

# Room Draw Guide

**MILLS COLLEGE**

**HOUSING MANAGEMENT AND DINING  
SERVICES**

**AND**

**RESIDENTIAL LIFE**

This guide is intended to help you understand the processes of Lottery and Room Draw in order to pick your housing assignment for the Fall 2021 semester.

**Submit Housing Application to  
Participate in the Lottery: April 1–22**

**Lottery Number Notification: April 23**

**Room Draw: April 26–30**

<https://inside.mills.edu/student-life/housing/index.php>

## DATES TO REMEMBER

**March 1:** Prospect Hill, Cyclone Success Community, and Graduate Courtyard Townhouse All Gender Apartments Supplementary Applications Available

(<https://inside.mills.edu/student-life/housing/room-draw.php> )

**March 31, 12:00 pm:** Prospect Hill, Graduate Courtyard Townhouse All Gender Apartments, and Cyclone Success Community Supplementary Applications Due

**March 31:** Deadline for Requesting Housing-Related Accommodations through Housing Management and Dining Services (HMDS)

**April 1, 10:00 am:** The housing application/agreement is live in your Mills Portal. **\*All students that want housing must fill this application.**

**April 16, 5:00 pm:** Prospect Hill Apartments, Cyclone Success Community and Graduate Courtyard Townhouse All Gender Apartments Placement Decision Emails Sent

**April 22, 5:00 pm:** Housing application/agreement deadline for continuing students that want to participate in Room Draw.

**April 23:** Lottery timeslots will be sent via email to all students that filled out a housing application before 5 pm on April 23rd.

**April 26, 10:00 am–April 30th, 12:00 pm:** Online Room Draw

**For detailed information on Room Draw**

<https://inside.mills.edu/student-life/housing/room-draw.php>

## RESIDENTIAL COMMUNITY INFO SESSION

The Residential Community Informational Session will be a video presentation available for students to view and learn more about the different living spaces on campus. Please take some time to watch the video and learn more about the communities available to returning students.

If you have questions after you have watched the video you can reach out to [reslife@mills.edu](mailto:reslife@mills.edu) and/or [housing@mills.edu](mailto:housing@mills.edu) and we can provide more information.

**We will discuss the following spaces:**

Ethel Moore Hall  
Warren Olney Hall  
Prospect Hill Apartments  
Courtyard Townhouses

**The Video can be found here:**

[Community Info Session](#)

## WHO PARTICIPATES IN ROOM DRAW

If you are a continuing student who plans to live on campus for the academic year 2021-22 and **HAS NOT** applied and been placed in:

- Specialty community housing (Placement notification April 16)
- SASS housing (Placement notification April 16)

Then you should participate in Room Draw. Room Draw allows you to choose where you want to live on campus in the following communities\*:

- Ethel Moore Hall
- Warren Olney Hall
- Courtyard Townhouses

\*Note: due to uncertainty around what the COVID-19 situation will be in fall there may be a need to make changes, as the situation develops.

# SPECIALTY HOUSING

Specialty Housing requires a supplemental application for you to be considered for placement in these specialized communities. Please review your options below and submit your supplemental application by March 31st. You will be notified of your placement by the end of day on April 16. If you have not been placed in a specialty committee, you will need to participate in room draw for the academic year 2021-22.

## Prospect Hill Apartments

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 basis, 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 Accessibility Services prior to **March 31**. 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 31. Placement decision emails will go out on April 16. After moving in, residents will be required to complete a roommate agreement facilitated by a member of Residential Life staff.

If there is still room in Prospect Hill after all students with ESA and/or dietary needs have been placed rooms in Prospect Hill will be assigned based on groups of students wanting to live together in Independent Living.

Priority is given in the following order:

- **Students with Disabilities**
- **Group of 3 made up of resomers or seniors**
- **Group of 3 made up of at least 2 resomers, seniors, or juniors**
- **Single applicants who are resomers, seniors, or juniors**

# SPECIALTY HOUSING CONT.

## **All Gender Apartment**

The Joan Danforth House and Vivian Stephenson House towers of the Courtyard Townhouses provide living opportunities for graduate students of all genders; most individual apartments within the Courtyard Townhouses are currently single-sex based on student selection. Graduate students who wish to create an all gender apartment must fill out the [All Gender Graduate Apartment Supplemental Application](#) by March 31.

