

CAMPUS HOUSING APPLICATION INSTRUCTIONS: 2009-2010 ACADEMIC YEAR

Please read the following information before completing your application.

- It is assumed that the individual completing this application IS the student who is applying for housing. The student applicant will be held responsible for the accuracy and truthfulness of the information submitted on and/or related to this application for housing.
- Housing applications will ONLY be accepted from students who have been admitted to The University of Arizona.
- Your 9-digit University Student ID number will be provided to you on your initial notice of admission from the University's Office of Admission.

EMAIL ADDRESS

- If you have a University email account at this time, we will use that email address to communicate with you.
- If you do not have your University of Arizona email account at this time, the email address you provide on the application will be used by Residence Life to communicate with you.
- We will use the provided email address UNTIL you have been provided with your University email account and address.
- When you are assigned a University email address (<username>@email.arizona.edu), all University (and Residence Life) email communication with you will be directed to that address alone.

PERSONAL AND ADDRESS INFORMATION

The billing address you provide will only be used until Residence Life's systems are updated by central university systems. These updates occur daily. Residence Life will use the official billing or permanent address on file for you in your University records. You may review this information via the internet on the University's Student Link system.

NOTE: Residence Life cannot update your personal/address information. You can update address information directly on Student Link. If any of your personal information is **incorrect**, you should do one of the following:

- If you are new to the University and have **NOT** yet registered for classes, contact the Undergraduate Admissions Office at (520) 621-3237.
- If you **HAVE** registered for classes at the University at any time, contact the Curriculum and Registration office at (520) 621-3113.

EMERGENCY CONTACT INFORMATION

Please provide contact information for the individual we should contact in the event of an emergency.

ROOMMATE PREFERENCES

We consider VERY FEW factors when making roommate assignments. For those students who are not assigned in accordance with a mutual roommate request (see below), each assignment **WILL** consider whether or not a student has reported that s/he smokes and an indication as to whether or not s/he objects to a roommate who does smoke. Consideration of these factors in the assignment process does not change the policy that prohibits smoking of any kind inside University buildings, including residence halls and apartments. As a result, it is imperative that students applying for housing be accurate in answering the question(s) about smoking. **If we find that a student resident smokes and that individual did not indicate that accurately on the housing application, that student may be transferred to a different room/residence facility, at their own expense, and without regard for their application date and preferences.**

Specific roommate requests will be considered **ONLY** 1) if the request is mutual, 2) it is possible to assign both individuals to the same residence hall, **AND** 3) space is available in that residence hall to accommodate the request. If you wish to specify a roommate request (or multiple requests), you must have the University Student ID number(s) and name(s) of the individual(s) you wish to request. If you don't yet know the Student ID number of the individual(s) with whom you would like to live, you may update this information on your application through July 1 for academic year housing applications.

YOUR ASSIGNMENT PRIORITY

We cannot guarantee assignment with a requested roommate, even if that request is mutual. Our ability to accommodate a mutual roommate request, however, is enhanced when individuals requesting to live together are flexible with respect to their residence hall assignment. On the application, you will be required to tell us whether your roommate request(s) (if any) or your residence hall preferences is/are more important to you.

- If you 1) tell us that your roommate request is most important to you, 2) that request is mutual, **AND** 3) your requested roommate also indicates that her/his roommate request is most important to her/him, we will try our best to assign you to the same room. Based on space availability, we will still consider your residence hall preferences, but you may be assigned **or later reassigned** to a residence hall **NOT** among your preferences if that is the only way for us to accommodate your mutual roommate request.
- If you tell us that your residence hall preferences are most important to you, we will do our best, based on space availability, to assign you in accordance with those preferences. If you have a mutual roommate request, we will do our best to assign you together **ONLY** if space is available to do so in the residence hall to which you are assigned.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES OR MEDICAL CONDITIONS

