

THE COLLEGE OF  
**WOOSTER**  
*Office of Residence Life*

**Room Selection Process**  
**2012-13**

**Room Selection Numbers:** Students participating in Single or General Room Selection will be sorted into sub-groups based upon their academic year. Room Selection numbers are assigned through a computerized random assignment process within each class year grouping.

**Judicial and Academic Standings:** The judicial and academic standings of students applying for all theme housing options (Language Suites, All Program House Types, & Independent Student Housing Option) will be reviewed.

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January 2012

Dear Resident,

The Residence Life Office is pleased to send out the Fall 2012 Room Selection Packet for your review. A copy is all posted on the Residence Life website should you need it in the future. Hard copies of applications and information will also be available at the Residence Life Office in Slater House as well as at Information Sessions.

Please take time to review the entire packet paying special attention to the timeline so that you can be an active, engaged part of your room selection process. Students who are unable to gain an assignment in one theme housing option will have time to participate in other subsequent processes with General Room Selection concluding on April 11-12, 2012.

If you have any questions regarding the Fall Room Selection Process please utilize one or more of the following methods:

- Read the Room Selection Packet
- Stop by the Information Tables in Lowry, January 30th, February 2nd, and February 3rd.
- Attend your floor meetings for room selection
- Contact your Area Director
- Contact the Residence Life Office at 330-263-2498

Residence Life is continuing to improve the housing options available to students on campus. We will continue to increase our variety of housing option choices, renovate our current housing options, and broaden our life style choices to meet the needs of today's student body. We encourage you to seek out information and know the process in order to facilitate your selection process.

Best wishes for a successful spring semester,



Christie B. Kracker  
Associate Dean of Students

## Room Selection Timeline

Jan. 30, Feb. 2, & 3	<b>Housing Info Tables</b> Lowry Center 11am-1pm	Feb. 27- March 9	<b>Program Housing Interviews</b> Charter and Non-WVN Programs Schedule when you turn in your application
Feb. 2	<b>Independent Student Housing Option</b> Information Session 4:00pm Lowry 119	March 26	<b>Decision Letters for:</b> All Program Houses (Greek, WVN, Charter, and non-WVN) Language Suites Cross Cultural Connections
Feb. 13	<b>Applications Due for:</b> ADA Accommodations Single Room (including needs based/ medical) Medical Accommodations Off Campus Exemption Gender Neutral Housing Option Independent Student Housing Option	March 28	<b>Single Room, Gender Neutral, and Cross Cultural Connections Room Selection</b>
Feb. 17	<b>Decision Letters for:</b> ADA Accommodations Single Room (including needs based/ medical) Medical Accommodations Off Campus Exemptions Gender Neutral Housing Option Independent Student Housing Option	April 4	<b>Housing Placement due for:</b> All Program Houses (Greek, WVN, Charter, and non-WVN)
		<b>April 11-12</b>	<b>General Room Selection</b>
Feb. 20	<b>Applications Due for:</b> All Program Houses (Greek, WVN, Charter, and non-WVN) Language Suites Cross Cultural Connections		
Feb. 25	<b>WVN Program Interviews</b> 8am-5pm Lowry Center (Sign up for an interview time when you turn in your application)		

### NOTICE OF NON-DISCRIMINATION POLICY

The College of Wooster does not discriminate on the basis of age, sex, race, creed, religion, national origin, disability, veteran status, sexual orientation, or political affiliation in the admission of students, or their participation in College educational programs, activities, financial aid or employment

Office of Residence Life \* Culbertson/Slater Complex \* (330) 263-2498  
[www.wooster.edu/en/Student-Life/Residence-Life](http://www.wooster.edu/en/Student-Life/Residence-Life)

## Hall Designations for 2012-13

**Andrews Hall:** Upper-class General Housing

**Armington Hall:** Upper-Class Singles

**Babcock Hall:** Cross Cultural Connections

**Bissman Hall:** First Year Center

**Bornhuetter Hall:** First Year Center

**Compton Hall:** First Year Center

**Douglass Hall:** First Year Center

**Holden Hall:** Upper-class General Housing

**Holden Annex:** Upper-class General Housing

**Gault Manor:** Upper-class General Housing

**Kenarden Lodge:** Upper-class General Housing

**Luce Hall:** Language Programs, Gender Neutral Housing, and Service Programs

**Stevenson Hall:** Upper-Class Singles

**Wagner Hall:** First Year Center

**Program Houses:** WVN, Non-WVN Service Programs, Charter, & Greek Housing

**Henderson Apartments:** Students Studying Off Campus in the 2012-13 academic year

**Hider Apts, East End, Fairlawn, and Howell:** Independent Student Housing Option

## 2011-2012\* Rate Information

**\*Rates for the 2012-2013 academic year have not yet been determined.**

**When 2012-2013 rates are determined, the information will be shared with students.**

### Residence Hall:

\*Double room—\$4,275/year or \$2,137.50/semester

\*Single room—\$5,275/year or \$2,637.50/semester

\*Multiple room—\$4,025/year or \$2,012.50/semester

**Program House—\$4,485/year or \$2,242.50/semester**

### Independent Student Housing Option:

\*Hider Apartments A or B—\$3,285/year or \$1,642.50/semester

\*East End 725—\$3,785/year or \$1,892.50/semester

\*Fairlawn 1015 & 1017—\$3,785/year or \$1,892.50/semester

\*Howell House —\$3,785/year or \$1,892.50/semester

\*Fairlawn 1019, 1021, 1023 & 1025—\$4,035/year or \$2,017.50/semester

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Contact # \_\_\_\_\_

**Residence Hall Selection &  
Theme Preference Form**

Complete the following section that applies to your Fall Room Selection. By completing the Fall Assignment portion of this form, you will be bound to the Housing and Dining Agreement and fees for one academic year (fall and spring semesters) unless the agreement is canceled by the designated dates. Once this form is submitted, any changes need to be completed by the resident in person at the Residence Life Office before May 1, 2012, or in writing thereafter.

**Returning:**

\_\_\_\_\_ I plan to return to the residence halls for 2012-13 academic year. I have read and understand the Residence Life Agreement enclosed in my Housing Selection Brochure or on the Residence Life Website and agree to accept and abide by its terms and conditions. I understand that the Residence Life Office reserves the right to assign a resident to a residence unit other than the one originally or previously assigned, and to assign additional residents to a particular residential unit.

**I will be in residence the following semester (s):**    \_\_\_ Fall    \_\_\_ Spring

Resident Signature \_\_\_\_\_

\_\_\_\_\_ Date

**Not Returning:**

\_\_\_\_\_ I do not plan to return to the residence halls. I understand that to be exempt from the Residential Living Policy I must complete the Off Campus Exception and be granted an exception by the Director of Residence Life prior to General Room Selection. I understand that it is my responsibility to complete the process and if I do not I may be financially responsible for the housing fees. **I will not be returning to the residence halls for the following reason:**

\_\_\_\_\_ Off Campus Exception Granted

\_\_\_\_\_ Transferring/ Withdrawing

\_\_\_\_\_ Studying Abroad

**Proxy Information:**

I give (print name) \_\_\_\_\_ permission to act as my proxy for Fall Room Selection. I understand that any decision s/he makes is final. I give up the right to be present during Fall Room Selection.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proxy Signature

\_\_\_\_\_  
Date

**Housing Theme Preferences**

In an effort to best meet student needs, we are having each student complete and submit the Preference Form along with all of their housing application forms. Residence Life understands that students may wish to apply to multiple housing options in the hopes of getting their top preference. Students will list below, in ranked order, their preferences. If we are able to award a student their top preference, they will be removed from all other application processes. If we are unable to award the student's top preference, we would move on to consider their 2nd preference. This process would continue until the student is housed or is invited to the General Room Selection Process. Please follow all instructions below and contact our office with any questions. **Rank your choices for theme and specialty housing that YOU HAVE APPLIED FOR by placing a number on the line next to the options. An application must accompany this form. One (1) is the highest number, indicating your first preference.**

\_\_\_\_\_ Single Room

\_\_\_\_\_ Independent Student Housing Option (ISHO)

\_\_\_\_\_ Off Campus Exemption

\_\_\_\_\_ Cross Cultural Connections (C3)

\_\_\_\_\_ Program House (Charter, Program, Greek, and WVN)

\_\_\_\_\_ Luce Language Suites

## Proposed Roster Form

**This form is to be used for all types of Program House Applications.**

Please type or print using black ink. List the names of the students who are **committed** to and living with this program for the 2012-2013 academic year. Submit your application to the Office of Residence Life located in Slater /Culbertson Complex.

Name of Program: \_\_\_\_\_

Name of Student Coordinator: \_\_\_\_\_

Once you sign this form, you are committing to living in the program and will not receive a room selection number. Students can only be on one program house roster during the selection process. Students must sign their own names to the roster (with the exception of students currently studying abroad). Groups that are found responsible for forging signatures may forfeit the right to live in a program house.

**Please have each individual complete their information on this form.**

Name	Signature	ID Number	Gender	Fall 12	Spring 13
1. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
9. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
11. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
12. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
13. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
14. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
15. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
16. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
17. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
18. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
19. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
20. _____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

As with other special housing options, the College reserves the right to fill vacated spaces if it becomes necessary to do so. Please be advised that programs are expected to maintain full occupancy in their assigned houses or sections. Programs that fall below 80% occupancy may be removed from the house or joined in a house with another program.

