

### Off-Campus Housing: General Information

The Office of Housing Assignments anticipates authorizing roughly 600 students to reside off-campus for the 2017-2018 academic year. Students entering their 3<sup>rd</sup> year and 4<sup>th</sup> year of study or greater will be eligible to request authorization to reside off-campus for the 2017-2018 academic year. Students currently residing off-campus for the 2016-2017 academic year who would like to continue residing off-campus for the 2017-2018 academic year must re-apply for off-campus authorization in order to be re-authorized for the 2017-2018 academic year.

For the off-campus authorization process, a seniority driven, random selection is utilized for all applicants. Students entering their 4<sup>th</sup> year of study or greater receive 4 points and students entering their 3<sup>rd</sup> year of study receive 3 points for the purpose of the random selection lottery. Ties in point average are broken by random selection.

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

1. Students living off-campus for the spring of 2017 will be given first priority.
2. Students who will be entering their 4<sup>th</sup> (or greater) year of study in the fall semester of 2017 will be given second priority.
3. Students who will be entering their 3<sup>rd</sup> year of study in the Fall semester of 2017 will be given third priority.

Students in the above three categories should understand that their priority is contingent upon submitting all required registrations and applications by the posted deadlines.

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 2017 are **not** eligible to reside off-campus and should not request off-campus authorization. **Students granted authorization to live off-campus forfeit their off-campus authorization for the entire 2017-2018 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 2017. STUDENTS PARTICIPATING IN STUDY ABROAD PROGRAMS OR INTERNSHIPS DURING THE FALL SEMESTER 2017 WILL BE REQUIRED TO LIVE ON-CAMPUS DURING THE SPRING SEMESTER 2018 AND THEY WILL BE ASSIGNED TO AVAILABLE ON CAMPUS HOUSING.**

Off-campus authorization decisions will be announced via email on January 24, 2017 at 5 p.m. Students who are granted authorization but wish to decline their off-campus authorization in order to participate in the on-campus room selection process must do so by January 31, 2017 at 12 p.m. in the Student Housing Portal. Students who decline off-campus authorization are required to reside on-campus for the 2017-2018 academic year. Requests to reside off-campus solely for the spring 2018 semester will not be considered. **Students declining off-campus authorization after January 31, 2017 at 12 p.m. will lose a point in the housing assignment process and will not be allowed to reserve their current spaces.**

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](#) 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 or is adversely affecting the University's relationship with the neighboring community, all residents may be considered in violation of this policy even though 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, STUDENTS WISHING TO RESIDE OFF-CAMPUS FOR THE 2017-2018 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.**

#### **Off-Campus Housing Applications and Roommate Groups**

Off-Campus Housing Applications will be available in the Student Housing Portal for all eligible students from January 17, 2017 at 12 a.m. until January 18, 2017 at 12 p.m. ALL RISING 3<sup>RD</sup> YEAR AND 4<sup>TH</sup> YEAR STUDENTS OR GREATER THAT ARE INTERESTED IN RESIDING OFF-CAMPUS FOR THE 2017-2018 ACADEMIC YEAR MUST COMPLETE THE OFF-CAMPUS APPLICATION.

For the purposes of the off-campus seniority driven, random selection lottery, students will be permitted to form roommate groups. Students who form roommate groups will be linked together for the seniority driven, random selection lottery and will either be granted or denied authorization to reside off-campus as a group. The maximum size roommate group for the off-campus seniority driven, random selection lottery is three (3) students. Students currently residing off-campus for the spring 2017 semester must re-apply for authorization as an individual and cannot form a roommate group.

Students who complete both the Housing Registration and the Off-Campus Application will be eligible to form roommate groups from January 20, 2017 at 12 a.m. until January 23, 2017 at 12 p.m. Students who wish to apply for off-campus authorization as an individual only need to complete the Off-Campus Housing Application to be considered in the off-campus lottery.

Students wishing to form a roommate group for the off-campus seniority driven, random selection lottery can do so in the Student Housing Portal from January 20, 2017 at 12 a.m. until January 23, 2017 at 12 p.m.

Steps for Forming Roommate Groups:

1. Log into the Student Housing Portal.
2. Click on "Roommate Selection".
3. Select "Roommates/Suitemates".
4. Select "Fall 2017" as the term and click "Submit".
5. If any other student/s have already requested you as a roommate, the requests will show under "Pending Requests". To accept requests, click the green box. To decline requests, click the red box.

