGNMENT PROCESS 2016–2017

Policies and Procedures (Continued from part 1)

For information on the Warren|Moore Colleges process, please see Part 1.

Co-ed Housing Options for 2016–2017

In response to student demand, several options that de-emphasize gender-based housing assignments will be available for the 2016–2017 academic year.

Suites and apartments (six-person Towers suites, four-person Chaffin/Morgan/Lewis apartments and Warren|Moore suites) can be co-ed so long as all double bedrooms within the suite/apartment are comprised of students of the same sex.

Three floors in Lupton House in Branscomb Quadrangle will offer an equal number of double rooms for women and for men with bathrooms designated by sex.

A floor in Stapleton House in Branscomb Quadrangle will offer an equal number of double rooms for women and for men with bathrooms designated by sex.

The second and third floors of Blakemore House will offer an equal number of doubles rooms for women and for men. All double rooms have full private bathrooms.

Carmichael Towers East will offer eight co-ed floors with an equal number of spaces for women and for men with bathrooms designated by sex.

In Warren|Moore Colleges, floors and suites will not be designated by sex. That is, females and males will live on the same floors and they may—if they choose to—live in the same suites. In Warren|Moore, traditional double rooms are single sex only.

Gender-Inclusive/Mixed-Gender Housing Options

Under previous guidelines and policies, students were required to be of the same legal sex in order to share a bedroom. In order to meet student demand and to recognize the complexities around sex and gender identity, a limited number of two-person Morgan and Lewis apartments have been set aside for students wishing to share a bedroom that would not have been able to under previous guidelines and policies. Students of the same legal sex per university

records, but different gender identities, are permitted to share a bedroom for all other room types and should participate in those specific balloting processes. Students with additional questions around which balloting process is best for them can reach out to Alison Matarese, Director of Housing Assignments, or the Office of LGBTQI Life.

Students wishing to pursue a mixed-gender, two-person apartment should come to the Housing Office Suite located on the first floor of Vaughn in Branscomb on Wednesday, March 2, between 8:00 a.m. and 4:30 p.m. to submit a ballot. Both students appearing on the ballot must be present. Students not currently enrolled in classes at Vanderbilt who would like to appear on a ballot must confirm via email by 4:30 p.m. on Wednesday, March 2. Utilizing a senior-driven, random selection, five ballots will be selected. Students will be notified of the results via email on Thursday, March 3. Students with successful ballots will be assigned to a two-person apartment in either Morgan or Lewis House.

Room Reservation: “Squatter’s Rights” (Excluding Warren|Moore Colleges)

A reservation policy frequently referred to as “squatter’s rights” allows rising junior and rising senior residents to reserve for 2016–2017 their current (spring 2016) rooms without participating in the random selection.

Suites and apartments may be reserved as long as a specified number of the current occupants agree to return.

Rising seniors and rising juniors may reserve their current single and double rooms during the room reservation period. To reserve a double, both current residents must be returning. Upperclass students wishing to select new singles or doubles in the building in which they currently reside may do so in the local selection processes held by individual buildings prior to the general random selection. The purpose of these policies is to help build and sustain a residential community and to provide continuity of leadership.

Room Reservation Process
(Excluding Warren/Moore Colleges)

SUITE/APARTMENT RESERVATION PROCESS

Upperclass students seeking to reserve their current suites or apartments must bring their current Vanderbilt identification cards to the Housing Office Suite located on the first floor of Vaughn between Monday, March 14, and Tuesday, March 15, from 8:00 a.m. until 4:30 p.m. To reserve the space, all residents of the suite or apartment, including new roommates, must be present.

In order to reserve their current suite or apartment, there must be a specified number of spring 2016 occupants to renew. RA suites and apartments are not eligible for reservation. The guidelines are listed below:

- **Six-person Towers Suites**
Three out of six current residents must be returning
- **Morgan and Lewis**
Studio: Two out of two current residents must be returning
One-Bedroom: Two out of two current residents must be returning
Two-Bedroom: Two out of three current residents must be returning
- **The two-bedroom apartments will convert from three-person to four-person.**
- **Four-Person Chaffin Apartments**
Three out of four current residents must be returning
- **Branscomb Suite Doubles** (Scales and Vaughn):
Three out of four current residents must be returning

Any returning undergraduate student may fill the remaining spaces so long as apartments remain same sex within all bedrooms. Fall 2016 transfer students and readmitted students are not eligible. Staff suites and apartments and Mayfield Living Learning Lodges are not eligible for reservation.

A group may reserve only the suite or apartment it currently occupies. All students in the group will be required to sign contracts binding them to the suite or apartment for the entire 2016–2017 academic year.

At the time the suite or apartment is reserved, each student will be required to designate the room in which she/he will reside. The residents of the suite or apartment should decide who will live in which room prior to the reservation process.