# Information for all students returning to COW for the 12-13 academic year

## **Eligibility:**

Only those students who have not yet completed 8 semesters of study and will be on campus for Fall Semester 2012, will be eligible to participate in the Room Selection process. In addition, students who will not be on campus during Fall Semester 2012 may not be considered as a roommate during the room selection process.

## **Campus Housing and Dining Service Agreement:**

All students living in College housing are required to have a copy of the Campus Housing and Dining Service Agreement on file. It outlines the terms under which students live in campus housing and the campus meal plan that is required of all students. A copy of the agreement is included in this packet. **All residents are required to submit the Fall Room Selection Form which binds the student to the Agreement.**

## **Americans with Disabilities Act (ADA) Accommodations**

There is a process for students who believe they have documented medical reasons that REQUIRE housing accommodations in accordance with the Americans with Disabilities Act. If you feel you need special housing accommodations please review the ADA Accommodations Application. Students need to be registered with the Learning Center in order to be considered for an ADA Accommodation.

## **Medical Accommodations & Air Conditioning**

Students who are requesting an accommodation related to a medical need that does not qualify for an ADA accommodation must complete the medical accommodation application. Examples include air conditioning, room proximity to restroom facility, etc.

## **Off-Campus Exemptions**

In addition, there are rare exemptions made to the residential housing requirement for COW students. Students who wish to apply for an exemption please review the Off Campus Exemption Application.

## **Judicial & Academic Standings**

Judicial and academic standings of students applying for all Theme & Lifestyle Housing Options (Program Houses, Independent Student Housing Option & Greeks) will be reviewed.

# Information for students planning on attending single or general room selection

**Proxy Representation:** If for some reason, you are unable to attend Room Selection at your assigned time, you can choose someone to be a proxy for you. This person must be a College of Wooster student and must show up at your assigned time with your Room Selection Form and their own COW ID. Any choices a proxy makes for your housing will be considered an official housing assignment. If your proxy does not show up, you will be housed at the end of room selection.

**Room Occupancy:** You must be able to fill the room that you select. A roommate pair may select a room using the better of the Room Selection lottery numbers. If you show up to Room Selection without a roommate you will be placed in the next available room that has a space in it. If there are no rooms with individual spaces open, then you can select the double room you would like to live in, but the next student without a roommate will be placed with you. **The College reserves the right to fill any housing space which becomes vacant due to changes that occur after the Room Selection process.**

**Changes to Room Assignments:** *The College reserves the right to make alterations to room assignments in order to accommodate all housing needs. Students will be informed if changes must be made to assignments after Room Selection*

# Frequently Asked Questions

**When do I get my lottery number?** Your lottery number will be provided to you in your campus mailbox by the Office of Residence Life. If you lose the number, you may contact the Office of Residence Life in order to get your number again.

**If I don't have a roommate can I go to general room selection?** Yes. When your time comes to choose a room, you will be asked if you have a roommate or not. If you do not, you will be asked which residence hall you desire. The staff member will then see if any other student has selected a room in that hall without a roommate. If so, you will be assigned to that room. If no student without a roommate is assigned to that building, you will be able to pick an available room. It is important to understand that the next student who comes to room selection without a roommate and wants to living in the building you chose will be assigned to the room you selected. Male students are assigned to male vacancies and female students assigned to female vacancies.

**If I want to live in Gault Manor, do I need just one roommate or three?** The majority of the rooms in Gault Manor are double rooms with a connecting, shared bathroom. The rooms connected by a bathroom must occupy the same gender of students, but neighboring rooms on your hallway may be occupied by a different gender. The Office of Residence Life suggests that students arrive at room selection as a group of four (4) to choose two rooms connected by a bathroom. We will use the highest of the four lottery numbers in your group. If you choose to come to selection in a group of two (2), you will be able to select a room following these guidelines. You will be asked by the staff if you are a group of 2 or 4 selecting a room in Gault Manor. If you state that you are a group of 2, the staff will see if any other group of 2 students (of the same gender) have selected a room in the building. If so, you will be assigned to the room that is connected the other room previously selected by another group of 2 students. If not, you will then be able to select the room in which you are interested, knowing that the next group of two (of the same gender) that selects Gault Manor will be assigned to the connecting room.

**What is a housing waitlist? Will there be one this year?** A housing waitlist is created by the Office of Residence Life when the number of students going through room selection, in addition to the number of anticipated first year students, places us very close to the maximum number of students our facilities can hold. We create this list for several purposes. One purpose is for our office to best utilize the individual bed spaces and rooms that are remaining vacant. The waitlist is used in conjunction with a given student's housing preferences, and we match that information with our available spaces. The waitlist is organized in order of the student lottery numbers and then the rank ordered preferences that students provide us on a Housing Waitlist Form. It is possible that a waitlist for housing will be created this year. The Office of Residence Life will make that determination as we see the number of students who are returning for next year and selecting housing.



## **Special Housing Accommodation and Needs Based Single Room Information**

**Applications due – February 13  
Decisions announced– February 17th**

The College of Wooster’s Office of Residence Life views the opportunity for students to learn to live on their own as an invaluable part of the college experience. The College is a residential campus which provides on-campus housing to enhance intellectual, social and cultural development through the experience of living with other individuals who bring a variety of social and cultural backgrounds to the community.

When a student feels that she or he needs special consideration for housing accommodations, the Office of Residence Life offers three venues: the ADA Housing Accommodation Application, Medical Accommodations, and the Single Room Application. If students feel that they require housing accommodations due to ADA needs please use the ADA Accommodations Application. Students with medical needs that do not fall under ADA requirements may also apply for housing accommodations through the Medical Accommodations Application. When the College is able to accommodate requests due to availability it may do so with no ongoing commitment to the student for future semesters. All accommodations may be altered due to availability constraints.

Please note that requests for single rooms based a student’s desire to have a “quiet, undisturbed place to study” will be considered only in unusual circumstances. By virtue of the shared facilities, resources, and number of people living in the residence halls, a single room does not provide any appreciable degree of quiet, distraction-free environment beyond that of a standard double.

Students are required to apply each year for a Single Room as assignments do not carry forth from year to year. All requests are reviewed and prioritized according to severity of need. Every effort will be made to meet the student’s needs; however, the number of requests may outnumber the availability of space allocations. If a request cannot be granted immediately the student will be placed on the Single Room Wait List for consideration as openings occur.

To aide in the decision regarding requests, students should submit all supporting documentation of any special circumstances they may be experiencing. An example of supporting documentation is:

Medical documentation of a condition that is the basis of the request. This documentation should be at least a page in length from the primary care provider describing the condition, health or mental health situation, length of treatment, types of on-going treatment the student is pursuing as well as rationale for why a single would be an appropriate accommodation.

Applications will be evaluated upon severity of need, availability of space, and date of application. For additional questions, please contact the Office of Residence Life at 330-263-2498.

The Office of Residence Life will place students who are granted single room accommodations before we start the general housing process.

THE COLLEGE OF  
**WOOSTER**

**Americans with Disabilities Act  
Applications due – February 13  
Decisions announced—February 17th**

- ◆ Students requesting housing accommodations due to ADA requirements should complete this application and submit it to the Office of Residence Life at the College of Wooster.
- ◆ Students applying for an ADA Housing Accommodation must be registered with The College's student ADA Coordinator, Amber Larson, as a student with a disability in order to be considered for special housing accommodations.
- ◆ The Office of Residence Life will work with students who are granted ADA Housing accommodations to provide an assignment that best meets their needs.
- ◆ Students who have been previously awarded an accommodation in the past, must submit either a Single Room Application, Medical Accommodation, or ADA Housing Accommodation application for the next academic year.

**In order to apply for an ADA Housing accommodation, please complete the following information.**

Full Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Email address: \_\_\_\_\_ Student ID: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Gender: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Building Preference (final decision will be based on availability/need): \_\_\_\_\_

Please indicate housing options/ themes you are interested in:

- |   |  |
|---|--|
| <input type="checkbox"/> Greek Housing              | <input type="checkbox"/> Independent Student Housing |
| <input type="checkbox"/> Cross Cultural Connections | <input type="checkbox"/> First-Year Center           |
| <input type="checkbox"/> Program Houses             | <input type="checkbox"/> Language Suite              |

Please indicate your room preference:

- Single Room  
 Double Room

**Please Note:**

**In addition to the above information, please submit a letter outlining your housing accommodation needs from Amber Larson, The College's student ADA Coordinator, to the Office of Residence Life as an attachment to this application. If you are not currently registered as an ADA student with the college; please complete the document on this website (<http://wooster.edu/Academics/Student-Academic-Support-Centers/Students-with-Disabilities>) submit to Amber Larson.**

**For Office Use Only:**

Received by : \_\_\_\_\_ Date: \_\_\_\_\_ Application Complete: yes no

Assignment: \_\_\_\_\_



Medical Accommodation Application
Applications Due—February 13
Decisions announced—February 17

Full Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Email address: \_\_\_\_\_ Student ID: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Gender: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Building Preference (final decision will be based on availability/need):



Understand that accommodations may require a student to reside in a facility that meets their need, however, we will take into consideration your interest in our various housing options/themes:

- Checkboxes for: Greek Housing, Language Suite, Independent Student Housing, Cross Cultural Connections, First-Year Center, Program Houses

Students seeking a single room accommodation must either qualify under ADA guidelines for an accommodation or apply for a single room through the Housing Process held during the spring of each year. If you meet the ADA guidelines, please contact Amber Larson, the College’s student ADA Coordinator, to complete the appropriate documentation.