We are committed to providing reasonable accommodations to ensure that our facilities, programs, and services are available to ALL students. All accommodation requests based on a medical condition or disability must be submitted to the University's Disability Resource Center (DRC), not Residence Life. After completing and submitting your housing application to Residence Life, go to the DRC website at: <http://drc.arizona.edu/newstudent/res-life-accomm.html> to review who is eligible, hall options, and the accommodation request form. Complete and submit the online Request for Residence Hall Accommodations to the DRC. If you do not have access to the Internet, you may contact the DRC via phone/TTY at (520) 621-3268. **Once your accommodation request is received by the DRC, you will be contacted by DRC staff. Please do not submit such requests or provide medical documentation to Residence Life.**

LIVING-LEARNING COMMUNITIES AND HALL/ROOM TYPE PREFERENCES

Please review the information about residence halls and Living-Learning Communities on the Residence Life website prior to completing these preferences. If you indicate a preference for a Living-Learning Community (LLC), please make the residence hall in which that LLC is located, your first hall preference. If your first hall preference is **NOT** the residence hall in which your chosen LLC is located, we will disregard your LLC preference. Honors Residential Colleges (Posada San Pedro, Yavapai and Yuma Halls) are reserved for students admitted to and enrolled in the Honors College.

Some Living-Learning Communities are not available for selection on the housing application. Access to these communities is by application to and/or invitation from the sponsoring college or program. Please contact the sponsoring college/program office for more information. We suggest listing the LLC's hall as your first preference. These halls include:

- Blue Chip Leadership Wing at Pima
- Eller Pre-Business Zone at Colonia de la Paz
- Engineering Zone at Gila
- O'odham -Ki Wing for Native American Scholars at Kaibab-Huachuca
- MOSAIC Wing at Manzanita-Mohave
- Pre-Education Wing at Colonia de la Paz
- Women in Science, Engineering, Technology & Math (WISE) Wing at Gila

You should complete **ALL FIVE (5)** hall and room type preferences with five **DIFFERENT** choices. Assignment to residence halls is based on a combination of your "date of application" (the date we receive your completed housing application including your non-refundable \$150 application fee), your hall preferences, any mutual roommate requests and available space when you are assigned. Assignment to one of your hall preferences is **NOT** guaranteed, regardless of your date of application. Our ability to assign you to a residence hall among your preferences is improved by 1) submitting your housing application as early as possible, and 2) providing us with five different preferences.

Carefully consider the best use of your hall preferences. Returning residents from the previous year will have had priority for selection of rooms in residence halls, up to 40% of space in any particular residence hall. Space available to new students in a specific residence hall can be significantly affected by this, especially in smaller halls. To illustrate, Pima Hall, with a capacity of 83 residents is relatively popular among returning residents and most likely 40% of the spaces will have been taken before any new students are assigned. Of the 83 spaces remaining, 34 are reserved for participants in the Blue Chip Leadership Community (many of whom may be new students), leaving only 49 spaces in this particular hall for assignment to the general pool of new student applicants. If even a small number of the over 7,000 students who will apply for housing were to choose Pima Hall as their first (or any) preference, many of them will inevitably be disappointed to find themselves assigned elsewhere and we would only have, in effect, four useful preferences from those students. Halls that tend to have a significant returning resident population each year, again limited to 40% or less of a hall's capacity, include Arizona-Sonora, Colonia de la Paz, Pima, Pueblo de la Cienega, Posada San Pedro, Villa del Puente, and Yuma.

CONFIDENTIALITY WAIVER

FERPA is a Federal law that protects the privacy of student education records and prevents the release of information without your consent, except under those circumstances provided by law. It is within your rights to authorize the release of information regarding your Residence Life - University Housing records to a third party or parties. Doing so **does not authorize** the adding or changing of information in your records, nor does it grant power of attorney. You may authorize the release of the following types of Residence Life-specific information:

- University Housing application/assignment status and records
- Billing/Financial Data related to Residence Life/University Housing only*
- Housing contract appeals

If you would like to authorize the release of such information to a parent, guardian, relative, spouse, partner or sponsor, please complete the appropriate portion of the application form. When an authorized individual makes an inquiry or request for information, s/he will be required to provide identification confirming their identity. If the individual is unable or unwilling to provide identification, we reserve the right to deny release of your information to the individual requesting it. **You may authorize up to five (5) individuals. Authorizing someone to have access to your Residence Life - University Housing records is NOT required.**

* Residence Life staff are limited to discussing only those financial records or transactions related to Residence Life - University Housing. All other charges should be discussed with the University Bursar's Office.

