

HOUSING INFORMATION FOR STUDENTS STUDYING OFF-CAMPUS

In order to assist students in obtaining housing for their return to on-campus housing, we offer the following information in response to frequently asked questions. Only those students who are studying on-campus are permitted to hold housing assignments at The College of Wooster. Therefore, once your acceptance to study off-campus is confirmed, we will not hold a space for you in ANY on-campus housing facility for the semester(s) you are gone.

► STUDENTS WHO WILL BE OFF-CAMPUS FOR FALL SEMESTER ◀

Any student whose name appears on the list of students who plan to study off-campus for fall semester, provided by Off-Campus Studies, are not eligible to participate in the housing selection process that occurs during the spring semester for the next academic year. That means you will not receive a room draw number or participate in any housing selection process. You are not permitted to be on the housing roster for any group housing program. However, if you are planning to return during the spring semester and would like to serve as an alternate for students who are planning to be gone in the spring, you may be listed on a roster if specifically noted as such. If you are not specifically noted as an alternate for spring semester, and your name is on a roster, it will be removed.

All students planning to be gone Fall Semester, **MUST HAVE A COMPLETED HOUSING INTEREST FORM** on file in the Office of Residence Life, included in your Off Campus Study packet. These materials will assist the staff in the Office of Residence Life in your housing placement. We cannot guarantee any specific housing assignment, although we will make every effort to accommodate your request. Spring housing assignments are not confirmed until Winter Break.

IF YOUR OFF-CAMPUS STUDY ACCEPTANCE HAS BEEN CONFIRMED

You are not eligible to participate in the housing selection process and may not be considered as a roommate for any on campus student.

IF YOUR OFF-CAMPUS ACCEPTANCE HAS NOT BEEN CONFIRMED

You may participate in the room selection process. However, you must notify the Office of Residence Life that you wish to participate as soon as possible. If after you have selected an assignment, your name appears on the list of students whose acceptance has been confirmed, provided by Off-Campus Studies, we will remove you from that assignment. That space will be reassigned to another student. Please inform your roommate that once you are removed from the housing assignment another student may likely be assigned to that space. If after this point, your plans change and you decide not to participate in the off campus study program, you must contact the Office of Residence Life immediately to secure housing. You will have to select from the housing space that is available.

► STUDENTS WHO WILL BE OFF-CAMPUS FOR SPRING SEMESTER & BOTH FALL AND SPRING SEMESTER ◀

Students planning to be gone during Spring Semester and plan to return for the next academic year need to designate a proxy who will act on their behalf during the room selection process that occurs throughout the Spring Semester. The Housing Brochure along with all room draw information will be mailed to the proxy. Please be certain that your proxy clearly understands your preferences and will be reliable and available. If at any time your proxy is unable to continue as such, you must designate another student to serve in this role. In order to secure housing of any kind (including special housing options), **YOU MUST HAVE A COMPLETED PROXY CARD ON FILE** in the Office of Residence Life. This INCLUDES students planning to live in a special housing option.

SPECIAL HOUSING OPTIONS

If you wish to apply to any of the special housing options (i.e. Cross-Cultural Connections, Special Accommodations, or Program Houses), you may complete an application before you leave campus. These applications may be due in January and/or February and late applications may prevent you from consideration. You may access the applications online (<http://www.wooster.edu/Student-Life/Residence-Life>) or in The Office of Residence Life.

If you are interested in applying to be an RA you must make arrangements to complete the RA selection process prior to leaving campus. Please contact the Office of Residence Life at reslife@wooster.edu for more information regarding RA selection.

For further information or to schedule an appointment with someone at The Office of Residence Life, please contact Housing Coordinator, Carly Jones at cejones@wooster.edu.