## **Cyclone Success Hall**

Cyclone Success Community is an academically supportive living environment located on the first floor of Warren Olney Hall. Residents who live in the Cyclone Success Community are supported through a variety of programs from their Resident Assistant, Academic Advising, and other student support offices to support their academic success and personal goals. Residents in this community will be expected to attend programs and workshops on a regular basis with their peers. Students who have experienced academic struggles or would like to live in a structured environment that supports their personal goals are encouraged to request housing in the Cyclone Success Community. Students wishing to be a part of the Cyclone Success Community must fill out the [Cyclone Success Community Supplemental Application](#) by March 31.

# SASS ACCOMMODATIONS

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.

Students requiring housing and dining related accommodations must complete the Accessibility Services Online Application (<https://bear.accessiblelearning.com/Mills/ApplicationStudent.aspx>) by **March 31, 2021**, to make register their accommodation needs. Documentation will be required to establish housing accommodations, and can be uploaded in the application or emailed to [access@mills.edu](mailto:access@mills.edu).

They are also encouraged to reach out to Jason Katayanagi by emailing [housing@mills.edu](mailto:housing@mills.edu) to make arrangements and choose their rooms. Jason can also be reached at 510.430.3367 (voicemail only) or at [jkatayanagi@mills.edu](mailto:jkatayanagi@mills.edu).

## **Is an ESA community 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. 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 complete 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.

## ROOM DRAW PROCESS

To be eligible for Room Draw, continuing students must **complete an online housing application on their Mills Portal** between **April 1–22**. The housing application must be filled out by all students that want housing for the academic year 2021-22.

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 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 23**, all students who completed the online housing application/agreement between April 1–22 will receive an email containing a Room Draw time slot based on their class standing. Students may choose their rooms online any time between the start of their time slots (the first time slot will begin at 9:00 am on April 26) and the close of Room Draw at 12:00 noon on April 30.

Students that apply for housing but do NOT get placed by staff based in special communities or participate in Room Draw will be placed in housing based on their preferences in their housing application and what is still available at the time of placement.

We have instituted some changes in our housing options for the coming academic year. We highly recommend you read through this guide and identify the right housing setup for you.

# DOUBLE 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

If you do not know your anticipated class standing for Fall 2021 this information is available at the Registrar's Office. 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.

First or second semester distinction is not a factor in a student's priority status.

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 8:30 am on April 23.

There are no exceptions.



## PULLING UP ROOMMATES

- Up to four (4) roommate choices can be designated during the online housing application process between April 1–22 creating groups of up to five students to live **in the same room, the same suite, or the same apartment.**
- Chosen roommates will receive an email and **must confirm** their roommate status by 5:00 pm on April 22.
- 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.
- Please note that at this time we are unsure if we will be able to house students together in Double rooms for AY 2021-22. Only one space will be available in each double room for Room Draw, but if we get clearance to start housing students together at any time during the academic year, then students in double rooms could be assigned a roommate.

## WHERE TO SEE FLOOR PLANS

Floor hall plans are available via email to [housing@mills.edu](mailto:housing@mills.edu). Note that we do not post floor plans online for security purposes. If you request a floor plan from us, we ask that you refrain from posting it online to help keep our campus safe.

Remember to consider a variety of rooms options as you will not know what is still available till you log in to select your future room during room draw.

## THINGS TO KNOW

**Double Rooms:** Students may select to live in a double room during Room Draw, but they will not be able select a roommate due to uncertainty around COVID-19. If a student does select a double room, and we get clearance to have fully occupied doubles a new roommate may be assigned to live in that room.

**Super Singles:** A student who wishes to have a double room they are occupying secured to be a room for just themselves even after we get clearance to have fully occupied doubles may request to have their room converted to a Super Single and pay a higher rate for their housing..

**Porch Rooms:** Ethel Moore has porch room options. Porch-mate vacancies can be filled once we have clearance to have fully occupied doubles unless the room has been designated as a super-single after Room Draw.

