

Cheyney University
Office of Residence Life and Housing
2010-2011 Housing Selection Process Checklist

Office of Residence Life and Housing
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In order to insure that you have the opportunity to reserve a room for housing for the 2010-2011 academic year, you must read all instructions and complete all steps as outlined in the order presented. Failure to complete any step of the Housing Selection Process will result in you not being assigned a room for the 2010-2011 academic year.

 **Single Room Request:**

If you are requesting a single room, please complete the following steps:

- _____ Step 1: Obtain a Single Room Request Form from the Office of Residence Life and Housing (located on the forms' rack outside of the office).
- _____ Step 2: Complete the form.
- _____ Step 3: Pay your \$200 Non-Refundable Housing Deposit to the Bursar's Office and have your form stamped no later than Friday, April 16, 2010.
- _____ Step 4: Submit your completed Single Room Request Form to the Office of Residence Life and Housing no later than Friday, April 16, 2010.

All students requesting singles rooms will be notified in writing as to the outcome of their request **no later than Friday, April 23, 2010**. As a reminder single room request are not guaranteed and will be granted on a first come first serve bases.


 **Double Room Request:**

If you are requesting a double room, please complete the following steps:

- _____ Step 1: **RA Floor Meeting:** Attend your scheduled floor meeting scheduled for the week of April 5, 2010 to obtain your Housing Selection information packet from your RA. You will need to sign for your envelope during the floor meeting. Your RA will explain the process in detail.
- _____ Step 2: **Room Reservation Form: READ ALL INFORMATION CAREFULLY!** Complete your form thoroughly and submit it at the Housing Selection Process.
- _____ Step 3: **2010-2011 Student Housing Occupancy Agreement: READ ALL INFORMATION CAREFULLY!** Complete your form thoroughly and submit it at the Housing Selection Process.
- _____ Step 4: **\$200 Non-Refundable Housing Deposit:** Pay your deposit to the Bursar's Office and have your Room Reservation Form stamped no later than Friday, April 23, 2010. Keep a copy of your receipt for the Housing Selection Process.
- _____ Step 5: **Housing Selection Process:** Be sure to bring the following items to the Housing Selection Process located in the Ballrooms of Ada Georges Dining Hall during your designated date and time.
(See the back of this form for the Housing Selection Process Timeline)
 - Valid Cheyney University ID
 - Completed Room Reservation Form (stamped by the Bursar's Office)
 - Completed 2010-2011 Student Housing Occupancy Agreement
 - Copy of Receipt of the \$200 Non-Refundable Deposit Paid to the Bursar's Office

 **Housing Waiting List:**

Any student who does not complete the Housing Selection Process can sign-up to be added to the Housing Waiting List beginning on Monday, May 3, 2010 in the Office of Residence Life and Housing. As spaces become available, students will be notified via letter from our office of an available room space beginning after June 15, 2010. Students will have a deadline to notify the Office of Residence Life and Housing if they will be accepting the assigned space. Should a student fail to contact our office by the indicated deadline in the letter received, the assigned room space will be forfeited and offered to the next student on the Housing Waiting List.

 **Non-Residential Students:** If you are requesting housing for the 2010-2011 academic year, you may print all forms on the Residence Life and Housing website. Be sure to note all deadlines

NOTE: Any student who fails to complete the steps as outlined in this process will not be allowed to reserve a residence hall room for the 2010-2011 academic year. Should you have any questions, feel free to contact your Resident Advisor, Assistant Director, and the Office of Residence Life and Housing.