SINGLE-ROOM AND DOUBLE-ROOM
RESERVATION PROCESS
**Blakemore, Cole, Tolman, Carmichael Towers II,
Lupton, Stapleton:**

Rising junior and senior students wishing to reserve their current single or double rooms for the 2016–2017 academic year must bring their current Vanderbilt identification cards to the Housing Office Suite located on the first floor of Vaughn between Monday, March 14, and Tuesday, March 15, between 8:00 a.m. and 4:30 p.m. The reservation of a double room requires both current residents to return for the 2016–2017 academic year.

Carmichael Towers I:
The current residents of floors 3–6 in Towers I will not be permitted to reserve their current rooms. Residents wishing to remain in Carmichael Towers East will be permitted to participate in the Carmichael Towers East local selection and can select a space in Carmichael Towers II.

Please note that floors 3–6 in Towers I will not be offered at the local selection. The sex designations for floors 3–6 in Tower I are determined following the suite and apartment random selection period. Therefore, these floors will be sex-designated according to projected space needs and included in the appropriate random selection for single and double rooms.

Local Hall Selections

Participants in local hall selections must currently live in that residence hall and apply for the housing assignment process between January 17–24 at *vanderbilt.edu/ResEd*. Participants must bring their Vanderbilt identification cards to the selection.

At the local selections, students currently residing in their building may participate in a random selection lottery to choose a different space for the 2016–2017 academic year. Students seeking to reserve their current rooms should see the previous section titled “Room Reservation Process.” To obtain a new a double, both current residents must be returning.

Room selection order will be determined by an on-site, seniority-driven, random-selection lottery on Tuesday, March 15, at the following times:

- Carmichael Towers East: 6:00 p.m.–Student Life Center, Board of Trust Room
- Tolman: 6:30 p.m.–Student Life Center, Board of Trust Room
- Cole Hall: 7:00 p.m.–Student Life Center, Board of Trust Room
- Lupton/Scales/Stapleton/Vaughn/Blakemore House: 7:30 p.m.–Student Life Center, Board of Trust Room

Apartment and Carmichael Towers Suite Ballots

Vanderbilt Student Government in conjunction with the Office of Housing Assignments has developed an online ballot process for suites and apartments. Only the ballot process will be conducted online; room selections will remain a live event. If you are interested in competing for this type of housing, please read this section carefully and be sure you understand the steps involved.

Groups of students (co-ed and single sex, as appropriate) may complete online ballots for Carmichael suites and apartments. Only completed ballots will be accepted.

All members of such groups must have applied for the housing assignment process during January 17–24. Each group must designate one member as its contact person.

All ballots will be available online at 12:01 a.m. as per the open date. All ballots will close at 6:00 p.m. as per the close date. Ballots completed after 6:00 p.m. will not be considered.

Ballot Instructions for Apartments and Carmichael Towers Suites

- 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 visit *vanderbilt.edu/ResEd* and click on the ballot icon.
- The contact person must complete the online ballot by providing the remaining group members’ names, VUnetIDs, and birthdates (MMYY).
- Once the contact person has entered all group member information, students listed on the ballot need to accept or decline the invitation to join the ballot. All responses must be received by the close date of the ballot.
- No reminder emails or communications will be sent from the Housing Assignments Office to the 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 automatically submitted for the selection process.
- Inclusion of the name of a student who has not applied for the housing assignment process is not permitted. A student’s name may not be listed on more than one similar ballot (example: a student’s name cannot appear on two 6 person ballots).
- If a student’s name appears on more than one online ballot, the online ballot system will not accept that student’s name/information, 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 total. Group point totals are determined by summing the points assigned to each member of the group. The order of selection for groups with the same point total is determined by a random selection. Students whose ballots do not succeed may still participate, without penalty, in subsequent housing selection processes.

Successful groups or their representatives should come to the Student Life Center’s Board of Trust Room at their scheduled selection times and select their suites/apartments. Late arrivals will lose their position in the selection order, but they will be permitted to participate in the selection at the time of their arrival. Groups that include members currently studying abroad, participating in internships, or on leave should confirm with Undergraduate Housing Registrar Ms. Jones that the housing office has the housing contract in question prior to the selection process.

Following the selection, the group and/or their representative will process their housing contracts and receive their assignments.

All assignments are final. Students wishing to make room changes after they receive their assignment may request changes only during the official room change period in the fall.



Upperclass Singles and Doubles Ballots

Groups of up to four students of the same sex may appear on the same ballot. Only completed ballots will be accepted. All members of such groups must have applied for the housing assignment process during January 17–24. Each group must designate one member as its contact person. The contact person **MUST** be either a rising junior or rising senior. Below are the open, close, and posting dates for upperclass singles and doubles.

Rising sophomore students are not permitted to initiate an upperclass singles or doubles ballot; however, they may be included as part of a group. All ballots will be available online at 12:01 a.m. as per the open date. All ballots will close at 6:00 p.m. as per the close date. Ballots submitted after 6:00 p.m. will not be considered.

