Jan. 28
Housing Information Session
7:00pm - Wilson Auditorium

January 30
Housing Information Session
2:30pm - Young Auditorium, Bey Hall

February 1
Housing Information Session
4pm - Wilson Auditorium

Feb. 4
Pier Village/Diplomat Apartments Interest Session
7:00pm - Wilson Auditorium

Feb. 8
Pier Village/Diplomat Apartments Interest Session
4:00pm - Wilson Auditorium

Feb. 11-22
Pay Your Housing Selection Deposit
Feb. 13 and 20, 11:00 am - 1:30 pm - Student Dining Hall
Feb. 11 through Feb. 22 - Online via Webadvisor

Feb. 13
Pier Village/Fountain Gardens/Diplomat Apartments Interest Session
2:30pm - Carol Afflitto Conference Room, 3rd floor Student Center

March 1
Pier Village and Diplomat Applications Due

March 1 - March 22
Commuter Student Housing Applications Available Online

March 27
Housing Numbers and housing information distributed via email

April 19-20
Housing Selection
Follow time in your email - Anacon Hall

May 14
Last day to request a refund of your $150 housing deposit if you did not select a housing assignment. There are no refunds if you have a room assignment. Any student who cancels their housing is subject to a $500 cancellation fee.
Each year, the Office of Residential Life conducts housing selection to assign on-campus housing for the following year. Housing numbers are generated after all housing deposits are collected (housing deposits must be made no later than February 22, 2013). Numbers ranging from 001 to 999 will be generated for each “start term” group. Students will select their desired housing location in the order of their number for their given start term group. The lowest number (001) in each start term group will select first.

Housing numbers and times will be sent out electronically via email to their Monmouth University student email account on March 27, 2013. Only students who pay their deposit (commit to participating in housing selection) will receive a number. Students will receive the specific time and location for each start term category.

Our philosophy towards the housing selection and assignment process is to allocate an appropriate number of beds to allow our students to live on-campus for the first two years of their MU experience. For our rising juniors and seniors, we use a combination of on-campus and off-campus apartments to fill the demand for housing.

Our goal is to have the majority of our full-time undergraduate students reside in University owned or sponsored housing!

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**Questions?**

Do you have a specific question and/or concern about housing selection?

Or do you just need to consult with a Residential Life staff member about your Fall 2013 housing options?

Contact:

<table>
<thead>
<tr>
<th>Area Coordinator Staff</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Eric F. Mochnacz</td>
<td>732-263-6280</td>
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<tr>
<td>Liz O’Brien</td>
<td>732-263-6029</td>
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<td>Corey Inzana</td>
<td>732-263-6263</td>
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<td>Anthony Conard</td>
<td>732-263-6484</td>
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<tr>
<td>Susan Damaschke</td>
<td>732-571-3590</td>
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<tr>
<td>Rhya J. Harris</td>
<td>732-263-7576</td>
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</tbody>
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**Office of Residential Life**

(732) 571-3465
Reslife@monmouth.edu
Pinewood Hall
http://www.monmouth.edu/reslife
(visit the Residential Life Homepage for updated Housing Selection information)
**Students Who Need to Request a Reasonable Accommodation Based on Disability**

Any student who needs to request a reasonable accommodation based on a disability must complete a Special Accommodations Application, available in the Office of Disability Services. This application must be completed by March 1, 2013. Please note that if you are currently receiving services you must request this service every academic year. Your request is subject to ongoing review and may be denied.

Disability Services for Students can be contacted at 732-571-3460 - Voice 732-263-5795 – TTY

**Parking Information**

All vehicles that park on campus must be registered with the Monmouth University Police Department. The registration year is from September 1 to August 31.

Parking decals may be purchased online by going to www.monmouth.edu/mupd and click on "Student Parking Registration" or by visiting our traffic bureau at police headquarters AFTER housing selection. All registration forms received after July 31 will be subject to a late fee. Parking decals will be issued on a first come first serve basis. If you have any questions please feel free to contact our traffic bureau at (732) 571-3467.

