

## McMurtry Housing By-Laws

## 1. Definitions:

- a. **Eligibility Jack** is a lottery process that occurs before Room Draw to determine who will be eligible for on-campus housing.
- b. **Room Draw** is the process where specific rooms are allocated to students who have made it past eligibility jack.
  - i. Room Draw is divided into three distinct events: **Suite Draw**, **Singles Draw**, and **Doubles Draw**.
- c. **Room Jack** is the process of assigning rooms, encompassing both Eligibility Jack and Room Draw.
- d. The incoming **Student Housing Jack Coordinator**, with the assistance of the outgoing Student Housing Jack Coordinator and IVP, is in charge of running all aspects of Room Jack.
  - i. The Student Housing Jack Coordinator will be able to choose 2 of the 4 listed benefits as incentives for their service: A ½ point bonus for the next time they enter room jack, complimentary POD storage for the following summer, preference behind the President to obtain a parking pass for the North Colleges parking lot, a \$50 McGift card eligible for McMurtry activities and Murtchandise
- e. **Senior Status** may be declared by any student prior to Eligibility Jack. Senior Status applies to both Housing and Parking and may only be declared once. A student who has declared Senior Status may not seek housing or parking in subsequent years.

## 2. College Capacity

- a. McMurtry College houses 324 students.
- b. College overcrowding occurs when more than 324 students are housed.
- c. Room overcrowding occurs only when the college is overcrowded and the number of residents in a specific room exceeds the number of residents as determined on Housing and Dining floor plans. Students may choose to live in rooms in numbers greater than those stipulated by H&D.
  - i. All residents of an overcrowded room are eligible for a discount of their housing fee (at the discretion of the H&D Business Director) if their room remains overcrowded at the end of the second week of classes each semester.
    - 1. If a room is overcrowded due to full occupancy, but a bed becomes available in a gender and class compatible room,

a resident of the originally overcrowded room must move to the open bed. The occupants of the overcrowded room will not receive a discount if a bed in a class and gender compatible room is available.

- ii. Overcrowded rooms will only be allowed in extenuating circumstances and must be approved by both the IVP and the Magisters.

### 3. Reserved Rooms

- a. The College shall reserve a number of spaces for new students as specified by the Office of the Dean of Undergraduates.
  - i. Four of the beds reserved for new students shall be in singles located near the accessible bathrooms, as required by Disability Support Services.
- b. The College shall reserve the number of beds requested by Rice administration for visiting international students.
- c. If you have a documented disability requiring you to live on-campus, you should:
  - i. Make sure this documentation is on file with Disability Support Services.
  - ii. Meet with the College Magisters, College Coordinator, or Student Housing Jack Coordinator no later than two weeks prior to eligibility jack to discuss the need for accommodation.
- d. All reserved rooms shall be set aside before publicly displaying the floor plans. The rooms shall be evenly distributed throughout floors two through four and shall be approved by the O-Week Coordinators.

### 4. Intention to Jack

- a. Students are eligible to participate in Room Jack for the three years following their matriculation.
  - i. Any student who takes a Leave of Absence during their first four years will have their eligibility extended by the length of the Leave of Absence, rounded up to the nearest full year.
  - ii. A student who is elected President, Chief Justice, External Vice President, Internal Vice President, Prime Minister, At-Large Representative, or is serving as an Orientation Week Coordinator in their fifth or subsequent year shall be eligible for housing for the year of their service.
- b. All students must submit a Room Jack Intention form during the Spring semester at a time specified by the IVP or Student Housing Jack

Coordinator. Students will state if they intend to participate in Room Jack and provide background information to determine their status in Eligibility Jack.

- c. Students who submit forms after the deadline but before Eligibility Jack will only be allowed to participate in Room Jack at the discretion of the Student Housing Jack Coordinator and with a 1 point penalty applied to their Room Draw points.
- d. Students who fail to submit a Room Jack Intention form by the deadline will forfeit their right to guaranteed housing if they were otherwise entitled to it.
- e. Students transferring to McMurtry from another residential college will be eligible to participate in McMurtry Room Jack if their transfer has cleared the Committee of Magisters prior to the due date for the Room Jack Intention Form and if it was submitted by the deadline.