Important Balloting Dates for the Housing Selection Process

ONLINE BALLOTS	Opening Date	Closing Date	Posting Date	Selection Date
Towers Suites	March 16	March 17	March 18	March 21
Four-Person Chaffin and Morgan/Lewis Apartments	March 20	March 21	March 22	March 23
Two-Person Morgan/Lewis Apartments	March 23	March 24	March 25	March 29
Upperclass Singles/Doubles	March 27	March 28	March 29	March 30 & 31
Rising Sophomore Doubles	March 30	April 1	April 4	April 5 & 6



Ballot Instructions for Upperclass Singles and Doubles

- Each group must designate one rising junior or senior member as its contact person. Rising sophomores will not be allowed to initiate an upperclass singles and doubles ballot. However, rising sophomores may appear on an upperclass ballot if invited. The contact person is responsible for initiating the online ballot. To initiate an online ballot, the contact person should visit *vanderbilt.edu/ResEd* and click on the ballot icon.
- The contact person must complete the online ballot by providing the remaining group members’ names, VUNetIDs, and birthdates (MMYY).
- The contact person will also be responsible for ranking the order of the group’s housing preferences. It is necessary that the contact person rank order all building/area options.
 - Branscomb Quadrangle (doubles only)
 - Carmichael Towers East
 - Blakemore House (doubles only)
 - Tolman or Cole (depending on gender)
- Only double ballots of four students are eligible for Branscomb suite doubles (Scales House and Vaughn House)
- Students assigned to Branscomb will only be allowed to select double rooms with a roommate.
- Students will not be able to select a double room as a single.
- The ballot must be accepted by all group members or the entire ballot will be incomplete.
- No reminder emails or communications will be sent from the Housing Assignments Office to the remaining group members.
- If all group members accept the invitation by the deadline, the ballot will be considered complete and automatically submitted for the selection process.
- Inclusion of the name of a student who has not applied for the housing assignment process is not permitted.
- If a student’s name appears on more than one online ballot, the online ballot system will not accept that student’s name/ information, making the ballot incomplete. (See possible error messages associated with online ballots.)

- The order of selection is determined by ballot point average. Ballot point averages are determined by summing the points assigned to each member of the group and then dividing 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 are denied may still participate, without penalty, in the subsequent housing selection processes.
- Groups of students will choose their living spaces based upon order of selection. The order of selection is determined by ballot point average. The order of selection for groups with the same point average is determined by random selection.
- The selection order resulting from this process will be posted on the housing website at *vanderbilt.edu/ResEd*.
- In the event that a student(s) does not select a room during their designated time or fails to complete a ballot, they will have an opportunity to choose from available rooms at the end of the upperclass selection process.
- The selection order resulting from this process will be posted on the housing website at *vanderbilt.edu/ResEd*. The postings will also include the date of the selection and a schedule of designated selection times. The postings will list group contact names. The Office of Housing and Residential Education will not directly notify contacts, groups, or group members of the outcomes of the selection process. It is the responsibility of each group to consult the published lists.

Groups or their representatives should come to the Student Life Center Board of Trust Room at their scheduled selection times and select their room(s). Late arrivals will lose their position in the selection order, but will be permitted to participate in the selection at the time of their arrival. Groups that include members currently studying abroad, participating in internships, or on leave should confirm with Undergraduate Housing Registrar Ms. Jones that the housing office has the housing contract in question prior to the selection process.

Following the selection, the group and/or their representative will process their housing contracts and receive their assignments.

All assignments are final. Students wishing to make room changes after they receive their assignment may request changes only during the official room change period in the fall.



Rising Sophomore Doubles Ballots

Submit Online Ballots: March 30–April 1, 2016
Select Rooms: April 5–6 (See calendar.)

All rising sophomores seeking double rooms (and who have not already taken an assignment in a living/learning center, lodge, apartment, suite, or other room) must enter their names on a ballot for a double room. Sophomore ballots must be submitted online by 6:00 p.m., April 1, 2016. Only rising sophomore students are eligible to participate in the rising sophomore doubles process.

Vanderbilt Student Government in conjunction with the Office of Housing Assignments has developed an online ballot process for rising sophomore-doubles ballots. Only the ballot process will be conducted online; room selection will remain a live event. If you are interested in competing for this type of housing, please read this section carefully and be sure you understand the steps involved.

Rising sophomores of the same sex may submit online ballots for doubles as a group of up to two pairs. The ballots for double rooms allow up to two pairs of students of the same sex to request assignment to double rooms in the same residence hall.

On the ballots, students must rank their preference for assignment to a residential area (Blakemore House, Alumni Lawn (men only), Carmichael Towers East, or Branscomb Quad). All students will be randomly assigned to residence halls and their preferences for room type, residential area, and building will be honored where possible.

After their assignment to a residence hall, students will attend the selection event **April 5–6** for the residence hall to which they are assigned. The selection orders and a schedule of selection times will be published on **April 4, 2016**, and posted on the housing website: *vanderbilt.edu/ResEd*.

