



ROOM DRAW

Room Draw is the college's annual housing selection process. **All students are required to participate in Room Draw** in order to select their campus housing for the following year. Room Draw is based on seniority, determined by social class standing (senior, junior, & sophomore). Starting with the senior class, each member of a class is assigned a random number which determines his or her bidding order (see bidding order below). Those with the lowest numbers bid first. Students should login to RavenZone to access the online Room Draw Application and to view their random number. **The Room Draw Application requires Microsoft Edge or Mozilla Firefox to function properly.** Students need to use a laptop or desktop computer to ensure full and complete functionality of the online Room Draw Application. Students will be able to login to the Room Draw Application starting on April 27th and the application will remain accessible through May 3rd.

Bidding Order

1. Senior and Senior
2. Senior and Junior
3. Senior, Junior and Sophomore
4. Senior and Sophomore
5. Junior and Junior
6. Junior and Sophomore
7. Sophomore and Sophomore

Who Is “Room Draw” For?

All traditional, undergraduate students, regardless of their previous housing arrangements are required to apply for housing each year; including students currently living off-campus. Students **should not sign any lease agreements for off-campus housing before receiving written approval to live off-campus from the Student Life Office.** Students who enter into lease agreements without written approval to move off campus from the Student Life Office, do so at their own risk.

Students who fail to participate in Room Draw forfeit the right to choose a room or roommate and will be assigned a room by the College. **Fall 2020 graduates** are required to live off campus. Fall graduates who would still like to live on-campus for their final semester can be added as an additional roommate to a full living option (ie. they can be a fifth person in a four-person apartment). **5th year seniors** can live on campus if they commit to a full year. 5th year seniors can be a member of any group but do not receive a Room Draw number. Fall graduates and fifth year seniors planning to live on-campus will not be given a room draw number or login credentials for the Room Draw application. If you would like to add a 5th year senior or fall graduate to your living group, please email studentlife@benedictine.edu.

All sophomores are required to live on campus. Therefore, Senior/Sophomore and Junior/Sophomore groups can only bid on campus housing options. **Students on disciplinary probation** or who violate Room Draw procedures in the current academic year will be assigned a number that falls at the end of his or her class.

ROOM DRAW SCHEDULE

TWO PHASES OF ONLINE ROOM DRAW

There are two phases to Room Draw through which students select their housing for the upcoming academic year. An overview of the two phases is provided below, with a more detailed step-by-step instruction to follow in the next section.

The first phase is the Housing Selection preparation phase. This phase will take place **April 27th – May 3rd**. In this phase students must login to the online Room Draw Application and complete the required tasks, including: signing the Room and Board Agreement, creating a Room Draw group, and creating your group's Housing Wish List in order to identify your housing preferences. These tasks must be completed by May 3rd at 11:59PM.

The second phase is when a student is awarded their housing for the 2020-2021 academic year. During this phase, the Student Life Office will process the Housing Wish List for each group in Room Draw order. Each Room Draw group will be awarded the highest available housing preference from your group's Housing Wish List. If none of your Housing Wish List preferences are available when it is your group's turn to be awarded housing, your group will be awarded the best remaining housing option. You will then receive a confirmation email from the Student Life Office after your housing for the 2020-2021 academic year has been finalized.

ROOM DRAW STEPS TO FOLLOW

- Student will be able start to the following steps on Monday, April 27th. The deadline to complete all steps through Sunday, May 3rd at 11:59PM
- Login to RavenZone to access all Room Draw related information and to access link to Room Draw Application
- Launch the Room Draw Application using the Microsoft Edge or Mozilla Firefox web browser (please note, that other web browsers do not support the full functionality of the Room Draw Application). You can launch the Room Draw Application by selecting the link in RavenZone or entering www.bccroomdraw.com into your Web Browser
- Login to the Room Draw Application. Change your password after your initial login.
- Review your Name, Class Code, and Random Number on the home page. If you believe that any of your information is inaccurate, email you concern to studentlife@benedictine.edu.
- Fill out the Room & Board Agreement (link available in RavenZone and the Room Draw Application).
- Use the "Add Students to My Group" to invite other Benedictine College students to join your Room Draw group. Once a student has accepted your invitation, their name will appear in your group.
- The student with the **lowest** Class Code **AND** **smallest** Random Number in your group, will be designated as the *Group Leader*. **The *Group Leader* must develop the Housing Wish List (see below) for the group.** The *Group Leader's* Housing Wish List will be used to award your group's housing for the upcoming year.
- Use the Housing Wish List Management feature to develop at least **10 housing preferences** for your group. The residence hall floor plans and room information is available in the Housing Wish List Management tab. Please refer to the follow tips when developing your Housing Wish List:
 - The Group Leader (student with lowest random number) needs to develop the Housing Wish List for your group
 - If you develop a Wish List and then join a Room Draw group with a student who has a lower random number, they will become the *Group Leader* and your Wish List will be replaced by their Wish List.
 - It is recommended that each group includes at least **10 housing preferences** in their Housing Wish List.
 - Group size must qualify for the housing preference. In order to do so, groups must fill at least 75% of the housing preference. Groups who wish to live in the Row House must have at least four members.

- If your group does not completely fill all the beds in your housing preference, the college will assign other students to the remaining open beds.
- Your Room Draw Group and Housing Wish List will be locked on **May 3rd at 11:59 PM.**
- If you are in need of a roommate, you are encouraged to email the Student Life Office (studentlife@benedictine.edu) to check for available roommates.

POSSIBILITIES FOR MEN

Newman Hall	Groups of 2 or 4
St. Joseph Hall	Groups of 2, 6 or Singles
Legacy Apartments	Groups of 4
St. Michael Hall	Groups of 2, 4 or Singles
Row Houses**	Groups of 4 or 5

POSSIBILITIES FOR WOMEN

Elizabeth Hall	Groups of 2, 3, 4 or 6
Guadalupe Hall	Groups of 2, 4, or 6
Cray-Seaberg Hall	Groups of 2 or 4
McDonald Hall	Groups of 8
Legacy Apartments	Groups of 4
Row House	Groups of 4 or 5

***Floor plans for all of the residence halls are available in the Room Draw Application under the Housing Wish List Management tab.**

OFF CAMPUS HOUSING & ROOM DRAW

All traditional, undergraduate students who wish to live off-campus are still required to live on campus and participate in Room Draw. Students will be able to list *Off-Campus* as a preference on their group's Housing Wish List. Students who are not awarded *Off-Campus* status at Room Draw will be assigned a room on-campus and added to the *Off-Campus Waitlist*. This on-campus room is where the student should plan to live for the upcoming academic year. If the need arises to award additional students off-campus status after Room Draw, the Student Life Office will send written notification to the students on the *Off-Campus Waitlist*. The maximum group size that can sign-up together on the *Off-Campus Waitlist* is four. The number of off-campus slots, if any, is still being determined and will be available in the Room Draw Application. Students who enter into lease agreements, while they are on the *Off-Campus Waitlist*, do so at their own risk as they have not yet been approved to live off-campus.

ROOM DRAW INFORMATIONAL ZOOM MEETING

The Residence Life Office will host a Room Draw Information Meeting through Zoom on Monday, April 27th at 8:00PM Central Standard Time. The informational meeting will include a tutorial of the online Room Draw Application and will provide live staff support to answer your Room Draw questions. A link to join the informational meeting will be provided in RavenZone on Monday, April 27th. Live support will also be available throughout the week of April 27th through May 1st. More information regarding how to contact live support during Room Draw will be available in the online Room Draw Application.