In addition to this application, you must submit the following information:

- A. A written statement from the student explaining the basis for the request.
B. Supporting Documentation of a medical or mental health basis of the request as outlined above from a primary health care provider. Medical documentation of a condition that is the basis of the request. This documentation should be at least a page in length from the primary care provider describing the condition, health or mental health situation, length of treatment, types of on-going treatment the student is pursuing as well as rationale for why this requested accommodation would be appropriate.

“I agree to allow the necessary College of Wooster staff to review my documentation in order for my medical accommodation request to be evaluated.”

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Single Room Application  
Applications Due—February 13  
Decisions Announced for Needs Based Singles—February 17  
Decisions Announced for General Singles—February 17

In order to apply for a single room, please complete the following information. If the request is of a medical need, please fill out the Medical Accommodation Application. Designed single rooms in a residence hall cost more than a residence hall double room. The scholarship/aid benefit will be applied to an eligible student’s account only from the period of the initial housing selection of a single room through the end of the first week of classes.

Full Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Email address: \_\_\_\_\_ Student ID: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Gender: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Please indicate housing options/ themes you are interested in:

- General Room Selection                       Cross Cultural Connections
- Luce Language Program

Building Preference (final decision will be based on availability/need):

\_\_\_\_\_

**In addition to this application, you must submit the following information:**

A. A Room Selection Form and Preference Form

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>For Office Use Only:</b> Received by : _____ Date: _____ Application Complete: yes no Assignment: _____</p>
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## Off Campus Exemption Information

**Applications Due—February 13**  
**Decisions Announced— February 17**

The College of Wooster is a residential campus. All students must live on campus, however a limited number of exemptions are made for students requesting to live off campus. Approval for an off campus living exemption is limited to...

- Students who would prefer to live at home with a legal parent or guardian within the local community
- Students who have a medical condition requiring off campus living facilities
- Students who are non-traditionally aged and are living with a spouse or children in the local community

A student given permission to live off campus is responsible for making her/his own housing arrangements. The College does not accept responsibility for the student's choice of residence or arrangements made with the landlord. A Landlord Agreement will be sent to all students whose applications for exemption have been approved. This agreement should be completed and returned as soon as possible, **but no later than the first day of classes in the semester for which the permission was granted. Incomplete paperwork may result in administrative fees.**

### **Please carefully review the following information:**

- Students may be given permission to live off campus for one semester up to the entire length of their college career. When applying for exemption, we now offer you the choice to indicate how many academic semesters you hope to be exempted from housing. Understand that if you are exempted from housing for multiple years, you will not be required to re-submit a complete application.
- The College expects all students, whether living on or off campus, to abide by the College Code of Social Responsibility. A student, who is given permission to live off campus in the greater community, should understand that she/he subjects herself/himself to the standards of conduct expected by that community and to the civil authorities.
- **Students receiving financial aid whose Off Campus Living Exemption Application has been approved may have their aid reduced. The student's signature on the application indicates that they have discussed the implications of this housing request on her/his aid package.**
- Students with permission to live off campus must provide an off campus address and telephone number.
- Room and Board Fees will be charged until all documentation (i.e. Application and Landlord Agreement) has been submitted, and the request has been approved. Applications submitted after the application deadline run the risk of not being approved.
- If you hold an F-1 visa you are required to report your current residential address directly to the Office of International Student Affairs in order to maintain lawful presence as an F-1 visa holder.
- **You must submit a Theme & Specialty Housing Preference Form if you apply for exemption.**

**Off Campus Exemption**

<b>Office use only:</b>		
<input type="checkbox"/> Application Complete	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<input type="checkbox"/> Landlord agreement received		
Notification Sent to:	<input type="checkbox"/> Student	<input type="checkbox"/> Business Office
	<input type="checkbox"/> Dining	<input type="checkbox"/> Financial Aid

Full Name: \_\_\_\_\_ Class Year: 20\_\_

Email address: \_\_\_\_\_ Contact #: \_\_\_\_\_

Gender: \_\_\_\_\_ Campus Box: \_\_\_\_\_

If I am approved for off campus exemption, I would like to keep my meal plan:  Yes  No

**Application Period**—Please circle which academic semester (s) for which you are applying for exemption:

FA2012 SP2013      FA2013 SP2014      FA2014 SP2015      FA2015 SP2016

1. In a typed narrative please explain why are you requesting permission for an off campus living exemption. Please provide documentation of marriage or children/ financial burdens/ or medical needs.

Please check here and proceed to Question #3 if you **do not** have an F-1 visa and plan to live at home with a parent/guardian or spouse.

2. Are you an F-1 visa holder?  Yes (read and sign the 2a.)  No

2a. **I have discussed this application with the Office of International Student Affairs, and understand that it is my responsibility to report my current residential address directly to that office, in order to maintain lawful presence as an F-1 visa holder.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

3. Please list the address in which you plan to live (if it is known), then check with whom you plan to live. Have your parent/guardian sign below verifying that you are residing with them at your permanent address.

ADDRESS: \_\_\_\_\_

Parent/Guardian       Spouse       Other \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

4. Do you have financial aid?  Yes (read and sign 4a.)  No

4a. **I have discussed this application with a Financial Aid Officer and understand that if I receive financial aid, my package will be refigured if I live off campus. This may result in a reduction of my aid award.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Off Campus Exception Landlord Agreement

All information must be completed (including Off Campus address, phone number and signature of Landlord and address) before room and board charges will be reduced. This form is due to the Office of Residence Life as soon as possible, but no later than the first day of classes in the semester for which the permission was granted.

### STUDENT MUST COMPLETE:

NAME (Please Print) \_\_\_\_\_

I accept permission to live off campus for the 2012-13 academic year and hereby agree to the following:

1. I understand that I am responsible for making my own arrangements for housing. The College does not accept responsibility for my choice of residence stated in this Agreement.
2. The College expects all students, whether living on or off campus, to conduct themselves in ways which are consistent with College policy and the College Code of Social Responsibility. Violations of the Code on or off campus, may result in the College revoking my right to live off campus immediately. If this occurs, I acknowledge that I will be expected to move back into campus residential facilities as directed by the Office of Residence Life.
3. In choosing the independent status of living off campus in the greater community, I understand that I also subject myself directly to the standards of conduct expected by the community and the expectations of the landlord and the civil authorities. Multiple complaints by neighbors of my off campus residence, citations by any local law enforcement agency to me or my guest (s), or reports of large, illegal parties at my off campus residence may also result in immediate revocation of my right to live off campus.
4. I recognize that it is important for the College to have on file in the Dean of Students' Office a current off campus housing address for me. I, therefore, agree to notify the Office of Residence Life of any changes in my off campus address by completing and returning a new agreement. I understand that financial aid based on campus costs, and the lower unit fee will require a downward adjustment in financial aid allocations.

Generally, this Agreement will be in effect for the remainder of my collegiate career unless otherwise indicated by the Residence Life Office. It may be reviewed and terminated, however, at any time by mutual agreement between the college and me, or the landlord and me. The appropriate College officials may terminate this agreement if an extraordinary number of vacancies occur in campus housing, or if it appears to be in the best interest of those involved to terminate, or for violation of any of the above terms.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Off Campus Address \_\_\_\_\_ Phone \_\_\_\_\_

Names of all other students who will occupy this address \_\_\_\_\_

### \*LANDLORD MUST COMPLETE:

NAME (Please Print) \_\_\_\_\_

I understand and agree that in conformity with Wooster's policies of non-discrimination, I will not refuse to rent to any student, faculty, or personnel of The College of Wooster because of race, creed, sex, or national origin.

Signature of Landlord/Parent/ Guardian \_\_\_\_\_

Address of Landlord/Parent/ Guardian \_\_\_\_\_

Telephone Number of Landlord/Parent/ Guardian \_\_\_\_\_ Date \_\_\_\_\_

*\*Students residing with their parent/guardian must have their parent/guardian complete the landlord portion of this form.*



Independent Student Housing Option (ISHO) Application
Applications Due—February 13
Decisions Announced—February 17

In order to apply for the ISHO, each student must complete the following information.

Full Name: \_\_\_\_\_ Class Year: \_\_\_\_\_
Email address: \_\_\_\_\_ Student ID: \_\_\_\_\_
Contact Number: \_\_\_\_\_ Gender: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Full Name: \_\_\_\_\_ Class Year: \_\_\_\_\_
Email address: \_\_\_\_\_ Student ID: \_\_\_\_\_
Contact Number: \_\_\_\_\_ Gender: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Full Name: \_\_\_\_\_ Class Year: \_\_\_\_\_
Email address: \_\_\_\_\_ Student ID: \_\_\_\_\_
Contact Number: \_\_\_\_\_ Gender: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Independent Student Housing Option is for senior students only. Students interested in applying for the ISHO should read and understand the draft of the Terms and Conditions on the following three pages. In order to apply students must have a Fall 11 semester minimum GPA of 2.0 and minimum cumulative GPA of 2.5. The judicial standing of all applicants will be reviewed. A maximum number of three students can be housed in each apartment (5 students in Howell House). Students must apply in a group of three (5 for Howell House) - applications of under three will not be considered. Students who are awarded an apartment unit will then complete and sign a Lease Agreement with the College.