Please note that a student’s name may only appear once on a rising sophomore ballot. Inclusion of a student’s name on more than one ballot may result in disqualification of all ballots involved and in disciplinary action against all parties involved.

Unassigned rising sophomores who fail to submit ballots by the deadline of **6:00 p.m., April 1, 2016**, will not be able to participate in the random selection for rising sophomores’ doubles. However, these students will be placed at the end of the waiting list of students who submitted on-time ballots but failed to get an assignment in the random selection. Students on the waiting list will be assigned to vacancies that open up during the summer months.

All ballots will be randomized to create an assignment order in which students will be assigned to residence halls. In that order, each ballot will be considered. If the requested type of accommodation is still available at the time of assignment, all students on the ballot will be assigned to their requested accommodation.

If the supply of rooms on the preferred residential area is exhausted before the demand, students will be assigned to buildings in other residential areas. If the total supply of rooms is exhausted before all students are assigned, unassigned students will be placed on a waiting list and assigned over the summer months to rooms that become vacant during the summer.

After students have been assigned to buildings, they will participate in selections for rooms in their assigned residence halls. For each residence hall, a random selection will determine the order in which ballots of students select their rooms. **These selections will take place the evenings of April 5–6.**

HOUSING ASSIGNMENT CALENDAR 2016–17

Students are solely and completely responsible for properly submitting valid and complete ballots and for meeting all deadlines. Earlier dates can be found in Part 1 of this document.

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.

MARCH 2016						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	1 <ul style="list-style-type: none">Warren Moore Open Ballot Room Selection 6:00 p.m. (Student Life Center Board of Trust Room)	2 <ul style="list-style-type: none">Gender-Inclusive/Mixed-Gender Apartment Ballots Available 8:00 a.m.–4:30 p.m. (Housing Assignments Office)	3 <ul style="list-style-type: none">Gender-Inclusive/Mixed-Gender Apartment Ballots Results Announced via email 5:00 p.m.	4	5
6	7	8	9	10	11	12
13	14 <ul style="list-style-type: none">Room Reservation 8:00 a.m.–4:30 p.m. (Housing Assignments Office)	15 <ul style="list-style-type: none">Room Reservation 8:00 a.m.–4:30 p.m. (Housing Assignments Office)Local Selection Towers: 6:00 p.m. Tolman: 6:30 p.m., Cole: 7:00 p.m. Branscomb and Blakemore: 7:30 p.m. (Student Life Center Board of Trust Room)	16 <ul style="list-style-type: none">Towers Suite Ballots Open 12:01 a.m.	17 <ul style="list-style-type: none">Towers Suite Ballots Close 6:00 p.m.	18 <ul style="list-style-type: none">Towers Suite Results Post 6:00 p.m.	19
20 <ul style="list-style-type: none">Four-Person Chaffin, Morgan, and Lewis Apartment Ballots Open 12:01 a.m.	21 <ul style="list-style-type: none">Towers Suite Room Selection 1:00 p.m. (Student Life Center Board of Trust Room)Four-Person Chaffin, Morgan, and Lewis Apartment Ballots Close 6:00 p.m.McGill Room Selection 7:00 p.m. (Student Life Center Board of Trust Room)McTyeire Room Selection 7:00 p.m. (McTyeire Fireplace Lounge)	22 <ul style="list-style-type: none">Four-Person Chaffin, Morgan, and Lewis Apartment Results Post 6:00 p.m.	23 <ul style="list-style-type: none">Four-Person Chaffin, Morgan, and Lewis Room Selection 4:00 p.m. (Student Life Center Board of Trust Room)Two-Person Apartment Ballot Opens 12:01 a.m.	24 <ul style="list-style-type: none">Two-Person Morgan and Lewis Apartment Ballot Closes 6:00 p.m.	25 <ul style="list-style-type: none">Two-Person Morgan and Lewis Apartment Results Post 6:00 p.m.	26
27 <ul style="list-style-type: none">Upperclass Singles/Doubles Ballots Open 12:01 a.m.	28 <ul style="list-style-type: none">Upperclass Singles/Doubles Ballots Close 6:00 p.m.	29 <ul style="list-style-type: none">Two-Person Morgan and Lewis Apartment Room Selection 5:00 p.m. (Student Life Center Board of Trust Room)Upperclass Singles/Doubles Results Post 6:00 p.m.	30 <ul style="list-style-type: none">Rising Sophomore Ballots Open 12:01 a.m.Upperclass Women’s Singles/Doubles Room Selection 6:00 p.m. (Student Life Center Board of Trust Room)	31 <ul style="list-style-type: none">Upperclass Men’s Singles/Doubles Room Selection 6:00 p.m. (Student Life Center Board of Trust Room)	APRIL 1 <ul style="list-style-type: none">Rising Sophomore Ballots Close 6:00 p.m.	2
3	4 <ul style="list-style-type: none">Rising Sophomore Results Post 6:00 p.m.	5 <ul style="list-style-type: none">Rising Sophomore Women’s Room Selection 6:00 p.m. (Student Life Center Board of Trust Room)	6 <ul style="list-style-type: none">Rising Sophomore Men’s Room Selection 6:00 p.m. (Student Life Center Board of Trust Room)	7	8	9

Ballot Instructions For Rising Sophomores Doubles

All students on a ballot must be of the same sex. All applicants must have applied for the housing assignment process, January 17–24.

