

ROOM SELECTION 2020-2021

Important Information regarding selecting housing for next academic year

Students may select housing by participating in either **GROUP HOUSING, BROTTIER LOTTERY** or the **GENERAL ROOM LOTTERY**.

To participate in Group Housing or the General Room Lottery, please review the information below. For Brottier specific information, please review the Brottier Hall Selection Section on the back of this newsletter. Please note that all Brottier Leases are nine month leases.

GROUP HOUSING INFORMATION

What is Group Housing?

Group Housing is an opportunity for large groups of students to choose their floor community.

Students participating in Group Housing can choose from the following:

Towers Wing: 24 residents (C wing) or 25 residents (A or B wings)

Des Places Group Suite: 9 people in a three bedroom suite (Three Triple rooms)

Applications for group housing are available in the Towers and Des Places Offices.

If we are granted a wing or suite, how do we choose our rooms?

Towers: Once applications are approved, each group will be assigned a wing. The entire group will need to come to select their room on February 26, 2020. Each individual should come to the Towers Multi-purpose Room any time between 9 a.m. and 5 p.m. on that day and must present their deposit receipt. They will then be allowed to sign up for their room.

Des Places: Des Places groups will be notified of their room assignment and will meet with the Des Places office to complete the necessary paperwork.

***If you participate in Group Housing, you will not participate in the Room Lottery.**

GENERAL HOUSING LOTTERY INFORMATION

How does the Room Lottery work?

You will be able to select lottery numbers in the Towers Multi-purpose Room. Current Sophomores and up will be able to select on February 20-21. Current Freshmen will be able to select from March 9-11. At this time you will complete your housing agreement for 2020-2021. Please note:

- The lottery is based on Academic Standing. Due to housing availability, a limited number of lottery numbers will be available for current Sophomores and above. Students unable to draw a lottery number due to lack of availability can request a refund of their Housing Deposit.
- 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.
- 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.**
- The Office of Commuter Affairs is available to provide information regarding off-campus housing and can be reached at 412-396-6660.

How do I select my room?

You and your roommate(s) (or suitemates) must come to the Duquesne Union Ballroom on March 12 at your designated time to choose which room you would like to live in next year. You will be able to review all available spaces and select a specific room. Please be prepared with different options in case your desired room is not available.

What do I do if I can't be there to select my room?

You can designate anyone to serve as your proxy to select your room in your place. 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 or online at duq.edu/room-selection.**

This reserves your room on campus for the 2020-2021 academic year! If you do not select a room during Room Selection on your designated date you will be placed onto a waiting list.

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 online or 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 under the Student Account section of Self Service Banner where it reads "make a room deposit."

You must present proof that your deposit has been paid in order to select a room through any aspect of the room selection process.

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.

The Campus Residency Policy can be found online at duq.edu/life-at-duquesne/residence-life/campus-residency.

Current freshman can request exemption from this policy by completing a Campus Residency Waiver Request form. A limited number of exemption requests outside of the criteria designated in the policy will be considered. These requests must include a letter of support from a student's parent or guardian.



For further information please contact the Office of Residence Life at **412.396.6655** or visit us online at duq.edu/residence-life

IMPORTANT DATES

January 24, 2020

Group Housing Applications Available
Towers Office & Des Places Office

January 30, 2020

Brottier Returning Resident Applications Due

February 13, 2020

Brottier Returning Resident Deposits Due
Brottier New Resident
Deposits & Applications Due

February 14, 2020

Group Housing Applications Due
Towers Office & Des Places Office

February 18, 2020

2 p.m. | Brottier Returning Resident Selection
Towers Multi-purpose Room

February 19, 2020

2 p.m. | Brottier New Resident Selection
Towers Multi-purpose Room

February 20-21, 2020

Current Sophomores and
Up Lottery Numbers are selected
Towers Multi-purpose Room

February 24, 2020

Des Places Group Housing
Deposits and Agreements Due
Des Places Office

February 26, 2020

9 a.m. – 5 p.m. | Group Housing Selection
Towers Multi-purpose Room

March 9-11, 2020

General Room Lottery Numbers Selected
Towers Multi-purpose Room

March 12, 2020

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: 3 p.m.

Current Sophomores: 4 p.m.

Current Freshmen: 6 p.m.

GROUP HOUSING INFORMATION SESSION

Come and ask your questions regarding
all aspects of Group Housing.

January 28, 2020

8 p.m. | Towers Multi-purpose Room

NEED A ROOMMATE?

Come and meet other residents
looking for a roommate!

March 10, 2020

9 p.m. | Towers Multi-purpose Room

We'll see you there!

JOIN US FOR THE 9TH ANNUAL HOUSING INFORMATION FAIR!

Thursday, February 6, 2020 | Hogan Dining Center | 11 a.m. to 2 p.m.

Learn more about:

- Each Living Learning Center
- Updates to housing
- Dining Services
- All aspects of Residence Life

DES PLACES, TOWERS, VICKROY & BROTTIER HALL OPEN HOUSES: Come have questions answered and take a tour!



DES PLACES HALL

February 3, 2020

9 p.m. | Des Places Lobby



TOWERS

February 3, 2020

9 p.m. | Towers MPR



VICKROY HALL

February 3, 2020

9 p.m. | Vickroy Kitchen



BROTTIER HALL

February 3, 2020

8 p.m. | Brottier Lobby

February 11, 2020

11 a.m. | Brottier Lobby

BROTTIER HALL INFORMATION

Am I eligible to select Brottier Apartment?

To select a Brottier apartment, you must meet
the following criteria:

- Must be a current student who will be a junior
or higher for the 2020-2021 academic year.
- Must have a \$0 student account balance.
- Must make a \$300 non-refundable deposit.

How does the Brottier Room Lottery work?

Students wishing to try and select Brottier
Hall for next year will need to submit an
application electronically. The link to complete
this application can be found on Campus Link.
Applications are due on February 13, 2020.
Each student who has submitted an application
and showed proof of a housing deposit by this
deadline will be assigned a random lottery
number. Lottery numbers will be distributed on
via email on February 17, 2020. Roommate(s)
will be able to select a room assignment based
on the better of the lottery numbers.

Rooms can be selected with the following
number of residents:

- Studio Apartment – 1 or 2 residents
- One Bedroom Apartment – 2 or 3 residents
- Two Bedroom Apartment – 4 residents

All Brottier leases will be nine month leases.
These leases run from August 19, 2020 through
May 10, 2021.

How do I select my apartment?

On February 19, 2020, you and your roommate(s)
must come to the Towers MPR beginning at
2 p.m. At this time you will be able to choose
which apartment you would like to live in next
year. You will be able to review all available
spaces and select a specific apartment. Please
be prepared with different options in case your
desired apartment is not available.

What do I do if I can't be there to select my room?

You can designate anyone to serve as your
proxy to select your room in your place. 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 Brottier Room Selection
Proxy Form. These forms will be available on
CampusLink.

Will my Room Award apply if I select a room in Brottier?

Yes. The Room Award will still apply if you
select housing in Brottier.

**This reserves your Brottier Apartment for the
2020-2021 academic year! If you are unable
to select an apartment in Brottier, you will
be able to select your lottery ticket for the
General Room Selection Lottery immediately
following the Brottier Room Selection on
February 19, 2020.**

ASSUMPTION HALL REMINDER

Assumption Hall is reserved for students in the
Duquesne Honors College. Students who are not
members of the Honors College but wish to reside
in Assumption should submit a request to the
Office of Residence Life.

ROOM AWARD REMINDER

If you do not select on-campus or affiliated
housing, you will no longer be eligible for the
On-Campus Room Award.