Applicants must complete the ISHO Preference Form as well as the Residence Hall Selection and Theme Housing Preference Form and submit it along with this page of the application.

For Office Use Only:
Received by : \_\_\_\_\_ Date: \_\_\_\_\_ Application Complete: yes no
Assignment: \_\_\_\_\_

## Independent Student Housing Option Terms and Conditions

### **Late Payment and Dishonored Checks**

In the event that a Student Tenant's rent installment is not paid by the designated semester payment (**August 10, 2012 for semester I**) and (**January 10, 2013 for semester II**) deadline, the Student Tenant agrees to pay a late charge of 1% for that installment, plus \$5.00 for each additional day that the installment remains unpaid, until payment is received by Landlord. The Student Tenant further agrees to pay a charge of \$25.00 for each dishonored bank check, plus all applicable late fees, which will apply until payment in full of the installment and all applicable fees is received by Landlord. Student Tenant further agrees to pay all installments by certified funds after a check has been dishonored.

**Multiple Occupancy.** It is expressly understood that all Student Tenants who have signed this document are jointly and severally liable to Landlord for any damages or unpaid utilities, and that each individual Student Tenant shall be fully liable for timely payment of his/her rent installments and for full performance of all other provisions of this Agreement.

**Security Deposit.** Each Student Tenant's "Enrollment and Security Deposit" previously paid to The College of Wooster will be used in lieu of an additional security deposit

**Utilities.** Landlord shall pay all charges for water. Student Tenants will be expected to make reasonable efforts to conserve energy and minimize use of these

### **Utilities (cont.)**

utilities whenever possible (i.e., turn off lights and appliances when not being used, keep windows closed when furnace is operating, etc.). Student Tenants shall pay all charges for internet and cable television access/services, as well as any other utility service used (excluding those assumed by the Landlord above), which service was rendered or supplied to or in connection with the Premises during the term of this lease.

**Use and Occupancy.** The Premises should not be occupied by any more than three Student Tenants. The Premises shall be used only for residential purposes, and only by the undersigned Student Tenant or an assignee who has been properly approved by the Landlord. No trade, business or occupation shall be carried on at the Premises. Student Tenant further agrees to comply with all municipal, state and federal statutes, ordinances and requirements now in force, or which may hereafter be in force, pertaining to the use of the Premises, and also agrees that the Premises shall be used and occupied in a safe, careful and proper manner, and not in any unusual or illegal manner which disturbs or annoys joint tenants or the neighborhood. The use of the Premises for any purpose which, in Landlord's judgment, will cause damage to the Premises or will injure the reputation of The College of Wooster shall be considered Default of this Agreement, and shall entitle Landlord to evict Student Tenant and/or possession of the Premises.

**Subletting and Assignment.** It is agreed that the Student Tenant shall not assign

this Agreement, nor sublet any portion of the Premises without prior written consent of the Landlord. However, if Landlord consents to subletting the Premises, Student Tenant hereby acknowledges Student Tenant's continued obligation for the payment and full performance of all terms, covenants and conditions of this Agreement.

**Care of Premises.** Student Tenant shall maintain the Premises in a neat and clean condition. Student Tenant further agrees not to remove any fixtures, furnishings or appurtenances from the Premises, or to drive any nails or screws into the walls or wood work, or to make any alterations, including interior painting, without the prior written consent of the Landlord. Student Tenant shall promptly remove ice and snow from the sidewalks, steps on and surrounding the Premises. Student Tenant shall not allow unlicensed or junk vehicles, rubbish or unsightly conditions to exist on the Premises. Student Tenant is responsible for the actions of Student Tenant's children and guests. Children shall not be permitted to run and play on stairways, entrances or parking areas in such a manner as to disturb other tenants, damage the Premises or create safety risks to the children or to other persons on the Premises. Landlord will provide exterior ground maintenance, including lawn mowing and trimming.

## **Independent Student Housing Option Terms and Conditions**

**Indemnification.** Student Tenant shall indemnify Landlord against all liabilities, damages and other expenses, including reasonable attorneys' fees, which may be imposed upon, incurred by, or asserted against Landlord by reason of (a) any failure on the part of Student Tenant to perform or comply with any covenant required to be performed or complied with by Student Tenant under this Agreement; or (b) any damages or injury to Student Tenant or any other person or loss of or damage to property sustained or occurring on the Premises on account of or based upon the act, omission, fault, negligence or misconduct of any person other than Landlord.

**Insurance.** Student Tenant understands and agrees that it shall be the Student Tenant's obligation to insure Student's personal property.

**Pets.** Student Tenant shall not harbor any animals on the Premises, including pets or animals belonging to any guests, without the prior written consent of Landlord. Student Tenant shall bear the cost of all damage to the property caused by any animal allowed on the Premises. Student Tenant shall also be responsible for a mandatory cleaning fee upon termination of the Agreement if the Landlord reasonably concludes that Student Tenant has harbored an animal with or without prior written consent.

**Water Filled Furniture.** No water-filled furniture shall be brought or kept on the premises.

**Maintenance.** Landlord shall be responsible for the maintenance and major repairs

of the buildings on the Premises including the heating, plumbing and electrical systems, and the roof and structural parts, except for damages caused by Student Tenant. Student Tenant shall be liable for any maintenance and repairs caused by the negligence of Student Tenant or Student Tenant's guests, and for all minor repairs to the Premises. For purposes of this Agreement, a repair shall be deemed to be minor if its cost is less than \$100. Student Tenant agrees, before undertaking repairs, to contact Landlord, or such service providers as Landlord shall designate to make repairs.

**Landlord's Right of Inspection.** Landlord shall have the right to enter the Premises at reasonable times (during Health and Safety Inspections twice a semester) in order to inspect the Premises, make ordinary, necessary or agreed repairs, decorations, alterations, or improvements, or to exhibit the Premises to prospective or actual purchasers, mortgagees, tenants, workers or contractors. Except in the case of emergency, or if it is impractical to do so, Landlord shall give 24 hours notice of its intent to enter the Premises.

**Damage or Destruction.** In case of damage or destruction, reconstruction shall be at the option of the Landlord. If Landlord determines that less than 20% of the premises have been destroyed or damaged, or that any necessary repairs can be made within 30 days, this agreement shall continue in full force and effect. If Landlord

**Damage or Destruction (cont).**

elects not to reconstruct, or if Landlord determines that necessary repairs cannot be

completed within 30 days, then this agreement shall be terminated. Student Tenant agrees to pay for all damages or destruction to the Premises caused by Student Tenant or Student Tenant's invitees or guests.

**Smoke Detectors and Fire**

**Extinguishers.** Student Tenant acknowledges that all smoke detectors upon the Premises have had new batteries installed at the beginning of this Agreement. Should any replacement of batteries become necessary during the Term of this Agreement, Landlord agrees to do so immediately upon notification by Student Tenant. The Student Tenant agrees to notify Landlord should any maintenance to the smoke detectors become necessary. The Student Tenant agrees to assume all liability for harm due to failure to report needed maintenance, or if Student Tenant or any of the Student Tenant's guests or invitees, tampers with smoke detectors in any way. Student Tenant agrees to pay a charge of \$25 per smoke detector if smoke detectors are found without batteries or have been removed. Student Tenant agrees to pay a charge of \$50 when a fire extinguisher has been discharged or has had a seal broken without the presence of fire. Further, Student Tenant agrees that any tampering with the smoke detectors or fire extinguishers may be considered a material breach of this Agreement.

## Independent Student Housing Option Terms and Conditions

**Default.** If either the Rent or any utility bills incurred by the Student Tenant shall at any time be in arrears or unpaid, or if the Student Tenant should violate or fail to observe any of the terms, conditions, rules and regulations set forth and referred to in this Agreement, or if the Premises are used in a manner objectionable to the Landlord, Landlord shall be entitled to the possession of the Premises, and any possession of the Student Tenant thereafter shall be as a trespasser. Landlord may hold an individual Student Tenant liable for any of his or her Rent unpaid under this Agreement. Landlord may hold Student Tenants liable, jointly and severally, for any damages caused to the Premises by the Student Tenants, and for any unpaid utilities other than water.

**Cleaning.** As consideration of this Agreement, the Landlord agrees to have all carpets cleaned by Custodial Staff at the termination of this Agreement. Should the property require cleaning beyond the regular scope of work a Cleaning Fee may be applied to Student Tenants' College account.

**Waiver.** No failure of Landlord to enforce any of the provisions set forth in this Agreement shall be deemed a waiver of that provision or of any other provisions of this Agreement, nor shall acceptance of a partial lease installment be deemed a waiver of Landlord's right to the full amount thereof.

**Severability.** Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective

**Severability(cont).** and valid under Ohio law. If any provision of this Agreement shall be found invalid under Ohio law, such provision shall be ineffective only to the extent of such invalidity. The remainder of this Agreement shall continue in full force and effect.

