Room Selection Process

Step 1: Every chapter member must pay the $200.00 Room Reservation Deposit Deposit Criteria:

- All eligible students who wish to live in fraternity or sorority housing for 2017-2018 must have a $200 Room Reservation deposit on file by the February 17, 2017 deadline. This NON-REFUNDABLE deposit can be paid at the cashier’s window in Blow Memorial Hall 102 between 8:00am -5:00pm, Monday - Friday or be paid on-line following the links on the Residence Life website. It is imperative that all individuals on the roster submit the $200 Room Reservation Deposit by the deadline; late deposits and postmarks will not be accepted.

- If a student pays a $200 Room Reservation Deposit in order to live in a fraternity or sorority house and the house subsequently fills so that he/she is unable to live there, the deposit may be refunded. The President must make this request in writing to Residence Life (living@wm.edu) on the individual’s behalf, by the housing roster deadline.

- If your organization would like our office to look up potential members that will be placed on your housing roster to see if they have paid the $200 Room Reservation Deposit BEFORE the February 17, 2017 deadline, we would be happy to do so. A Residence Life staff member will contact you in early February to reiterating our desire to help and check on deposits.

- We will NOT accept any payments after the deadline. Spaces may be made available during the Room Selection process if members fail to pay the housing deposit!
Step 2: Determine chapter member eligibility.

All names on the roster must:

- Have paid the $200 Room Reservation Deposit by the deadline.
- Must have accepted the terms and conditions of the on-line 2017-2018 Housing Contract by the deadline. The contract will be sent from Residence Life via email to chapter members.
- Be eligible members or new members. (Current membership rosters on file with the Student Leadership Development will be used by Residence Life to verify housing rosters.)
- Not have outstanding bills for loss/damage with Residence Life.
- Be a currently enrolled, full-time degree seeking student at the College of William & Mary for the spring semester of 2017, including students on a College approved study away program or be officially readmitted by the Dean of Students Office for the fall semester by the February deposit deadline.

Step 3: Create a house roster for the upcoming academic year with chapter members who meet eligibility requirements from step 2.

A completed roster will be defined by the guidelines listed below. *Failure to submit a complete roster by the deadline or submission of an incomplete roster may result in the loss of the assigned space.*

Two rosters must be submitted to Residence Life via email to living@wm.edu, instructions and examples below.

The first roster must include:

1. A listing in **room number order** of House members with full name (please no nicknames--last name first)
2. Student ID number
3. Whether person is a member or non-member of the Greek organization, and
4. **W&M e-mail address** for each student.
EXAMPLE:

**ORGANIZATION'S NAME**

<table>
<thead>
<tr>
<th>ROOM NUMBER</th>
<th>Student ID NUMBER</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MEMBER OR NON-MEMBER</th>
<th>W&amp;M E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>113</td>
<td>930000000</td>
<td>Mary</td>
<td>William</td>
<td>MEMBER</td>
<td><a href="mailto:xxxx@wm.edu">xxxx@wm.edu</a></td>
</tr>
</tbody>
</table>

**The second roster must include:**

1. 1) A listing in alpha order (full name -- last name first), and
2. Student ID number
3. Room number
4. Whether person is a member or non-member of the Greek organization
5. **W&M e-mail address** for each student

**EXAMPLE:**

**ORGANIZATION'S NAME**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>Student ID Number</th>
<th>ROOM NUMBER</th>
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Rosters should be submitted as soon as possible. In order to provide Fraternities & Sororities the opportunity to control who resides in their houses, to protect house residents from being wait listed for housing, and insure that only the necessary number of room selection participants are wait listed, the completed house rosters must be submitted by **noon on Wednesday, March 1, 2017 to the Residence Life Office, located in the Campus Center 212.**

Please remember that turning in rosters does not necessarily guarantee that Residence Life will enter into a Special Interest Housing Agreement (lease) with your organization. This process involves several steps including the paying of debt, student conduct reviews of pending and new cases and submitting a complete and accurate housing roster. The president will formally sign the Special Interest Housing Agreement for the organization in later in the Spring semester.
Please type both rosters or email them to living@wm.edu. We strongly suggest that the President keep at least one copy of each roster.

All students who have paid the $200 Room Reservation Deposit and sign a Housing Agreement will not be able to participate in any other part of the Room Selection process. Once an individual accepts the on-line housing contract and are included on a house roster to live in the House, they cannot be wait listed for housing and are not eligible to participate in any other part of the Room Selection Process or trade places with anyone who is.

Billing
Each House will be billed for any existing vacancies one week after the first day of classes at the beginning of each semester. A list of vacancies will be provided to the President and rent charges will be levied for each vacancy.

Vacancies
The following guidelines apply to spaces not filled after the submission of the room selection roster or occur after the submission of the room selection roster. The assumption is that all House rosters are full and must remain full through graduation in May. (Vacant spots in fraternity or sorority housing will be made available during the Room Selection Process to be selected by independent students. The Room Selection Process officially concludes once the last wait listed student is offered as space in campus housing.)

To insure a full House, Fraternities & Sororities need to consider:

1. Making sure the President of the organization has an alternate list of brothers/sisters who are not locked into other leases and who know that if someone drops from the House roster, they will be the next one to move in.
2. Not including members on the roster who are:
   a. Considering or in the process of transferring or applying to study abroad.
   b. In questionable academic standing.
   This implies that the responsibility is on the fraternity/sorority to know the status and plans of their members and to communicate the need for commitment to the House. If members in situations as described above are included on a roster, it is the responsibility of the House to have predetermined replacements for these individuals.
3. Due to confidentiality, Residence Life will not notify chapters about vacancies that may occur due to withdrawal, academic drop, judicial removal or non-member changes after the Fraternity & Sorority Room Selection Process. At the beginning of the fall semester Residence Life will send each chapter a copy of
their house roster but Chapter Presidents may, at any time, request a copy of their current house roster.
4. Any space not filled by the chapter will be made available to any student during the Room Selection Process (concluding with offers made to the last wait listed student).
5. Making contingency plans to replace members on the roster who will only be in residence one semester (are graduating, studying abroad, dismissed, etc.)
6. Residence Life will help provide on-going assistance to Houses needing to fill vacancies by discussing options that other organizations have tried. However, the ultimate responsibility falls on the Fraternity or Sorority to fill their house or be charged for the vacancies.
7. If a resident of the House withdraws during the summer, the fraternity/sorority will be given an extension to fill the space (1 week after the first day of classes in the fall semester). Each chapter President will be responsible for communicating with Shyland Scott, Assistant Director for Fraternity and Sorority Housing, via email when changes occur with the house roster.

**REMINDER:**

ALL STUDENTS WHO PAY THE $200 ROOM RESERVATION DEPOSIT ARE ENTERED INTO THE ROOM SELECTION PROCESS. ONCE THEY ACCEPT THE HOUSING CONTRACT AND ARE INCLUDED ON A ROSTER TO LIVE IN A FRATERNITY OR SORORITY HOUSE, THEY CANNOT BE WAIT LISTED AND ARE NOT ELIGIBLE TO PARTICIPATE IN ANY OTHER PART OF ROOM SELECTION.

Rosters are due the Wednesday before Spring Break. Residence Life will be counting on the Presidents to provide the information needed for the room selection. If you choose to delegate this to another brother or sister, make sure they are reliable and understand the process.