6. To request a student, utilize the "Roommate Search" function. Students are strongly encouraged to search by VUnetID.
7. Confirm that all members of your roommate group confirm the student/s in the group no later than January 23, 2017 at 12 p.m.

**IN ORDER TO BE CONSIDERED A FULLY MATCHED ROOMMATE GROUP, ALL MEMBERS OF THE ROOMMATE GROUP MUST EITHER REQUEST ONE ANOTHER OR ACCEPT ANY PENDING REQUESTS FROM OTHER GROUP MEMBERS. NO EMAILS OR COMMUNICATION REGARDING ROOMMATES WILL BE SENT TO STUDENTS FROM THE OFFICE OF HOUSING ASSIGNMENTS. STUDENTS ARE RESPONSIBLE FOR COORDINATING WITH ONE ANOTHER TO ENSURE GROUPS ARE PROPERLY FORMED. UNMATCHED ROOMMATE GROUPS WILL BE CONSIDERED AS INDIVIDUALS FOR THE PURPOSE OF THE OFF-CAMPUS RANDOM SELECTION LOTTERY.**

Students will be notified of the results of the off-campus housing lottery on January 24, 2017 at 5 p.m. via email. Students who are granted authorization to reside off-campus but wish to decline the offer in order to participate in the on-campus room selection process must do so by Tuesday, January 31, 2017 at 12 p.m. in the Student Housing Portal. **Students who decline their authorization after the January 31, 2017 deadline will lose a point in the on-campus room selection process and lose the ability to reserve their current spaces for the 2017-2018 academic year.**

#### **Off-Campus Housing FAQ'S**

**Question:** Will I be more likely to receive off-campus authorization if I form a roommate group?

**Answer:** Forming a roommate group simply links your application with up to two (2) other students for the purpose of the seniority driven, random selection lottery process. In regards to points, point average is utilized.

**Question:** My friend and I want to get an apartment off-campus if we receive authorization. Should we form a roommate group together?

**Answer:** Yes. Forming a roommate group with other students links your off-campus applications together for the seniority driven, random selection lottery process. This will ensure that your roommate group is either granted off-campus authorization or denied off-campus authorization as a group.

**Question:** My friend and I want to live together off-campus, but we did not form a roommate group. My friend was authorized to reside off-campus, but my request was denied. Can we still live together off-campus?

**Answer:** No. If you would like to live together, your friend would need to decline their off-campus authorization offer so that you can both participate in the on-campus room selection process.

**Question:** I signed a lease for an off-campus apartment in December and my request to reside off-campus was denied. Can I still reside off-campus since I have a signed lease?

**Answer:** No. Students are encouraged to never commit themselves in any way to an off-campus property without first receiving authorization from the Director of Housing Assignments.

**Question:** My roommate group was authorized to reside off-campus, but one member of our group wants to decline the offer and live on-campus. Can I still reside off-campus?

**Answer:** Once students are granted authorization to reside off-campus, they can decline that offer if they so choose without impacting other students in their roommate group who would prefer to accept their authorization.

**Question:** I was authorized to reside off-campus, but I would like to participate in some of the on-campus room selection processes. Can I decline my off-campus authorization now and change my mind later if I don't secure the type of room I want in the on-campus room selection process?

**Answer:** No. Students who receive authorization to reside off-campus have until Tuesday, January 31, 2017 at 5 p.m. to decline their offer without penalty. Once a student declines, they cannot request off-campus authorization again at a later date.

**Question:** I was authorized to reside off-campus, but I am going to study abroad in the fall semester of 2017. Can I live off-campus when I return to campus for the spring semester of 2018?

**Answer:** No. Off-campus authorization is contingent upon you enrolling in and attending courses at Vanderbilt for the fall semester of 2017. When students return to Vanderbilt for the spring semester of 2018, they will be required to reside on-campus.

**Question:** I am trying to form a roommate group with a friend; however, they do not appear when I use the roommate search tools. How do I request my friend?