**Entire Agreement.** The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by all parties hereto.

**Vacating Premises.** Upon vacating the Premises, Student Tenant or Student Tenant's representative agrees to deliver the keys to the Landlord, or designated agent at The College of Wooster service building located at 580 E. Wayne Ave., Wooster, Ohio, or to the Director of Residence Life in Culbertson/ Slater Complex located at 602 E. Wayne Ave., and to leave the Premises clean and in the same condition, with all of its contents in tact, natural wear and tear accepted, as upon the Student Tenant's entry on the same. Any damage, expense of cleaning or unpaid Rent will be deducted from the security deposit, and the balance charged to the Student Tenant.

**Lead Paint.** Housing built before 1978 may contain lead based paint. Lead from paint, paint chips and dust can cause health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, owners are required to disclose the presence of lead based paint hazards in the dwelling, and renters must receive a federally approved pamphlet on lead poisoning prevention.

**Lead Paint(cont).** By signing this lease, the Student Tenant acknowledges that Landlord has provided the required lead based paint disclosures.

The Student Tenants understand that they are bound both by the contents of this Residential Rental Agreement as well as the Residence Life and Hospitality Services Agreement and that the more stringent of the two shall supersede in all matters.

The covenants, conditions and agreements made and entered into by the parties hereto are declared binding upon their respective heirs, successors, representatives and assigns.

## Independent Student Housing Option (ISHO) Preference Form

Students applying for ISHO must submit this preference form along with the first page of the ISHO application. If all applicants in the group meet the requirements listed, groups will be placed according to preferences and room selection numbers. We will use the highest lottery number of the three students in each group.

**Rank your choices for ISHO by placing a number on the line next to the options you agree to lease if your application is awarded. An application must accompany this form. One (1) is the highest number, indicating your first preference.**

- \_\_\_\_\_ Fairlawn Unit 1015
- \_\_\_\_\_ Fairlawn Unit 1017
- \_\_\_\_\_ Fairlawn Unit 1019
- \_\_\_\_\_ Fairlawn Unit 1021
- \_\_\_\_\_ Fairlawn Unit 1023
- \_\_\_\_\_ East End 723
- \_\_\_\_\_ East End 725
- \_\_\_\_\_ Hider A
- \_\_\_\_\_ Hider B
- \_\_\_\_\_ Howell House (5 people)



**Gender Neutral Housing  
Applications due – February 13**

Gender Neutral housing is an environment where student housing is not restricted to traditional limitations of the gender binary. Students may choose a roommate of any gender, and will not be asked by The Office of Residence Life to identify their own gender during the selection process. Students who do not have a roommate will be assigned a roommate without the consideration of gender. The housing option is open to any students who are committed to the purpose of Gender Neutral Housing and feel it meets their own needs.

Students interested in living in a Gender Neutral Housing option should complete the following application by February 13th, 2012 and return it to the Office of Residence Life. Students who apply for the program will be contacted to attend a mini room selection after the application deadline. Students will be able to choose rooms according to their room selection number similar to general room selection. Singles (if applicable) will be awarded to those who also submit the single room application and then according to room selection number.

**Please submit application with Residence Hall Selection and Theme Preference Form.**

Full Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

Email address: \_\_\_\_\_

Student ID: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Campus Box : \_\_\_\_\_

THE COLLEGE OF  
**WOOSTER**

Greek Housing  
Applications Due—Feb. 20  
Decision and Placement Letter sent— March 26  
Final Room Assignments Due—April 4

The College believes Greek Housing can foster a lifestyle that is supportive for their members in a variety of important ways: personally, educationally, and socially. Moreover, Greek Housing can make positive contributions to the College and local community.

Each group is required to fill the house (s) to which it is assigned. If at any time during the year, occupancy falls below eighty percent of the house occupancy, the group may be required to consolidate/ relocate. **Students who sign any of the special housing program rosters are not eligible for any other program and will not receive a Room Selection number. A Room Selection and Theme Housing Preference form should be submitted for each individual on the Greek group roster.**

Groups interested in the Greek Housing Programs need to complete this application as well as the Proposed Roster Form and submit it to the Residence Life Office. Along with the application, each individual should complete the Residence Hall Selection and Theme Preference Housing form.

If you are interested in learning more about this theme housing program, we invite you to contact:

**Carly Jones, Housing Coordinator, Contact at 330-263-2498**  
**Joe Kirk, Director of Greek Life/ Associate Director of Security and Protective Services, Contact 330-263-2342**

Group Name: \_\_\_\_\_

Student Housing Coordinator for Group: \_\_\_\_\_

Contact Information for Student Housing Coordinator: \_\_\_\_\_

**Greek Housing Application Check List:**

In addition, these items must be submitted before application is considered complete.

- Completed Group Roster (Page 6 of packet)
- Completed Greek Housing Coordinator Contract (Page 23 of packet)
- Completed Residence Hall Selection and Theme Housing Preference Form for each member



## Greek Housing Student Coordinator Contract

As the **student coordinator** of the \_\_\_\_\_ program, I am willing to accept the following responsibilities:

1. Live in the program house where the group resides.
2. Act as a liaison with the Residence Life staff; help the staff organize regular house meetings; communicate routine maintenance problems as well as room changes to the Residence Life staff; and attend all training sessions or special meetings set-up for program houses.
3. Cooperate with Residence Life when filling vacancies in the house.
4. Maintain open communication between Residence Life staff, advisor, and house members.
5. Inform Office of Residence Life of any changes in leadership responsibilities.
6. Inform and work with the advisor to address any problems that may arise in the program or with individual program members.

If the student coordinator is unable to fulfill his or her responsibilities to the satisfaction of the Advisor or Residence Life, then the program will be asked to identify a new Student Coordinator.

\_\_\_\_\_  
Student Coordinator Signature

\_\_\_\_\_  
Student Coordinator Cell Number

\_\_\_\_\_  
Student Coordinator Name (print)

\_\_\_\_\_  
Date

THE COLLEGE OF  
**WOOSTER**

**Luce Language Suites**  
**Applications Due—February 20**  
(to the Office of Residence Life)  
**Decisions Announced—March 26**

**French, German, Spanish, Russian, and Chinese Programs**  
**Description**

The College offers five living learning language programs, which enable students to enhance their educational experience in one of five languages: Chinese, French, German, Spanish, or Russian. The Language programs require members to speak the program language on a regular basis and to be actively involved in the planning and implementation of events such as film festivals, open houses, and meals. Each of the five programs represented is responsible for the selection of program participants. For more information about the Language Programs, contact the faculty members listed below.

**Classical Studies Program Description**

In addition, the College offers a suite for Classical Studies and Ancient Mediterranean Studies. These programs provide students an opportunity to appreciate the cultural achievements of ancient Greece and Rome, their importance in the Western tradition, and their continuing influence on modern culture and thought. The suite engages students in a holistic study of Classical Studies/Ancient Mediterranean Studies and allows students to share a common living unit with other students interested in the field of study. For more information about the Classical Studies Suite, contact the faculty member listed below.

**If you are interested in learning more about this theme housing program, we invite you to contact:**

Rujie Wang, Chinese Department Faculty, Contact at 330-263-2438  
John Lytle, French Department Faculty, Contact at 330-263-2226  
Mareike Herrmann, German Department Faculty, Contact at 330-263-2482  
Brian Cope, Spanish Department Faculty, Contact at 330-263-2203  
Yuri Corrigan, Russian Department Faculty, Contact at 330-263-2217  
Monica Florence, Classical Studies Department Faculty, Contact at 330-263-2252  
Carly Jones, Housing Coordinator of Residence Life, Contact at 330-263-2498

**Please see the next page for the Application Materials.**

## Luce Language Suites Application

Please complete this application and submit it along with your Residence Hall Room Selection/ Theme Preference Form to Carly Jones, Housing Coordinator of Residence Life, by February 20, 2012. Students in the Spanish, French, German, Russian, and Classical Studies Suite also need to sign and submit the pledge on page 26 (Spanish and French)/Page 27 (Classical Studies) with their application. If you would like to apply for a single within the suite, you will need to fill out the single room application and turn it in with this form. Singles will be awarded by the Faculty Coordinator for the Department according to previous involvement and class year.

Full Name: \_\_\_\_\_ Class year: \_\_\_\_\_

Email address: \_\_\_\_\_

Campus Box: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Gender: \_\_\_\_\_

Language Suite you are applying for \_\_\_\_\_

Roommate Preference \_\_\_\_\_

Due to the size and layout of the Luce Suites, it may be that some suites could have a co-ed bathroom. Would this option be acceptable to you (please know that this will not eliminate you from living in a Luce Language Suite– we will just look at other options for housing the suite)?

YES

NO

Luce Language participants are expected to reside in Luce Hall for the entire year. If you are planning to be off campus, please indicate below which semester you will be away.

\_\_\_\_\_ Fall semester \_\_\_\_\_ Spring semester

**On a separate piece of paper, please submit a typed answers to the following questions:**

1. What language courses are you taking this semester? What languages courses have you taken previously (please provide the grades that you earned in those courses)? What language courses do you plan on taking during the upcoming 2012-2013 academic year?
2. Do you plan to study abroad or have you already studied abroad? Where? Which programs? When?
3. What are some other related experiences you have had related to the language and its culture?
4. What do you expect to gain from the living and learning environment in a Luce Language Suite?
5. What skills, interests, and/or abilities do you plan to contribute to the suite?