Late applicants are penalized one point in the selection process. In the case of double rooms, the penalty will be assessed to the pair seeking a double. Late applicants may appeal the penalty in writing to the Director of Housing Assignments prior to the opening of the rising sophomore doubles ballot.

- Each group must designate one rising sophomore as its contact person. The contact person is responsible for initiating the online ballot. To initiate an online ballot, the contact person should visit *vanderbilt.edu/ResEd* and click on the ballot icon.
- The contact person must complete the online ballot by providing the remaining group members’ names, VUnetIDs, and birthdates (MMYY).
- The contact person will also be responsible for ranking the order of the group’s housing preferences. It is necessary that the contact person rank all building/area options.
 - Branscomb Quadrangle
 - Carmichael Towers East
 - Alumni Lawn (Males Only)
 - Blakemore House

NOTE: Only double ballots that include four students are eligible for Branscomb suite doubles (Scales House and Vaughn House).

- Students assigned to Branscomb will only be allowed to select double rooms with a roommate. Therefore, only ballots of two or four are eligible for Lupton, Stapleton, and Blakemore House.
- Students will not be able to select a double room as a single.
- Once the contact person has entered all group member information, the students listed on the ballot must accept or decline the invitation to join the ballot. A response must be received by the close date of the ballot. All group members must accept the ballot or the entire ballot will be incomplete.
- If all group members accept the invitation by the deadline, the ballot will be considered complete and automatically submitted for the selection process.
- Inclusion of the name of a student who has not applied for the housing assignment process is not permitted.



- If a student’s name appears on more than one online ballot, the online ballot system will not accept that student’s name/information, making the ballot incomplete. (See possible error messages associated with online ballots.)
- The order of selection is determined by ballot point averages. Ballot point averages are determined by summing the points assigned to each member of the group and dividing by the number of students on the ballot. The order of selection for groups with the same point average is determined by a random selection.
- In the event that a student(s) does not select a room during their designated time or fails to complete a ballot, they will be placed on a waiting list.
- The selection order resulting from this process will be posted on the housing website: *vanderbilt.edu/ResEd*. The postings will also include the date of the selection and a schedule of designated selection times. The postings will list group contact names. The Office of Housing and Residential Education will not directly notify contacts, groups, or group members of the outcomes of the selection process. It is the responsibility of each group to consult the published lists.

PLEASE NOTE: A student may not decline to select a room in order to be placed on the wait list for housing. A student who attempts to gain a place on the wait list by failing to select a space in accordance with her or his position in the selection order is subject to assignment at the discretion of the director of housing assignments and may be subject to disciplinary action.

Doubles Selection Schedule

- Rising Sophomore Doubles Selections will occur **April 5–6**, in the Student Life Center’s Board of Trust Room. For their exact time to select rooms, rising sophomore students should consult the selection order and selection schedule published on the housing website on **April 4, 2016**.
- A student **must** be present to be assigned a room unless a proxy has been designated and approved at least twenty-four hours in advance by the housing registrar. The proxy must present her/his Vanderbilt identification card. The absent person must agree to accept the specific room assigned.
- **Every student must select an assignment from the available spaces in accordance with her or his position in the selection order.** Failure to do so, for any reason, may result in an assignment at the discretion of director of housing assignments and may result in disciplinary action against the student.

WAITING LIST: In accordance with Vanderbilt’s commitment to residential education, every effort is made to house as many students as possible on campus. Planning for the random selection takes into account the fact that assignments are canceled in the summer by students who change their plans to return to Vanderbilt. To take advantage of these cancellations, a waiting list for housing is intentionally created.

Rising Sophomore Singles Waitlist

Due to the supply of single rooms being exhausted upon completion of the upperclass singles and doubles balloting period, rising sophomore students are not eligible to apply for single rooms. All rising sophomore students should complete a doubles ballot and select a room during their designated room selection period.

After completion of the room selection period, any rising sophomore student who completed a ballot and selected a double room for the 2016–2017 academic year may sign up for the rising sophomore single-room waitlist.

In order to do so, interested students must come to the Office of Housing Assignments (located on the first floor of Vaughn) between Monday, April 11, and Friday, April 15, between 8:00 a.m. and 4:30 p.m., to complete required paperwork.

Should single rooms become available over the summer months, a random selection will be held. If you are selected for a single room, you will be contacted via email and must respond indicating your desire to forfeit your space in your assigned double room.

