

ROOM SIGN-UP NEWSLETTER

Drake University
2024-2025

Office of Residence Life
Lower Level, Olmsted Center

HOW TO SIGN UP

Sign-up will occur online. Check the calendar within this newsletter for the days and times that sign-up will occur. The entire process will be done through the Housing & Meal Plan Selection Portal. You will have the opportunity to complete your Residence Hall Application and select your roommates through this before the actual sign up begins. **You can access the Housing & Meal Plan Selection Portal to begin filling out your application at: myDrake - Student Home - Campus Resources - fork&knife Icon.**

REQUIREMENTS

Two Year Requirement: Full-time students must live in a Drake residence hall during any period of University enrollment within two years following high school graduation. Exceptions include individuals who are married or live within a 45-mile radius of Drake University with their parent(s)/legal guardian and have completed the Commuter Application, and received, written approval from the Office of Residence Life (ORL) to live off campus as a commuter student. Students who do not fulfill the residency requirement & do not sign up will be assigned room & board & assessed the affiliated fees for it. If you plan to live in the halls for next year your **housing deposit will remain on file.**

COSTS

The room and board costs per semester for the 2024-2025 school year are as follows:

Rooms

Single Room	\$5012
Double Room	\$3397
Triple Room	\$3397
GK Suites	\$3397

Meal Plans – Choice of one required. If no plan is checked, the Unlimited, plus 100 dining dollars, will be assigned. **The Semester cost for all residential meal plans is noted below. Prices are subject to change.**

Unlimited Plus*, with \$300 Dining Dollars	\$3030*
Unlimited, with \$100 Dining Dollars	\$2829
175 Block Plan, with \$650 Dining Dollars	\$2829
205 Block Plan, with \$525 Dining Dollars	\$2829

CANCELLATION

If you change your mind and want to cancel your 2024 - 2025 Residence Hall Housing and Meal Plan Contract, you **must notify the Office of Residence Life by completing the “Application Cancellation” in the housing portal at myDrake – Student Home – Campus Resources - fork&knife Icon by 4:30 p.m., May 1, 2024, to have your housing deposit refunded minus any room damage fees.**

If you have not filled out a 2024-2025 application yet and wish to cancel your housing for next year, please complete the “Application Cancellation” in the portal at my.drake.edu, click on the fork&knife Icon in campus resources, and choose your current Contract, by 4:30 p.m., May 1, 2024.

Students who cancel **after May 1, 2024**, and do not return to Drake, **forfeit their housing deposit.**

Students who cancel **after May 1, 2024**, may pay \$500 liquidated damages to break their contract. Their \$250 housing deposit is applied to the \$500 amount. More specific details on this cancellation are found in Section I "Termination of the Contract" of the 2024 -2025 Returning Student Housing Contract.

**Check the calendar for exact times
and dates of sign-up**

SINGLE ROOMS

SOPHOMORE MEDICAL*

SINGLE ROOM SIGN-UP: Tuesday, March 19
(Online via Housing Portal) 10:00 am - 3:00 pm

SOPHOMORE**

SINGLE ROOM SIGN-UP: Wednesday,
(Online via Housing Portal) March 20
5:00 pm

BEYOND TWO YEARS FROM HIGH SCHOOL

SINGLE ROOM SIGN-UP

(this includes Medical single room requests for those not required to live on campus) (ONLINE via Housing Portal) Friday, April 5
9:00 am

ROOMMATES

***To participate in Sophomore Medical Single Room Sign-Up students must:**

- Have medical documentation on file with Student Disability Services (SDS) in the Office of Access and Success supporting their need for medical single room placement.
- Please note there are a limited number of single rooms available, and we cannot guarantee placement for all students requesting a single room housing request.
- A student receives an email from SDS confirming medical documentation is on file supporting their need for medical single room placement for the Term/Academic year for which student is requesting housing.
- Student forwards confirmation email from SDS (that indicates medical documentation is on file with Drake University supporting their request for medical single room placement for that term/academic year for which they are requesting housing) to housing@drake.edu by March 6, 2024 so that online access for the online Medical Single Room Process can be created.
- Documentation/emails received at email housing@drake.edu after March 6, 2024 may still be considered for single room placement based on single room availability but individuals may not be able to participate in the medical single room process via the online sign up process that occurs on March 19, 2024.

