

Room Draw Guide

Mills College

Housing Management & Dining Services
and
Residential Life

A guide to help you understand the process of getting on-campus housing for the 2018-19 school year.

Important Dates

www.mills.edu/campus_life/housing/room_draw.php

- March 2** Larsen House, Ross House, Prospect Hill and Graduate Courtyard Townhouse All Gender Apartments supplementary applications available
- March 28** Residential Community Info Session at 5:00pm
Faculty & Staff Lounge
- March 30** Deadline for Larsen House, Ross House, Prospect Hill and Graduate Courtyard Townhouse All Gender Apartments supplementary applications
- March 30** Deadline for requesting housing-related accommodations through Students Access and Support Services (SASS)
- April 2** Housing Application available in Mills Portal.
All students who want housing must submit this application.
- April 13** Larsen House, Ross House, Prospect Hill Apartments and Graduate Courtyard Townhouse All Gender Apartments placement emails sent
- April 19** Deadline for students to submit Housing Application to participate in Room Draw
- April 20** Lottery time slots will be sent via email to all students who submitted a Housing Application by deadline
- Apr 23-27** Online Room Draw

Step 1: Check Your Class Standing

Room Draw priority is as follows:

1. Graduate students: credits vary
2. Seniors: 90.0 - or more credits
3. Juniors: 60.0 - 89.9 credits
4. Sophomores: 30.0 - 59.9 credits
5. First-Year Students: 0.0 - 29.9 credits

Class standing indicates the range of numbers from which a student's Lottery number will be drawn. Upcoming summer classes, anticipated transfer credits, or future overload will not be considered for the purpose of Lottery and Room Draw.

*If you believe that your class standing has been listed incorrectly, go to the M Center where staff can verify course credits. Class standing will be determined by the number of credits on file as of **April 19**. There are no exceptions.*

Step 2: Residential Community Info Session

Wednesday, March 28, 2018 at 5:00pm

Faculty & Staff Lounge

(Optional but highly encouraged!)

The Residential Community Informational Session is a drop-in opportunity for you to view a video-tour of the Continuing/Independent Living residential buildings. You will be able to see inside rooms and learn about amenities such as laundry, common spaces, and room size possibilities. A Residential Life staff panel will speak about each building and answer questions.

We will discuss the following buildings:

- Ethel Moore Hall
- Mary Morse Hall
- Lynn Townsend White Hall
- Warren Olney Hall
- Prospect Hill Apartments
- Courtyard Townhouses
- Ross House
- Larsen House Co-op

Step 3: Accessibility & Accommodations Requests

Student Access and Support Services (SASS) accommodations (including accommodations involving dietary needs, service animals or emotional support animals etc.) will be assigned rooms in advance of Room Draw, regardless of their Lottery numbers.

Is an ESA community in Warren Olney Hall for you?

An emotional support animal (ESA) is an animal prescribed by a therapist to a student for the purpose of providing emotional support to students who have mental health challenges. This is NOT a pet and should not be viewed as such; it is NOT a service animals and does not have the same rights. An ESA must be approved by Student Access and Support Services before arriving on campus and medical documentation is required. Additionally, all ESAs and their owners are required to sign and adhere to an ESA resident agreement outlining rules and procedures for having an ESA in student housing. If a resident is found in violation of these rules the ESA may need to be removed.

Is a community with heightened food allergy and dietary restriction awareness for you?

This community is reserved for students with severe food allergies or other food related disabilities. In many instances, students require a space that does not have food allergens present in the shared common areas. Please be aware of this requirement since all students in this community will need to sign a resident agreement confirming that they will not bring certain foods into the living space including common areas. Medical documentation will also be required at the time of application to this community.

SASS Documentation and Accommodations

Students requiring housing and dining related accommodations must contact SASS by **March 30**, to make arrangements and choose their rooms. Documentation will be required to establish housing accommodations. SASS can be reached at 510.430.3307 or at SASS@mills.edu, and is located in Cowell.

Step 4: The Room Draw Process

www.mills.edu/campus_life/housing/room_draw.php

Room Draw enables students to select their specific room assignments. Each student who completed an online housing application between **April 2–19** is assigned a predetermined time to begin the Room Draw process, for a step by step guide, please click [HERE](#). This time is based on class standing and is selected using a random Lottery process. Students should return to the online housing application site [HERE](#) beginning at their designated start times to use the Room Search Wizard to complete Room Draw by **April 27**.

