Under the Big Top

April 8, 2008
Starting at 4:00PM

John Glenn Gym
As a returning student, you are responsible for arranging your housing accommodations. This newsletter explains your options and the procedure to secure your housing assignment for the 2008-2009 academic year. If you will not be returning to Muskingum College in the Fall 2008 semester, please contact the Registrar’s Office as soon as possible.

Please read the following information and follow the indicated procedures to select your housing for next year. **Students who commute and juniors/seniors who wish to live off-campus are required to apply to live off campus.** All other students will either need to apply to live in specialty housing or participate in Room Draw. All applications are available in the Student Life Office.

**TIMELINES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Off Campus Applications Available</td>
<td>February 22</td>
<td>SLO</td>
</tr>
<tr>
<td>Off Campus Applications Due</td>
<td>March 19 by 5:00 pm</td>
<td>SLO</td>
</tr>
<tr>
<td>Greek Housing Rosters Due</td>
<td>March 17 by 5:00 pm</td>
<td>SLO</td>
</tr>
<tr>
<td><em>Only active members of each chapter are permitted to reside in Greek Housing.</em></td>
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<tr>
<td>Townhouse Applications Available</td>
<td>February 22</td>
<td>SLO</td>
</tr>
<tr>
<td>Townhouse Applications Due</td>
<td>March 19 by 5:00 pm</td>
<td>SLO</td>
</tr>
<tr>
<td>Townhouse Room Draw</td>
<td>March 24 at 5:00pm</td>
<td>TOC</td>
</tr>
<tr>
<td>Squatter Selection Process</td>
<td>March 25/26 6-9:00 pm</td>
<td>Residence Halls</td>
</tr>
<tr>
<td>Lottery Draw</td>
<td>March 24-April 18</td>
<td>SLO</td>
</tr>
<tr>
<td></td>
<td>9:00am-4:00pm, Mon-Fri</td>
<td></td>
</tr>
<tr>
<td>Room Draw</td>
<td>April 8</td>
<td>JGG</td>
</tr>
<tr>
<td>Quads</td>
<td>4:00pm</td>
<td></td>
</tr>
<tr>
<td>Triples</td>
<td>4:00pm</td>
<td></td>
</tr>
<tr>
<td>Singles</td>
<td>4:00pm</td>
<td></td>
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<tr>
<td>Doubles</td>
<td>5:00pm</td>
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</tbody>
</table>

**Dinner for Room Draw...**

will be served from 5:00-7:00 pm in John Glenn Gym

Thomas Dining Hall will be closed. Patton Dining Hall will remain open.

SLO = Student Life Office  
TOC = Top of Center  
JGG = John Glenn Gym
If you are interested in “squatting” your room (signing up for the same room you are currently living in) see page 4 and 5, and follow those procedures. If you squat your room, you do not participate in Room Draw on April 8th. Squatter Selection will be held on March 25/26 in your residence hall lobby.

Floor plans of each building will be posted in the lobby of each residence hall after Spring Break. Look at the floor plans of each building and pick a general area of each building in which you are eligible to live. You and your roommate will need to select a room at Room Draw. Both roommates must be present at Room Draw. If one roommate cannot be there, that resident must select a lottery number and fill out an Authorization To House Form, which can be found in the Student Life Office. If this form is not completed, the roommate present at Room Draw will not be able to select a room. Individuals without a roommate(s) will have to wait until all other groups have chosen their room. During Room Draw, several opportunities will be provided for individuals to match up with other individuals without roommates.

Pick up your lottery ticket at the Student Life Office between March 26 - April 8, 2008. Office hours are 8:00 AM - 5:00 PM. You will be asked to print your name next to the lottery number you have drawn. Your class rank, hours, and/or your start date at the college will determine the range of lottery numbers from which you can choose. The night of Room Draw, rising seniors will select a room first, then rising juniors and then rising sophomores. Any student who is affiliated with a Greek organization will not be able to select a lottery number if their Greek house is not full or if the organization has not submitted a housing list to the Student Life Office by March 17, 2008.

Come to Room Draw on Tuesday, April 8, 2008 at your appropriate scheduled time (see timeline on page 2) with your roommate and several preferred room choices. Lottery numbers will be called for each class and the best number of each group/pair will come forward and select their room from those available. At that time, residents will sign a Housing License and Food Service Plan Agreement. Residents will have a short amount of time to make their selection. Please be prepared with several preferred room choices.

Remember you MUST be at Room Draw to be given a room assignment. If you cannot attend you must fill out an Authorization to House Form and submit it in advance to the Student Life Office.