AGREEMENTS

Read the Agreements portion of the application and sign/date the application. Submitting an application indicates understanding of and agreement to the terms noted.

NON-REFUNDABLE \$150 APPLICATION FEE

A \$150 payment for the non-refundable application processing fee must be included with the housing application. This fee cannot be waived nor deferred. Housing applications received without the \$150 payment WILL NOT be processed. The application date assigned to a housing application will be the date that BOTH the application and \$150 payment have been **RECEIVED** by Residence Life. You may pay the \$150 non-refundable application processing fee by check or money order made payable to The University of Arizona, or by MasterCard, Visa or American Express.

Upon completion of the application, including payment of the \$150 non-refundable application processing fee, mail it to Residence Life at the address at the end of the application. At any time after your housing application has been received and processed, you may check the status of your housing application on your "Housing Status" page on Student Link (<http://studentlink.arizona.edu>). Select the "Residence Life" link on the "Personal" page within Student Link. If you do not see your housing application information on Student Link within two weeks after sending your application, contact Residence Life (housing@life.arizona.edu or 520-621-6501) immediately to confirm whether or not your application has been received.

CAMPUS HOUSING APPLICATION: 2009-2010 ACADEMIC YEAR

This application is for: (please check one)
 Academic Year (Aug. 2009-May 2010) or
 Spring Semester only (Jan. 2010-May 2010)



Are you: (check one)
 Entering Freshman
 Returning UA Hall Resident
 Continuing UA Student (off-campus student)

EMAIL ADDRESS: _____

Please print legibly

NAME: _____
last first middle

9-DIGIT STUDENT ID NUMBER: _____ GENDER (circle one): M or F BIRTHDATE ____/____/____
(Not your PIN or Social Security Number)

BILLING ADDRESS: _____
(street address)

(city, state, zip)

HOME PHONE: (____) _____ CELL PHONE: (____) _____ WORK PHONE: (____) _____
(optional) (optional)

RELEASE OF INFORMATION

Residence Life provides residence addresses and telephone numbers of ALL students living in campus housing to the Registrar's Office. This information will also appear in the Student/Faculty/Staff Telephone Directory, published in September every year. If you do not want this information to appear in the directory, you must inform the Registrar's Office.

EMERGENCY CONTACT INFORMATION

NAME: _____ Relation: _____
last first

ADDRESS: _____
(street address)

(city, state, zip)

HOME PHONE: (____) _____ CELL PHONE: (____) _____ EMAIL: _____
Required (optional)

ROOMMATE PREFERENCES

please print

Smoking Preference:

(Smoking is only permitted outside all residence halls and apartments.)

Do you smoke? Yes No

If NO, do you object to a roommate who smokes? Yes No

Roommate Information:



Roommate requests will only be considered if mutual and are **NOT** guaranteed. You must provide your requested roommate's full, legal name (no nicknames) and 9-digit Student ID number. Misspellings and incorrect ID Numbers invalidate your requests. We do not guarantee roommate requests. The deadline to request a roommate is **July 1**.

(Roommate request #1)

(Roommate #1 Student ID Number)

(Roommate request #2)

(Roommate #2 Student ID Number)

(Roommate request #3)

(Roommate #3 Student ID Number)

office use only:

Rec'd Date: _____ Check Logged _____ Initials _____ CK# _____ MO _____ CC _____ Defer/Scholarship Y or N SIS PAY

Date Ent'd: _____ Entr'd by: _____

YOUR ASSIGNMENT PRIORITY

Select one of the following. If you do not make a selection, we will assume that your roommate request is most important to you if you indicated a roommate request, otherwise, we will assume that your hall/community preferences are most important to you.