Special Notes

Semester Housing Rates for the 2016–2017 Academic Year
Subject to approval by the Board of Trust, the 2016–2017 housing rate will be \$4,886 per semester. The rate includes a \$6.00 Vanderbilt Student Government fee per semester. These rates are projected for the upcoming academic year and will not be finalized until the Board of Trust meets during the spring semester.

Notification of Roommates and Suitemates
Students who cancel their housing for any reason (participate in a study abroad program or internships, take a leave of absence, withdraw, etc.) are responsible for notifying their roommates and/or suitemates prior to the time—or at the same time—that the university is notified. The university will immediately assign the canceled rooms to students on the waiting list, returning students, or transfer students, unless notice is immediately received that the remaining roommate or roommates have a suitemate/roommate preference. All vacant spaces are subject to assignment by the Office of Housing and Residential Education at any time.

Residence Hall Semester Break Closing
All residence halls will close for the Thanksgiving holiday (November), semester break, and spring holiday of the 2016–2017 academic year. All residence halls will remain open during the mini fall holiday.

Terms of the Contract
Once students have selected their rooms and signed their housing contracts, they are housed for the entire academic year. This means both FALL AND SPRING SEMESTERS, unless the student withdraws from the university, takes a leave of absence, graduates, or participates in a Vanderbilt study abroad program. Normally, there is no shortage of housing during the spring semester. Therefore, students will not be permitted to move off campus at mid-year.

Target Date for Fall Arrivals
On occasion, students have been assigned to temporary housing at the start of the school year. By identifying vacancies early, students awaiting regular assignments can be moved into regular housing more efficiently. In order to help these students, a target date has been set by which all residential students are expected to be in residence and registered by the residential staff. The first day of classes (August 24) is the target date.

Change of Room Assignment
The Office of Housing Assignments must authorize ALL room changes. A student may not sign up for one room in a suite and then informally occupy another room, even in the same suite.



Conduct Regulations

Students are expected to abide by the policies and regulations stated in this booklet, their housing contracts, other publications of the housing office, and in the *Student Handbook*.

- All information provided on housing forms, applications, and ballots must be complete and accurate. Furnishing false information may result in loss of assignment to all involved as well as disciplinary action against all involved.
- Filing or submitting a ballot or an application on behalf of an individual without that individual's express consent is prohibited and may result in loss of assignment and disciplinary action. Filing or submitting more than one ballot or application for a selection process is prohibited and may result in loss of assignment and disciplinary action.
- Filing or submitting the same name on more than one ballot or application for a selection process is prohibited and may result in loss of assignment and disciplinary action.
- Efforts to cause another student to change her/his housing preference in a selection process through harassment, coercion, or intimidation are prohibited and may result in loss of assignment and disciplinary action to all involved.
- Signs and cell phones are prohibited at all housing selection events.

- Students should select spaces in accordance with their positions in the selection order at each and every housing selection event. Participation under false pretenses, obtaining an assignment by furnishing false information, or with the intention of later withdrawing and effecting an assignment for a person not qualified by class is prohibited and may result in loss of assignment.
- Attempting to manipulate the assignment process so that one is assigned to a double room with an idea of occupying it alone and driving off prospective roommates is prohibited and may result in loss of assignment and disciplinary action.
- Roommates, including students assigned to cancelled spaces, should be treated with respect and consideration. Students experiencing difficulties with their roommates should attempt to work through their differences. Mediation by professional staff members is available and may be required. **A student assigned to a space has a contract for that space. A student cannot demand or require that another student request a room change or be forced to change rooms.** A student should not attempt to coerce a roommate to request a room change. A student who is unhappy with her/his roommate may request a room change. Approval of such requests is not guaranteed.

Lottery Statistics

Suites, Apartments, and Lodges

The following are the statistics resulting from the lottery selection process for suites, apartments and lodges. These statistics are provided to assist students with their lottery planning. Please note that

the university has designated buildings, floors, suites, apartments, and lodges by sex so that men and women have a roughly proportionate opportunity to be assigned to the various types of accommodations available on campus.

Carmichael Towers Six-Person Suite Data 2012–15										
Group Ballot	2012			2013			2014	2015		
Point Total	Female	Male	Assigned	Female	Male	Assigned	Assigned	Female	Male	Assigned
24 Points	17	7	24	11	13	24	24	17	8	25
23 Points	4	4	8	6	2	8	14	6	4	10
22 Points	11	8	19	10	5	15	17	12	4	16
21 Points	2	6	8	9	8	17	18	4	10	14
20 Points	16	9	25	10	12	22	8	5	8	13
19 Points	5	5	10	4	6	10	0	3	6	9
18 Points	0	6	6	3	1	4	0	1	7	8