**Step 1: Pay your Housing Deposit**

- Credit Card payments can be made through WebAdvisor or phone between February 11 and February 22
- Students may pay the $150.00 deposit via a check or money order in the lobby of the Dining Hall on February 13 and 20 from 11am to 1:30pm
- Cash payments MUST be made at the Cashier’s Office. After paying, bring your receipt (s) to dining hall during the above stated hours
- EOF and Full-Scholarship athletes must come to the table during the above times to indicate their interest in participating in housing selection
- If you cannot visit the table or are having problems paying your deposit, please contact Residential Life prior to February 22, 2013 to verify that you want to participate in housing selection. If you have any questions, please call our office at 732-571-3465.
- The housing deposit is only refundable to those students who have not selected a housing assignment. Refund requests are due May 14, 2013
- Students who cancel their housing after selecting a room are subject to a $500 cancellation fee

**Step 2: Check Your Email March 27th for your housing number!**

Information will include:

- Housing Selection Welcome Letter
- Your housing number
- Your scheduled time to arrive at housing selection

*Housing information will be sent out electronically via your Monmouth University Student Email account on March 27, 2013*

**Step 3: Report to Housing Selection at your scheduled time**

- Housing Selection will take place April 19 for rising seniors and rising juniors and April 20 for rising sophomores
- Your specific time will depend on your housing number. The times will be included with your Housing Selection email on March 27th.
CRITERIA TO PARTICIPATE IN HOUSING SELECTION

- Pay your $150.00 deposit by February 22, 2013
- Receive your housing information and housing number which will be sent out electronically via your student email account on March 27, 2013.
- Register (minimum of 12 credits) for Fall 2013 by April 19, 2013.
- Complete all outstanding judicial sanctions, pay all disciplinary fines and complete community services hours and/or alcohol/substance abuse educations assignments*.
- Make certain that your Health Center records are in order and complete.
- Verify that your student account is in good standing with the Bursar’s Office.
- Any “holds” on your account will forfeit your right to participate in housing selection
- Ensure that no more than $150 dollars in damage billing has been accrued by you, your roommates or suite.
  * Residents who wish to live in on-campus apartments must be in good disciplinary standing to apply.

A Note On The $150.00 Deposit
Your housing deposit is applied towards your Fall 2013 room charge. You will receive your Fall 2013 bill during the summer. The housing deposit is only refundable to those students who have not selected a housing assignment. Refund requests are due May 14, 2013

TOP 20 QUESTIONS

18. Will moving off-campus affect my financial aid?
If a Monmouth University student elects to move off-campus for the upcoming academic year, their federal and/or state financial aid may be adjusted to reflect their commuter status. To understand the impact of a change of residency on such aid, please contact the Financial Aid office at 732-571-3463 or in Wilson Hall, on the 1st floor.

19. What off-campus housing options are available?
Monmouth University currently offers housing at Pier Village Apartments and the Diplomat Apartments, located off-campus. There is a separate application process for these facilities and are only available to rising Juniors and Seniors in good standing with the University. These two complexes are considered University Sponsored Housing, therefore, any financial aid that you receive can be applied towards the costs. Please contact the Financial Aid office if you have any questions about aid to live in University Sponsored Housing off-campus.

20. Where and when will the Fall 2013 housing selection process take place?
Anacon Hall (Student Center 2nd Floor), April 19-20, 2013. Specific times and details will be distributed in your housing information email!!!
17. Will there be a waitlist for students who do not get an assignment during the process? How will the list be used?
Should our demand for housing exceed our capacity (space availability), there will be a waitlist for each start term group. Residents on the waitlist will be identified by their number. The Office of Residential Life reserves the right to prioritize any resident to receive a housing assignment before others on the waitlist due to extenuating circumstances (i.e. students who reside the furthest from campus and international students). You must show-up to housing selection to be placed on the housing waitlist eligible to keep your Merit Award as a resident student. At room selection, we will have a waitlist form for students to complete.

