

In-House Draw Procedure 2009-10

Guidelines

- House staff members and Resident Fellows will oversee the in-house draw process and will adhere to the basic assumption that residents in each house will choose rooms in order of student class year (as determined by Housing Assignments) followed by draw number. For example, seniors with a draw number of 10 will pick before seniors with a draw number of 200. Any group of seniors will select a room before a group of juniors even if the juniors have a better draw number. In-house room draw takes place between May 26 and May 30. Check with your RSAS for exact date and location. If you do not attend this meeting you may end up with any room remaining after the in-house draw takes place.
- Students will be notified of their class year status by email from Housing Assignments by Wednesday, May 13. If a student feels that their class year status is not correct, they must contact Housing Assignments by Friday, May 15 by 5 PM to correct the information. Class Year is determined by number of guaranteed years used. If you have chosen to live off campus one or more years, you will not be listed the same as your academic status.
- The order of room selection (according to class year, and then draw number) is determined by Housing Assignments. Except for the situations described below, residents will pick rooms in the order given by Housing Assignments. Neither residents nor student staff nor Resident Fellows can change the order in which rooms are chosen. The order is sacrosanct.
- Once placed in a house through the Draw, draw groups become irrelevant for the purpose of choosing rooms. Rather, students choose roommates. Students can pick their roommates from within their draw group or without. However, if students pick roommates who are from a different class year, the roommate of the lower class dictates the in house draw choice. Ex: A senior living with a junior means that the roommate pair draws according to the junior's class year and the junior's draw number.
- 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 from the same class 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 seniors (one with draw number 10 and one with draw number 80) will choose their room as draw number 80.
- Residents will not be able to select a "partial room." In other words, a room has to be completely filled by a set of students who have agreed to be roommates. Specifically, to choose a double you must have two students, to fill a triple you must have 3 students, etc. Given that a student may not be able to predict the kinds of rooms available when it comes to his/her time to pick, it can be helpful to have several different roommate options in mind ahead of time. For example: "if the doubles are still available, I'll live with this person. But if there are only triples left, I'll plan to live with these two people."
- Students need to pick their rooms in a timely fashion when it comes their time to pick. 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. House staff and/or the Resident Fellow will determine what a “timely fashion” is. If you don’t choose your room and fill it in a timely fashion, you may be required to choose your room after all of your classmates (e.g., seniors) have chosen, or after all other residents have chosen.
- If an RF wants to mandate that draw groups cannot select adjacent or clustered rooms, they can do so according to house preference.
 - 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.
 - Any student who feels that the in-house draw was conducted in a way that was unfair or was not consistent with the guidelines outlined in this document is encouraged to submit their comments in writing to the Resident Fellow, local RSAS (Residence Student Affairs Specialist), or to the Row Office of Residential Education as appropriate. Contact information can be found here:
 - For Resident Fellows: <https://www.stanford.edu/dept/reseed/Staff/RF/>
 - For RSASs: <http://www.stanford.edu/dept/reseed/directory/public/subcategory3.html>
 - For the Row Office of Residential Education:
<http://www.stanford.edu/dept/reseed/directory/public/Row%20Office.html>
 - This policy was developed by Residential Education, incorporating recommendations from the Draw Task Force, and has been approved by Student Housing. Questions about this document (In-House Draw Guidelines for 2009-10) should be directed to Residential Education.

Students Who are Pre-Assigned

- All pre-assignment students will receive a “dummy” draw number that they will use for their in-house room selection.
- In residences where a Resident Fellow is present, the house is permitted to allow pre-assigned residents to select their rooms before all other residents other than staff. The decision to do so is optional for the Resident Fellow.
- In all other houses, pre-assigned residents will go through the in-house draw in the same manner as non pre-assigned residents; in terms of the Row in house draw there is no advantage to being a pre-assigned resident.