THE COLLEGE OF  
**WOOSTER**

**French, German, Russian, & Spanish Suite Applicants Only**

\*\*\*\*\*

**PLEDGE**

I understand that EVERY resident of the \_\_\_\_\_ Suite is expected to contribute to the program by:

- **Making a habit of speaking the target language.** What makes the language suite so unique is, above all, the day-to-day use of the target language. Students should always speak in the **target** language while in the public spaces of the \_\_\_\_\_ Suite. Maintaining this language environment requires constant effort and enthusiasm on the part of the residents.
- **Participating actively in the various Language Suite functions.** (i.e. coffee hour, film screenings, etc.). Also, there is a specific requirement for French Suite residents attend to **at least one table française each week**.

I agree to participate in the ways that are outlined above. I recognize that failure to fulfill this commitment may result in my removal from the suite.

SIGNATURE \_\_\_\_\_

\*\*\*\*\*

THE COLLEGE OF  
**WOOSTER**

**Classical Studies Suite Applicants Only**

\*\*\*\*\*

The Classics Suite is a residence program in Luce Hall. The purpose of this program is to facilitate the learning of classical languages and to foster the development of interest in classical studies. Residents are required to take at least one Classics course and one Greek or Latin course during the school year; regular participation in suite programming and activities is also required. If any resident fails to comply with suite policies, he or she will be asked to leave the program. The number of available rooms and specific suite assignment will not be known until later in the housing process. The Classical Studies Suite abides by all College policies as stated in the *Scot's Key*.

If selected for the Classics Suite, I, \_\_\_\_\_, agree to abide by the College policies as stated in the *Scot's Key* and to participate in Classics programs and activities.

\*\*\*\*\*

## **Cross Cultural Connections (C3)**

Applications Due - February 20

Decision Letters - March 26

Program Room Selection - March 28

**Cross-Cultural Connections (C3)** is a co-ed community of students living in Babcock Hall, who have a desire to experience and share a cross-cultural living environment. Those encouraged to apply include students interested in issues related to diversity and global engagement and exploration of different cultures, identity development and the pursuit of social justice.

The purpose of the C3 is to provide a meaningful experience for students interested in broadening their understanding of world issues, culture, and diversity. This concept is strengthened by specialized workshops that C3 participants take together, innovative programming for the whole campus and a deep connection with the Center for Diversity & Global Engagement. Such an environment serves to further enhance the building of an inter-cultural community.

A selection committee will review applications, and new participants will be selected on the basis of their interests and qualifications. All students who wish to reside as a member of C3 must apply; selection will be made on the basis of the application submitted. The selection committee will strive to build a diverse community from students of all class years. The decisions of the committee will be final. A waiting list will be compiled of those students who are qualified but cannot be housed immediately because of space limitations. After the selection committee has completed its process, a room selection will be held on March 28, 2012. Students accepted to the program are expected to reside in Babcock for the entire year.

### **Explanations of the three levels of involvement for the Cross Cultural Connections Living Option**

#### ***C3***

C3 is the majority of students who will reside in Babcock and participate in C3. They will only be **required** to attend **2** C3 events per semester. If they do not meet these requirements, they will be **asked to leave** C3 at the end of the semester or at the end of the year. They only have to answer **SECTION 1** questions on the application question sheet.

#### ***C3 Plus***

C3 Plus is the next level of involvement in C3. These students will participate in workshops together throughout the semesters to develop a deeper knowledge and understanding of issues of identity, social justice, diversity, and global engagement. Workshop topics can include: Intergroup Dialogues on religion, gender, race, sexual orientation and gender identity, ability/disability; social justice theories; identity development theories; multicultural leadership theories. C3 Plus members are **required** to attend at least **2** C3 events per semester, and have a **75% attendance** rate at C3 Workshops each semester. If interested in applying for C3 Plus, you must answer **SECTIONS 1&2** on the application sheet. **C3 Plus members also get PRIORITY HOUSING SELECTIONS in Babcock Hall.**

#### ***C3 Exec Team***

C3 Exec Team is responsible for planning and executing C3's events, both for Babcock residents and campus-wide. They will meet with the C3 Advisor weekly to plan events for each semester. Additional requirements will be discussed in collaboration with C3 Advisor. If interested in applying for C3 Exec Team, you must answer **SECTIONS 1&3** on the application sheet.

If students who are interested in the program will be on campus for only one semester (due to study abroad, graduation in December, etc.), they must submit an application by the Spring 2012 deadline, regardless of the semester in which they are hopeful of residing in Babcock. When turning in an application, please indicate your semester need on the application sheet. C3 Exec Team will also receive **PRIORITY HOUSING SELECTION** in Babcock Hall.

#### **For more information, please contact:**

Joel Pettigrew, Resident Director / Adviser to the C3: Contact at 330-287-3511 or [jpettigrew@wooster.edu](mailto:jpettigrew@wooster.edu)

Carly Jones, Housing Coordinator, Office of Residence Life: Contact at 330-263-2498 or [cejones@wooster.edu](mailto:cejones@wooster.edu)

## Cross-Cultural Connections (C3) Application

Please complete this application and submit it along with your Residence Hall Room Selection Form and Preference Form to Carly Jones, Housing Coordinator of Residence Life, by February 20, 2012.

Full Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Email address: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Gender: \_\_\_\_\_

C3 participants are expected to reside in Babcock Hall for the entire year. If you are planning to be off campus, please indicate below which semester you will be away. \_\_\_\_\_ Fall \_\_\_\_\_ Spring

Reason? \_\_\_\_\_

**Cross-Cultural Connections (C3) will be housed in Babcock Hall.** C3 is changing to a new, three-tiered system of involvement. We hope that everyone engages in our mission and is interested in growing and learning more about social justice, culture and diversity, but C3 offers more opportunities to get involved than ever before!

**All C3 Applicants (regardless of level) MUST fill out SECTION 1 below.**

### SECTION 1

1. Have you previously lived in or participated in a cross-cultural experience (your community, student organization involvement, study abroad, etc.)? If so, please briefly describe the experience and how it played a role in your interactions with others. \*Pre-cross-cultural experience is not required\*
2. What do you expect to gain from the living and learning environment of C3?
3. How do you think C3, the Center for Diversity & Global Engagement, and other diversity/cultural student organizations can work together to promote intercultural engagement on campus?

**If you are interested in applying for C3 PLUS answer questions from SECTION 1 and SECTION 2.**

Remember, C3 Plus members get *PRIORITY HOUSING SELECTION* and get to delve deeper into understanding the complex issues around intercultural communication, social justice and identity development. This is a great opportunity that can add to your résumé and add to your overall experience here at the College of Wooster.

### SECTION 2

1. What topics are you most excited to explore through C3, whether it is through workshops, programming or interactions on the hall?
2. Why are you excited to apply for this further opportunity to engage in cross-cultural learning?

**If you are interested in applying for C3 Exec Team, please answer questions from SECTION 1 and SECTION 3.**

C3 Exec gets to plan all the new exciting programming that addresses major issues on campus and celebrates the many exciting cultures and identity groups present at the College of Wooster. C3 Exec Team will also receive *PRIORITY HOUSING SELECTION*.

### SECTION 3

1. Why are you interested in the C3 leadership team?
2. If you were to develop a program for C3, what would it be and how would you implement it? How would it fulfill C3 mission of broadening the discussion and understanding of diversity and global engagement?

THE COLLEGE OF  
**WOOSTER**

**Program Houses (includes WVN, College Approved, and Charter)**

**Applications Due—February 20**

**WVN Program House Interviews—February 25th**

**Charter & Program House Interview Meetings—Feb. 27– March 2**

**Decisions and House Assignments Announced—March 26**

**Final Room Assignments Due—April 4**

Following a tradition which began in the 1970's, houses will again be made available to groups of students who share a common interest. Programs must include a service aspect, such as volunteering for a local agency (Every Woman's House, Boys Village, etc.) or may be designed to offer programs that will educate the community about a specific topic or issue (health related, environmental efforts, etc.). Occupancy in houses ranges from four to sixteen students. In order to accommodate the maximum number of programs and to utilize space, some larger houses may have two programs assigned to them. It is possible that Luce Hall suites may also be used for volunteer programs.

In addition to your application, all house applicants will participate in an interview. The Program & Charter House applicants will schedule individual interviews with the Assistant Director. WVN House applicants will participate in a group interview process. During this selection process, a committee comprised of WVN staff, Residence Life Staff, & faculty/staff members will evaluate the following:

- ◆ Completeness of application materials
- ◆ Rational/motivation for purpose of house
- ◆ Realistic ability of participants to complete hours/goals as projected
- ◆ Participation of all house members in the group interview/ presentation
- ◆ Knowledge of the agency and expectations demonstrated by house members during the group interview/ presentation
- ◆ Ability of the program to fill a house to capacity and maintain that capacity for the 11-12 year
- ◆ Judicial and academic standings of participants
- ◆ Commitment and clearly stated plan for individual and group reflection and application of relevant knowledge to the experiences gained from volunteer service to the community.

**All committee decisions regarding Program Houses are final. There is no appeal process. Applicants should also be aware that not all houses are in the same condition. Once a program is assigned to a house, all students who signed the roster are committed to living with and participating in the program.** Housing will be limited due to space availability next year so only programs with the ability to maximize a house will be chosen.