If Monmouth University is not able to provide housing in any University owned or sponsored housing facility to any resident who resides on campus for the Spring 2013 semester by June 1st, the resident can move off campus and retain a “Resident” status with respect to Monmouth University Merit/Matrix awards. This special status arrangement only applies to continuing resident students who will return to Monmouth University for the 2013-2014 academic year. If a student refuses an alternate housing assignment, he/she forfeits any special status for the Merit/Matrix award.*

* If a Monmouth University student elects to move off-campus for the upcoming academic year, their federal and/or state financial aid may be adjusted to reflect their commuter status. To understand the impact of a change residency on such aid, please contact the Financial Aid Office.
“Start Term” refers to the academic semester and year that you began classes at Monmouth. If a student would like to be considered for a start term category other than the one designated for them, he/she must write to Associate Director, Raymond Gonzalez, to request an exception. All written requests must be received by the Office of Residential Life no later than 5pm, March 1, 2013. Requests can be emailed to Reslife@monmouth.edu. Important Note for Transfer Students: All new transfer students will be categorized in the Fall 2012 or Spring 2013 Start Term along with all freshman.

If you are granted an exception, you will be notified in writing of the decision. Once your start term group is changed you will be issued a lottery number within the new group.

If you are not granted an exception, you will be expected to participate in the selection process at the appropriate day/time for your original start term group.

All written requests must include:
- Student’s name, ID #, current room assignment and phone number
- Credits earned as of January 22, 2013
- # of Registered credits for Spring 2013
- Reason for the request (be specific)
- Student(s) you are planning to live with

15. When will I know where I will be living for Fall 2013?
You will know your exact room assignment at the time you select your room and residence hall. The room and residence hall selection you make will be entered into our housing system on the very next business day. In July, you will receive information by mail regarding the details for Fall 2013 check-in. The residence halls open Monday, September 2, 2013.

16. Will commuter students be eligible to participate?
Commuters interested in living at Pier Village and the Diplomat Apartments may apply with resident students between February 1 and March 1, 2013. Current first-year students who are commuters may get pulled into a room on-campus (First-Years are students who started in the Fall 2012 or Spring 2013 and have less than 24 credits).

Rising Juniors or Seniors who are commuters are eligible but only after all current resident students have selected their housing for Fall 2013. Commuter students are invited to apply for on-campus housing from March 1st and March 22nd. Applications will be available online through the Office of Residential Life Website.
12. What happens if my roommate for next year fails to complete the process correctly?
He or she forfeits his or her spot and a new individual will be assigned to that space.

13. Will there be single rooms available?
Any resident that desires a single room must contact the Office of Disability Services by March 1, 2013 specifying the nature of their situation. All supporting documentation (i.e. doctor’s note) must be submitted to the Disability Services for Students Office with requests. Please understand that such requests are not guaranteed and only a limited number of small single rooms will be available in Elmwood and Pinewood Halls only. The Office of Residential Life will evaluate each resident’s needs and the feasibility of placing a resident in a single.

Double rooms will not be converted to singles - no exceptions!

14. How do I live at Pier Village or the Diplomat Apartments?
In order to live at Pier Village or the Diplomat Apartments, resident students must submit their $150 housing deposit and complete an application between February 1st and March 1st. Applications are available on the Residential Life website. Information sessions about the complexes will be held throughout February. Pier Village houses students in groups of four in two bedroom apartments. The Diplomat Apartments house two students in one bedroom apartments. Groups that can fill an entire apartment are preferred but not required. Rising Juniors and Seniors will receive first priority over rising sophomores.

