

# **In-House Draw Procedure for Housing in 2011-12**

## **Policies**

- For the 2011-12 In-House Draw, Students will not only be placed in a house, but also in a room type. A student will be assigned to “Kimball Single” or “Kimball Two-Room Double” or “Kimball One-Room Double”, etc. On The Row, each student will be assigned to a Premier or Standard space. The choice of a specific room (e.g., room 109 or room 344), within the designated room type, will be made by each student at their house’s in-house draw. Students will be allowed to pick only a room that matches the room type to which they have been assigned.
- 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 followed by draw number. Housing Assignments will determine a student’s class year according to which guaranteed year the student is using for the draw: second guaranteed year = sophomore, third guaranteed year = junior, fourth guaranteed year = senior. Students will only be able to claim years that they lived in or applied to live in housing. For example, seniors (using their fourth guaranteed year) 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.
- Students will be notified of their class year status by email from Housing Assignments by Friday, May 6. If a student feels that their class year status is not correct, they must contact Housing Assignments by Tuesday, May 10 by 5pm to correct the information.
- 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, and these roommates must be of the same assigned room type. For example, a student assigned to “Kimball Two-Room Double” can choose as their roommate only another student of the same gender who has also been assigned to “Kimball Two-Room Double”. Students in University approved gender-neutral residences follow the same protocol except they choose roommates of differing gender and must notify the local Residence Student Affairs Specialist office that they are requesting assignment to a gender-neutral room before the in-house draw meeting takes place. 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. For

Example: 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 worse 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.
- It is strongly encouraged that residents select a room with student(s) with whom they have agreed to be roommates rather than selecting a 'partial' room. However, choosing a 'partial room' is permissible as long as students choose rooms according to their assigned room type.
- 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 task 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. Questions about this document (In-House Draw Guidelines for 2011-12) should be directed to Residential Education.

### **Pre-Assignments and the In-House Draw**

- All pre-assignment students have received 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. Pre-assigned students have been assigned room type according to class year and a draw number and per program criteria designated by Resident Fellows. Resident Fellows and house staff may choose to incorporate pre-assigned students into the in house draw in one of three ways 1) RFs and house staff can conduct an in-house draw for pre-assigned students prior to or tangential to the regular in-house draw. 2) RFs and house staff can incorporate pre-assigned students into the regular in-house draw by allowing them to choose rooms prior to draw students or 3) RFs and house staff can seamlessly incorporate pre-assigned students with draw students for the purposes of the in-house draw. In all three situations, rooms must be assigned according to class year and draw number.
  
- In all houses where a Resident Fellow is not present, pre-assigned residents will go through the in-house draw in the same manner as non pre-assigned residents.