**Programs that loose 25% of their community may be relocated or in order to provide housing for all students may loose their designation as a program house.**

If you are interested in learning more about this special housing program, we invite you to contact:

Lauren Dyer, Assistant Director, [ldyer@wooster.edu](mailto:ldyer@wooster.edu), 330-263-2498

Emily Howard, WVN Advisor, [ehoward@wooster.edu](mailto:ehoward@wooster.edu), 330-263-2364

Neveeshini Chandran '15, WN Student Housing Coordinator, [nchandran15@wooster.edu](mailto:nchandran15@wooster.edu)

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## **Charter House Information**

**Please follow Program House Application process on page 28**

**All application materials must be submitted to the Residence Life Office by February 20th, and a meeting with the Residence Life Staff should be scheduled for the week of February 27th. The meetings are to insure that the Residence Life has a full understanding of the programmatic and housing needs of the Charter Programs. The meeting should include both the current and the next year House Coordinators.**

**Dene** — “Dene” comes from a Native American culture and translates into “those who see.” The “Dene” program brings together women of all backgrounds, ethnicity, cultures, and races to challenge prejudices and intolerance and promote inter-racial relations on campus. The women who participate in this program accomplish their mission through educational programming that focuses on issues of diversity and multiculturalism.

**Dream** — In keeping with the philosophies of Dr. Martin Luther King, Jr., the Dream Program brings together men of diverse ethnic, cultural, and racial backgrounds who are committed to studying, evaluating, and acting to improve the realities and concerns related to stereotyping and prejudice.

**Images** — The Images program presents first-year African-American/Black and Third World women with the opportunity to learn from upper-class women methods of managing issues related to making a smooth transition and adjustment to the College, while promoting excellence in academics. Participants in the Images Program also plan and implement educational and social programs on campus to increase awareness on African-American/Black and Third World women’s contributions to history.

**Men of Harambee-** The Men of Harambee is a fraternal organization at The College of Wooster geared toward males of African American descent as well as those from developing nations. The organization helps to promote brotherhood and create lifelong bonds between its members. The organization also strives to help its members create a better awareness of who they are culturally, socially, and politically so that they may spread that knowledge to others through various events held both on and off campus.

**If you are interested in learning more about these organizations, we invite you to contact:**

**Henry Phillips, Men of Harambee, [hphillips14@wooster.edu](mailto:hphillips14@wooster.edu)**

**Carly Jones, Housing Coordinator of Residence Life, [cejones@wooster.edu](mailto:cejones@wooster.edu)**

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## Charter Program Application

All groups interested in the Charter Program need to complete this application and submit it to the Residence Life Office along with your Fall Room Selection Form.

**Group Name:** \_\_\_\_\_

(You will list individual student information on the Roster Form.)

**Student Housing Coordinator for Group:** \_\_\_\_\_

**Contact Information for Student Housing Coordinator:** \_\_\_\_\_

**Mission Statement for Group:**

**Programmatic/ Space Needs:**

**Total number of anticipated members for the fall semester:** \_\_\_\_\_

### Charter Program Application Check List:

In addition, these items must be submitted before application is considered complete.

- Completed Proposed Roster (page 6)
- Completed Individual Room Selection Form /Theme Preference Form for each person on roster
- Student Coordinator Contract
- Advisor Contract

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## Program House Application

All students interested in the Program House process need to complete this application and submit it to the Residence Life Office along with your Fall Room Selection Form. This application is for program houses **not** associated with the Wooster Volunteer Network, i.e. Common Grounds, Gallows, etc. These houses will have an interview with the Assistant Director and Housing Coordinator.

**Group Name:** \_\_\_\_\_

(You will list individual student information on the Roster Form.)

**Student Housing Coordinator for Group:** \_\_\_\_\_

**Contact Information for Student Housing Coordinator:** \_\_\_\_\_

**Mission Statement for Group:**

**Programmatic/ Space Needs:**

**Total number of anticipated members for the fall semester:** \_\_\_\_\_

Along with the Program House Application, submit a typed housing proposal that answers the following questions:

1. What are the main goals and objectives for your group?
2. How will house residency enhance the program?
3. How will the college community benefit from this program?
4. For programs that currently exist on campus, what were your major accomplishments from the 11-12 academic year?
5. Are there any members of your group that will be abroad second semester? If so, how do you plan to fill these spaces?

**Program House Application Check List:**

In addition, these items must be submitted before application is considered complete.

- Completed Proposed Roster (page 6)
- Completed Individual Room Selection Form/Theme Preference Form for each group member
- Student Coordinator Contract
- Advisor Contract

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## Program/Charter House Student Coordinator Contract

As the **student coordinator** of the \_\_\_\_\_ program, I am willing to accept the following responsibilities:

1. Live in the program house where the group resides.
2. Act as a liaison with the Residence Life staff; help the RA organize regular house meetings; communicate routine maintenance problems as well as room changes to the RA; and attend all training sessions or special meetings set-up for program houses.
3. Cooperate with Residence Life when filling vacancies in the house.
4. Maintain open communication between Residence Life staff, advisor, and house members.
5. Actively work with the advisor to recruit and include interested students not living in the house in the program.
6. Work with the advisor to maintain documentation showing progress towards program goals (including documentation of service hours).
7. Inform Office of Residence Life and Advisor of any changes in leadership responsibilities.
8. Inform and work with the advisor to address any problems that may arise in the program or with individual program members.
9. Each student living in the program house will do on-campus volunteering/service/programming, etc. at least two hours a week or eight hours a month. This is **required** and will be reported to the Residence Life Staff liaison to the houses. If not completed, it may result in the removal of the program house or the removal of certain members of the program house.
10. Monthly service sheets will be completed and returned to the Residence Life office by the given deadline with accurate accounts of hours served by each student living in the program house.
11. The Student Coordinator **must** communicate with Residence Life on any problems within the house regarding volunteering .

If the student coordinator is unable to fulfill his or her responsibilities to the satisfaction of the Advisor or Residence Life, then the program will be asked to identify a new Student Coordinator.

\_\_\_\_\_  
Student Coordinator Signature

\_\_\_\_\_  
Student Coordinator Cell Number

\_\_\_\_\_  
Student Coordinator Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Name (print)



## Program & Charter House Advisor Contract

In order to maintain funding and use College facilities and services, every campus organization must submit an Advisor Contract with the names of the group's Student Coordinator and Advisor. If at any time during the semester the Advisor or Student Coordinator change, notify Residence Life immediately.

The following are **required** components of the contract between the Advisor and the program house group.

The **Advisor must**:

1. Serve as a resource person and sounding board for the students involved with the program.
2. Attend program meetings once a semester and explain College policy when relevant to discussion.
3. Maintain contact with Student Coordinator at least once a month.
4. Receive a copy of all official correspondence (including, but not limited to, communication with the group's members and the Office of Residence Life), and all organization meeting agendas and minutes.
5. Veto a group decision when it violates College policy.
6. Assist the group in any dealings with members of the College staff.
7. Stay informed about the activities of the group.
8. Work with Residence Life to address any problems which arise.

The following are **negotiable expectations** that should be discussed between the Advisor and the program. The **Advisor is encouraged** to:

1. Attend group service activities.
2. Anticipate problems and mediate interpersonal conflicts that arise.
3. Be responsible for planning and coordinating workshops that meet the needs of the group.
4. Take an active part in the orderly transition of responsibilities between old and new officers.

We, the undersigned, affirm that we understand and are willing to adhere to the required components of the Advisor-program relationship.

\_\_\_\_\_  
Student Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Coordinator's Name (please print)

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Advisor's Contact

\_\_\_\_\_  
Advisor's Name (please print)

\_\_\_\_\_  
Advisor's Position at College

\_\_\_\_\_  
Date

## WVN Program House Information

Students interested in applying for a Wooster Volunteer Network Program House must submit a full application. NOTE- all items for the WVN program house process will clearly indicate **WVN Program House**. Application materials used for other housing options will not be accepted.

### Check List for the WVN Program House application:

- The WVN Program House Application**
- WVN Program House Advisor Contract**

In order to maintain funding and use College facilities and services, every campus organization must submit an Advisor Contract with the names of the group's Student Coordinator and Advisor.
- WVN Program House Student Coordinator Contract**

This document, provided in this packet, outlines the requirements of the student coordinator. Please read this contract carefully and discuss it with your advisor. The advisor and Student Coordinator will both need to sign this contract.
- The Agency Contract**

This document, provided in this packet, outlines the requirements of both the volunteer agency and the students in the program house. Please read this contract carefully and discuss it with your agency representative. The agency representative and Student Coordinator will both need to sign this contract. The phone number and address for the agency representative are also required.
- The Agency Statement.**

This document is **written by the agency contact**, who should outline his or her role in the program and an understandings of the relationship with this particular group. It should include:

  - Type of service provided by student volunteers
  - Requirements and expectations of the student volunteers
  - Schedule for volunteers
  - Arrangements for supervision and training
  - Communication methods
  - Any additional information specific to this relationship
- Proposed Roster/ Student Agreement** (page 6 of housing brochure)
- Room Selection/ Theme Preference Form for EACH member of your roster**
- The Group Interview**

This interview is to be scheduled upon submission of application materials to the Residence Life Office for **February 25, 2012**. The Group Interview is held in Lowry Center. All members of the proposed Program House should be present and prepared to answer questions regarding the agency, the responsibilities, and the expectations of the house. The Group Interview is approximately 15 minutes in length. The application and interview is evaluated by a Selection Committee comprised of members of Residence Life, WVN, faculty & staff members. **All committee decisions are final and there is no appeal process.**

ALL APPLICATION MATERIALS ARE DUE ON FEBRUARY 20, 2012 (LOCATED IN CULBERSON-SLATER COMPLEX). NO INCOMPLETE APPLICATIONS WILL BE ACCEPTED. GROUPS SHOULD SIGN UP FOR AN INTERVIEW TIME WHEN THEY TURN IN THEIR APPLICATION MATERIALS.