**Discipline**
Resident students with any pending disciplinary violation (s) at the time of housing selection may be prohibited from participating.
Resident students who are not in compliance and have not successfully completed their disciplinary sanctions (i.e. paid all fines, attended all classes, completed service hours, etc.) will be prohibited from participating in housing selection.
Resident students with over $150.00 in hall damage assessments will be prohibited from participating in housing selection.
Additionally, those residents who wish to reside in University apartments must have no substantial Code of Conduct violations or disciplinary issues for at least two (2) semesters prior to housing selection to be eligible for an assignment within the apartments.

**Proxy**
When a student is not able to personally attend or participate in housing selection he/she may designate another student to act on their behalf - to proxy for them by completing a Proxy Form by April 12th. Proxy forms are available in the Office of Residential Life. If you cannot find a proxy, contact Residential Life prior to housing selection.

**Full Scholarship Athletes**
Quasi-traditional style rooms will be reserved in the residence halls for full scholarship athletes based upon their start term category only. If a full scholarship athlete, who falls in the Group One or Two (Senior or Junior), wishes to live in a University apartment he/she needs to attend housing selection in April.
Start Term Group Requirements

Residents who have the same start term group will be eligible to pull in a roommate (from the group) with a higher number than their own. If you are pulling in a roommate, you must have all of the necessary paperwork in order (see the “proxy” section on pg. 9 for details).

Residents will not be permitted to pull in a roommate who is not part of the same start term group. Residents will select housing assignments based upon the buildings available for each start term category only.

Commuter Students

First-year students who are commuters can be pulled in by resident students. They must contact our office by April 1, 2013. Rising junior and rising senior commuters will be eligible to select a room assignment in a commuter student lottery process for on-campus housing. Commuters are eligible to apply for housing at one of the Off-Campus University Sponsored housing via the application process. See page 16 of this booklet for specific deadlines.

Student with Extenuating Circumstances

Any resident who desires special consideration must contact the Office of Disability Services, located in the Student Center. All requests must be received by March 1, 2013 to be considered. Please understand that such requests are not guaranteed.

5th Year Seniors

As per the letter distributed in December 2012, fifth year seniors will not be eligible to participate in the Housing Selection process for on-campus housing.

TOP 20 QUESTIONS

8. May I select a room with a different start term group?
Students must participate with their own start term group ONLY. If a student wishes to select with another start term group, he/she must submit a letter of request in writing to Mr. Raymond Gonzalez in the Office of Residential Life by 5:00 p.m. on March 1, 2013 via email to Reslife@monmouth.edu. See page 8 for details.

9. Can housing numbers be sold or traded with another resident?
No, housing numbers cannot be sold or traded. The Office of Residential Life maintains a database with every resident’s name and assigned housing number. This database is closely monitored.

10. Is a resident allowed to select a building outside of his/her start term group?
No, bed space is allocated proportionately based on the number of residents in each start term group.

11. Can I pull in my roommate?
All residents may pull in one roommate in a double room and two roommates in a triple. Residents eligible for the Garden, Great Lawn, and Maplewood apartments may pull in an entire apartment as long as all the residents are eligible (within the same start term group). In Suite-Style buildings, residents may pull in one room, two rooms or four rooms and all rooms must be filled. In Oakwood and Redwood Halls, students may pull in one room or two rooms and all rooms must be filled (i.e. you must have three students to fill a triple, two to fill a double, etc). If a student cannot fill a room completely, they will have to select from partially filled rooms only.
7. What are the start term groups, and what halls* are available in each category?

