This booklet was designed to provide students with the necessary information to make informed decisions regarding on-campus housing for the 2008-09 academic year. Should you have questions regarding any of the information contained in the booklet or pertaining to the Housing Selection Process, please contact Administrative Services at 215.951.1370 during regular business hours (Monday through Friday, 8:30 a.m. to 4:30 p.m.).

**Inside:**

- Highlights ............................................................... 2
- Letter from Administrative Services ........ 3
- Applying for Housing ........................................ 4
- Facilities Improvements ........................... 4
- Health/Medical Accommodations ............. 4
- Cancellation Policy ............................................. 4
- Housing Selection Process ............................ 5
- Frequently Asked Questions ......................... 6
- Meal Plans ............................................................. 7
- Dates to Remember/Checklist ..................... 7

**Dates to Remember:**

**Tuesday, Feb. 19, 2008**
Students—Housing Information Meetings, Dan Rodden Theatre, 12:30 to 2 p.m.

**Feb. 18-28, 2008**
- Housing Selection Information Tables, Union Lobby, Blue and Gold Dining Commons, and Treetops Café

**Friday, Feb. 29, 2008**
- Housing Application due by 3 p.m.
- Medical Accommodation Request Form due to Student Health by 3 p.m.
- RLC New Group Proposals due by 3 p.m.

**Townhouses**
- Group/Individual Intention Form available on Monday, March 17, at 12:30 p.m.
- Group/Individual Intention Form due on Tuesday, March 18, by 3 p.m.

**Apartments**
- Group/Individual Intention Form available on Tuesday, March 25, at 12:30 p.m.
- Group/Individual Intention Form due on Wednesday, March 26, by 3 p.m.

**Residence Halls—Suites and Quads**
- Group/Individual Intention Form available on Monday, March 31, at 12:30 p.m.
- Group/Individual Intention Form due on Tuesday, April 1, by 3 p.m.

**Residence Halls—Triples, Doubles, Singles, and Premium Singles**
- Group/Individual Intention Form available on Thursday, April 3, at 12:30 p.m.
- Group/Individual Intention Form due on Friday, April 4, by 3 p.m.
Check out the highlights of our online Housing Selection Process:

- Point letters distributed through La Salle e-mail accounts
- Online housing application
- Occupancy agreement and cancellation policy updates
- Online submission of group/individual intention form
- Quick and easy housing selection appointments
- Point finder that gives students the ability to look up their points on any computer connected to the Internet
- Housing selection information tables in the Union Lobby, Blue and Gold Dining Commons, and Treetops Café (Stop by to learn more about the process.)
- Housing selection informational meeting for students
A Letter from Administrative Services

February 2008

Dear Housing Renewal Selection Participant:

Believe it or not, the time has come to consider your housing arrangements for next year!

Welcome to Housing Selection for 2008-09.

By submitting a renewal housing application for the 2008-09 academic year, you will need to participate in the Housing Selection Process. In this booklet, you will find a description of the three STEPS required of you in the Housing Selection Process, important dates, and a final checklist. These materials are available to you now, so you have ample time to select compatible roommates and consider which accommodations most closely meet your needs. Remember that the Housing Contract is for the entire 2008-09 academic year. Your Priority Points will be sent to your University e-mail address on Friday, Feb. 1.

We sometimes hear that Housing Selection can be a troublesome or stressful experience, even though it really doesn't have to be! By reading ALL of the information presented here and planning ahead, selecting your room and roommate(s) can be relatively easy and stress-free. We hope that this year’s Housing Selection Process will be pleasant and comfortable for everyone.

Please note that you are expected to be honest and straightforward in your dealings with University processes, activities, and personnel. This obligation includes providing accurate information on official forms and documents as well as to University personnel. The University requires honesty on your part for our office to effectively serve your needs.

If you have any questions at all, please do not hesitate to contact our office.

Good luck,
Administrative Services

P.S.—Remember that you alone are responsible for correctly entering the Housing Selection Process and for following all of the guidelines. Please ask questions if you are unsure about any of the information contained within this booklet.
Step #1

Special Notes

Failure to submit an application by the aforementioned date and time will result in a student automatically being added to the end of the Wait List in the order in which the application is received.

