

Housing Policies and Procedures for Davis Scholars 2004-2005

The following policies and procedures provide the operating guidelines for housing Davis Scholars on campus. For additional information, see the Housing Office website at www.wellesley.edu/Housing.

GENERAL INFORMATION

A. Number of Spaces

Davis Scholars are allotted **38** rooms on campus. Since Davis Scholars are guaranteed single rooms, there is space on campus for 38 Davis Scholars. These spaces are filled through the process outlined in this booklet. Housing is not guaranteed for Davis Scholars, but every effort will be made to accommodate the need each year.

B. Course Load and Number of Semesters in Housing

The number of semesters in residence for which you are eligible depends on the number of units you have completed at the time you enter residence. The basic formula is as follows: subtract the number of units from 32 to determine how many units you need to complete the degree and then divide by 4 to determine the number of semesters you may have in campus housing. If the total number of additional units required to complete the degree is not evenly divisible by 4, you will be allowed an extra semester to complete your degree. All students living on campus must carry a full course load, which means at least 3 units each semester; the normal and expected course load is four units. **You should consult your Class Dean to make sure that you have calculated your possible semesters in residence accurately and also to be sure that you have a reasonable plan for completing your degree requirements within this time frame.**

Students will ordinarily be limited to the number of semesters determined when they enter residence whether or not they continue in residence. That is, if you decide to leave residence, you will still need to make appropriate progress toward your degree just as a traditional-age non-res student would. If you wish to be not only non-res but also part-time, you will need to petition the Academic Review Board, and the Board's approval would depend on your particular circumstances and plan.

C. Housing Options

Davis Scholars who reside on campus have four options for campus housing. Simpson West, Homestead and Cedar Lodge must be filled before Davis Scholars are placed "at large". These options are:

1. Homestead, a 14- student residence reserved for Davis Scholars who require

9-month housing.

2. Cedar Lodge, an 11- student residence reserved for Davis Scholars who REQUIRE 12-month housing. This option is limited to those students who have **no other housing alternative**. Students must declare a need for 12-month housing in order to be eligible for Cedar Lodge. The housing cycle for Cedar Lodge is June 1 – May 31, except when Commencement occurs in June.
2. The 8-student Davis Scholar corridor, located in Simpson West is reserved for Davis Scholars. This building is open 9 months.
4. “At large” in a traditional-age residence hall.

Because space is limited, all Davis Scholars considering their housing options should bear in mind the Wellesley College Honor Code. It is essential that students accurately reflect their actual need for housing.

The “Honor Code rests on the assumption that individual integrity is of fundamental value to each member of the community. Within the philosophy of self-government, the personal honor and responsibility of each individual as she approaches both the regulated and non-regulated areas of academic, social, and residence hall life in the Wellesley community are of central importance.”

D. Priority For Who Will Be Housed On Campus

Priority for who is granted one of the 38 spaces reserved for Davis Scholars is determined in the following way:

First Priority:	Students with medical need
Second Priority:	Students presently living on campus OR students who have previously lived on campus or are returning from a leave of absence (as long as Housing knows at the time of the lottery)
Third Priority	New and readmitted students who live 75 or more miles from campus
Fourth Priority:	Returning students who live locally
Fifth Priority	New and readmitted students who live locally

NOTE: The address that appears on your admission application is used to determine priority in the housing process.

E. Priority for Determining Residence Hall Assignment for Returning Students

Priority for determining student room assignments is also based on the number of units completed by the end of the fall semester.

1. At the time of the housing lottery, you may request to be housed in Cedar Lodge, Homestead, Simpson West, or “at large” in a traditional-age residence hall. If Cedar Lodge, Homestead and Simpson West are filled, your request to be housed “at large” will be honored, if possible.
2. Cedar Lodge is reserved for Davis Scholars with a 12-month housing need. Again, twelve- month need is defined as having no other housing alternative. Summer rent is charged from May 30th through September 4th.
3. Simpson West and Homestead are designated for Davis Scholars who require 9-month housing.

F. Incoming Student Housing Notification

The Housing Office will mail rooming assignments to incoming students in early August. No housing information is given out over the phone. New to Wellesley Davis Scholars Will not have access to their residence halls until orientation.

G. Preferential Rooming

The upcoming Resident Manager in Simpson West is assigned Room #016. The upcoming Resident Manager in Homestead may select the room of her choice. Cedar Lodge has a “contact person” who does not assume the responsibilities of Resident Managers. This person does not receive preferential housing.

Following the year of service Resident Managers will receive a priority number.

H. Room Change Procedure

The initial step in the process of working out a room change is to discuss the situation with your Resident Manager (RM) or Resident Director depending on which is applicable to you. After talking with the appropriate person, if you all agree that a room change is necessary, make an appointment with the Assistant Director of Housing at x2681. She will work with you to find the best possible solution.

If a room change is approved, you must fill out a room change form, which can be picked up from the Assistant Director of Housing (Physical Plant). Your RM/Resident Director and the Assistant Director of Housing must sign the form before you make the actual move. **No room changes should ever occur without going through the proper procedure. Exchange of keys should not occur between parties in the room change; rather, all keys should be returned to the Housing Office and redistributed from there.**

Room changes must be completed within 48 hours of confirmation by the Housing Office, and the appropriate form must be signed.