- My roommate request(s) is/are more important to me than my residence hall preferences.**
We will try to place you with a mutual roommate request even if doing so requires that we assign or later reassign you to a residence hall NOT among your preferences.
- My residence hall preferences are more important to me than my roommate request (if any).**
Based on space availability, we will try to assign you in accordance with your residence hall preferences. We will accommodate a mutual roommate request (if any) **ONLY** if space is available to do so in the residence hall to which you are assigned.

HALL & ROOM PREFERENCES

Living-Learning Community (LLC) Options:

Refer to the Residence Life website for detailed information on the Living-Learning Communities. If you want to live in a special theme community, check one of the boxes below and include that hall as your first preference. Select no more than one (1). Please include other hall preferences in the event that the Living-Learning Community is full.

- Residential College for Undecided Majors (Cochise Hall)
 Health Professions Wing (Graham-Greenlee Hall)
 Fine Arts Floor (Manzanita-Mohave Hall)

If you are interested in Blue Chip Leadership, Psychology Wing, Pre-Education Wing, Women in Science, Engineering, Technology & Math (WISE) Wing, O'odham Ki Wing, Eller Pre-Business Wing, Engineering Zone or MOSAIC Wing, you must apply through the sponsoring college or department (specified on our website). List the LLC's hall as your first preference.

HONORS STUDENTS: If you wish to live in an Honors Residential College, preference one, two or all three Honors halls in the spaces below (Posada San Pedro, Yavapai and Yuma).

Select 5 DIFFERENT hall preferences and room types for each

Assignments are based on the date we receive your application in our office, your hall preferences, your roommate request (if any) and available spaces at the time of assignment. We make every effort to assign you to one of your preferences, but are **NOT** able to guarantee your hall or roommate preferences. Availability of single rooms is very limited.

ROOM/APARTMENT TYPES:

Residence Halls: Double, Triple or Single; **Sky View Apts.:** 1BD, or 2BD

- 1) _____ in a: _____ type
 2) _____ in a: _____ type
 3) _____ in a: _____ type
 4) _____ in a: _____ type
 5) _____ in a: _____ type

MEDICAL/SPECIAL NEEDS

Please refer to the Application Instructions sheet.

CONFIDENTIALITY WAIVER

As noted in the instructions, you may authorize up to five (5) individuals to have access to your Residence Life – University Housing records. Please provide the required information below for each individual to whom you would like to authorize access to your housing records. Attach additional names and authorizations to this application. **Provide a password for each individual that will have access to your records (up to 10 characters):**

Name: _____

Relationship: _____ Password: _____

Grant this individual access to the following housing records:

- Application/Assignment Billing/Financial
 Contract Appeals Judicial Hearings

Name: _____

Relationship: _____ Password: _____

Grant this individual access to the following housing records:

- Application/Assignment Billing/Financial
 Contract Appeals Judicial Hearings

AGREEMENTS

By submitting this application, I agree to and understand the following:

- I understand that my hall and/or roommate preferences are not guaranteed.
- I understand that my \$150 application processing fee is not refundable, even if I cancel.
- I attest that the information I have provided is true and accurate to the best of my knowledge.
- I understand that providing false information on this application is a violation of The University of Arizona's Student Code of Conduct.

Signature _____

Date _____

APPLICATION PROCESSING FEE

Payment of the \$150 NON-REFUNDABLE application fee is required

- I am enclosing a check or money order for \$150 made payable to **The University of Arizona.**
 I authorize The University of Arizona to charge my application fee of \$150 to my MASTER CARD, VISA or American Express (only).

If paying by credit card, please mail this form to Residence Life. Please do NOT send credit card information by fax or email.

 Credit Card Account Number

Expiration Date (____/____/____)

 (signature of cardholder)

 (date)

 (print cardholder's name)

 (cardholder's daytime phone)

Mail or drop off application to:
Residence Life, Housing Assignment Services
501 N. Highland Ave., P.O. Box 210182
Tucson, AZ 85721-0182