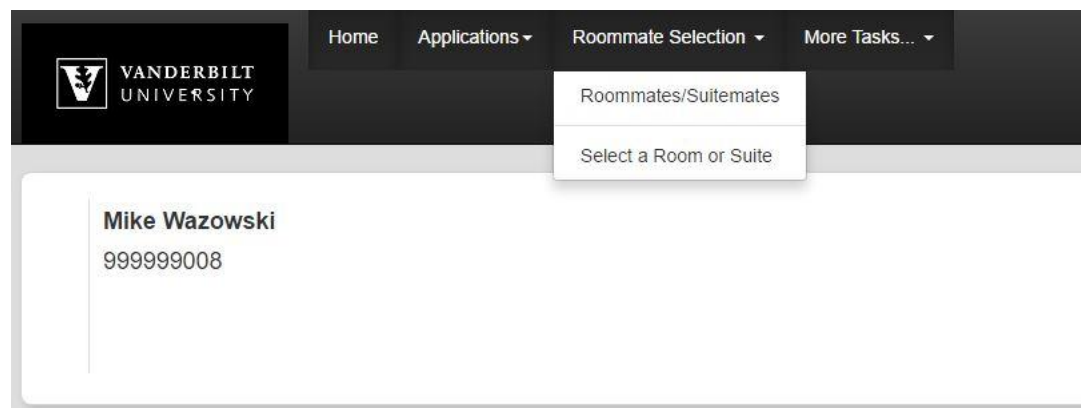
**Answer:** Only students that complete the off-campus housing application between January 17, 2017 and January 18, 2017 are eligible to form roommate groups. If a student does not appear when searched for, they did not submit the off-campus application and cannot be part of a roommate group.

### Off-Campus Roommate Groups Example #1 – How to Request Roommates

In this example, Mike Wazowski is forming a roommate group with Randall Boggs and James Sullivan.

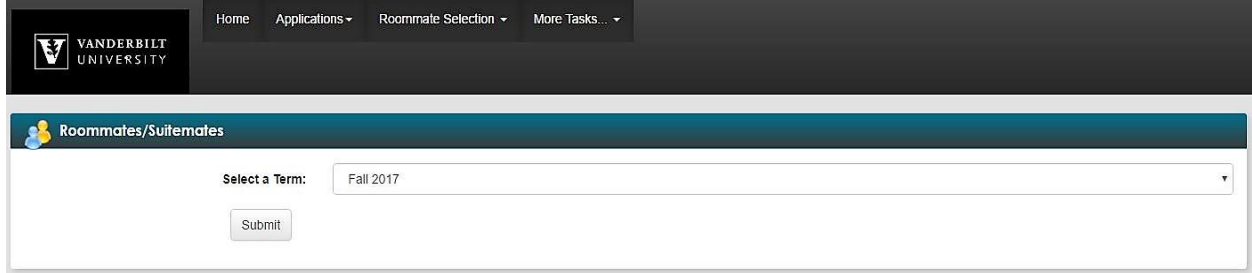
#### Step 1

Log into the Student Housing Portal. Under the "Roommate Selection" tab, select "Roommates/Suitemates".