5. Eligibility Jack:

- a. If at the time of eligibility jack there are more students seeking beds than beds available, students with the highest amount of points will be kicked off through a lottery process known as Eligibility Jack.
- b. Students receive points for Eligibility Jack based on year. This is determined by the summation of years spent at Rice. Any time spent abroad during the school year shall be counted toward the total.
  - i. Rising 5<sup>th</sup> and beyond: 5+ points (equal to year)
  - ii. Rising 4<sup>th</sup> Year: 4 points
  - iii. Rising 3<sup>rd</sup> Year: 3 points
  - iv. Rising 2<sup>nd</sup> Year: 2 points
- c. New students must complete at least four (4) service hours to the College in order to be eligible for housing for the following year with 1 housing point. They can complete an additional two (2) service hours in order to get the maximum number of 2 housing points.
  - i. Service hours are finalized three days before Eligibility Jack.
  - ii. New students have the ability to pledge for service opportunities (i.e. Beer Bike) that will take place after Room Jack.
- d. All non-freshmen who complete two or more service hours to the College will receive a 0.25 housing jack point bonus.
- e. A student may be exempt from Eligibility Jack if he or she:
  - i. Declares Senior Status

- ii. Is a scholarship varsity athlete with guaranteed housing by his/her team
  - iii. Is receiving financial aid contingent on residence on-campus
  - iv. Is elected President, Internal Vice President, External Vice President, Prime Minister, At-Large Representative, or Chief Justice
  - v. Is serving as Orientation Week Coordinator
  - vi. Is serving as a Rice Emergency Medical Services (REMS) when no current REMS EMT is guaranteed housing. One space shall be reserved for a College EMT. The recipient of the space will be determined by a lottery among the REMS members of the College prior to Eligibility Jack.
  - vii. Lived off-campus for the prior year.
  - viii. Is returning from a Leave of Absence lasting at least 2 semesters.
    - 1. The student must contact the Magisters and Student Housing Jack Coordinator before Eligibility Jack and submit a Room Jack Intention form by the appropriate deadline.
  - ix. Has a special circumstance not mentioned above that requires him/her to be on-campus.
    - 1. The student must contact the Student Housing Jack Coordinator or Magisters at least two weeks before Eligibility Jack.
  - f. With the exception of the students listed in item (d), no continuing McMurtry student is guaranteed housing on-campus.
  - g. Eligibility Jack must occur in a public space. All non-exempt students who submit a Room Jack Intention form will be sorted in point order using a computer script during Eligibility Jack. If a tie in point values occurs, the script will select from the tied individuals in random order.
    - i. A bed on-campus will be issued to as many students on the sorted list as can be accommodated. Any students remaining on the Eligibility Jack list will be transferred in order to the waiting list.
  - h. Students who do not occupy a bed on-campus for the following school year will be exempted from the following Eligibility Jack and will receive a 0.25 point bonus during the following Room Draw.
6. Study Abroad Housing
- a. Students planning to study abroad in the Spring semester are permitted to enter Room Jack. If they apply to study abroad and are accepted into

a program, they will be able to break their Housing Agreement with no penalty.

- b. Students planning to study abroad in the Fall semester are not permitted to enter Room Jack. They may elect to be placed on a waiting list for Spring vacancies. The order of the waiting list will initially be determined in the same manner as Eligibility Jack.
  - i. Any student who participates in Room Jack and decides to spend their Fall semester abroad will lose their spot on-campus and will be placed at the bottom of the Spring waiting list.
- c. The final placement of students on the waiting list will occur after the release of the Spring semester study abroad list and the December graduation list and will be at the discretion of the Student Housing Jack Coordinator, College Coordinator, and Magisters. This placement should occur by mid-November.

## 7. Room Draw

- a. Room Draw shall take place within three weeks of Eligibility Jack, excluding Spring Break. The order of the draw shall be Suite Draw, Singles Draw, and then Doubles Draw. Each draw should occur on a separate day.
- b. Floor plans will be placed in a public location within the College no less than one week prior to the first draw.
- c. Points for Room Draw will be determined by total semesters as a full-time student at any institute of higher education according to the following list.
  - i. Rising Sophomores: 2 points
  - ii. Rising Juniors: 3 points
  - iii. Rising Seniors (or underclassmen who declare Senior Status): 4 points
  - iv. Rising 5<sup>th</sup> Years and beyond: 5 points
  - v. The classification of any student whose class status is offset and does not fall into the previous categories shall be left to the discretion of the IVP. The classification should match the student's intended graduation timing.
  - vi. New Students are required to complete four hours of service to the college. New students who complete less than four, but more than two, hours of service will have 1 point deducted from their Room Draw points.
  - vii. The President and Chief Justice shall both receive an additional 4 points to their individual Room Draw points