# THE BUILDINGS (TRADITIONAL HALLS)

Please note only Ethel Moore and Warren Olney are expected to be available for Room Draw . Information for other buildings is provided in case options change.

## ETHEL MOORE HALL

◆ **Population:**

Continuing Students  
New Transfer Students  
Graduate Women

◆ **Options:**

Single Rooms  
Double Rooms  
Double Porch Rooms  
Super Singles

◆ **Selection Process:**

Room Draw

## WARREN OLNEY HALL

◆ **Population:**

First-Year Students  
Continuing Students  
New Transfer Students

Graduate Women

Cyclone Success Community

◆ **Options:**

Singles  
Emotional Support Animal Spaces (ESA)

◆ **Selection Process:**

Room Draw  
Through SASS  
First Year Placement

## TO BE USED IF NEEDED

### HETTIE BELLE EGE HALL

◆ **Options:**

Singles  
Suite Style Singles  
Suite Style Doubles  
Super Singles

### LYNN TOWNSEND WHITE HALL

◆ **Options:**

Singles  
Suite Style Singles  
Suite Style Doubles  
Super Singles  
Single Rooms in Two-Bedroom Suites

### MARY MORSE HALL

◆ **Options:**

Single Rooms  
Super Singles/Doubles

Please refer to the [campus map](#) to orient yourself with the lay out of campus housing.

# THE BUILDINGS (APARTMENTS)

## COURTYARD TOWNHOUSES

Joan Danforth House (Grad Only), Vivian Stephenson House (Grad Only), Clare Springs House (Undergrad Only)

♦ **Population:**

Graduate Students 21+

Continuing and New Transfer Students 21+

♦ **Options:**

Independent Living option with 4 or 5 bedrooms sharing a kitchen, 2 bathrooms, and common space. Single rooms in apartments

♦ **Selection Process:**

Room Draw

Separate Application for All Gender Apartments with Residential Life

## PROSPECT HILL APARTMENTS

♦ **Population:**

Sophomores, Juniors,

Seniors and students specific food

related disabilities and/or ESAs.

♦ **Options:**

4-Bedroom Apartment Style. Living room, sharing a kitchen, bathroom, and common area

♦ **Selection Process:**

Separate Application with Residential Life.

Dietary restrictive housing doesn't allow the pulling of roommates.

## UNDERWOOD APARTMENTS

♦ **Population:**

Students with Families

♦ **Options:**

10-Month Agreement

2-Month Summer Roll-Over Agreement

♦ **Selection Process:**

Application through HMDS

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](mailto:housing@mills.edu) with questions.

# INDEPENDENT LIVING BUILDING NOTES

## **Courtyard Townhouses Note:**

The Courtyard Townhouses offers additional housing option for undergraduates and graduates 21 years of age and older. 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.

Applications for an apartment where all students identify as the same gender is through the Room Draw process. 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. HMDS will try to place you in any openings that remain after room draw is completed. You can still select a room outside of the Courtyard Townhouses during Room Draw, and HMDS will change your reservation if there is a space available.

## **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

## 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.

## OFF-TERM HOUSING

**Summer Housing:** Summer housing at Mills is available to students who have local summer employment or are taking summer courses. Students applying for summer housing must provide confirmation of local employment or classes. There are also summer housing options for Courtyard Townhouses and Underwood Apartments residents who wish to extend their housing agreements. Contact the HMDS office for more information.

**Winter Break Housing:** The independent living options—the Prospect Hill Apartments, the Underwood Apartments, and the Courtyard Townhouses—are all open during the College's 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 meals and housing during this break in an alternate housing location. The deadline to apply for winter break housing can be found on the [Mills housing page](#). Contact the HMDS Office at 510.430.2127 or at [housing@mills.edu](mailto:housing@mills.edu) for more information.

Housing Management and Dining Services (HMDS)  
Sage Hall 138

Phone: 510.430.2127  
Fax: 510.430.2155  
E-mail: [housing@mills.edu](mailto:housing@mills.edu)

Residential Life (RL)  
Cowell Building  
Phone: 510.430.2130  
Fax: 510.430.3235  
Email: [reslife@mills.edu](mailto:reslife@mills.edu)