Chaffin Four-Person Apartment Data 2012–15										
Group Ballot	2012			2013			2014	2015		
Point Total	Female	Male	Assigned	Female	Male	Assigned	Assigned	Female	Male	Assigned
16 Points	2	8	10	8	11	19	10	2	14	16
15 Points	2	3	5	1	3	4	6	3	3	6
14 Points	2	2	4	5	6	11	4	3	0	3
13 Points	2	1	3	3	4	7	12	4	0	4
12 Points	8	8	16	2	1	3	0	5	0	5
11 Points	0	0	0	0	0	0	0	0	0	0
10 Points	0	0	0	0	0	0	0	0	0	0

Lewis/Morgan Three-Person Apartment Data 2012–15										
Group Ballot	2012			2013			2014	2015		
Point Total	Female	Male	Assigned	Female	Male	Assigned	Assigned	Female	Male	Assigned
12 Points	11	19	30	14	8	22	10	10	2	12
11 Points	11	2	13	1	4	5	2	2	3	5
10 Points	0	0	0	3	5	8	5	4	3	7
9 Points	1	1	2	29	15	44	43	19	27	46
8 Points	19	22	41	0	0	0	3	0	0	0
7 Points	0	0	0	0	0	0	3	0	0	0
6 Points	0	0	0	0	0	0	18	0	0	0

Lewis/Morgan Two-Person Apartment Data 2012–15										
Group Ballot	2012			2013			2014	2015		
Point Total	Female	Male	Assigned	Female	Male	Assigned	Assigned	Female	Male	Assigned
8 Points	29	10	39	12	18	30	39	19	12	31
7 Points	3	5	8	9	7	16	10	2	7	9
6 Points	26	15	41	8	17	25	50	23	20	43
5 Points	0	0	0	0	0	0	0	0	0	0
4 Points	0	0	0	0	0	0	0	0	0	0

Random Selection of Singles and Doubles

The following are the lottery statistics resulting from the random selection of singles and doubles for upperclass men and women. These statistics are provided to assist students with their lottery planning. Please note that the university has designated buildings, floors, suites, apartments, and lodges by sex so that men and women have a roughly proportionate opportunity to be assigned to the various

types of accommodations available on campus. Concluding the upperclass random selection process remaining rooms were assigned by computer to sophomore students. After all rooms were assigned, any students remaining were placed on a wait list. Over the summer all students on the wait list were assigned to available housing.

Senior Women’s Singles and Doubles 2014–15				
Hall	2014 Available Rooms		2015 Available Rooms	
	Singles	Doubles	Singles	Doubles
Cole	77	0	77	0
Carmichael Towers 1	35	8	35	8
Carmichael Towers 2	78	24	98	22
Lupton	0	52	0	101
Stapleton	0	58	0	43

Junior Women’s Singles and Doubles 2014–15				
Hall	2014 Available Rooms		2015 Available Rooms	
	Singles	Doubles	Singles	Doubles
Cole	68	0	58	0
Carmichael Towers 1	25	8	18	7
Carmichael Towers 2	48	24	74	22
Lupton	0	52	0	31
Stapleton	0	58	0	26

Senior Men’s Singles and Doubles 2014–15				
Hall	2014 Available Rooms		2015 Available Rooms	
	Singles	Doubles	Singles	Doubles
Tolman	74	0	100	7
Carmichael Towers 1	35	8	35	8
Carmichael Towers 2	80	24	99	22
Lupton	0	104	0	73
Stapleton	0	25	0	43

Junior Men’s Singles and Doubles 2014–15				
Hall	2014 Available Rooms		2015 Available Rooms	
	Singles	Doubles	Singles	Doubles
Tolman	57	7	85	7
Carmichael Towers 1	13	8	24	8
Carmichael Towers 2	34	7	69	22
Lupton	0	100	0	73
Stapleton	0	25	0	43

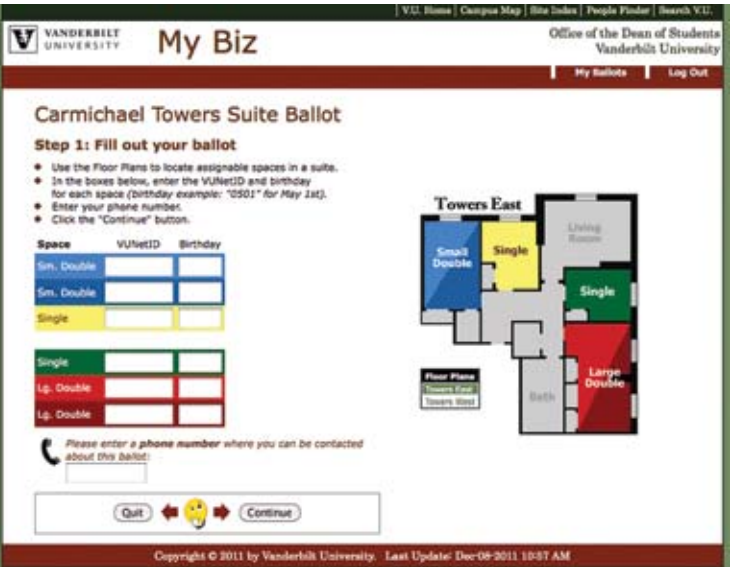
Sample Online Ballots

To begin the housing selection process, the designated contact person must first access “My Biz” by logging through *vanderbilt.edu/ResEd/main/index.php*. Once logged in, the student will proceed to “My Ballots” located on the right-hand side of the page. After clicking here, the student will be directed to the appropriate ballot and should follow the instructions below to initiate a ballot.