Come to the Student Life Office after February 26 to pick up an application to live with an International Student. Applications are due back in the Student Life Office by March 23. You are then encouraged to meet with Valerie Smith, Director of International Student Services at x8094 regarding your interest. You will then be able to go through Room Draw and select a room with your lottery number.

Commuters & Off-Campus .....

Students who wish to live off-campus must receive permission from the Housing Coordinator. If you qualify you will need to pick up the application at the Student Life Office beginning February 22, 2008. It is to be completed and returned to the Student Life Office by March 19, 2008 by 5:00 PM.

Qualifications to live Off-Campus are as follows:

1. You must have at least junior status.
2. You must have above a 2.0 GPA.

Should you not meet any of those qualifications, you must meet one of the following:

1. You must be married.
2. You must be older than 25 years old.
3. You must live within a 30 mile radius and plan to live at home with your parents.

Please note: If you sign a Housing License and Food Service Plan Agreement for the 2008-2009 academic year and then choose to move off campus, you will be charged a $350 penalty for breaking your agreement before May 31, 2008. If you move off campus and notify our office after June 1, 2008 you will be charged $500 plus any pro-rated weekly usage fees for breaking your agreement.

Want to live with an International Student next year?
If you currently live in a residence hall room and would like to live in the same room for next year, you have an opportunity to sign up before the night of Room Draw on April 8th. Here is an easy way to select your room without going through the Room Draw process. To see if you are eligible for squatting, please read the following:

**Squatting Conditions and Procedures**

1. Your room must be available for squatting. See the following page for rooms that cannot be squatted. If your room is listed on the following page, you follow regular Room Draw process. Rooms not available for squatting are determined to be specialty housing (i.e. air conditioned spaces, singles, Townhouses, and all Thomas Hall rooms).

2. You must be able to completely fill the occupancy of your room in order to squat it. Doubles must have two people, triples must have three people, quads must have four people.

3. Communicate with your current roommate about his/her intentions to squat the room. If both roommates desire to squat the room, but do not want to live together, a decision must be made regarding who will go through the Room Draw process and who will squat the room. Roommates should contact their RA and/or AC if help is needed with this decision.

4. The squatting period will be March 25/26 from 6-9 pm each night. Residents must report to the lobby of their residence hall and squat their room with their AC. Squatters must bring with them their desired roommate. If roommate is not available, you must have an Authorization to House Form. See page 3 #2. Both individuals will sign their Housing License and Food Service Plan Agreement at that time. Individuals should note the penalties associated with cancellation of contract. See bottom of page 3.

5. Residents who have squatted their room do not need to attend Room Draw on April 8, 2008.
Townhouses, Program Houses, Patton 4th and Patton Leadership floor may NOT be squatted.

**THOMAS HALL**

All rooms in Thomas Hall are reserved for incoming first year students, and therefore not available to be squatted.
### Kelley Hall

**Basement:** Male, Upperclass  
**Ground Floor:** Male  
**First Floor:** Female  
**Second Floor:** Female  
**Third Floor:** Male

**Hall Features**
- Lobby with television & piano
- Vending room and Pool Table
- Microwave in Lobby
- Formal lounge and study rooms
- Dining Hall in building
- Computer room with twelve computers
- Laundry room in building
- Lofts not allowed

**Individual Room Features**
- Built-in dressers, storage cabinets and closets
- S-hook picture rail
- One overhead light
- Four two-plug, two-prong electrical outlets
  (need adaptors for grounded three prong cords)
- Vertical window blinds (color: off-white)
- Third floor rooms are carpeted (Color: Golden Rod)

### Finney Hall

**First Floor:** Female  
**Second Floor:** Male  
**Third Floor:** Co-Ed, single occupancy

**Hall Features**
- Lobby with television & electric piano
- Pool table
- Large recreational lounge
- Vending machines
- Kitchenettes on all floors
- Microwaves on first and second
- Dining Hall across the street in Patton Hall
- Computer room with six computers
- Laundry room in building
- Lofts not allowed

**Individual Room Features**
- Built-in desks, dressers, closets, and beds
- S-hook picture rail and a bulletin board by bed
- One overhead light
- Seven two-plug, two-prong electrical outlets
  (need adaptors for grounded three prong cords)
- Vertical window blinds (color: off-white)

### Moore Hall

**Basement:** Male, Upperclass  
**First Floor:** Male, Upperclass  
**Second Floor:** Male  
**Third Floor:** Male

**Hall Features**
- Lobby with television & piano
- Pool Table and Ping-Pong Table
- Vending room
- Dining Hall across the street in Thomas Hall
- Computer room with six computers
- Laundry room in building

