



ROOM SELECTION NEWSLETTER

Room Selection for Current Sophomores and higher will occur on **March 7, 2012** in the **Duquesne Union Ballroom**.

Room Selection for Current Freshmen will occur on **March 8, 2012** in the **Duquesne Union Ballroom**.

Am I Eligible To Select A Room?

To select a room, you must meet the following criteria:

- Must be a current student
- Must have a \$0 student account balance
- Must make a \$300 *non-refundable* deposit

How Do I Make The Deposit?

Deposits must be paid at the Cashier's Office on the first floor of the Administration Building.

- Deposits are NON-REFUNDABLE
- Bring Cash or Check (made payable to Duquesne University)
- If paying online, you may make eCheck payments or credit card payments. Online deposits can be submitted through QuickPay via your DORI account.

You must present proof that your deposit has been paid in order to select your lottery number.

How Does The Lottery Work?

You will be able to select lottery numbers in the Assumption Lobby from February 22-24 and March 5-8. At this time you will complete your housing agreement for 2012-2013. Please note:

- The lottery is based in academic standing. The first set of lottery numbers will be reserved for current Juniors, Seniors and Graduate students. Current Sophomores will choose from a second set of lottery numbers. Current Freshmen will choose from a third set of lottery numbers.
- You and your roommate(s) will each select a lottery number and select a room assignment based on the better of the lottery numbers.
- In Vickroy and Des Places, you will be allowed to select a suite based on the best lottery number among the residents choosing to live in that suite. **Vickroy and Des Places rooms may only be selected as full rooms or full suites.**
- In Brottier Hall you will be allowed to select an apartment based on the best lottery number chosen by those wishing to live in the same apartment.
- You will report at your designated time and wait for your lottery number to be called. You will then be able to select from available rooms and apartments.

Important Dates

February 22 -24, 2012

March 5-8, 2012

Lottery numbers will be selected in the Assumption Hall Lobby. Students will need to provide proof that they have submitted their deposit at the Cashier's Office, in the Administration Building.

March 7, 2012

ROOM SELECTION

Duquesne Union Ballroom

You will be able to select in order of your lottery number at the following times:

Current Juniors and up:

4 p.m.

Current Sophomores:

7 p.m.

March 8, 2012

ROOM SELECTION

Duquesne Union Ballroom

You will be able to select in order of your lottery number at the following times:

Current Freshmen:

4 p.m.

Des Places Hall Reminder

Des Places Hall is only available for students who are currently sophomores or higher.

Assumption Hall Reminder

Assumption Hall is the Honors College Community and is reserved for students in the Duquesne Honors College.

Brottier Hall Reminders

Brottier Hall is only available for students who are currently sophomores or higher. All Brottier Hall Housing Agreements are for 12 months. The occupancy permitted in each apartment is as follows:

Studio: 1 or 2 residents

One Bedroom: 1, 2 or 3 residents

Two Bedroom: 2, 3 or 4 residents

For information regarding residing in Brottier Hall please contact 412.396.1600 or email us at brottierinfo@duq.edu.

ASSUMPTION HALL



DUQUESNE TOWERS



VICKROY HALL



BROTTIER HALL



DES PLACES HALL



What Do I Do If I Can't Be There To Select My Room?

You can designate someone as your proxy to select your room in your place. In most cases, your roommate may serve as your proxy. If a different proxy is needed, you may choose anyone to serve as a proxy. If you cannot find a proxy, a Residence Life staff member can serve as a proxy for you. However, if someone else is selecting your room, you must complete the Room Selection Proxy Form.*

*Proxy Forms will be available when you choose your lottery number

Need A Roommate?

Come and meet other residents looking for a roommate for next year.

Date: February 21, 2012

Time: 9 p.m.

Location: Towers MPR

We'll see you there!

How Do I Select My Room?

You and your roommate(s) (or suitemates) must come to the Duquesne Union Ballroom at your designated time to choose which room or apartment you would like to live in next year. You will be able to review all available spaces and select a specific room.

This reserves your room on campus for the 2012-2013 academic year!

If you do not select a room during Room Selection on your designated date you will be placed onto a waiting list.

HOUSING INFORMATION FAIR:

Want to learn more about...

Des Places Hall
Dining Services
Updates to housing
All aspects of Residence Life

Then join us for the Housing Information Fair!

Date: February 8, 2012

Time: 4 p.m. - 8 p.m.

Location: Towers MPR

BROTTIER HALL OPEN HOUSES

Come to the Brottier Lobby during one of our open houses to have your questions answered and visit Brottier Hall!

Date: February 13, 2012

Time: 9 p.m.

Date: February 16, 2012

Time: 3 p.m.

TOWERS AND VICKROY OPEN HOUSES

Come have questions answered and take a tour!

Towers

Date: January 30, 2012

Time: 9 p.m.

Location: Towers MPR

Vickroy

Date: January 30, 2012

Time: 9 p.m.

Location: Vickroy MPR

DES PLACES HALL INFORMATIONAL SESSIONS:

Date: February 15, 2012

Time: 3 p.m.

Location: Towers MPR

Date: February 21, 2012

Time: 4 p.m.

Location: Towers MPR

The Duquesne University Campus Residency Policy

Those students who have not yet achieved junior status or who have not completed the equivalent of four full semesters of academic work are required to reside in University housing.

Exceptions to the Campus Residency Policy may be granted to students under certain conditions. The eight (8) conditions that can exempt a student from the Campus Residency Policy are:

- Completion of four semesters of academic work
- Residing with a parent or legal guardian
- Enrollment as a part-time student
- Students who are married
- Students with one or more dependant children in their custody
- Students who are military veterans who have completed at least two years of full-time, active military service
- Students over the age of 21
- Students with physical or psychological circumstances such that the University cannot provide appropriate housing.

Students requesting to be waived from the residency requirement are approved only if the student is eligible for at least one of the policy's eight (8) exemptions.

A Campus Residency Waiver Request and Notarization Form must be completed to be considered for exemption and can be picked up in the Office of Residence Life.