

HOUSING HERALD SPECIAL EDITION

Upper-Level Housing Application:

All the information that students need to know when applying with Campus Housing for 2019-2020

Are you an upper-level student?

Upper-level students are those who by the start of Fall 2019 have attended any college, post high school graduation, for at least one semester. This does not include students who have dual enrollment or hold AP credit hours.



Newsletter Highlights

- Any Upper-Level UofL Student can live with Campus Housing as long as:
 - ⇒ Students account is up to date
 - ⇒ Complete the on-line "Upper-Level Housing Application" by the appropriate deadline
- Two options for how students to get an assignment for 2019—2020:
 - ⇒ Room Retention
 - ◇ Students who are wanting to stay in their same eligible upper-level room
 - ◇ Must be able to fill at least 50% of the bed spaces in their unit
 - ◇ Students need to apply by Feb. 13 @ 11:59 PM
 - ⇒ General Room Selection Process
 - ◇ Students selecting their own spaces
 - ◇ Many options for those who have preferred roommates
 - ◇ Students need to apply by Feb. 22 @ 11:59 PM
- Eligible Resident Halls for Room Retention & General Room Selection
 - ⇒ Bettie Johnson Hall
 - ⇒ Cardinal Towne
 - ⇒ University Pointe
 - ⇒ University Tower Apartments
- Updated Cancellation Policy

Important Dates

February 1 @ 1:00 PM:

Upper-Level Housing Application Opens

February 13 @ 11:59 PM:

Priority Deadline for Room Retention

February 22 @ 11:59 PM:

Priority Deadline for General Room Selection

Week of March 5—8:

General Room Selection Process

Eligibility

Any upper-level student is able live with Campus Housing starting Fall 2019 and can participate in either the Room Retention or General Room Selection process, provided they meet the following requirements:

- **Their student account is up to date**
 - ⇒ Only those students whose student account has a net balance of zero will be given a housing assignment for 2019—2020. Students who have a delinquent account (a net balance of more than zero) will not receive a housing assignment.
 - ⇒ Campus Housing encourages all students to check their account status and verify their net balance. To do so students should
 - ◇ Log into their ULink account at <https://ulink.louisville.edu>
 - ◇ Click on the “Student Services” tab
 - ◇ In the middle column “Tuition-Fees-Payment Options”, click on “Account”
 - ⇒ If students have questions about their student account balance, please reach out to the Bursars Office at 502.852.6503 or <http://louisville.edu/bursar/>
- **Complete the on-line application**
 - ⇒ The “Upper-Level Housing Application” can be found on the main Campus Housing website www.louisville.edu/housing and click on “Apply for Housing”.
 - * Students who are returning to live with Campus Housing
 - ◇ You will be prompted to log into your Housing Portal and will select “Housing Application” and “2019 –2020 Returning Resident Application”
 - * Students who have never lived with Campus Housing will be able to select preferences of where they want to live during the application process but will be able to go through the General Room Selection Process

Residence Halls Eligible for Room Retention & General Room Selection

- Bettie Johnson Hall (9 month license agreement)
- Cardinal Towne (12 month license agreement)
- University Pointe (12 month license agreement)
- University Tower Apartments (9 month license agreement)

For more information and floor plans of these halls, visit the Campus Housing website at <http://louisville.edu/housing/options/communities>.

****Information about residence halls that house Living-Learning Communities (LLC) or Themed Communities (TC) and the process of living in those halls and communities can be found on page 5!**

Who Needs to Apply & When?

- **Students currently living in eligible Upper-Level Residence Halls for Room Selection**
 - ⇒ Wanting to participate in Room Retention
 - * Complete the application by Feb. 13 @ 11:59 PM
 - ⇒ Wanting to move to a different unit/room
 - * Complete the application by Feb. 22 @ 11:59 PM and will receive a lottery number
- **Students not currently living in eligible Upper-Level Residence Halls for General Room Selection**
 - ⇒ Complete the application by Feb. 22 @ 11:59 PM and will receive a lottery number

How students get a Campus Housing Room Assignment for 2019—2020

- **Room Retention (i.e. wanting to stay in the same room)**
 - ⇒ The Room Retention process is when students can choose to remain in their same room for the following year. For a student to be able to retain their same room for the following year, students must live in an eligible upper-level residence hall and be able to fill at least 50% of the bed spaces in their unit. Therefore, students are able to pull in other students to be able to meet this requirement as long as have a completed Upper-Level Housing Application.
 - ⇒ For any student currently living in a room that is designated for First-Year Students, or First-Year Living-Learning (LLC) or Themed Communities (TC), will not be permitted to return to the same room. Students are not guaranteed that their room will be available for Room Retention.
- **General Room Selection**
 - ⇒ The General Room Selection process involves students selecting their rooms at their assigned time. The selection order is based on a lottery number assigned to students at random based on the number of semesters they have lived with Campus Housing. In addition to the individual selecting their bed space, they will also have the ability to select the bed spaces of their intended roommates at the time of selection.

