**Room Selection Daze Timeline:**

**March 15**
Room Selection Information Booklet, OHRL STATUS/INVITATION LETTER and Re-application form available.

**March 29**
INFORMATION SESSION 12:20pm Multipurpose Room

**March 31**
Pace University Disability Assessment Questionnaire due to the Counseling Center

**April 5**
INFORMATION SESSION 12:20pm Media Room, Student Union

**April 12**
INFORMATION SESSION 12:20pm Multipurpose Room

**April 17**
Room Selection begins (see below)

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**Room Selection Daze Schedule**

**Day One:** Monday, April 17, 2006
7:30pm – 10:00pm Gym (C level 1 Pace Plaza)
SCORE: 5.81-9.0

- Students with documented medical needs verified by the Counseling Center
- Resident Hall Association E-board members and Senators

**Day Two:** Tuesday, April 18, 2006
7:30pm – 10:00pm Gym (C level 1 Pace Plaza)
SCORE: 4.65-5.80

**Day Three:** Wednesday, April 19, 2006
7:30pm – 10:00pm Gym (C level 1 Pace Plaza)
SCORE: 3.88-4.64

**Day Four:** Thursday, April 20, 2006
7:30pm – 10:00pm Gym (C level 1 Pace Plaza)
SCORE: 0.00-3.87

**Day Five:** Missed Deadlines Day
Friday, April 21, 2006
11:00am – 4:30pm Office of Housing & Residential Life

- Students who are first semester freshman (i.e. “one-pointers” or 1.000) may also select a room on this day.
- Students who fail to meet any of the appropriate deadlines for the Room Selection Process are given one final opportunity to select a room from the remaining inventory for the 2006-2007 academic year. These students will report to the Office of Housing and Residential Life, Fulton Hall, between 11:00am - 4:30pm to select a room from those that are still available, if any.

All students who fail to meet room selection deadlines, including “Missed Deadlines Day,” will not be able to participate in the Room Selection Process. These students can obtain a Housing Application at the Office of Housing & Residential Life and will be placed on a space available basis together with all incoming students.
Room Selection time is here again! This guide is filled with everything you have ever wanted to know about Room Selection but were too busy to ask. We have included the who, what, where, when, and how throughout this guide. We encourage you to carefully read all the information and contact your RA, Area Director or the Office of Housing & Residential Life with any questions you may have.

**Refund Policy**
The Housing Pre-payment Fee is NON-REFUNDABLE. If our room inventory is completely filled you will automatically be given a refund of this fee. However, if you wish to remain on our waiting list you will forfeit any refund opportunity.

**Agreement Release Request**
Once you have received a placement for FALL 2006 and desire to cancel your contract, submit the Agreement Release Request Form to the Office of Housing & Residential Life, Fulton Hall, 2nd Floor, 1 Pace Plaza, New York, NY 10038; fax (212) 346-1296. Remember, the Housing Pre-payment Fee is NON-REFUNDABLE.

**Administrative Freeze**
During this time no room transfers are approved. This period allows students an opportunity to become acclimated to their new environment, community, and roommate(s), while allowing the Office of Housing and Residential Life, Admissions, OSA, and Academic Departments to verify student status, accounts, and occupancy. The Freeze Period is in effect from Check-in through the second full week of classes.

**Room Transfers**
The week following our Administrative Freeze, students interested in transferring into a different room may request a transfer with their Residential Area Director (RAD). If space is available to accommodate the request, the RAD will approve the request. This week is referred to as “Open Transfer Week.” Any students requesting transfers after this period will be required to go through a mediation process to identify potential roommate conflicts and community standards violations. All transfer requests are subject to review and **NOT** guaranteed.

