



TO: Eligible On-Campus Freshman Residents

FROM: Maureen O. Wark
Director of Residence Life & Summer Programs

RE: IMPORTANT ROOM SELECTION INFORMATION

DATE: March 13, 2008

Please read through this information carefully!!

Due to space limitations, we are only able to have current on-campus freshmen participate in room selection for the 2008-2009 academic year.

- **If you wish to live on campus next year, you need to pay a \$500 housing deposit between March 18th – April 3rd. DEPOSITS ARE DUE ON APRIL 3rd. If we do not have your deposit by the deadline, you will not be eligible to live on-campus next year. There will be NO EXCEPTIONS TO THIS DEADLINE. Your student account must be up-to-date. If it is not (if you have a balance), your deposit CANNOT be accepted.**
 - **Housing deposits can be made in the form of check, money order or credit card (NO cash payments). ALL Payments must be made at the Residence Life & Summer Programs Central Office, located at 150 Tremont street, during business hours. Monday – Thursday, 9am – 6 pm – Friday, 9am – 5 pm.**
 - Any student who is currently on **housing jeopardy** through April 16th or who is placed on housing jeopardy through April 16th as the result of disciplinary action **is not eligible to participate in the GROUP ROOM SELECTION process**. However, you may still pay the housing deposit during the deposit period (March 18th – April 3rd) and if available you will be assigned a room between April 16th and May 1st.
 - **Anyone who plans to study abroad in Fall 2008** and wishes to live on campus upon return in the spring should contact our office directly via e-mail (reslife@suffolk.edu) and we will put you on a “waitlist” for spring 2009. Current freshmen will be given priority since they are guaranteed housing next year. Historically, we *do* have spaces and are able to accommodate requests for spring semester housing. You need to make a \$300 deposit to have your name on the list.
- If you are planning to study abroad in Spring 2009** and wish to live on campus in the Fall 2008, you should proceed through the process as explained, including making all required deposits.
- There are limited spaces for on-campus housing for Spring 2008 (now!). **If you know a current commuter freshman** (new to Suffolk University in Fall 2007 or Spring 2008) who would like to move on to campus by March 24th, they would be eligible to participate in room selection to live on campus for the 2008-2009 academic year. Costs for on-campus housing this semester would be pro-rated based on the move-in date. For more information – contact Todd Fowler in the Office of Residence Life & Summer Programs at 617-305-2500.

There is a full schedule of deposit, additional information, lottery and selection dates on the reverse side. Please note the applicable dates.

QUESTIONS? You can ask any member of the Residence Life & Summer Programs staff questions about this process at any time. You can e-mail any questions to reslife@suffolk.edu. There are also be drop-in times when a staff person will be available specifically to answer questions, explain the process, etc. See the schedule below for those dates.

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*This is the only communication about the
room selection process that will be sent to families.*

2008-2009 ROOM SELECTION PROCESS TIMELINE FOR FRESHMEN RESIDENT STUDENTS ONLY

- March 18 – April 3:** \$500 **non-refundable** deposit accepted at Residence Life & Summer Programs Office in each building. **ONLY CURRENT RESIDENT FRESHMEN MAY PAY THIS DEPOSIT. Deposit is due by THURSDAY, APRIL 3rd by 5pm. THERE WILL BE NO EXCEPTIONS.** Your deposit will be accepted **ONLY** if your student account is up-to-date. For example, if your tuition account has a current or past due balance, your deposit **WILL NOT** be accepted.
- By March 20th:** Detailed Room Selection Packet posted to website: www.suffolk.edu/reslife
- Got questions? Drop-in hours at Miller Hall Lobby, **3:30pm – 5pm**
- Tuesday, March 25:** Got questions? Drop-in hours at 150 Tremont Res Life Office, **2:15pm – 4pm**
(This is a **GREAT** time for Family Call-in, as well)
- Wednesday, March 26:** Got questions? Drop-in hours at Miller Hall Lobby, **5pm – 6:30pm**
- Thursday, March 27:** Got questions? Drop-in hours at 10 West Street Lobby, **11:30am – 1pm**
West Street Open House – check out the apartments! – 1pm – 3pm
- Friday, March 28:** Got questions? Drop-in at 150 Tremont Street Res Life Office, **10am – 11:30am**
(This is a **GREAT** time for Family Call-in, as well)
- Tuesday, April 1:** Got questions? Drop-in at 10 West Street Lobby, **1pm – 3pm**
West Street Open House – check out the apartments! – 1pm – 3pm
- Got questions? Drop-in at Miller Hall Lobby, **1pm – 3pm**
- Friday, April 4:** Group Applications Due by **3pm**
Freshmen Priority Web Registration Day
- Monday, April 7:** Room Selection Lottery Numbers Assigned & Posted
Group Selection Notifications Begin (please consult On-Line Room Selection Packet for process details)
- Friday, April 11:** Final Group Notification (please consult On-Line Room Selection Packet for process details)
- By April 7:** All students wishing to participate in Room Selection **MUST** be registered as a full-time student for Fall 2008 classes. **If you are not registered, you will lose your lottery number. There will be no exceptions.**
- Wednesday, April 16**
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| 5:30pm | Group Room Selection | Location TBA |
| 8pm | Open Room Selection | Location TBA |
- Friday, April 18** Late Lottery 1pm – 4pm, 150 Tremont Street Office
For students who paid the deposit but who did not attend any part of the room selection process.
- Wednesday, April 23:** **Fall 2008 Housing Wait List begins** at 9am at the Residence Life and Summer Programs Office **AT 150 TREMONT STREET ONLY**. A \$300 deposit is required to place your name on the list.
- Tuesday, April 22 – Monday, June 2:** **Final \$500 non-refundable/non-transferable deposit due. This deposit will be accepted ONLY if your student account is up-to-date. At least \$700 of your total deposits will be credited to your fall 2007 tuition bill. Each resident student needs to maintain a \$300 damage deposit. If necessary, your damage account will be brought up to \$300 and any remaining money from your \$1,000 room deposit will appear as a credit on your fall invoice that you will receive in early July. The remaining money will be held as your \$300 damage deposit for the period of time that you are a resident student. Failure to make this payment will result in the forfeiture of your on-campus space for Fall 2008, effective on June 3, 2008.**

cc: Families of Current On-Campus Freshmen