I. Summer Housing

Summer housing is available in the traditional-age residence halls. Please check the Housing Office website for information on Summer Housing dates and other details.

Students who are interested need to register with the Housing Office. Summer Housing Forms are available by early April, and preference will be given to those students registering by the deadline. Please check the Housing website for exact dates. If requested, Davis Scholars may be housed in Cedar Lodge if space is available. Notification of housing assignments is in early May.

If you are living in Cedar Lodge as of June 1, be sure to use the street address, not “Wellesley College”. This will guarantee speedy delivery of your mail and Saturday delivery. Your mailing address at Cedar Lodge is:

Student Name
672 Washington Street
Wellesley, MA 02181-5743

J. Wintersession

All Wellesley students may reside on campus during Wintersession. However, all students will be charged an administrative fee for Wintersession that is not related to housing fees.

If you are remaining in Cedar Lodge, Simpson West or Homestead for the spring semester, you may remain through the winter break and Wintersession. If you are living on campus in a traditional-age residence hall for spring semester of the academic year, you may remain in residence for Wintersession, but not for winter break. All traditional-age residence halls close for the holiday season; if you live in a traditional-age residence hall, you must move out by 5pm on the day following the last day of exams and may not move back in until the first day of Wintersession. You are responsible for making accommodations for yourself (i.e. staying with family, friends, obtaining a house-sitting job).

If you are graduating in December or going on leave for spring semester, you MUST vacate your room by 5pm, on the day following the last day of exams, regardless of where you live.

The dining halls are closed from the day after exams through the first day of Wintersession. A limited number of dining areas reopen for Wintersession with an additional fee for food.

If you return to the residence halls in January and then go on leave for spring semester, you will be charged a prorated daily room rate for the amount of days that you were in residence.

K. Leave of Absence

If you take a leave of absence, you forfeit your right to return to your previous room. Instead, you must participate in the winter or spring lottery and be housed and roomed according to earned units.

If you are away first semester, you must fill out and return to the Housing Office, by the exact date specified, a “Leave of Absence Preference Sheet.” After the winter lottery, you will be assigned a room according to your preferences and earned units. You will be notified by mail during Wintersession of your housing assignment. No housing information is given out over the phone.

If you are away second semester or for the entire academic year, you must also fill out a “Leave of Absence Preference Sheet” and return to the Housing Office. In addition, you must name a proxy who will pick up, fill out, and return your lottery slip. Your proxy will also choose a room for you on rooming night.

L. Move-Out Dates

Traditional Residence Halls

Fall Semester-By 5pm the day following the last day of exams

Spring Semester-By 5pm Thursday May 20th.

Cedar Lodge, Simpson West and Homestead

Residents of Simpson West and Homestead must vacate their residence halls by 5pm following the last day of exams if they will not be returning for spring semester. At the end of spring semester, you **MUST** move out of Simpson West and Homestead by 5pm on May 20th.

Cedar Lodge remains open 12 months a year. If you are not staying for the summer and/or for the following academic year, you **MUST** move out by 12 noon on the day following Commencement.

The Housing Lottery Process

To be eligible for the housing lottery, students must have a clear account with Student Financial Services.

A. Rooming Night

Rooming night is in late April. The date will be posted on the Housing Office website. Please check individual residence hall conferences and the CE Conference for specific times in the traditional-age residence halls. Check with Resident Managers for times in Cedar Lodge, Simpson West and Homestead, respectively. Rooms at large are assigned by working with the Assistant Director of Housing.

On rooming night, Davis Scholars choose rooms based on the number of units completed, from highest to lowest, except for those students eligible for preferential rooming. **All**

lottery slips must be returned to the Housing Office by 5pm on the specified date in April.

C. Spring Lottery for Davis Scholars

The spring lottery, which takes place in late March, is an opportunity for all eligible students to be housed and roomed for the upcoming year. Lottery numbers are assigned based upon the number of credits completed at the close of the **fall** semester.

***Please note that if a chosen room becomes vacant, the Assistant Director of Housing has the right to fill that space with another student. There will not be another lottery within the building to allow for re-choosing of rooms.

D. Winter Lottery

In December, a list of vacant rooms is posted in the Housing Office (Physical Plant). If you have a single room and wish to **switch** to another single room on campus, you may participate in this lottery. Winter lottery registration forms are available in the Housing Office and on their website in early December.

If you are a first year resident Davis Scholar, you may participate in the winter lottery if you wish to choose one of the other housing options after your first semester at Wellesley.

If you live in a traditional-age residence hall and wish to participate in the winter lottery, you must vacate your room at the end of the fall semester by 5pm the day following the last day of exams. If you live in Cedar Lodge, Simpson West or Homestead and wish to participate in the winter lottery, you must vacate your room at the end of the fall semester by 5pm, the day following the last day of exams. You must also have turned in your keys to the Housing Office and your OneCard to Campus Police by 4:30pm on that day.

***** Please direct any questions to the Housing Office at ext. 2396 or check for information on their website at www.wellesley.edu/Housing.**