## Step 2

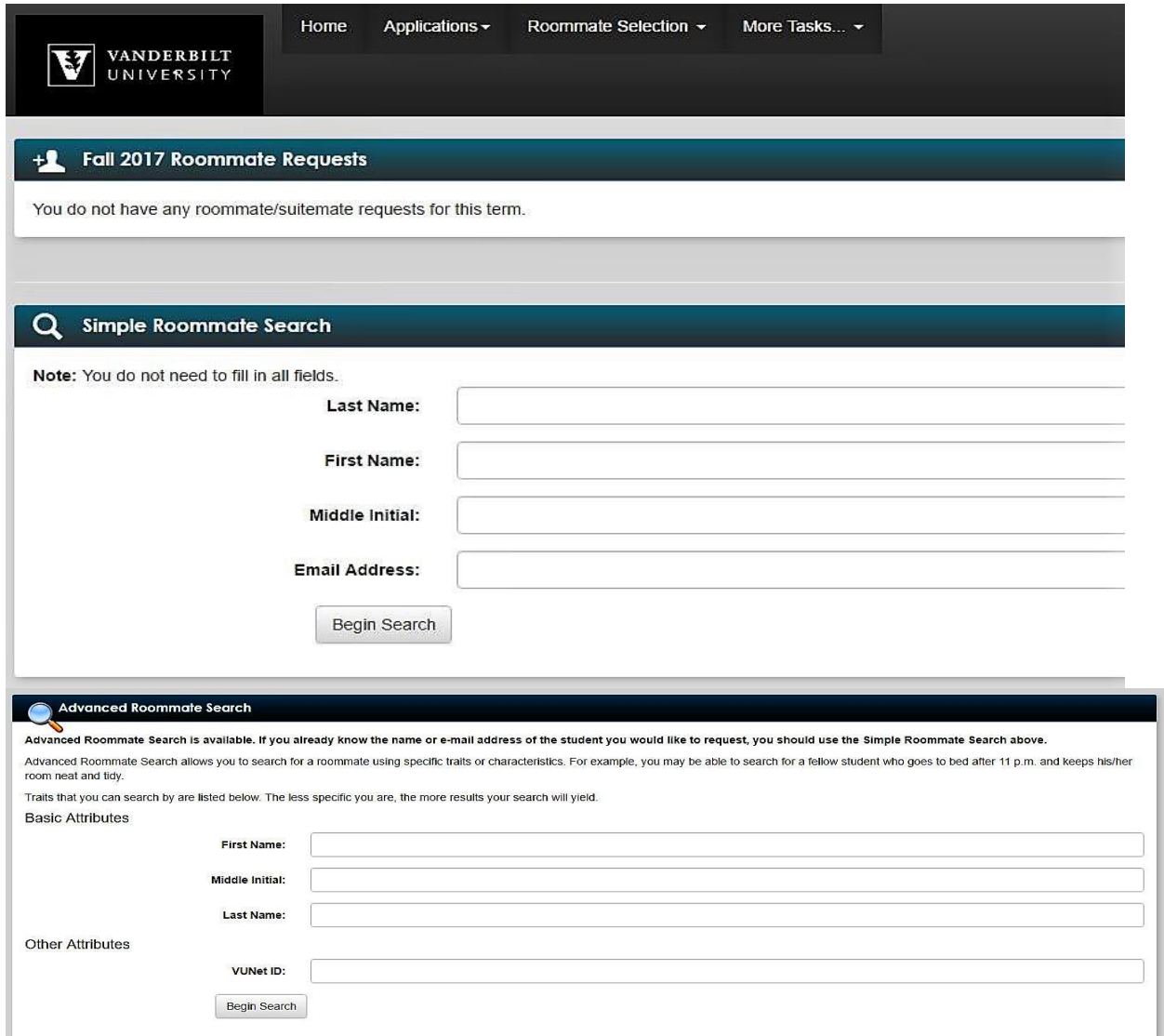
Select "Fall 2017" as the term and click "Submit".



The screenshot shows the top navigation bar of the Vanderbilt University website with the logo on the left and menu items: Home, Applications, Roommate Selection, and More Tasks... Below this is a dark blue header for "Roommates/Suitemates" with a person icon. The main content area has a "Select a Term:" label next to a dropdown menu currently set to "Fall 2017". Below the dropdown is a "Submit" button.

## Step 3

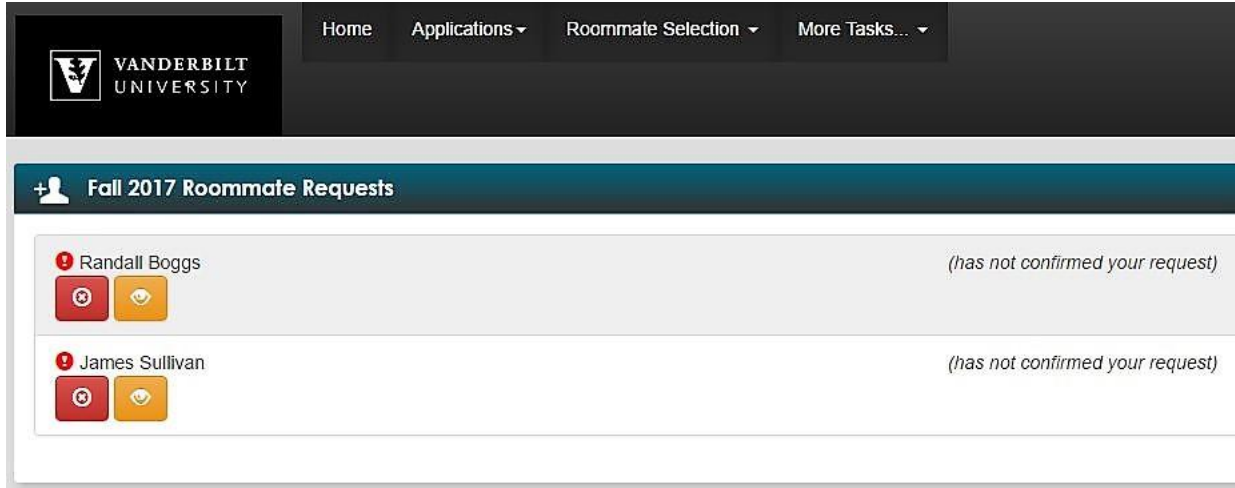
In the "Fall 2017 Roommate Requests" section, Mike does not have any requests nor does he have any pending requests from other students. Students are welcome to utilize either the "Simple Roommate Search" or the "Advanced Roommate Search"; however, students are strongly encouraged to search by VUNetID in the "Advanced Roommate Search" section.