- d. In order to participate in Room Draw, the Housing Agreement must be signed in ESTHER prior to the deadline set by Housing and Dining and the Student Housing Jack Coordinator.
- e. In accordance with university policy, neither sex nor gender shall be factored into any housing draw or registration procedure.
- f. The Student Housing Jack Coordinator will specify registration deadlines for each draw. Each group/individual must submit a registration form by the appropriate deadline.
  - i. Failure to register by the appropriate deadline will result in a 1 point deduction applied to the group average.
  - ii. Groups who submit registration forms containing egregious errors will have 1 point deducted from their corrected average.
- g. For each Draw, a computer script will sort all registered parties in point order. If a tie in point values occurs, the script will select from the tied groups in random order. Parties will select their rooms/suites in the order determined by the script.
- h. Suite Draw
  - i. All suite groups will be required to select a spokesperson. The spokespersons will have the authority to act on behalf of the group. The spokesperson is responsible for submitting the suite jack registration form.
  - ii. Before the suite jack, all suite groups must send one member of their group to attend a Suite Interest Meeting organized by the Student Housing Jack Coordinator.
  - iii. Point values in Suite Draw will be determined by averaging the points of all individual group members.
  - iv. The five-person suites will be drawn first. If more than two groups are competing for these suites, any groups that do not receive a five-person suite will be allowed to add a member to their group and enter the six-person suite draw.
  - v. After the groups have been sorted, each suite spokesperson will be called upon to select their suite.
    - 1. A suite group may withdraw from Suite draw when their turn is called. No passes are allowed.
    - 2. If a five-person suite remains empty at the end of Suite Draw, the suite will be offered to the remaining six-person groups in order of housing points. Each suite group will have 12 hours to respond before the suite is offered to the next six-person suite group.

3. If no group that registered for Suite Draw expresses interest in a Suite, the SHJC will offer the suite to the college at large. These rooms will be released to *groups* of students on a first-come, first-serve basis.
  4. If suites remain empty at the end of Suite Draw, the remaining suites will be drawn as Singles.
- vi. After the draw is complete, the suite spokesperson will be responsible for communicating the individual room selections for suite members to the Student Housing Jack Coordinator. The Student Housing Jack Coordinator will solicit this information after Room Jack.
- i. Singles Draw
    - i. After running the computer script, individuals will be called to the floor plans to select their singles. Ties will be resolved by the draw numbers, as assigned by the computer script.
    - ii. Any singles that remain empty at the end of Singles Draw will be drawn before the beginning of Doubles Draw.
  - j. Doubles Draw
    - i. All pairs will be required to select one spokesperson. The spokesperson will have the authority to act on behalf of the pair.
    - ii. Point values for Doubles Draw will be determined by averaging the individual points of each partner.
    - iii. After running the computer script, the pair spokesperson will be called to the floor plans in groups of five pairs to select their doubles. Ties will be resolved by the draw numbers as assigned by the computer script.
    - iv. Individuals without roommates will be paired by the SHJC after Doubles Jack. The pairs will be assigned random rooms from the remaining room selection.
  - k. Waiting List
    - i. The waiting list will initially be created at Eligibility Jack.
    - ii. If a bed becomes available, it will be offered to the student at the top of the waiting list.
      1. That student can reject the offer for a room in which case the room would be offered to the next person in the waiting list. The student who rejected the room will keep their current position in the waiting list.

2. Students may only pass once and maintain their position. A second pass will result in that student being moved to the bottom of the waiting list.
    - I. At the request of the Student Housing Jack Coordinator or Magisters, the McMurtry College Court may, at its discretion, penalize any college member found guilty of participating in Room Jack with no intention of living on-campus or any college member who fails to notify the college of an intent to move off-campus, barring any extenuating circumstances. Any college member participating with that person may also be penalized. Penalties may include revocation of rights to participate in Room Jack in following years.
8. Room Assignments after Room Draw
  - a. The O-Week Coordinators are responsible for the room placements of all new McMurtry students.
  - b. The College Coordinator is ultimately responsible for all housing assignments after the completion of Room Jack. If vacancies occur, the Coordinator will work with the Student Housing Jack Coordinator and Magisters to find an occupant.
    - i. For the summer and first two weeks of the Fall semester, these vacancies will be offered to any incoming students who did not initially receive housing on-campus. After that date, or once all new students have been housed, vacancies will be used to house students on the Spring waiting list.
  - c. Students who transfer to McMurtry from another residential college mid-year will be eligible for immediate occupancy if a bed is available and there is no active waiting list. Current McMurtry students receive priority for vacancies.
  - d. If spaces remain after rooms have been awarded to all McMurtry students desiring to be on-campus, the extra space may be filled with additional students unable to obtain housing in their respective college, at the discretion of the Magisters and College Coordinator.
9. Moving off-campus after Room Draw
  - a. Any student who decides to move off-campus for the following semester must notify the Student Housing Jack Coordinator in writing prior to the appropriate deadline: July 1<sup>st</sup> for the Fall semester and November 15<sup>th</sup> for the Spring semester. Any student who fails to notify the College prior to the appropriate deadline will be faced with a \$100 fine from the College, in addition to any possible fines from H&D. These fines may be appealed to the College Court, which at its discretion may grant exemptions for extraordinary circumstances.



10. Unforeseen Circumstances

- a. If a situation arises that is not adequately described by these by-laws, action is left to the discretion of the Student Housing Jack Coordinator and the College Magister(s).
- b. The Student Housing Jack Coordinator and the Magisters have the authority to override any of these by-laws should such action be warranted by an extraordinary situation. The decision must be unanimous.