** For the purpose of housing sign up, The Office of Residence Life defines Sophomore as: current first year students who have previously lived on campus in a Drake University residence hall and/or students who are in their second year beyond high school graduation.

*****Housing Registration/Lottery Time slot does not apply during single room sign up, first come, first serve order on designated dates and times*****

Single rooms cost an additional \$1615.00 per semester above the cost of a double room.

NOTE: Non-first-year students **will not** be able to select a single room in the first-year halls. If you are currently in a first-year-hall single, and want a single for next year, and do not require a medical single, sign-up at the Sophomore single room sign-up time.

SINGLE ROOM WAIT LISTS

After Single Room sign-up is completed on March 19 & 20 for sophomores or April 5 for students beyond two years from high school graduation, or when no more single rooms are available, students may sign up on the “**single room wait list**” by emailing housing@drake.edu and providing your information.

These lists are in effect for all the Residence Hall 2024-2025. (All current wait lists expire.) If you are assigned to a single room, your name will be removed from the wait lists unless you request otherwise. **Students who are required to live on campus who request to be on the single room waitlist – you will still need to participate in sign up for a room with a roommate or submit your contract roommate less for our office to match you.**

All students **must sign-up with a roommate**, if wanting a double room – one roommate, if wanting a triple room - two roommates, and if wanting a quad room - three roommates. The number of residents must match the total occupancy of the room in order to sign-up. **There are 15 triple rooms available, first come first serve, so please have alternate plans in place when triple rooms have filled up.** Sign-up occurs during the sign-up period of the roommate with the earliest housing registration/lottery time slot.

In an effort to support and promote our first-year experience program, current residents will not be allowed to request entering first-year students as roommates. You may request a **transfer student** who is within two years of high school graduation, as your roommate; however, the request must be mutual. If the new transfer student has not submitted their deposit and housing contract online to ORL as of 4:30 pm March 4, 2024, you will need to find a new roommate or you will be consolidated with another roommate less student.

If you would like to live with a new **international student**, please e-mail housing@drake.edu in the Office of Residence Life by March 8, 2024, by 4:30pm. Information will be gathered by ORL so the best possible match can be made. You will reserve a room for you and your international roommate during regular room sign-up.

Do you need a roommate? Are you looking to be someone's roommate?

Come to the RHA - Roommate Mixer Event. Thursday, March 7, 2024, from 6:30pm-8:00pm, Meredith 103.

Questions about the event, contact Shylee Saladi RHA President (shylee.saladi@drake.edu)

ROOMMATELESS RESIDENTS

Residents who are unable to sign-up because they do not have a roommate are encouraged to complete their online application via the portal by Friday, March 29, 2024. Notification of your room assignment will be made in May.

If you are having difficulty finding a roommate for next year, contact your RA. Your RA may know of someone in a similar situation.

IF MY ROOMMATE CANCELS

If any roommate or roommates cancel after the initial sign-up, **the remaining roommates are not necessarily guaranteed to remain in the room.** The remaining roommates will need to contact the Office of Residence Life at 515-271-3781 immediately. **The Office of Residence Life reserves the right to assign vacant spaces as needed.**

ROOMMATE CONSOLIDATION

If your roommate cancels their contract, you are responsible for finding another roommate who does not already have a housing assignment or you will be consolidated with another resident who also is without a roommate or a transfer student. If you request, the Office of Residence Life will aid in helping you find a new roommate.

If you are consolidated you may be reassigned to another residence hall room. You will be notified of your new roommate after the consolidation has occurred.