The application deadline is printed on the application form and on the Dates to Remember page of this booklet.

You are encouraged to contact Student Financial Services at 215.951.1070 if you have any questions regarding your 2008 Financial Aid Package. You are encouraged to contact the Student Health Center at 215.951.1865 if you have a medical hold and Community Development at 215.951.1916 if you have a judicial hold. Financial, medical, and/or judicial holds must be cleared from your account prior to the submission of your application. Any student with a hold on his/her account will be unable to submit an application prior to the hold being removed.

Applying for Housing

All current students desiring housing for the 2008-09 academic year must complete a housing application by 3 p.m. on Friday, Feb. 29, 2008.

The housing application is available online and in Administrative Services (Union 205). Students are encouraged to complete the online application.

Submitting the Application

In order to be eligible for participation in the Housing Selection Process, a housing application must be submitted online through mylasalle; alternately, a paper application may be submitted to Administrative Services (Union 205). Whether an application is submitted online or in person, it must be received no later than the deadline of 3 p.m. on Friday, Feb. 29, 2008.

Health/Medical Accommodations

Students seeking special housing accommodations for health/medical reasons must submit their requests to the Student Health Center by 3 p.m. on Friday, Feb. 29, 2008. Requests will be satisfied based upon approval from Health Services and space availability. Request forms are available online at www.lasalle.edu/students/dean/health/studentcenter/forms.htm.

Facilities Improvements

St. Katherine Hall will receive the installation of air conditioning in the entire facility and wireless capability in all nine lounge spaces. The St. Bernard lounge will be refurbished with the installation of air conditioning, new lighting and furniture, and a kitchen. All projects are scheduled to be completed prior to students' arrival in the fall.

Cancellation Policy

Please see the Occupancy Agreement for details regarding cancellation.

Single spaces available in the Townhouses and Apartments:

A limited number of units in the St. Miguel and La Salle Apartment complexes will be offered for students without roommates. These units will only be reserved for students who wish to enter the process as single applicants and have no objection to living with other single applicants. Groups of any size will not be permitted! Applicants will register during the Townhouse and Apartment Selection Process, and the applicants with the highest individual point totals will be selected for these units.

Premium Single Units in St. Bernard and St. Denis halls

Premium single units will be available for students during the 2008 Housing Selection Process. Premium single units are double rooms where only one student is assigned with one set of furniture.
Step #2

Group/Individual Intention Form

The Group/Individual Intention Form was added to the Housing Selection Process several years ago and was well-received by our students. Adding this step to our process reduced the wait time for housing selections from several hours to approximately 15 minutes for most groups.

To access the form, the individual or Captain submitting this form must log on to the mylasalle portal on the Student Affairs Channel and click on the Housing Selection Process icon.

Based upon technology constraints and feedback from students, the Group/Individual Intention Form for townhouses, apartments, and residence halls has been separated. Using this approach, students who wish to apply for any accommodations may do so. After the appointments are determined, groups not eligible will be deleted in order to allow students to complete the Group/Individual Intention Form for their next preference by the deadline dates listed below:

- **Monday, March 17, 2008, at 12:30 p.m.** — form released for Townhouses
- **Tuesday, March 18, 2008, at 3 p.m.** — form due for Townhouses
- **Tuesday, March 25, 2008, at 12:30 p.m.** — form released for Apartments
- **Wednesday, March 26, 2008, at 3 p.m.** — form due for Apartments
- **Monday, March 31, 2008, at 12:30 p.m.** — form released for Residence Hall Suites and Quads
- **Tuesday, April 1, 2008, at 3 p.m.** — form due for Residence Hall Suites and Quads
- **Thursday, April 3, 2008, at 12:30 p.m.** — form released for Residence Hall Premium Singles, Singles, Doubles, and Triples
- **Friday, April 4, 2008, at 3 p.m.** — form due for Residence Hall Premium Singles, Singles, Doubles, and Triples

As an individual completing the form, you will be prompted to (1) enter your student ID and (2) indicate the type of housing accommodations you hope to attain for the 2008-09 academic year. The options available to you will be a single space in the townhouses, apartments, or residence halls. The number of double rooms available to renewal students will be limited.