To be eligible for Room Draw, continuing students must complete an online housing application on their Mills Portal between **April 2–19**. The Housing Application Fee is \$250 and you will be prompted to pay it during the application process. If you applied for housing in the last four (4) years you have already paid the Housing Application Fee and will not be asked to do so again. The Housing Application Fee is a one-time fee.

During the application process students will be able to request roommates using their friends' names and Mills ID numbers. The requested roommate(s) will need to confirm the roommate status, and the roommate with the earliest time slot will choose space(s) within a double room, a suite, or an apartment, for all students in the roommate group. For the students that were placed in a housing space by a friend, you will then have to log into your housing application to confirm your placement.

The Lottery process consists of an email being sent to students that provides a time slot during which the student may begin Room Draw.

On **April 20**, all students who completed the online housing application/ agreement will receive an email containing a Room Draw time slot.

Students may choose their rooms online any time between the start of their time slots (the first time slot will begin on **April 23**) and the close of Room Draw on **April 27**.

Students on Study Abroad are eligible to participate in Room Draw using the same process as all other active students.

Students on Leaves of Absence should submit online applications along with in-coming and readmitted students; only enrolled students are eligible for Room Draw.

You Do Not Need to Complete Room Draw If:

- You are doing a Study Away program in Fall 2018
- You are graduating in May 2018
- You have already applied for AND been assigned to a placement in Larsen House, Ross House, Graduate Courtyard Townhouse All Gender Apartments, the Prospect Hill Apartments, or the Underwood Apartments. A room needed for a student with SASS standing (students who have been assigned a room before Room Draw must still complete the online housing application by **April 19**, but do not need to participate in Room Draw)

*If you have applied for specialty housing and have not received notice by **April 13** of whether you have been accepted, please contact HMDS. All specialty housing assignments will be decided before Room Draw.*

Tips for Room Draw

- Be sure to apply for housing by **April 19** or you will not get a Lottery email.
- Don't miss your Room Draw email.
- Choose at least four housing options before Room Draw. Floor hall plans are available for viewing in the hallway outside of the HMDS Office, Sage Hall 138.
- Be ready for Room Draw at your assigned time.
- Only accept the License Agreement if you are ready to commit to living on campus.
- **Read all materials very carefully.**

IMPORTANT Notice:

By completing the last step of the online housing application process you will agree to the terms of the License Agreement and to all policies in the Student Handbook. It is your responsibility to understand all of the information included in this document. If you have questions please contact HMDS. Please read the terms and conditions carefully.

How to Choose Roommates

- Students will be allowed to choose up to four (4) friends to live in the same room, the same suite, or the same apartment. Up to four (4) roommate choices can be designated during the online housing application process between **April 2–19**.
- Chosen roommates will receive an email and must confirm their roommate status by **April 19**.
- The roommate with the earliest time slot will assign spaces/rooms to all roommates in the group.
- All roommates with later time slots should check their application status after the first roommate's time slot to confirm that their roommate has chosen spaces for them. Students will not be required to choose spaces for their friends, even if the friends have confirmed their status as roommates.
- Students whose planned roommates do not choose spaces for them will need to select their own rooms during their assigned time slots.

Waiting Lists

Students who do not choose a room during Room Draw, or who want to be assigned to a different room than the room chosen, are eligible for the Waiting List. Priority for assignments or reassignments is based on date of request. Advanced priority is given to those students with SASS standing. Students who choose to join the Waiting List do so with the understanding that upon reassignment they automatically relinquish their current Fall room assignments.

Options

Students who need housing accommodations must contact sass@mills.edu by March 30.

Double Rooms: Students may select to live in a double room during Room Draw. If a student does not sign up with a roommate, another student can select to be in the double during Room Draw. Any time a student moves out of a double, a new roommate may be assigned.

Super Singles: After Room Draw, students may be offered the option to occupy a double room alone and pay a super single rate. The number of super single rooms available is contingent on the number of students who apply to live on campus.

Porch Rooms: Ethel Moore has porch room options. Porch-mate vacancies can be filled any time one becomes available unless the room has been designated as a Super Single after Room Draw.

Gender-Inclusive Communities: The **Joan Danforth House** and **Vivian Stephenson House** in the Courtyard Townhouses provide living opportunities for graduates of all genders; most individual apartments within the Courtyard Townhouses are currently single-sex based on student selection. **Lynn Townsend White Hall** is designated as a gender-inclusive building, and undergraduate and graduate students selecting housing in this buildings may live in any room regardless of their gender. Students wishing to select roommates whose legal sex is different than theirs should contact HMDS for assistance.