## WVN Program House Application

All groups interested in the WVN Program House process need to complete this application and submit it to the Residence Life Office along with Fall Room Selection and Theme Housing Forms for each member of your group.

**Agency Name:** \_\_\_\_\_

**Student Housing Coordinator for Group:** \_\_\_\_\_

**Contact Information for Student Housing Coordinator:** \_\_\_\_\_

**Mission Statement for Group:**

**Programmatic/ Space Needs:**

**Total number of anticipated members for the fall semester:** \_\_\_\_\_

Along with the WVN Program House Application, submit a typed housing proposal that answers the following questions:

1. Why are you interested in this particular service project?
2. What are the main goals and objectives for your group?
3. Why is having a house necessary to making your service successful?
4. How will the college and the larger community benefit from this program?
5. For programs that currently exist on campus, what were your major accomplishments from the '11-'12 academic year?
6. What do you plan to do for monthly reflection as you work toward your group's goals and objectives this year (Please see reflection materials from Just Deserts Info session)?

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**WVN PROGRAM HOUSE AGENCY CONTRACT**

Following a tradition which began in the 1970's, The College of Wooster will again make houses available to groups of student who commit to a shared community service program. Thank you for considering partnering with a student group to provide this volunteer service opportunity. The Wooster Volunteer Network (WVN) will be in touch with students and agency partners after program applications, interviews, and housing assignments are completed in March. **Please keep a copy of this for your records.**

The following are **required components** of the contract between the agency and the program house. **The agency representative must:**

- ◆ Meet with the student coordinator on a regular basis. (**at least monthly when classes are in session**)
- ◆ Review student volunteer service hours using electronic tracking sheet and confirm with WVN Housing Coordinator. You will be contacted by WVN each semester to check in about student activity.
- ◆ Inform the student coordinator and the Wooster Volunteer Network when problems or issues arise.
- ◆ Explain any agency policies and provide the necessary volunteer training and orientation.
- ◆ Clearly negotiate expectations with the student volunteers by May 1, 2012.
- ◆ Represent the group in any conflicts with members of the agency staff or clients.
- ◆ Inform the student volunteers and WVN of changes in personnel that affect the relationships or activities of the students with the agency.
- ◆ Provide at least **eight hours of volunteer activity per month to each student** member of the program house throughout the course of the 2012-2013 school year.
- ◆ When necessary, inform the group of infractions of agency policy or laws.
- ◆ Assist the group to identify and secure resources for training and reflection on the volunteer experience.
- ◆ Notify the Wooster Volunteer Network should the agency's volunteer coordinator change.

We the undersigned affirm that we understand and are willing to adhere to the required components of the agency-program house relationship as directed by the Wooster Volunteer Network and that we have met with the general membership of \_\_\_\_\_ to discuss the negotiable expectations of the agency with respect to our program house.

\_\_\_\_\_  
Agency Representative (print)

\_\_\_\_\_  
Agency Representative Signature

\_\_\_\_\_  
Agency Email Address

\_\_\_\_\_  
Agency Address

\_\_\_\_\_  
Agency Phone No.

\_\_\_\_\_  
Student Coordinator Signature

\_\_\_\_\_  
Date

- Please check this box if volunteers will require a criminal background check  
(Students should have proof of completed background check to WVN by April 27)

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## WVN Program House Student Coordinator Contract

As the **student coordinator** of the \_\_\_\_\_ program, I am willing to accept the following responsibilities:

1. Live in the program house where the group resides.
2. Act as a liaison with the Residence Life staff; communicate routine maintenance problems as well as room changes to the Residence Life staff; and attend all training sessions or special meetings set-up for program houses.
3. Cooperate with Residence Life when filling vacancies in the house.
4. Maintain open communication between WVN housing coordinator, Residence Life staff, advisor, and house members.
5. Submit an accurate report of each volunteer's service hours by the given deadline. This is **required**. If not completed, it may result in the removal of the program house or the removal of certain members of the program house.
6. Actively work with the advisor to recruit and include interested students not living in the house in the program.
7. Work with the advisor to maintain documentation showing progress towards program goals (including documentation of service hours).
8. Inform WVN, Office of Residence Life and Advisor of any changes in leadership responsibilities.
9. Inform and work with the advisor to address any problems that may arise in the program or with individual program members.
10. Communicate with house members to organize and complete at least one hour of group reflection per month on the learning goals outlined in your program proposal. . Engage with the WVN staff, your advisor, and/or agency contact as appropriate.
11. The Student Coordinator **or his/her representative must attend the house coordinator meeting with WVN at the beginning of the fall semester.. If additional meetings are necessary the coordinator must also attend these.**
12. The Student Coordinator **must** communicate with WVN on any problems within the house regarding volunteering and/or the cooperating agency.

If the student coordinator is unable to fulfill his or her responsibilities to the satisfaction of the Agency, Advisor, WVN or Residence Life, then the program will be asked to identify a new Student Coordinator.

\_\_\_\_\_  
Student Coordinator Signature

\_\_\_\_\_  
Student Coordinator Cell Number

\_\_\_\_\_  
Student Coordinator Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Name (print)

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## WVN Program House Advisor Contract

In order to maintain funding and use College facilities and services, every campus organization must submit an Advisor Contract with the names of the groups' Student Coordinator and Advisor. If at any time during the semester the Advisor or Student Coordinator change, notify Residence Life and the WVN Housing Coordinator immediately. **Please keep a copy of this document for your records.**

The following are **required** components of the contract between the Advisor and the program house group.

The **Advisor must:**

1. Serve as a resource person and sounding board for the students involved with the program.
2. Attend program meetings once a semester and explain College policy when relevant to discussion.
3. Maintain contact with Student Coordinator at least once a month.
4. Receive a copy of all official correspondence (including, but not limited to, communication with the group's members and the Office of Residence Life), and all organization meeting agendas and minutes.
5. Veto a group decision **only** when it violates College policy.
6. Assist the group if requested in the interactions with the College or service agency.
7. Stay informed about the activities of the group.
8. Advisor may need to work with the agency to provide guidance and support for the members of the program.
9. Work with WVN to address any problems which arise.

The following are **negotiable expectations** that should be discussed between the Advisor and the program.

The **Advisor is encouraged** to:

1. Attend group service activities.
2. Attend Orientation and Advisor Round table functions provided by WVN.
3. Contact the program's outside agency once a semester.
4. Anticipate problems and mediate interpersonal conflicts that arise.
5. Assist with planning and coordinating workshops, trainings, or reflection opportunities that meet the needs of the group. This includes supporting their learning goals for the program.
6. Take an active part in the orderly transition of responsibilities between old and new officers.
7. Work with the group to include students not included in the housing arrangement and to recruit new members as appropriate.

We, the undersigned, affirm that we understand and are willing to adhere to the required components of the Advisor-program relationship.

Student Coordinator's Name (please print)	Student Coordinator's Signature	Date
Advisor's Signature	Advisor's Contact Information	
Advisor's Name (please print)	Advisor's Position at College	Date

## **Program House\* Location and Capacity Information**

### **Beall Avenue—North**

Iceman House—8—single gender

Johnson House—9—co-ed

Kate House—13—co-ed

Bryan House—9—co-ed

Reed House—9—co-ed

Kennedy Apartments

A, B, C, & D—4 each—single gender

### **Beall Avenue—South**

Colonial House—10—co-ed

Corner House—10—co-ed

Scot Cottage—16—co-ed

Troyer—11—co-ed

Miller Manor—26—co-ed

Westminster—31—co-ed

### **Stibbs Street**

Avery House—7—co-ed

Weber House—10—co-ed

### **Spink Street**

McDavitt—5—single gender

Morris—4—single gender

Rickett—5—single gender

Schlabach—5—single gender

### **College Avenue**

Calcei House—10—co-ed

Gable House—9—co-ed

Kieffer House—9—co-ed

Lewis House—9—co-ed

Shearer House—9—single gender

Yost House—7—single gender

### **University Street**

Aultz House—7—co-ed

Grosjean House—7—single gender

Hider House—11—co-ed

Stadium House—8—co-ed

### **Independent Senior Housing Option (ISHO)**

East End 723—3—co-ed

East End 725—3—co-ed

Hider A—3—co-ed

Hider B—3—co-ed

Fairlawn 1015—3—co-ed

Fairlawn 1017—3—co-ed

Fairlawn 1019—3—co-ed

Fairlawn 1021—3—co-ed

Fairlawn 1023—3—co-ed

Fairlawn 1025—3—co-ed

Howell—5—co-ed

\*House and Apartment designations are subject to change for the 2012-2013 Academic Year