Dear Rising Sophomores, Juniors, and Seniors:

Where will you live next year?

The time has come for you to select where you will be living during the next academic year. This e-mail contains crucial information that pertains to campus housing and exemptions, so please read carefully.

This e-mail addresses:

(I.) An overview of how you will pick your new home on campus during the upcoming housing lottery.

(II.) Process for submitting requests for reasonable accommodation under the Americans with Disabilities Act (ADA) as they pertain to your on-campus housing.

(III.) Application process for applying for an exemption to the College’s residence requirement.

I. What You Need to Know about the Upcoming Housing Lottery

1. Before 5:00 PM on February 15, 2016, all students that are traditional day students taking twelve or more hours housing must pay the $200 Spring to Fall Room Hold Assessment or receive approval to live off campus. Please refer to the email with the subject line “College Policy: Requires Action” that outlines the College policy in full detail.

2. The housing lottery is scheduled for March 8, 2016 in the Bailey Room (Smith Hall 2nd floor near the Evening College). The lottery process will start promptly at 6:00 PM for rising Seniors and Juniors and at 7:00 PM for rising Sophomores and will conclude when the students present for the housing lottery pick a room assignment.

3. Based on the current housing needs, rising Juniors and Seniors are permitted to live in the apartments. Rising Juniors and Seniors CANNOT have rising Sophomores live in the apartments.

4. Based on the current housing needs, sophomores WILL NOT be able to live in the apartments. Rising sophomore males are permitted to live on Henry Hall. B) Rising sophomore females are permitted to live on Henry Hall and Turner 3rd floor. The gender designation of the floors in Henry Hall will be shared at the housing lottery.

**Henry 3rd floor is the International Learning Community (coed by suite).**

5. REVIEW the attachments: Housing Lottery Rules and Registration Form and Housing Lottery Proxy Form AND RETURN the Housing Lottery Registration form before 5:00 PM on March 2, 2016.

6. Students will need to sign up as a group of four (4) for the housing lottery. Students that only have three (3) in their groups: A) Lose the option of picking their fourth roommate, B) Form will be placed at the end of the lottery to have a fourth person placed in your room. We strongly encourage you to look for roommates now.

**There ARE NOT any two (2) person apartments available for 2016-2017; students will need to sign up in groups of four (4) for the housing lottery.**

**Single rooms (double-occupancy rooms rented as a single) are NOT available during the fall semester, but may become available during the Spring of 2017.**
** If you do not have a roommate(s), you will be required to stay until the end of the housing lottery process to be placed in an open space.

7. If you cannot attend the housing lottery, complete the attached Housing Lottery Proxy Form (form that designates a friend to pick your housing for next year) and turn it in before 5:00 PM on March 2, 2016.

8. The Board of Trustees will be voting on the 2016/2017 student fees to include room, board, etc. in April of 2016.

9. Students suspected to have manipulated the housing lottery process, misrepresented themselves or other students, and/or any other negative action that may adversely affect the housing lottery process may be subject to a hearing by the Honor Council or Social Council (depending on the violation).

II. Requests for Reasonable Accommodation under the ADA

If you have a mental/physical need that requires a specific housing location, you MUST submit a written request to Vernon J. James by before 5:00 PM on March 2, 2016. Please send requests via e-mail to vjames@lagrange.edu. Requests made under the American with Disabilities Act should include doctor’s verification of condition. If your request is approved, you will be notified of your room assignment via e-mail. If you are not selected, you will receive and email stating that you were not selected and must go through the housing lottery process.

III. The College’s Residency Requirement & Requests for Exemption

The LaGrange College residency requirement dictates that all students taking twelve (12) or more academic class hours must live in College housing unless they meet and verify one of the established exceptions. If you believe that you meet one of the institution’s articulated exemptions, you MUST complete the attached form, submit the form (and any accompanying documents), and receive approval to live off campus before 5:00 PM on February 15, 2016. Please refer to the email with the subject line “College Policy: Requires Action” that outlines the College policy in full detail. The form to request to live off-campus is at this link: [http://www.lagrange.edu/resources/documents/housing/Residency%20Exemption%20Form%202016-2017_1_13_16.pdf](http://www.lagrange.edu/resources/documents/housing/Residency%20Exemption%20Form%202016-2017_1_13_16.pdf)

If you have any questions or concerns, please contact me or any of the other housing professional staff.

Thank you,

Vernon

Vernon J. James
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Coordinator of Student Conduct
Division of Student Engagement
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**Notice emailed via all student listserv on 2/16/16 at 4:51pm**