The screenshot shows the "Fall 2017 Roommate Requests" section. It features a dark blue header with a plus icon and the text "Fall 2017 Roommate Requests". Below the header, a message states: "You do not have any roommate/suitemate requests for this term." Below this is a section for "Simple Roommate Search" with a magnifying glass icon. It includes a note: "Note: You do not need to fill in all fields." and four input fields labeled "Last Name:", "First Name:", "Middle Initial:", and "Email Address:". A "Begin Search" button is located below the fields. Below the simple search is the "Advanced Roommate Search" section with a magnifying glass icon. It contains introductory text: "Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above. Advanced Roommate Search allows you to search for a roommate using specific traits or characteristics. For example, you may be able to search for a fellow student who goes to bed after 11 p.m. and keeps his/her room neat and tidy. Traits that you can search by are listed below. The less specific you are, the more results your search will yield." It is divided into "Basic Attributes" and "Other Attributes". The "Basic Attributes" section has three input fields for "First Name:", "Middle Initial:", and "Last Name:". The "Other Attributes" section has one input field for "VUNet ID:". A "Begin Search" button is located at the bottom of the section.

#### Step 4

Mike has submitted his requests for Randall Boggs and James Sullivan. As indicated on the screen, Randall and James have yet to confirm Mike's request. If Mike would like to cancel the roommate request, he should click on the red "X" button.

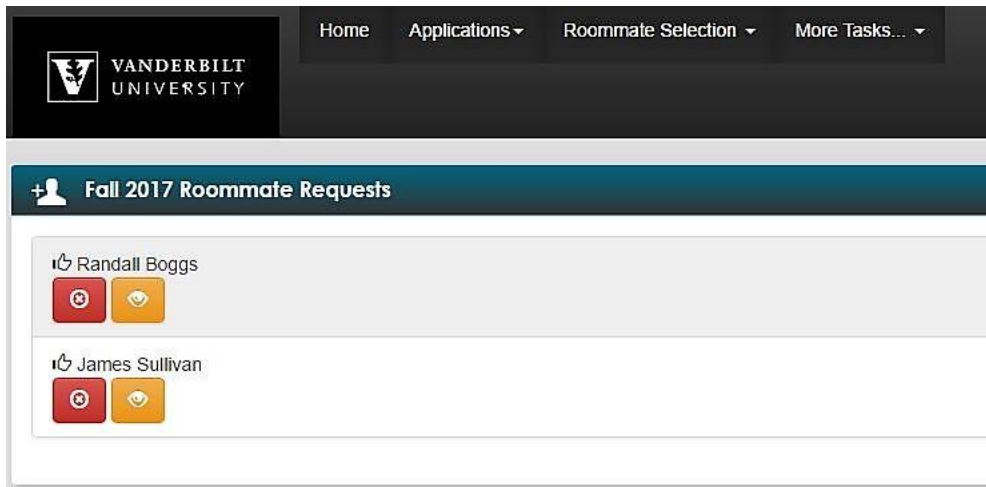


The screenshot shows the top navigation bar of the Vanderbilt University Student Housing Portal. The navigation menu includes "Home", "Applications", "Roommate Selection", and "More Tasks...". Below the navigation bar, the page title is "Fall 2017 Roommate Requests". The main content area displays two pending requests:

- Randall Boggs**: Status: (has not confirmed your request). Action buttons: Red "X" (cancel) and Yellow "thumbs up" (confirm).
- James Sullivan**: Status: (has not confirmed your request). Action buttons: Red "X" (cancel) and Yellow "thumbs up" (confirm).

#### Step 5

Randall and James have accepted Mike's roommate request. This is noted by the thumbs up symbol in front of both Randall and James's names and the absence of "(has not confirmed your request)". When Randall logs into the Student Housing Portal, he must ensure that Mike and James are confirmed under "Fall 2017 Roommate Requests". When James logs into the Student Housing Portal, he must ensure that Mike and Randall are confirmed under "Fall 2017 Roommate Requests".