All Gender Apartments: The Joan Danforth House and Vivian Stephenson House in the Courtyard Townhouses provide living opportunities for graduates of all genders to live in the same apartment together. There are limited all gender apartments. If you are interested you will need to fill out an All Gender Apartment application to be considered for placement.

Summer Housing: Summer housing at Mills is available to students who have on-campus summer employment or are taking summer courses. Students applying for summer housing must have a faculty or staff sponsor. Contact the HMDS office for more information.

Winter Break Housing: The independent living options (Prospect Hill Apartments, Underwood Apartments, the Courtyard Townhouses, Larsen House Co-op, and Ross House) are all open during Winter Break. All other residence halls are closed and cannot be occupied during this period. Student residents of other buildings may have the option of signing a separate winter break Agreement, which provides housing during this break in an alternate housing location. Contact the HMDS Office at 510.430.2127 or at housing@mills.edu for more information.

The Buildings

Please refer to the campus map to orient yourself with the layout of campus housing.

<p>ETHEL MOORE HALL</p> <p><i>Population: Continuing Students, New Transfer Students, Graduate Women</i></p>	<p>Options:</p> <ul style="list-style-type: none"> ● Single Rooms ● Double Rooms ● Double Porch Rooms ● Super Singles 	<p>Selection Process: Room Draw</p>
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<p>MARY MORSE HALL</p> <p><i>Population: Continuing Students, New Transfer Students, Graduate Women</i></p>	<p>Options:</p> <ul style="list-style-type: none"> ● Single Rooms 	<p>Selection Process: Room Draw</p>
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<p>ORCHARD MEADOW HALL</p> <p><i>Population: First-Year Students</i></p>	<p>Options:</p> <ul style="list-style-type: none"> ● Singles ● Doubles 	<p>Selection Process: First Year Placement</p>
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<p>WARREN OLNEY HALL</p> <p><i>Population: First-Year Students, Continuing Students, New Transfer Students, Graduate Women</i></p>	<p>Options:</p> <ul style="list-style-type: none"> ● Singles ● Doubles ● Emotional Support Animal spaces 	<p>Selection Process: Room Draw, SASS, First Year Placement</p>
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<p>LYNN TOWNSEND WHITE HALL</p> <p><i>Population: Continuing Students and Graduate Students of All Genders</i></p>	<p>Options:</p> <ul style="list-style-type: none"> ● Singles ● Suite-Style Singles ● Suite-Style Doubles ● Super Singles ● Single Rooms in Two-Bedroom Suites 	<p>Selection Process: Room Draw</p>
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<p>PROSPECT HILL APARTMENTS</p> <p><i>Population: Sophomores, Juniors, Seniors with specific food-related accommodations and/or Emotional Support Animals.</i></p>	<p>Options:</p> <ul style="list-style-type: none"> • 4-Bedroom Apartment with shared kitchen, bathroom, and common area 	<p>Selection Process:</p> <p>Separate Application with Residential Life (dietary restrictive housing doesn't allow roommate selection).</p>
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<p>ROSS HOUSE</p> <p><i>Population: Continuing Students</i></p>	<p>Options:</p> <ul style="list-style-type: none"> • 12-Hour quiet living in a shared house 	<p>Selection Process:</p> <p>Separate Application with Residential Life</p>
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<p>LARSEN HOUSE</p> <p>Population: Continuing Undergraduate Students, Graduate Women</p>	<p>Options:</p> <ul style="list-style-type: none"> • Independent Living in a shared house with a focus on sustainability 	<p>Selection Process:</p> <p>Separate Application and Interview with Residential Life is required</p>
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<p>UNDERWOOD APARTMENTS</p> <p><i>Population: Students with Families</i></p>	<p>Options:</p> <ul style="list-style-type: none"> • 10-Month Agreement (2-Month Summer Roll-Over Agreement) 	<p>Selection Process:</p> <p>Application through HMDS</p>
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<p>COURTYARD TOWNHOUSES</p> <p><i>Population: Graduate Students, Continuing Students, and New Transfer Students, all over 21</i></p>	<p>Options:</p> <ul style="list-style-type: none"> • 4 or 5 bedroom apts sharing a kitchen, 2 bathrooms, and common space. Single rooms within apartments 	<p>Selection Process:</p> <p>Room Draw, Separate Application for All Gender Apartments with Residential Life</p>
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Please refer to the Student Handbook, the Housing website or Residence Application/ License Agreement for all details regarding occupancy periods and meal plans. You may also contact the HMDS Office at 510.430.2127 or housing@mills.edu with questions.

