

### **IN-HOUSE DRAW PROCEDURES AND INFO (Freshman Sophomore College 2015-16)**

- All students who have drawn into Freshman Sophomore College are required to attend our in-house draw in **The Ricker Dining Green Room on Date at Time**. If you are abroad or are otherwise unable to attend, you **MUST** send a friend to draw and select a room on your behalf; however, you are strongly encouraged to attend if at all possible. **If you are not present and have not sent a proxy, we will have no choice but to assign you a room.**
- Housing Assignments will provide a draw order based on pre-assignment, draw number, and room type. This order is non-negotiable and will not be altered. Any questions about the draw order should be directed to Housing Assignments.
- Staff, Priority Residents, others with special designations select their rooms first.
- Single rooms will be drawn first
- Two room double rooms will be drawn second.
- Single Room doubles will be drawn last.
- Please fill out and bring the attached Draw Form to the draw to expedite check in, especially if you have a proxy. After handing in the form to a student staff member, students will 15 minutes during the In-House Draw Mixer to explore FroSoCo and figure out what room they would like to live in. After this, room selection will begin at **insert time (15/20 minutes after Welcome Activity)**.
- Students will have **3 minutes** to pick their room after their name is called. Thus it is important for students to be attentive to the room selection process and to be tracking what their preferences are as compared to what rooms are available. After 3 minutes, we will begin calling the next person on the list.
- Since all members of a single draw group have the same draw number, members of each draw group will decide among themselves which member of the group picks their room first (ex: draw straws).
- In the event of multiple roommates who have different draw numbers (roommates who did not draw together in a group but decide to live together after being assigned to a house), the lower draw number dictates the order in which they pick their room. For example, two sophomores (one with draw number 10 and one with draw number 80) will choose their room as draw number 80.
- No room assignment is final until students move in. Changes to room assignments are sometimes necessary over the summer.
- For any situation or circumstance that is not covered by this document, house staff members and/or Resident Fellows have sole responsibility to make decisions about the in-house draw process. They will accomplish this in a manner conducive to fairness and transparency.

## In-House Draw Form

Instructions: Please fill out the fields below and bring the completed form to the draw to expedite the process. The draw will begin at **(insert time)**, and room selection starts at **(insert time)**. Please see the accompanying procedures sheet for full list of policies. If you absolutely cannot attend the draw, **you MUST send a proxy** on your behalf.

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first

last

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suid #

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email

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summer email (if different)

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phone

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hometown (address, city, state)

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name of proxy if applicable

are you planning on moving in early?

YES

NO

if so, for what reason?:

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if you are placed in a room with someone you do  
not know, can we give them your contact information:

YES

NO

**Room Assignment:**\_\_\_\_\_