Gender-Inclusive Housing

Returning students have the option to request Gender-Inclusive Housing via the housing application. While filling out your housing application, you may select that you are interested in Gender-Inclusive Housing. **DO NOT** create or join a group with students who are *not* interested in Gender-Inclusive Housing. Individuals who have a completed housing application and request Gender-Inclusive Housing prior to March 3, 2024, via their housing application, will be placed onto a floor or partial floor community with other students who have also requested Gender-Inclusive Housing. The Office of Residence Life will notify individuals of their housing assignment.

STUDY ABROAD

If you plan to study abroad for Fall Semester 2024 and will live in the residence halls upon your return spring semester, **please indicate “For Spring Semester 2025 Only” in the special housing needs sections of the Residence Hall application.** Make sure to also complete the room type preference section and we will attempt to honor those preferences as available. Please complete the Residence Hall application in the portal *before* leaving campus this semester.

If you plan to study abroad for Spring Semester 2025, your contract is binding for Fall Semester 2024 only.

If you want a student who is currently abroad as your roommate, please complete your Residence Hall Application and create a verified roommate group with the individual currently abroad after they have completed their Residence Hall application by March 4, 2024.

OTHER INFORMATION

1. **The Housing & Meal Plan Application/Contract** is for both Fall and Spring semesters.
2. For the purpose of housing sign up, The Office of Residence Life defines Sophomore as: current first year students who have previously lived on campus in a Drake University residence hall and/or students who are in their second year beyond high school graduation.
3. **Once you have signed up for a room, you will not be able to change rooms until after the first two weeks of the school year have completed.**
4. Students who **sign-up in a housing registration/lottery time slot earlier than permitted by their housing registration/lottery time slot,** may be removed from the roster and reassigned at the end of the sign-up process.
5. **When selecting rooms, all roommate groups must be verified, and you must fill the room space to capacity.**
6. IMPORTANT: If you have met the residency requirement and are moving off campus, leaving Drake or graduating, you do not need to participate in housing sign-up. **HOWEVER, you must complete the “Application Cancellation” in the portal at myDrake – Student Home – Campus Resources - fork&knife Icon, by 4:30 p.m., May 1, 2024, to have your housing deposit refunded less any room damage fees.**

Failure to meet this deadline will result in a forfeiture of your housing deposit.

OFF-CAMPUS STUDENTS

Off-campus students requesting to move back on-campus will need to complete a housing and meal plan application/contract via the housing & meal plan selection portal and submit a \$250 housing deposit. When all eligible current on-campus students requesting housing have been placed, you will be contacted if there are available spaces remaining in the residence halls.

JANUARY TERM (J-TERM) HOUSING

All students assigned to live in Goodwin-Kirk, or Herriott Hall * **who are enrolled in an on-campus or partial on-campus J-Term course and are *within two years of high school graduation* are required to live on campus in a Drake Residence Hall**. Exceptions include individuals who are married or request and receive written authorization to live with a parent/legal guardian within a 45-mile radius of Drake University. **J-Term commuter student requests** must be received, and written approval must be granted by the Office of Residence Life, no later than December 11, 2024, by emailing housing@drake.edu with J-term commuter request in the subject line.

Students assigned to live in GK, or Herriott Hall * that are beyond two years of high school graduation, who are enrolled in an on-campus or partial on-campus J-Term course and wish to live in the Residence Halls during J-Term, must submit an e-mail request to housing@drake.edu by December 11, 2024 to obtain housing.*SUBJECT TO CHANGE BY THE UNIVERSITY

J-Term residents will be assessed a room and board charge of \$63.00/day for all dates between January 5-25, 2025, which are not indicated as travel-away dates in the course syllabus. J-Term Room and Board refunds will not be granted after January 6, 2025, even if the student decides to drop the J-Term course. The last day to add or drop a class can be found at: <https://www.drake.edu/registrar/registration/adddropdeadlines/>.

Additional information may be found on the Drake University J-Term 2025 Website.