Independent Living Buildings

Prospect Hill Note: Prospect Hill Apartments is an eight apartment independent living option, each apartment houses four students in single bedrooms. Each furnished apartment has a kitchen, living room, and bathroom.

Prospect Hill will offer housing to students with specific food related disabilities/food allergies, and on a limited bases, to students with Emotional Support Animals. It is essential when applying to live in Independent Living that you begin to think about your needs and the needs of others in a living environment prior to the application process. Students will be required to specify their necessary accommodations. Medical documentation will be required on file with housing prior to March 30. Students can not "pull up roommates" to be apartment-mates in this space. They can apply as a group if they all meet the mission of the Prospect Hill Apartments.

Students wishing to apply for Prospect Hill can find a supplementary application [HERE](#). Application for Prospect Hill must be submitted by March 30. Placement Decision emails will go out on April 13. After moving in, residents will be required to complete a roommate agreement facilitated by a member of Residential Life staff.

Courtyard Townhouses Note: The Courtyard Townhouses offers additional housing option for undergraduates and graduates 21 years of age and older. If you are turning 21 in the first month of the fall semester, you can contact HMDS about potentially being placed in the Courtyard Townhouses at the beginning of the Academic year, during orientation. You will need to contact HMDS by April 12th to be considered for this placement.

These 4- or 5-bedroom apartments are furnished and each have a kitchen, 2 bathrooms, living room, and adjoining dining room.

- Clare Springs House is for undergraduate students 21 years of age and older.
- Joan Danforth House and Vivian Stephenson House are for graduate students 21 years of age and older.
- We will be offering All Gender Apartments in Joan Danforth House and Vivian Stephenson House. If you are interested in apply to an All Gender Apartment please make sure you fill out the supplementary application that can be found [HERE](#) by March 30.
- Application for an apartment where all students identify as the same gender is through the Room Draw process.

- Application for All Gender Apartments must be submitted by March 30. Placement Decision emails will go out on April 13.

Ross House Note: Ross House is a 12-hour quiet house. Quiet hours for the house are 9:00 pm to 9:00 am every day. Residents are expected to refrain from excessive noise and other disruptive activities. Every resident is entitled to reasonable study and considerate rest conditions in all campus housing. Any resident may request that any other resident or group of residents cease any activity that is interfering with their ability to study, rest, or quietly enjoy the community. They share a kitchen, dining room, living room, and laundry room. The house is located between the Natural Sciences Building and Larsen House. Students wishing to apply for Ross House can find the supplementary application online [HERE](#).

Ross House supplementary application must be submitted by March 30, Placement Decision emails will go out on April 13. After moving in, residents will be required to complete a community standards agreement facilitated by a member of the Residential Life staff.

Larsen House Note: Larsen House is a home to six sophomores, juniors, seniors, resumers, graduate women, and/or students with disabilities, living in single rooms. Undergraduate students have priority placement in this space. Larsen House is a specialized house reserved for students with a specific interest in the environment and sustainability. Students wishing to apply for Larsen House can find the supplementary application online [HERE](#). Supplementary application for Larsen House must be submitted by March 30, Placement Decision emails will go out on April 13. After moving in, residents will be required to complete a community standards agreement facilitated by a member of the Residential Life staff.

Underwood Note: Students with residential family members are eligible to live in one of these twelve unfurnished two-bedroom apartments. Residents must agree to a 10-month agreement, and, if wishing to remain the following year, must agree to a summer agreement. Students wishing to apply for Underwood should fill out a waiting list application with HMDS [HERE](#).

Important Information from the IT department at Mills College:

This fall, the Mills-Guest wireless network will change its authentication method. If you have wireless devices that are not compatible with the new authentication method, and they are allowed to be on the network, you may register your device(s) by completing a request form. By registering your device(s), you will be able to connect the device(s) to the network without the need to authenticate manually. For more information, including info on allowed devices, please click [HERE](#).

Housing Management & Dining Services

Sage 138

Phone: 510.430.2127

housing@mills.edu

Residential Life

Cowell Building

Phone: 510.430.2130

reslife@mills.edu