As a Captain completing the form for your group members, you will be prompted to (1) enter your student ID as Captain; (2) indicate the type of housing your group hopes to attain for the 2008-09 academic year; and (3) identify the member(s) of your group other than yourself by their La Salle ID numbers. The number of spaces for IDs will be defined by the Captain's choice of housing type. Groups must sign up to fill one townhouse, apartment, or residence hall suite, quad, triple, or double room. The number of double rooms available to renewal students will be limited.

A feature of the Group/Individual Intention Form will be the ability for students to locate their points by using the Point Finder. If you need to access your point total when meeting with friends to discuss your group's total points, go to the Housing Selection Web site and click on the Point Finder icon. When you enter your La Salle ID number, your point total will be shown. Commuter students will also have the option to view their points this way. Hopefully, this should make planning for your housing selection easier and less confusing.

Note: If there is anyone’s ID listed on the form who is not eligible to participate in Housing Selection (e.g., has a financial hold or is under a judicial sanction that prevents residency) you will receive an error statement on the form. That individual must satisfy his/her obligation with the University prior to his/her being able to submit this form with his/her inclusion. The group will NOT be allowed to replace group members at the time of its housing selection appointment. Groups and individuals wishing to change must go to Administrative Services (Union 205) and submit a request to clear their original submission. This form may then be completed again online. In the case of a change, the date and time of record will be reflected by the later submission.

Appointment times will be based on an individual’s or group’s priority point value total and then the date and time this form was submitted. Tampering with a list is grounds for loss of a selection appointment, and that group/individual will select after all the groups/individuals.

It is recommended that all students confirm or update their personal information in Brother LUWIS through the Registrar’s Office. All correspondence regarding Housing Renewal and the Housing Selection Process will be directed to the contact information on record with the University for the individual applicant, or for the Captain on behalf of the entire group.
Step #3

Housing Selection Appointments

Once Step 1 and Step 2 have been completed, you will be assigned a meeting time to select your housing for next year.

Housing Selection appointment times will be available online and posted in Administrative Services (See Housing Selection Dates on Page 7 for specific posting dates by desired housing accommodation). Any or all members of the group can come to the meeting to select housing. DO NOT miss class for this appointment! If you or all members of your group are in class at the time of your appointment, you may designate a proxy to speak and make a selection on your behalf. Proxy forms are available online or in Administrative Services. All Housing Selection appointments will be held in Room 217 of the La Salle Union. Students are encouraged to be prompt. If a group member or individual is a "no show" for his/her Housing Selection appointment, he/she will be rescheduled at the first available time slot in his/her housing category.

FAQ

I may spend next year studying abroad, but I’m not sure. How should I select my room?
Participate in the Housing Selection Process and notify our office as soon as possible. Keep in mind the penalties for late notification of cancellation.

I want to live in the residence halls. Am I required to purchase a meal plan?
Yes!

What if I miss the application deadline?
If you turn your application in late, you’ll automatically be placed at the end of the Wait List in the order in which the application was received.

I had roommate problems my first year. How should I choose new roommates?
Think about the characteristics you desired in your roommate when you were first admitted to the University. Start with the basics (e.g., studying with music, being neat, night owl, or early riser) and find someone who seems compatible. Before making your selection, talk openly about sleep habits, guests, study time, etc. Remember, good friends don’t always make the best roommates.

I really need a single. What are my chances?
That’s hard to say. In past years, there were generally singles available at the start of the Housing Selection Process, but it’s ultimately based on our demand and availability. Premium singles are available in St. Bernard and St. Denis halls for the Housing Selection Process.

If I turned in my application late and am now on the Wait List, will my name appear in the online Student Directory?
Yes, the online Student Directory is updated on a regular basis.

I want or need to cancel my housing. Will I be penalized?
Please see the Occupancy Agreement for details regarding cancellation.

Can one of our group members be a current non-resident student?
Yes, non-resident students can apply for housing by submitting a housing application online or in person.

Meal Plans

A meal plan is required of all students living in a residence hall-style building. For a complete description of the required meal plans currently available, as well as an explanation of how they work, and to make your choice of plans, please visit La Salle’s Food Service Web site at: www.lasalle.edu/mealplans.