The screenshot shows the same navigation bar as in Step 4. The page title is "Fall 2017 Roommate Requests". The main content area displays two confirmed requests:

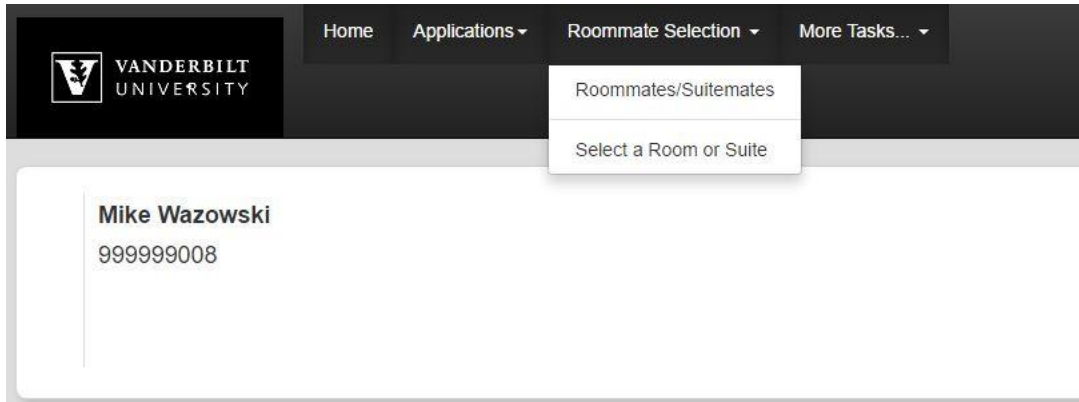
- Randall Boggs**: Status: Confirmed (thumbs up icon). Action buttons: Red "X" (cancel) and Yellow "thumbs up" (confirm).
- James Sullivan**: Status: Confirmed (thumbs up icon). Action buttons: Red "X" (cancel) and Yellow "thumbs up" (confirm).

## Off-Campus Roommate Groups Example #2 – How to Accept/Decline Roommate Requests

In this example, Mike Wazowski has been requested by James Sullivan and Randall Boggs.

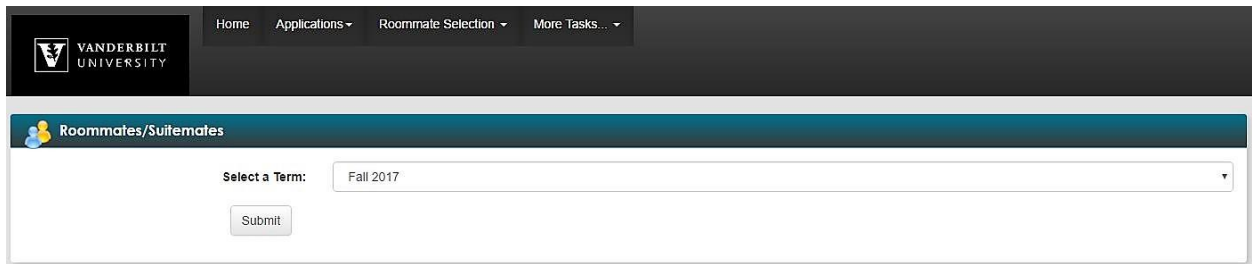
### Step 1

Log into the Student Housing Portal. Under the “Roommate Selection” tab, select “Roommates/Suitemates”.