Sample Six-Person Suite Ballot—

Online process closes March 17 at 6:00 p.m.

- Contact person must provide VUNetID and birth date (MMYY) for each person on the ballot.
- Enter a phone number where the contact person can be reached.
- Click “Continue” to submit the ballot.



Sample Four-Person Apartment Ballot—

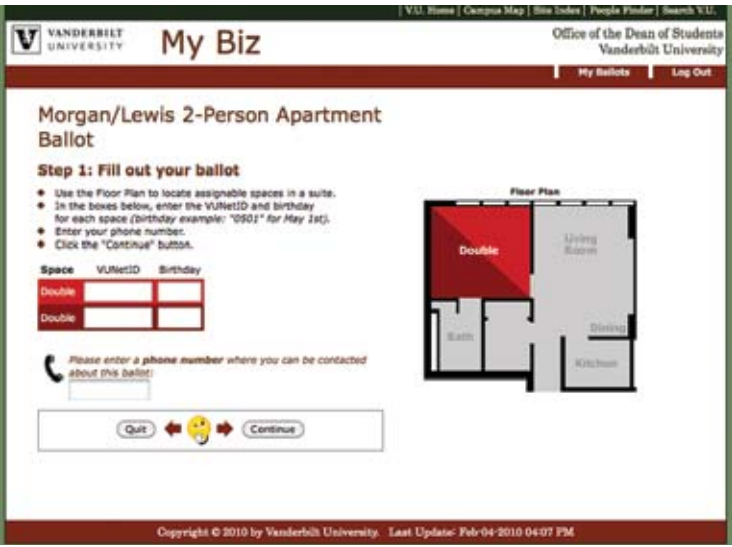
Online process closes March 21 at 6:00 p.m.

- Contact person must provide VUNetID and birth date (MMYY) for each person on the ballot.
- Enter a phone number where the contact person can be reached.
- Click “Continue” to submit the ballot.



Sample Two-Person Apartment/Suite Ballot—
Online process closes March 24 at 6:00 p.m.

- Contact person must provide VUnetID and birth date (MMYY) for each person on the ballot.
- Enter a phone number where the contact person can be reached.
- Click “Continue” to submit the ballot



Sample Upperclass Singles/Doubles Ballot—
Online process closes March 28 at 6:00 p.m.

- Contact person must provide VUnetID and birth date (MMYY) for each person on the ballot.
- Enter a phone number where the contact person can be reached.
- Click “Continue” to submit the ballot.



Sample Sophomore Doubles Ballot—
Online process closes April 1 at 6:00 p.m.

- Contact person must provide VUnetID and birth date (MMYY) for each person on the ballot.
- Enter a phone number where the contact person can be reached.
- Click “Continue” to submit the ballot.



Troubleshooting Ballot Error Messages

This section was developed to help students find, identify, and eliminate ballot problems. If students have further questions regarding the ballot process or an error message, the student should contact the Office of Housing Assignments at 615-322-2591 or visit the Office of Housing Assignments at 4113 Branscomb Quadrangle.

LINE ERRORS

These messages will be shown in red on the line where the error occurred:

not female/not male

The person on this line is not the same sex as the contact person.

not eligible

The person on this line is not eligible for the lottery.

Reasons may include:

- Person has not completed the housing application
- Person has already selected a room at a lottery event
- Person has off-campus authorization for next fall
- Person is going overseas, on leave, or on an out-of-town internship next fall
- School is indicating that the person will graduate in May

duplicate VUnetID

The same VUnetID was entered on more than one line. All lines with the duplicate ID will have this message.

on another ballot

The person on this line is already on another ballot of the same type.

UPPERCLASS ONLINE SINGLES AND DOUBLES BALLOTS

nothing selected

No location preference was selected on this line.

duplicate location

The same location was selected on more than one line. All lines with the duplicate location will have this message.

POP-UP ERRORS

These messages will appear in a pop-up box because they do not belong to a specific line:

Some errors were found. Please correct them before continuing.

Indicates that there are line-specific errors to be corrected.

Please enter a phone number.

The phone number was left blank.

You did not put yourself on the ballot.

The person filling out the ballot is not on it.

Some of these people are now on another ballot.

Between the time you first filled out the ballot and the time you submitted it, someone on your ballot was added to another ballot of the same type.

Please answer Yes or No.

Neither of the “Yes” or “No” buttons was selected before the “Confirm” button was clicked.





VANDERBILT UNIVERSITY

DEAN OF STUDENTS

HOUSING AND
RESIDENTIAL EDUCATION



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