**Consolidation**
When our records indicate that you do not have a roommate or are assigned to an area requiring consolidation you may be required to relocate into a new space. As stated in the Consolidation Policy of the Occupancy Agreement, “The University reserves the right to determine and assign the housing space to be occupied by the student and to reassign alternative accommodations as circumstances warrant.” Should you occupy the entire room, thus making it impossible for it to be occupied by a roommate, at anytime, you will be assessed the single room rate for the remainder of the semester.

**Changes at OHRL**
Did you notice that our staffing assignments have changed? This year we had the opportunity to make some changes that we think will benefit our residents! These changes have allowed us to offer more beds and more single beds to residents, encourage a more independent living experience for residents in Fulton Hall and cultivate a viable first-year cluster community in Brooklyn Heights.
**SPECIAL HOUSING OPTIONS**

**Medical**
If you believe you need special housing accommodations due to a serious medical condition or physical limitation, please observe the following steps.

A. Obtain a Pace University Disability Assessment Questionnaire at the Office of Housing & Residential Life or online at www.pace.edu (click on Housing, next New York City and then NYC Housing Applications and Forms).

B. Get examined by a physician and have your doctor complete the questionnaire outlining the condition and/or limitation and what sort of living accommodations would be most advantageous to your needs.

C. Send the completed questionnaire to the Pace University Counseling Center, 156 William Street, 12th Floor, telephone (212)346 -1526, Fax (212)346 - 1530. The center will examine the information and contact the Office of Housing and Residential life with their finding. If the information is valid, we will do our best to appropriately accommodate your needs.

D. You must make your appointment and submit the questionnaire to the Counseling Center no later than Friday, March 31, 2006, in order to have an opportunity to participate in the Room Selection Process with medical consideration.

E. Students with documented needs, verified by the Counseling Center, are eligible to attend Day One of room selection (see page 12). These students will be notified and given the opportunity to select a room from 10AM-3PM on April 17 at the Office of Housing and Residential Life.

**Overflow Process**
Students who participate in room selection but arrive on their day to find that no vacancies remain in our entire inventory, are considered overflow. Housing applications for the 2006-2007 academic year will remain active for students not placed during Room Selection Daze. These students will then be placed on a space available basis together with any incoming student waiting to be placed (see refund policy page 11).

**Pleasantville**
Pleasantville students who are currently in University Housing may participate in the Room Selection Process. Although these students will not receive an OHRL STATUS/INVITATION Letter, they must comply with the Room Selection eligibility requirements and scoring methods. Students at the Pleasantville campus must contact us to receive their calculated score and come on the day designated for that score. You must have the Re-application signed off by the Pleasantville Residential Life staff as proof of your residential status.

If you are currently in University Housing in New York and wish to move to Pleasantville for the 2006-2007 year, contact the Office of Housing and Residential Life at Pleasantville for further information, (914) 923-2791.

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**ROOM SELECTION ELIGIBILITY REQUIREMENTS**

To be eligible to participate in the Room Selection Process students must:

- Be a current University Housing Resident. (Commuters may not participate in any portion of the Room Selection Process. Commuters interested in Housing for the Fall may obtain a Housing Application at the Office of Housing & Residential Life).
- Have a $0.00 balance with Office of Student Assistance (OSA)
- Pay a $150.00 Non-refundable Housing Pre-payment by the day you’re scheduled to choose your room. (present your status letter to OSA when you pay).

To participate in the Room Selection Process you must pay the $150.00 Housing Pre-payment Fee by the day you’re scheduled to choose your room. Payments must be presented directly to the OSA office. Please present your status letter to OSA when making payment. You must also present your payment receipt at the time of your room selection appointment. Please note that payment will not be accepted at the time of your appointment.