****Find out further information about the Processes of Room Retention and General Room Selection on page 3!**

JUST A REMINDER!

All students who are wanting to live with Campus Housing in an upper-level residence hall for 2019-2020 must fill out the Upper-Level Housing Application!



Understanding the Room Retention & General Room Selection Processes

The Room Retention and General Room Selection Processes is new for all upper-level students who are wanting to live with Campus Housing for the 2019—2020. Students should review all the information below to make sure they fully understand which process they will be participating in.

• Students who participate in Room Retention

- ⇒ If Campus Housing is able to accommodate a student's request to stay in their same space and they are able to fill at least 50% of the bed spaces in their unit, students will not receive a lottery number and will not need to participate in the General Room Selection Process.
- ⇒ If Campus Housing is not able to accommodate a student's request to remain in their same space or a student is not able to fill at least 50% of the bed spaces in their unit, the student will receive communication from the Campus Housing team with information regarding their lottery number and will need to participate in the General Room Selection Process.

• Students who will participate in General Room Selection Process

- ⇒ Students will select a space manually/in-person
 - ◇ Students will come to the Miller Hall First-Year Resource Center (FYRC) to view floor plans of the upper-level residence halls and the spaces that are available within those halls. Students will then choose their room assignment from the spaces that are open.
- ⇒ Dates & Times
 - ◇ General Room Selection will take place during the week of March 5—8th
 - ◇ The specific date and time of when a student will be able to select a space will be sent to each student via their UofL email address from the Campus Housing team.
- ⇒ If students have enough preferred roommate(s) **to fill a full unit**
 - ◇ Students who have enough preferred roommates to fill a full unit (i.e. students wanting to live in a four (4) bedroom unit who have four (4) individuals who can fill that unit) will be able to come on the very first day and time slot of the General Room Selection Process to select their bed spaces.
 - * At least one individual who would be living in that unit would need to be available to select for all other preferred roommates as long as each individual not present have:
 - ◆ Completed an Upper-Level Housing Application
 - ◆ Properly filled out a Room Selection Proxy Form sent to them by the Campus Housing team and have given that form to the individual who present at General Room Selection
 - ◇ Students who have a preferred roommate(s) but are **not able to fill a full unit**
 - * At least one individual who would be living in that unit would be able to come during the first available lottery time frame between all of the preferred roommate(s) to select for all other preferred roommates as long as each individual not present have:
 - ◆ Completed an Upper-Level Housing Application
 - ◆ Properly filled out a Room Selection Proxy Form sent to them by the Campus Housing team and have given that form to the individual who present at General Room Selection
 - ◇ Students who **do not have preferred roommate(s)**
 - * These students will come to select a space during their assigned lottery time frame.
 - ◆ If a student cannot make it to select a room during their assigned lottery time frame are able to come anytime after their designated lottery time frame as long as the General Room Selection Process is taking place.

• Students who complete an Upper-Level Housing Application but do not go through Room Retention or General Room Selection

- ⇒ Students who have a completed Upper-Level Housing Application and do not participate in Room Retention or the General Room Selection Process will be assigned by the Campus Housing team to the first available upper-level space. Once this assignment is made, the student will be informed of their room assignment via their UofL email account.

Free Laundry: New for 2019—2020

Campus Housing is pleased, with the recommendation of SGA and RHA, to move towards a managed laundry program for Bettie Johnson and University Tower Apartment residents for 2019—2020. This means that each student living in those halls will be able to do two (2) washer and two (2) dryer loads a week at no cost to them. Cardinal Towne and University Pointe residents will continue to have free laundry within their apartments. Students can save their pennies for a rainy day!

Living-Learning & Themed Community Information



Students who are currently assigned to an Living-Learning (LLC) or Themed Communities (TC) and wish to continue to participate in that LLC or TC must be re-accepted and need to complete the LLC & TC Interest Form. For students who are wanting to participate in an LLC or TC for the first time must complete the LLC & TC Interest Form and participate in the General Room Selection Process. The LLCs and TCs that are available for upper-level students to participate in along with what residence halls house these communities are listed below.

