Instructions for Off-Campus Students Who Wish to Live On-Campus for 2015-2016

This year the Off-Campus Student Lottery will take place on Thursday, June 4th. All currently registered College students living off-campus are invited to reserve a room in College Housing for the upcoming 2015-16 academic year at this time. This Lottery permits you to select your own room, from the spaces that are available. **We guarantee housing on-campus for all College students at any point in time, however, this is your only opportunity to select your room yourself rather than the College Housing office assigning you to a room.**

As you think about where you want to live, know that there is very limited space available. The halls with spaces that are available to reserve in the College Houses are: Broadview, College Houses in International House, Granville-Grossman Residential Commons, New Grad and Stony Island.

Students who reserve in singles/doubles are automatically assigned to the Unlimited Meal Plan, but may change their plan to the Phoenix Meal Plan. Students who reserve in an apartment are automatically assigned to the Apartment Meal Plan, but may change to the Unlimited or Phoenix Meal Plan. For further information on meal plans please go to the UChicago Dining website, [http://dining.uchicago.edu/page/mealplan](http://dining.uchicago.edu/page/mealplan).

When you reserve a room and turn in your housing contract, you are entering into a legal and binding contract for the 2015-16 academic year, and are bound to the Terms and Conditions of Occupancy. Please note that only full-time College students may live in on-campus student housing.

**Off-Campus Lottery Procedures:**

1. **Send an email to the housing office at collegehousing@uchicago.edu requesting to participate in the Off-Campus Lottery.** Be sure to include your first and last name and your student ID number. **Preference will be given to students who request to participate by 12pm noon, on Wednesday, June 3rd.**

2. **By 5:00pm on Wednesday, June 3rd,** we will send an email to each participant’s UChicago email address with their designated time slot for Thursday, June 4th to reserve a room. The time is determined by a random lottery drawing of all off-campus students who have contacted us by the deadline. Students who wish to participate, who did not contact us by the June 3rd deadline, may still participate, but will be added to the end of the queue.

3. **If you cannot come during your time slot, you have to send a proxy to reserve a room for you. If this is the case you have to come in to the College Housing office to complete your housing contract by 5:00pm on Wednesday, June 3rd.** Remember to give your proxy a proxy note that demonstrates in writing that you authorize this person to select a room for you. If your proxy does not have your proxy note, he or she will not be allowed to reserve a room for you. If your proxy show up late or after your time slot has ended, you will be moved to the end of the queue.

4. **On Thursday, June 4th, room reservations will be made according to the posted priority order and time slot.** You will be able to review what rooms are available. If you want to reserve a room, you will be given a housing contract card to complete and turn in. If you show up late or after your time slot has ended, you will be moved to the end of the queue.

5. **Off-campus College students who do not contact us by 12PM, noon on June 4th,** and would like to live in on-campus housing, should pick up a housing application and preference sheet at their convenience. Housing assignments will be made in September, after incoming first year assignments have been completed.

**QUESTIONS or CONCERNS?**

Contact Kathleen Flanagan, Assignments Manager  
(773) 702-7366, collegehousing@uchicago.edu