Students who do not pay their Housing Pre-payment Fee by the their appointment time will not be able to participate in the Room Selection Process and may lose their housing eligibility for the 2006-2007 academic year.
Upon fulfilling the eligibility requirements, you must bring the following to the Gym for the selection process:

A. **OHRL STATUS/INVITATION LETTER** (included in the mailing)
B. $150.00 Housing Pre-payment Receipt
C. Completed Housing Application (available on our web page)
D. Your Pace University ID
E. Proof of $0.00 balance
F. Fall Graduate Admittance Letter (seniors becoming graduates in the Fall)

The **OHRL STATUS/INVITATION LETTER** is included in this mailing and outlines your financial standing, academic standing, your grade point average (GPA), and any demerits. This information is used to determine your score and eligibility. Please carefully review it and make any corrections with the OSA office and any demerit corrections with the Office of Housing and Residential Life. Bring proof of changes with you to your room selection appointment.

On your designated Room Selection Process date and time (appointment), students will assemble at the Gym according to their score. **Wear rubber sole shoes** (to not damage the gym floor), bring a book or magazine (to pass the time should you have to wait), have a few housing selection plans (just in case plan “A” doesn't work), and have a positive attitude (to ensure everything goes smoothly)! Once you are called, you will be given an opportunity to make a selection of your preferred room assignment for next year. You will be shown an actual floor chart of the building of your choice, from which to choose an available bed. You will be able to see which beds have already been selected and who the other residents are in the room with the vacancy. **[It should be noted that Maria's Tower is not available during the selection process as it is designed to support the transitional needs of freshmen in college.]**

Upon selecting an assignment, you will then sign your housing agreement and receive a copy for your records. Students should expect to receive a Room Placement Card, along with all check-in information, in our summer mailing in mid-summer.

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**ROOM SELECTION OPTIONS CONTINUED...**

When choosing a roommate, the following restrictions apply:

A. The person(s) being chosen must meet the eligibility requirements outlined on page 3 to participate in the room selection process.
B. The person(s) being chosen, or their proxy, must be present.
C. This option is not available to commuter or new incoming students.
D. Only CURRENT residents can participate in room selection. Students previously in residence (but not currently) are not eligible.

**Graduate Student Housing**
Graduate students are encouraged to cluster together in the New Clark residence hall. This site has the potential to better support your social and academic needs. However, graduate students are not limited to selecting a room assignment in that location.

**Honors Housing**
In order to maintain the sense of camaraderie that some students from the Honors College may have, we are suggesting that honors students cluster together on St. George’s 8th floor. However, honors students are not limited to a room assignment in that location.

**Is Housing Guaranteed?**
Remember, housing availability is limited, so housing is NOT guaranteed. The Office of Housing & Residential Life keeps a listing of local apartment rentals that is available for you to browse at www.Places4students.com.
**Proxy**

If you are unable to make your scheduled appointment time, you can authorize someone else as a proxy to select your room for you. They will go through the procedure described on page 4 in your place. However, the room they select for you will not be confirmed until you sign the Housing Agreement and receive a copy for your records by Friday, April 28, 2006. You must provide your proxy with the following items to be presented at the Room Selection Process:

1. Your OHRL STATUS LETTER
2. Your Housing Pre-payment Receipt and proof of a $0.00 balance
3. Your completed Housing Application
4. A photocopy of your Pace University ID
5. A completed and signed proxy application on the web site
6. Fall Graduate Admittance Letter (seniors becoming graduates in the Fall)

**Roommates**

While participating in the Room Selection Process, you have the option to choose your roommate(s) in two ways.

**SOLO:**

1) Select an assignment in a room of your choice leaving additional beds unselected. Thus being open to a new roommate and new experience!

2) While looking for bed vacancies you can also view the names of students who have already selected a space and left an open bed. This means that you not only get a chance to see who your roommate is but know that this person is open to getting any roommate and having a new experience!

**GROUP:**

First, decide on who you would like to be your roommate. Second, compare your scores. As a group your scheduled room selection day is the lowest score (not the average of scores). For example, if you are a Sophomore with 6 points who desires to room with a Sophomore with 4.8 points, then you must attend the Room Selection Process on the day designated for the Sophomore with 4.8 points. Arrive together (or bring the Proxy application) with your desired roommate(s) on the appropriate day and select an assignment among our vacancy inventory and you’re done!