**Group One ~ Seniors***
(Entered MU in Fall 2010 or Spring 2011 or earlier)
- Garden Apartments
- Great Lawn (specific apts.)
- Pier Village Apartments*
- Diplomat Apartments*

* By Application Only—Students must be approved by the Office of Residential Life

**Group Two ~ Juniors***
(Entered MU in Fall 2011 or Spring 2012)
- Great Lawn (specific apartments)
- Maplewood Hall Apartments (specific apts.)
- Pier Village Apartments*
- Diplomat Apartments*

* By Application Only—Students must be approved by the Office of Residential Life

**Group Three ~ Sophomores***
( Entered MU in Fall 2012 or Spring 2013)
- Spruce Hall (specific rooms)
- Willow Hall (specific rooms)
- Oakwood Hall (specific rooms)
- Redwood Hall (specific rooms)
- Birch Hall (specific rooms)
- Diplomat Apartments (limited spaces)*

* By Application Only—Students must be approved by the Office of Residential Life

*** Group assignments and building availability are subject to change based on housing deposits received

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**Honor’s Housing**

Honor’s housing in Beechwood Hall will continue to be offered to rising sophomore students who are in the Honor’s School. Information and the application will be emailed to students on or around February 1st to all current first-year students who are in the Honor’s school.

Students must still submit their $150 housing deposit by February 22nd and will be required to complete an application by March 1, 2013. This application must be returned to the Office of Residential Life in Pinewood Hall.

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**Junior and Senior Housing**

Space for juniors and seniors on-campus is limited. We believe that by the time a student reaches their junior and senior year, they are prepared for and capable of living off-campus.

We recommend that all juniors and seniors consider applying for housing at one of our off-campus housing facilities (Pier Village or The Diplomat Apartments). Although these complexes are “off-campus”, it is considered University housing for financial aid purposes. The spaces on-campus for juniors and seniors will be limited to the apartments.

Applications for off-campus sponsored housing will be available February 1, 2013 and due March 1, 2013 at http://www.monmouth.edu/reslife.

If you have any questions about living at these facilities, please contact Mr. Eric F. Mochnacz at 732-263-6280 or EMochnac@monmouth.edu

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1. If I pay my $150 housing deposit, am I guaranteed housing for next year?
Housing is not guaranteed, however, it is important to note we have accommodated all requests to student housing for the past 5 years. We have constructed Mullany Hall on-campus and expanded our University Housing at The Diplomats.

2. How is the housing selection run?
Yes, each resident who pays his or her $150 housing deposit by February 22nd will be assigned a housing number (according to their start term group category). Residents will select their housing assignment based on their number and the rooms available in their designated start term group category.

3. What do I need/have to do to participate in housing selection?
- Attend one of the Residential Life and Off-Campus Commuter Services Office housing interest sessions in January
- Pay your $150.00 deposit by February 22nd
- Read your housing selection email which will be sent electronically via your student email account March 27, 2013
- Register (minimum of 12 credits) for Fall 2013 by April 19, 2013
- Complete all outstanding judicial sanctions and pay all disciplinary fines, including community service hours and/or alcohol/substance abuse educational classes or assignments
- Make certain that your Health Center records are in order and complete and verify that your student account is in good standing. Any “holds” on your account will forfeit your right to participate in housing selection.
- Attend Room Selection on April 19th or 20th

4. When do I pay my housing deposit?
- February 11th through February 22nd, credit card payments can be done through WebAdvisor
- February 13th and February 20th from 11:00am to 1:30pm in the Dining Hall via checks and money orders only at these locations
- Cash must be paid at the Cashier’s office located in Wilson Hall. Bring the receipt to the above locations
- EOF and full scholarship athletes must stop by the collection location during the above times and locations
- Housing Deposits are refundable through May 14th to students who do not accept or choose a housing assignment. It is non-refundable to students who accept a room assignment either on-campus or in University Sponsored off-campus housing.

5. What can I do if I can’t attend a housing selection session?
Ask one of your friends to proxy for you by attending during your designated selection date/time. Come to the Office of Residential Life to complete a Proxy Form by April 12th. If you cannot find someone, the Residential Life office may serve as your proxy. You must notify us in advance.

6. What if I show up after my lottery number has been called?
You will still be allowed to enter, however you will only be eligible to select from halls/rooms that are available for your start term when you arrive. Hence, you may forfeit your opportunity to select from the halls available to your start term category. It is vital that you make every effort to be on time.