- LLCs
 - ⇒ Second Year Honors—Kurz Hall
 - ⇒ Sustainability—Bettie Johnson Hall
- TCs
 - ⇒ Army Reserve Officers' Training Corps (ROTC)— University Tower Apartments
 - ⇒ Bayard Rustin LGBTQ+ & Social Justice— Cardinal Towne & University Tower Apartments
 - ⇒ Billy Minardi All-Male— Billy Minardi Hall
 - ⇒ Metropolitan College— University Tower Apartments
 - ⇒ Transfer Student— Cardinal Towne

****Information about all the LLCs and TCs offered and the LLC & TC Interest Form can be found on the Campus Housing website at <http://louisville.edu/housing/options/llc>.**

Availability & Cost

Campus Housing knows that part of what goes into a student's decision to live somewhere is the cost that they will need to pay. By living in an upper-level residence hall, all housing charges will be assessed to their student account. These costs include housing charges per semester but do not include the mandatory meal plan that students acquire by living with Campus Housing. Information on the mandatory meal plan can be found on the Campus Housing website at <http://louisville.edu/housing/options/rates>. Please also note that 12 month license agreements (August—July 31) the only option for students wanting to live in Cardinal Towne or University Pointe for 2019—2020. Students wanting to live in Bettie Johnson Hall or University Tower Apartments will only have the option for 9 month license agreements (August—May).

**** The rates listed below are proposed and subject to university and Board of Trustee review.**

<u>Bettie Johnson Hall</u>		
<i>9 Month License Agreement</i>		
	Per Semester	Per Academic Year
4 Bed, 2 Bath	\$3645	\$7290
2 Bed, 1 Bath	\$3750	\$7500
3 Bed, 2 Bath	\$3950	\$7900
2 Bed, 2 Bath	\$3985	\$7970
1 Bed, 1 Bath	\$4560	\$9120
Deluxe 1 Bed, 1 Bath	\$5270	\$10540

<u>University Tower Apartments</u>		
<i>9 Month License Agreement</i>		
	Per Semester	Per Academic Year
Standard Studio Double	\$2885	\$5770
Large Studio Double	\$3040	\$6080
2 Room Double	\$3040	\$6080
1 Room Double	\$3240	\$6480
2 Room Single	\$3495	\$6990

<u>Cardinal Towne</u>		
<i>12 Month License Agreement</i>		
	Per Semester	Per Academic Year
Studio	\$4800	\$9600
1 Bed, 1 Bath	\$5800	\$11600
2 Bed, 1 Bath	\$3950	\$7900
2 Bed, 2 Bath	\$4680	\$9360
3 Bed, 3 Bath	\$4300	\$8600
4 Bed, 4 Bath	\$4000	\$8000
CT House	\$3435	\$6870
1 Bed, 1 Bath Townhome	\$5800	\$11600
2 Bed, 1 Bath Townhome	\$3950	\$7900

<u>University Pointe</u>		
<i>12 Month License Agreement</i>		
	Per Semester	Per Academic Year
4 Bed, 4 Bath	\$3800	\$7600

Cancellation Policy

Please be aware that our Cancellation Policy has been updated and Campus Housing wants to make sure that all students are aware of these changes.



Students who fill out the Upper-Level Housing Application and choose to cancel their housing license agreement more than 72 hours after being notified of their housing assignment will be held accountable to pay one full semester of housing cost based on their room assignment.

So, what does this mean for students applying to live in an upper-level residence hall?

- **Students who go through Room Retention (i.e. wanting to stay in their same room)**
 - ⇒ Students will be held accountable for the Cancellation Policy after 72 hours of being notified of the Campus Housing room assignment via their UofL email account. If a student cancels their housing license agreement within 72 hours of being notified of their Campus Housing room assignment via their UofL email account will not be held accountable to the Cancellation Policy.
- **Students who go through the Room Selection Process**
 - ⇒ If students are not interested in the spaces that are available during the Room Selection Process, they are able to cancel their housing license agreement at that time and will not be held accountable to the Cancellation Policy.
 - ⇒ If a student goes through the Room Selection Process and chooses a room assignment, they will be held accountable for the Cancellation Policy after 72 hours of being notified of their Campus Housing room assignment via their UofL email account.
- **Students who do not go through Room Retention or General Room Selection**
 - ⇒ If a student does not go through Room Retention or the General Room Selection Process, they will be given a room assignment by the Campus Housing team. Students held accountable for the Cancellation Policy after 72 hours of being notified of their Campus Housing room assignment via their UofL email account.
- **Students who can provide proof of transferring universities, graduation or withdrawal from UofL**
 - ⇒ Students will not be held to the Cancellation Policy with the submission of a Financial Appeal Request which can be found on the Campus Housing website at <https://louisville.edu/housing/forms/requests/fiappeal>
- **Students who participate in an educational program that requires out-of-town residency (outside of 40 miles) for part of the academic year**
 - ⇒ Students will not be held to the Cancellation Policy with the submission of a Financial Appeal Request which can be found on the Campus Housing website at <https://louisville.edu/housing/forms/requests/fiappeal>
- **Students who cancel prior to October 15, 2019 at 11:59 PM for Spring 2020**
 - ⇒ Students will be held to the Cancellation Policy and will not be prorated for the time within their space for Fall 2019. Students will not incur any other charge.
- **Students who cancel after October 16, 2019 until December 10, 2019 at 11:59 PM for Spring 2020**
 - ⇒ Students will be held to the Cancellation Policy and will not be prorated for the time within their space for Fall 2019. Students will then be charged half of a semester of housing cost based on their room assignment.