All roommates must meet eligibility requirements and deadlines as stated on page 3. Spaces in rooms will not be held for residents not present or not represented by proxy.

**The Big Score**

Current residents earn points in three ways: 1) Classification according to credits earned to date 2) Grade point average to date 3) Demerits based on your involvement in violations of our guiding principles. It is actually very simple. Add the point(s) for your academic year with your GPA and subtract any demerits. Voila you have your score! (see page 12 for date and time assigned to each score)

**Note:** First semester transfer students may utilize their transfer GPA when calculating their score, but must provide proof of these changes to the Office of Housing & Residential Life.

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**Completed Credits**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 31 Freshman</td>
<td>1</td>
</tr>
<tr>
<td>32 – 63 Sophomore</td>
<td>2</td>
</tr>
<tr>
<td>64 – 96 Junior</td>
<td>3</td>
</tr>
<tr>
<td>97 + Senior</td>
<td>4</td>
</tr>
<tr>
<td>Full Time Graduate</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each case in which you have been found responsible for violating a guiding principle</td>
<td>-0.05</td>
</tr>
<tr>
<td>If you currently have a disciplinary hold for failing to comply with a disciplinary directive or if you have been placed on probation.</td>
<td>-0.15</td>
</tr>
<tr>
<td>If you have been suspended from housing for any period of time.</td>
<td>-0.25</td>
</tr>
</tbody>
</table>

The OHRL reserves the right to recalculate demerits up until your assigned Room Selection day. If you earn demerits between Room Selection invitation and selection, you will receive a new, re-calculated invitation. If you think your score should be different, for any reason, you may request a re-calculation at the OHRL. Supporting documentation is required for all re-calculation. The deadline for re-calculations is April 14, 2006.

**Sample Score**

<table>
<thead>
<tr>
<th>Classification</th>
<th>GPA</th>
<th>Demerits</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>(sophomore)</td>
<td>2.74</td>
<td>-0.25</td>
<td>4.49</td>
</tr>
</tbody>
</table>

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Fulton Hall (106 Fulton Street)
Students who live at Fulton Hall, our newest Pace owned residence, can choose from a variety of room configurations, from singles to five person apartments. This building offers enough space to house over two hundred students. All rooms are renovated and are fully wired for cable and internet access, private bathrooms, and a kitchenette. There is also an internet lounge, fitness center, and laundry facilities for community use.

The St. George Residence (Brooklyn Heights; 100 Henry Street)
Enjoy living in the historic Brooklyn Heights district just a few minutes away from the main Pace buildings. The St. George is only two blocks from Montague Street, well known for its restaurants, shopping, and cultural activities. This smoke-free property shares access to convenient student lounges, fitness center, kitchen, and laundry facilities. The rooms in this leased property include bedroom furnishings, private bath, a refrigerator, cable television, telephones, and Internet access.

Clark Hall (55 Clark Street)
The Most Prestigious Student Housing Facility in the World
Located in a classic New York Neighborhood The EHS Clark Residence is adjacent to our St George Residence creating a 1,200 student campus in the heart of this exciting historic neighborhood. Brooklyn Heights is an exclusive, historic neighborhood of tree-lined streets, beautiful brownstones, cafes, retail shops and lovely park. It is minutes away from the famous Waterfront Promenade and breathtaking views of NY Harbor. This student friendly neighborhood is a safe and wonderful sanctuary for students to call home. The Clark Residence provides easy access to the Clark Street subway station located in the lower level just one stop from lower Manhattan. This smoke-free property shares access to a convenient lobby lounges, kitchen and laundry facilities and a neighboring fitness center. The rooms in this leased property include bedroom furnishings, private bath, a refrigerator, cable television, telephones, and Internet access.

Coming Soon!
Please check our website at www.pace.edu/housing for building floor plans, anticipated room rates and building descriptions.