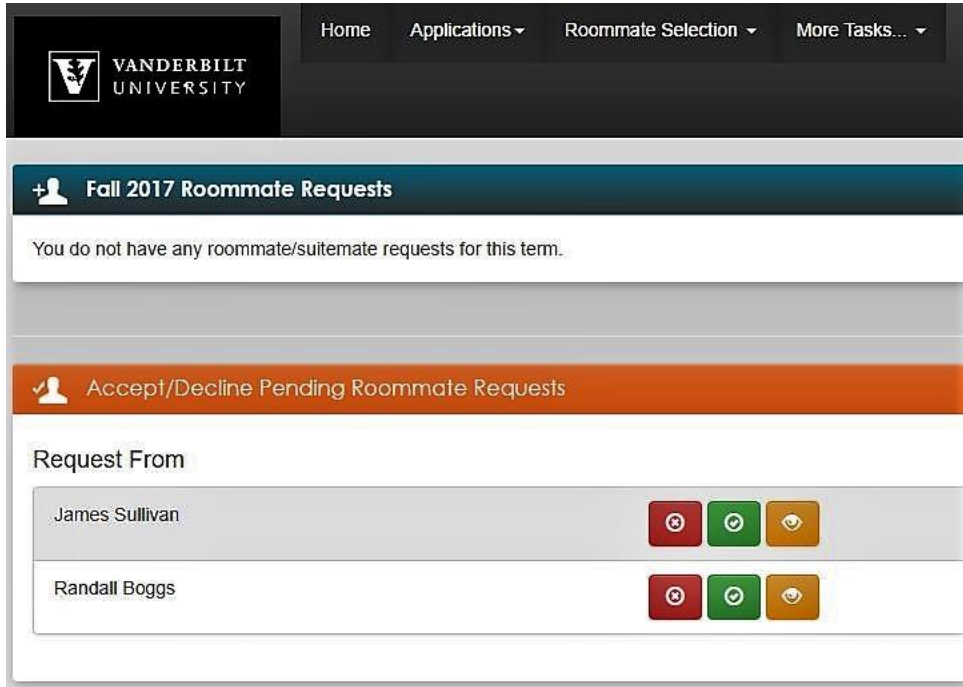
### Step 2

Select “Fall 2017” as the term and click “Submit”.



### Step 3

In the “Fall 2017 Roommate Requests” section, Mike does not have any requests; however, in the “Accept/Decline Pending Roommate Requests” section, he has two (2) requests – James Sullivan and Randall Boggs. To accept these requests, Mike would click on the green “check mark” button. To decline these requests, Mike would click on the red “X” button.

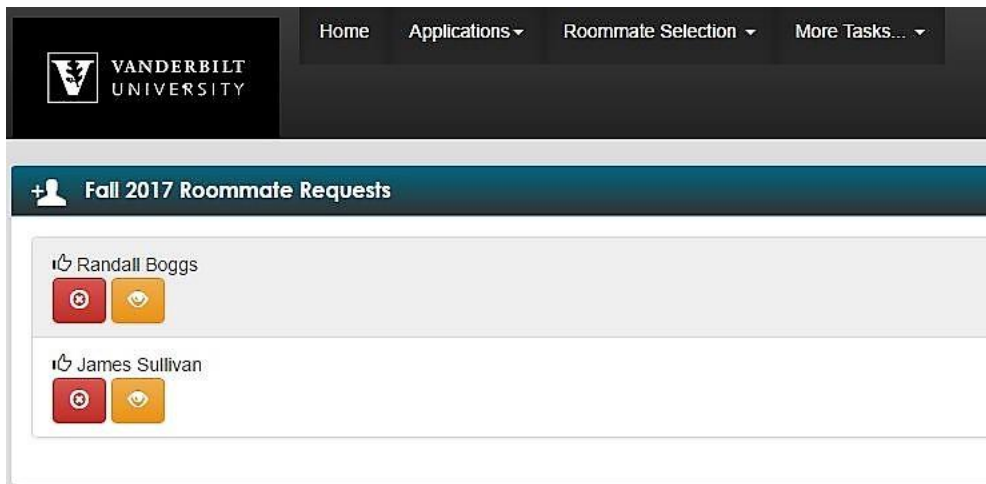


The screenshot shows the top navigation bar with the Vanderbilt University logo and the text "VANDERBILT UNIVERSITY". The navigation menu includes "Home", "Applications", "Roommate Selection", and "More Tasks...". Below the navigation bar, there are two main sections. The first section is titled "+ Fall 2017 Roommate Requests" and contains the message "You do not have any roommate/suitemate requests for this term.". The second section is titled "Accept/Decline Pending Roommate Requests" and contains a table of pending requests.

Request From	
James Sullivan	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Randall Boggs	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

### Step 4

If Mike accepts both requests, Randall and James will appear under “Fall 2017 Roommate Requests”. This is noted by the thumbs up symbol in front of both Randall and James’s names. When Randall logs into the Student Housing Portal, he must ensure that Mike and James are confirmed under “Fall 2017 Roommate Requests”. When James logs into the Student Housing Portal, he must ensure that Mike and Randall are confirmed under “Fall 2017 Roommate Requests”.



The screenshot shows the top navigation bar with the Vanderbilt University logo and the text "VANDERBILT UNIVERSITY". The navigation menu includes "Home", "Applications", "Roommate Selection", and "More Tasks...". Below the navigation bar, there is a section titled "+ Fall 2017 Roommate Requests" which now displays confirmed requests. Each request is marked with a thumbs up icon.