****Students who wish to cancel their housing license agreement must fill out a “Cancellation Request” which can be found on the Campus Housing website at <https://louisville.edu/housing/forms/requests/cancellation>.**

Top 5 Frequently Asked Questions (FAQ)

1. Is there a fee to apply for housing?

If you have lived on campus previously, and have already paid the \$100 application fee, you will not be charged an application fee again.

2. How do students log into the Housing Portal?

To log in to the Housing Portal students will use their seven (7) digit student ID number as the username and leave the password field blank. If a student has changed their Housing Portal password previously, the student will use the password they created. If a student still has issues with logging into their Housing Portal, they will need to reach out the Campus Housing team from their UofL email account to oncampus@louisville.edu with their full name and their seven (7) digit student ID number.

3. What if a student is unable to make their assigned time during the General Room Selection Process?

Students who are not able to be in attendance who have any preferred roommates are able to fill out a Room Selection Proxy Form sent to them by the Campus Housing team. They will then fully complete that form and give it to a preferred roommate who is present at General Room Selection who will then select a space for that student. If a student does not have a preferred roommate cannot make it to General Room Selection during their assigned lottery time frame are able to come anytime after their designated lottery time frame as long as the General Room Selection Process is taking place.

4. Can students get a 9 month license agreement for Cardinal Towne or University Pointe?

Students who are wanting to live in Cardinal Towne and University Pointe only have an option for a 12 month license agreement. Campus Housing is not allowing for 9 month license agreements in these buildings. Students who are a member of a UofL athletic team need to discuss with their coach their housing options.

5. What if a student is still unsure of where they want to live for 2019—2020?

If a student is unsure if they want to live with Campus Housing or pursue another housing opportunity, we strongly encourage those students to not complete the Upper-Level Housing Application. Once a student is 100% committed to living in an upper-level residence hall is when they should complete the Upper-Level Housing Application.

**** For a full list of FAQs, visit the Upper-Level Application Information webpage on our Campus Housing website at <http://louisville.edu/housing/apply>**

Need More Information?

The Campus Housing staff will be available to answer questions and discuss this process in person at the following events!

- **Housing Fair:**

Students who are unsure if Campus Housing is where they want to live for 2019—2020, come and check out our Affiliated Properties to explore other options.

⇒ Thursday, February 7 from 11:00 AM—2:00 PM in the SAC MPR

- **Information Sessions:**

Any student who is interested in living with Campus Housing for 2019—2020 can attend any of the following information sessions even if they do not live in those residence halls.

⇒ Bettie Johnson Hall

◇ Monday, February 4 @ 5 PM— The Green Room

⇒ Billy Minardi Hall

◇ Wednesday, February 6 @ 5 PM— University Pointe Game Room

⇒ Cardinal Towne

◇ Tuesday, February 5 @ 5 PM— TBA via Campus Housing social media accounts

⇒ Community Park

◇ Thursday, February 8 @ 5 PM— 2nd Floor TV Lounge

⇒ Kurz Hall

◇ Monday, February 11 @ 5 PM— 1st Floor Conference Room

⇒ Louisville Hall

◇ Tuesday, February 12 @ 5 PM— 1st floor Conference Room

⇒ Miller Hall

◇ Wednesday, February 13 @ 5 PM— FYRC

⇒ Threlkeld Hall

◇ Monday, February 18 @ 5 PM—1st Floor Lobby

⇒ Student Activities Center

◇ Tuesday, February 5 @ 6:30 PM— TBA via Campus Housing social media accounts

⇒ Unitas Hall

◇ Tuesday, February 19 @ 5 PM—1st Floor Lobby

⇒ University Pointe

◇ Wednesday, February 6 @ 5 PM— 1st Floor Game Room

⇒ University Tower Apartments

◇ Thursday, February 8 @ 5 PM— 1st Floor Glass Study Room



The Campus Housing staff is here to help!



502-852-6636



oncampus@louisville.edu



<http://louisville.edu/housing/>



On-line chat uofl.me/housing-chat



Come see our faces in Stevenson Hall:
Monday to Friday 8:00 AM—5:30 PM

Students **MUST** be checking their UofL email

There is going to be more information regarding this process and Campus Housing will be sending out email communications to students only via their UofL email accounts. Information that will be sent out includes:

- When the Upper-Level Application Opens
- Priority deadlines for Room Retention the General Room Selection Process
- Student's lottery number information
- Notification of student's rooms assignments for 2019—2020

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