FIRST YEAR HALL RESIDENTS

Returning students participating in housing sign up will select from available housing in either Goodwin-Kirk or Herriott Hall for the 2024-2025 academic year. Single room sign up is March 19-20, 2024. All other sign-up times are scheduled for Wednesday, March 27th through Thursday, March 28th. The first time slot of each day will begin at 5 PM each night until the time listed on the Calendar. Once your housing registration/lottery time slot has opened it will remain open continuously until room selection is over. You will receive a housing registration/lottery time slot via email in the coming weeks. If you do not receive a time slot via email by March 11th and you believe you should have, please contact housing@drake.edu immediately. Please refer to the calendar attached for the designated time to sign-up.

STUDENTS BEYOND 2 YEARS OF HIGH SCHOOL GRADUATION RESIDENTS

All residents beyond two years out of high school graduation who are requesting housing, who are not required to live on campus, will need to complete your application via the Housing & Meal Plan Selection Portal by **April 5, 2024 at 9:00 am**. All attempts will be made to honor hall and room type preference during placement but no request is guaranteed.

BEYOND 2 YEARS OF HIGH SCHOOL GRADUATION RESIDENTS REQUIRED TO LIVE ON-CAMPUS FOR SCHOLARSHIP REASONS

Any student who is beyond two years of high school graduation and is **REQUIRED to live on campus because of a room and/or board specific grant or scholarship (i.e.; Alumni Room/Board Scholarship) should (complete the Residence Hall 2024-2025 Housing & Meal Plan Selection Application)** and will then receive a housing registration/lottery time slot via email. You will have an opportunity to sign-up online in the normal room selection process, Single rooms, March 19-20, and Regular Room sign-up March 27th – March 28th. Student Financial Aid will verify those students who do meet this requirement. If you believe you have met these requirements but have not received a housing registration/lottery time slot by March 11th, please contact housing@drake.edu immediately.

Campus Suites at Dogtown

Students who have completed the two year live on requirement and are eligible to live at Campus Suites at Dogtown will be communicated with a future email to the students drake.edu email address. Please be watching for this communication.

2024-2025 Residence Hall Room Sign-Up Calendar

March 19 – March 28

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****Housing Registration/Lottery Time Slot: Does not Apply, during single room sign up, assignments are made on a first come, first served basis till rooms are filled****

***Students, who are beyond two years of high school graduation and not required to live on campus, may *not* sign up during this process. They simply submit their housing request by April 5, 2024 at 9am in the Housing and Meal Selection Portal for consideration of placement.

Housing Registration/Lottery Timeslot will be emailed after March 8th, with your completed Housing & Meal Plan Application

SINGLE ROOM SIGN-UP

<i>EVENT</i>	<i>DATE</i>
<i>*Sophomore Medical* (Online)</i>	MARCH 19 10:00 AM-4:00 PM
<i>**Sophomore Single (Online)</i>	MARCH 20 5:00 PM
<i>***Beyond 2 years of High School Graduation Single (Online)</i>	APRIL 5 9:00 AM

HOUSING REGISTRATION/LOTTERY TIME SLOT ROOM SIGN-UP (SOPHOMORES)

<i>EVENT</i>	<i>DATE</i>
<i>DAY 1 First Time slot</i>	MARCH 27 5:00 PM
<i>DAY 1 Last Time slot</i>	MARCH 27 9:00 PM
<i>DAY 2 First Time slot</i>	MARCH 28 5:00 PM
<i>DAY 2 Last Time slot</i>	MARCH 28 9:00 PM

OTHER DEADLINES

<i>EVENT</i>	<i>DATE</i>
<i>Beyond two years from high school Application Deadline</i>	APRIL 5 9:00 AM
<i>Cancellation Deadline to Receive Deposit</i>	MAY 1 4:30 PM
<i>J-Term Commuter Request Deadline</i>	DEC 11 4:00 PM
<i>J-Term Housing Cancellation Deadline</i>	JANUARY 6 4:00 PM