Randall Boggs	<input type="checkbox"/> <input checked="" type="checkbox"/>
James Sullivan	<input type="checkbox"/> <input checked="" type="checkbox"/>



### Off-Campus Roommate Groups Example #3 – Fully Matched Roommate Group

The screenshots below show a matched roommate group of 3 – Mike Wazowski, Randall Boggs and James Sullivan.

#### Mike Wazowski's Student Housing Portal

The screenshot shows the top navigation bar with the Vanderbilt University logo and the text "VANDERBILT UNIVERSITY". The navigation menu includes "Home", "Applications", "Roommate Selection", and "More Tasks...". Below the navigation bar is a header for "Fall 2017 Roommate Requests". The main content area displays two roommate requests:

- Request for Randall Boggs, with a red "No" button and a yellow "Yes" button.
- Request for James Sullivan, with a red "No" button and a yellow "Yes" button.

#### Randall Boggs's Student Housing Portal

The screenshot shows the top navigation bar with the Vanderbilt University logo and the text "VANDERBILT UNIVERSITY". The navigation menu includes "Home", "Applications", "Roommate Selection", and "More Tasks...". Below the navigation bar is a header for "Fall 2017 Roommate Requests". The main content area displays two roommate requests:

- Request for James Sullivan, with a red "No" button and a yellow "Yes" button.
- Request for Mike Wazowski, with a red "No" button and a yellow "Yes" button.

#### James Sullivan's Student Housing Portal

The screenshot shows the top navigation bar with the Vanderbilt University logo and the text "VANDERBILT UNIVERSITY". The navigation menu includes "Home", "Applications", "Roommate Selection", and "More Tasks...". Below the navigation bar is a header for "Fall 2017 Roommate Requests". The main content area displays two roommate requests:

- Request for Randall Boggs, with a red "No" button and a yellow "Yes" button.
- Request for Mike Wazowski, with a red "No" button and a yellow "Yes" button.

### Off-Campus Roommate Groups Example #4 – Unmatched Roommate Group

The screenshots below show an example of an unmatched group of 3. This group would not be considered a matched roommate group, and would not be considered together for the off-campus random selection lottery.

#### Mike Wazowski's Student Housing Portal

Mike is matched with James; however, Randall has not yet confirmed Mike's roommate request.

The screenshot shows the top navigation bar of the Student Housing Portal with the Vanderbilt University logo and menu items: Home, Applications, Roommate Selection, and More Tasks... Below the navigation bar is a header for "Fall 2017 Roommate Requests" with a plus icon and a person icon. The main content area lists two requests:

- Randall Boggs** (has not confirmed your request): Accompanied by a red "X" icon, a red "X" icon, and a yellow "X" icon.
- James Sullivan**: Accompanied by a red "X" icon, a yellow "X" icon, and a yellow "X" icon.

#### Randall Boggs's Student Housing Portal

Randall is matched with James; however, Randall has a pending request from Mike that requires action.

The screenshot shows the top navigation bar of the Student Housing Portal with the Vanderbilt University logo and menu items: Home, Applications, Roommate Selection, and More Tasks... Below the navigation bar is a header for "Fall 2017 Roommate Requests" with a plus icon and a person icon. The main content area lists one request:

- James Sullivan**: Accompanied by a red "X" icon, a yellow "X" icon, and a yellow "X" icon.

Below the requests is a section titled "Accept/Decline Pending Roommate Requests" with a checkmark icon and a person icon. Under this section, there is a "Request From" section with the following details:

- Request From:** Mike Wazowski. Accompanied by a red "X" icon, a green checkmark icon, and a yellow "X" icon.

### James Sullivan's Student Housing Portal

James is matched with both Randall and Mike; however, due to the fact that Randall and Mike have unconfirmed and pending requests, the group is not considered fully matched and will not be considered together for the off-campus random selection lottery.

The screenshot shows the top navigation bar of the Vanderbilt University Student Housing Portal. The navigation bar includes the Vanderbilt University logo and the text "VANDERBILT UNIVERSITY" on the left, and a menu with "Home", "Applications", "Roommate Selection", and "More Tasks..." on the right. Below the navigation bar is a teal header for "Fall 2017 Roommate Requests". The main content area displays two roommate requests:

- Randall Boggs**: A red icon with a white plus sign and a yellow icon with a white smiley face.
- Mike Wazowski**: A red icon with a white plus sign and a yellow icon with a white smiley face.