**Individual Room Features**
- S-hook picture rail
- One overhead light
- Four two-plug, two-prong electrical outlets
  (need adaptors for grounded three prong cords)
- Vertical window blinds (color: off-white)

### Memorial Hall

**Ground Floor:** Female, Upperclass  
**First Floor:** Female  
**Second Floor:** Female  
**Third Floor:** Female

**Hall Features**
- Lobby with television & piano
- Pool Table and Ping-Pong Table
- Vending room
- Dining Hall across the street in Thomas Hall
- Computer room with six computers
- Laundry room in Moore Hall
- Lofts not allowed

**Individual Room Features**
- One overhead light
- Four two-plug, two-prong electrical outlets
  (need adaptors for grounded three prong cords)
- Vertical window blinds (color: off-white)
Residence Halls

Thomas Hall

- Ground Floor: Male, Incoming 1st Year Students Only
- First Floor: Female,Incoming 1st Year Students Only
- Second Floor: Male, Incoming 1st Year Students Only
- Third Floor: Female, Incoming 1st Year Students Only

Hall Features
- Lobby with television
- Vending machines
- Pool table
- Microwave at front desk
- Dining Hall in building
- Computer room with six computers
- Laundry room in building
- Lofts not allowed

Individual Room Features
- One overhead light
- Four two-plug, two-prong electrical outlets (need adaptors for grounded three prong cords)
- Vertical window blinds (color: off-white)
- Third floor rooms are carpeted (Color: Burnt Orange)

Patton Independent

- Fourth Floor: Co-Ed, Upperclass

Hall Features
- Lobby on floor
- Vending Room and Pool Table in Kelley Lobby
- Dining Hall
- Computer room in Kelley Lobby
- Laundry facilities in Kelley Hall
- Lofts not allowed

Individual Room Features
- Overhead light
- Three/Four two-plug, two-prong electrical outlets (need adaptors for grounded three prong cords)
- Mini blinds (color: off-white)

Applying for Specialty Housing

Townhouses

Townhouses require applications to be filled out and turned in by the listed deadline. For Townhouse selection, a ranking for each group will be determined and the group with the most points will select their apartment first.

Applications to live in the Townhouses will be available in the Student Life Office on February 22, 2008. Applications will be based upon seniority. Rising Seniors will receive 4 points; rising Juniors 3 points; rising Sophomores or deposited transfer students will receive 2 points. Applications are due no later than March 19, 2008 in the Student Life Office. All residents of each Townhouse must be of the same gender. Each Townhouse must be full (6 residents) to be awarded and there must be a substitute included in the application. Selection for the Townhouses will be Monday, March 24 at 5:00 pm in the TOC.
The occupancy of certain rooms will be changed for 2008-2009. The adjusted occupancy rooms will have a different cost associated with them. Please review the following before selecting to live in an adjusted occupancy room.

### Terms to know

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room</td>
<td>Traditional single occupancy room</td>
</tr>
<tr>
<td>Super single room</td>
<td>Previously designated as a double room, will now only have 1 set of furniture wherever possible, and be designated as single occupancy</td>
</tr>
<tr>
<td>Double room</td>
<td>Traditional double occupancy room</td>
</tr>
<tr>
<td>Super double room</td>
<td>Previously designated as a triple, now designated as a double, wherever possible, only 2 sets of furniture</td>
</tr>
<tr>
<td>Triple room</td>
<td>Rooms that are designated as 3 person occupancy</td>
</tr>
<tr>
<td>Quad room</td>
<td>Rooms that are designated as 4 person occupancy</td>
</tr>
</tbody>
</table>

### Room Type, Semester Rate, Hall Availability

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<thead>
<tr>
<th>Room Type</th>
<th>Semester Rate</th>
<th>Hall Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room</td>
<td>$2,250/semester</td>
<td>All buildings</td>
</tr>
<tr>
<td>Super single room</td>
<td>$3,000/semester</td>
<td>Finney 3, Memorial 3, and Moore 1</td>
</tr>
<tr>
<td>Double room</td>
<td>$1,875/semester</td>
<td>All buildings</td>
</tr>
<tr>
<td>Super double room</td>
<td>$2,250/semester</td>
<td>Kelley Hall</td>
</tr>
<tr>
<td>Triple room</td>
<td>$1,800/semester</td>
<td>Kelley Hall, and Memorial Hall</td>
</tr>
<tr>
<td>Quad room</td>
<td>$1,600/semester</td>
<td>Memorial and Moore Halls</td>
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