Commuters and students living in apartments or townhouses may choose to participate in the optional plans. If interested, please visit: www.lasalle.edu/admin/businessaffairs/food/optional.htm.

Please note all plans are per semester. If we do not receive your meal plan preference, we will assign one to you. Contact Food Services at 215.951.1389 for more information.

Wait List and Preference List

The Wait List will be available for students who were unable to secure housing during the 2008 Housing Selection Process. Students on the Wait List will be ranked on a series of factors including the date and time that their request is submitted and their point total. Those students who are on the Wait List due to financial, academic, or judicial holds will be added to the end of the Wait List. The Preference List will also be available for students to register in the event preferred accommodations become available after the Housing Selection Process in early May 2008. Unlike the Wait List, preferences will only be considered when all students on the Wait List have had an opportunity to select housing. Students with housing cannot change rooms until the Room Change Process held early in the fall semester.

www.lasalle.edu/housing
**Housing Selection Dates**

(John Balls Union, Room 217)

10 a.m. to 4 p.m.

Individual or group appointment times will be sent to all University e-mail addresses and posted online and outside of Administrative Services.

- **Friday, March 14**
  - Special Interest Housing

- **Thursday, March 20**
  - Townhouses
    - Appointment times for groups will be available on **Wednesday, March 19**.

- **Friday, March 28**
  - Apartments
    - Appointment times for groups will be available on **Thursday, March 27**.

- **Thursday, April 3**
  - Residence Hall Suites and Quads
    - Appointment times for groups will be available on **Wednesday, April 2**.

- **Tuesday through Thursday, April 8-10**
  - Residence Hall Triples, Doubles, Singles, and Premium Singles
    - Appointment times will be available on **Monday, April 7**.

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**Room Selection Checklist**

- If you require special needs housing for medical reasons, have you contacted the Student Health Center and brought it to the attention of Administrative Services?

- Have you submitted your housing application online or in person to Administrative Services by 3 p.m. on Friday, Feb. 29, 2008?

- Have you thought carefully about your roommate choice(s) for next year?
Off-Campus Housing
For those students thinking about seeking off-campus housing accommodations for 2008-09, the Brother Augustine Center maintains property listings. Please know that the property listings have been compiled for the convenience of La Salle University students and should not be construed as indicating approval or supervision by the University. All agreements entered into by the users of the listings are traditional agreements between the property owners and students. The University’s role is merely that of a conduit for the listings. Property listings will be updated on a regular basis and made available online. Ryan Holmes, Director of Off-Campus Communities, can be reached at 215.424.7570 or at www.lasalle.edu/offcampus.

Group on mylasalle:
The Roommates Classifieds
Finding roommates can be a stressful task. Why let it be? Let us help you make the process easier with the Roommates Classifieds in the Housing Selection’s Group on mylasalle. In previous years, the GROUP on mylasalle proved to be a helpful tool for students looking to meet other Lasallians interested in finding new roommates. The GROUP function on mylasalle enabled students to post and read messages from students interested in living in certain accommodations, as well as to read announcements and messages from Administrative Services about the process. All forms, marketing materials, and relevant information will be posted here to help students in finding roommates.

Attention Students Currently Residing Off Campus
Current non-resident students wishing to live on campus for the 2008-09 academic year should submit a Housing Application by 3 p.m. on Feb. 29, 2008, if they intend to live with current resident students, or by June 1, 2008, if they wish Administrative Services to make general assignments based on housing preferences as indicated on their applications.

This application is available by clicking the Housing Selection Process icon on the mylasalle portal on the Student Affairs Channel and in Administrative Services.

Please contact Administrative Services at extension 1370 during regular business hours (8:30 a.m. to 4:30 p.m., Monday through Friday) should you have any questions.

Study Abroad Students
Students currently studying abroad or on co-op trips during the Spring 2008 semester are eligible to participate in the Housing Selection Process.

You should complete and submit the Housing Application and make sure your name is submitted on a Group/Individual Intention Form as an individual or as a group member by the deadline stated in this guide. For proxy information, please see Page 6.

Log onto mylasalle at www.lasalle.edu!