

## QUICK REFERENCE SHEET FOR FALL ROOM SIGN UP

Here is a summary of options for you during room sign up. You still need to read the room sign-up newsletter for all the pertinent information.

**REMEMBER:** 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 to live off campus as a commuter student.

\*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.

### SIGNING UP FOR NON-SINGLE ROOMS

You **must** have the right number of roommates for the room you want. (i.e.; 1 for a double, 2 for a triple and 3 for a four-person) The number of residents must match the total occupancy of the room in order to sign-up. Sign-up occurs during the sign-up period of the roommate with the earliest housing registration/Lottery time slot. **Roommates must have a Verified roommate group prior to room selection.**

Fall roommate currently abroad?

- If you want a student who is currently abroad as your roommate, please complete your Housing & Meal Plan application and create a verified roommate group with the individual currently abroad after they have filled out their Housing & Meal Plan application.

Fall roommate transferring into Drake?

- You may request a transfer student who is within two years of high school graduation, as your roommate; however, the request must be mutual, and a verified roommate group must be completed.
- If the new student has not submitted their deposit and housing & meal plan application 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.

Roommate(s) cancel?

- **You will need to find someone else, who does not already have a housing assignment, or the Office of Residence Life (ORL) will/may assign someone to the vacant room space.**

Want an International Roommate?

- If you would like to live with a new international student, please e-mail [housing@drake.edu](mailto:housing@drake.edu) in the Office of Residence Life by 4:30pm, March 8, 2024, to make the request.

## **SINGLE ROOM INFORMATION**

\* 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.

**\*\*Lottery Number Does not apply, during single room sign up, assignments are made on a first come, first served basis till rooms are filled\*\***

I am currently a Sophomore\* in a single room for medical reasons.

- Sign up online from 10:00am-3:00pm on Tuesday, March 19, 2024, **with prior documentation on file with SDS as outlined in the Housing Newsletter.**

I am required to live on campus and would like to sign-up for a single room.

- Registration begins at 5:00 p.m. **Online**, Wednesday, March 20, 2024, to make a request for a single room.

I am not required to live on campus (beyond two years out of high school graduation) and would like to sign-up for a single room.

- Registration begins at 9:00 a.m. **Online**, Friday, April 5, 2024, to make a request for a single room.

When no more single rooms are available, students may submit a request to [housing@drake.edu](mailto:housing@drake.edu) and request to be placed on the “single room wait list”. Please put single room waitlist request in the subject line. These lists are in effect for all the Academic Year 2024-2025.

## **STUDYING ABROAD FALL 2024**

I am a Sophomore going abroad.

- Since you are required to live on campus, you need to turn in the housing contract, **please click on “Spring Only” in the special housing needs sections of the online application.**

I am beyond two years out of high school graduation and will **not** be living on campus in the Fall of 2024.

- You need to cancel your housing by completing the “Application Cancellation” in the portal at [my.drake.edu](http://my.drake.edu), click on the fork&knife icon in Campus Resources, by 4:30 p.m., May 1, 2024, to have your housing deposit refunded less any room damage fees.
- If you wish to live in the residence halls for the Spring 2025 semester, **please click on “Spring Only” in the special housing needs sections of the online application.** We will make assignments based on availability and notify you via email if we are able to accommodate your request.

## **BEYOND TWO YEARS OUT OF HIGH SCHOOL GRADUATION SIGNING UP WITH SOPHOMORE**

The only students beyond two years out of high school graduation who are eligible to sign up with a Sophomore are those **REQUIRED to live on campus because of a room and/or board specific grant or scholarship** (i.e.; **Alumni Room/Board Scholarship**) A student beyond two years out of high school graduation, who is required to live on-campus (**should complete the Academic Year 2024-2025 Housing & Meal Plan Selection Application**) 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, Medical Single

Room and Single Room sign-up, March 19 -20 and Regular Room sign-up March 27<sup>th</sup> – March 28<sup>th</sup>. **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 11, 2024 by Noon, please contact [housing@drake.edu](mailto:housing@drake.edu) immediately.**

### **SOPHOMORE FRATERNITY OR SORORITY RELEASE**

As a sophomore, you must be released through the Director of Fraternity and Sorority Life to live in your Greek House. For inquiries regarding Greek releases, you may contact Liz Cadwell, Director of Fraternity and Sorority Life, [elizabeth.cadwell@drake.edu](mailto:elizabeth.cadwell@drake.edu).

### **GRADUATING OR BEYOND TWO YEARS OUT OF HIGH SCHOOL GRADUATION MOVING OFF-CAMPUS**

Notify the Office of Residence Life by completing the “Application Cancellation” for the Academic Year 2024-2025 Application in the portal at my.drake.edu, click on the fork&knife icon in campus resources, by 4:30 p.m., May 1, 2024, to have your housing deposit refunded less any room damage fees.

### **J-TERM HOUSING FREQUENTLY ASKED QUESTIONS & ANSWERS**

#### **Q: Which Residence Halls will be open during J-Term?**

A: J-Term housing will only be available in Goodwin-Kirk (GK), or Herriott (HE) halls\*. All other residence halls will be closed during the January Term\*.

#### **Q: Who can live in the residence halls during J-Term?**

A: **Students within two years of high school graduation who are enrolled in an on-campus or partial on-campus J- Term course are required to live in a Drake Residence Hall during J-Term.** These students 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.

A: Students assigned to live in GK, or Herriott Hall \* for the academic year, that are **beyond two years of high school graduation** and enrolled in an on-campus or partial on-campus J-Term course and wish to live in the Residence Halls during J-Term or students who are on-campus for official university business (for example, sophomore athletes whose teams are here during J-Term and have written approval from the Office of Residence Life) may be able to live in Goodwin-Kirk, or Herriott\* during J-Term. You must submit an e-mail request to [housing@drake.edu](mailto:housing@drake.edu) by December 11, 2024 to obtain housing approval. These students will be assessed the \$63.00/day room and board charge for all dates between January 5-25, 2025, which are not indicated as travel-away dates in the course syllabus.

#### **Q: If I am not registered for an on-campus or partial on-campus J-Term class can I live in GK/HE or access my GK/HE room during J-Term?**

A: **No.** Individuals would need to identify off campus housing from December 14, 2024, at noon through January 25, 2025, at noon. Residents would not have access to their residence hall room during this time.

#### **Q: If I am registered for a full travel or web only J-Term class can I live in the residence halls during J-Term?**

A: **No.** Individuals would need to identify off campus housing from December 14, 2024 at noon through January 27, 2025 at noon. Residents would not have access to their residence hall room during this time.

**Q: Is there an additional room and board fee for J-Term?**

A: **Yes.** All students who are required or who have requested and been approved **J-Term housing will be assessed room and board fee of \$63.00/day for all dates between January 5-25, 2025\***, which are *not* indicated as travel-away dates in the course syllabus. Room and board charges for J-term total **(\$63.00/day)**. Room and board charges for J-Term courses that are partially on/partially off campus will be computed based on the number of days spent on-campus according to 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/>.

**Q: What is the definition of residency requirement?**

A: 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 to live off campus as a commuter student.

**Q: If my parent/legal guardian lives within a 45 mile radius of Drake University, can I be a commuter student for the J-Term session and live on campus for first and second semester?**

A: Individuals requesting to be a commuter student and live *with* their parent/legal guardian for the J-Term session only, may do so without having contract breakage penalties or the J-Term room and board fees applied **if requests are received and written approvals granted by the Office of Residence Life no later than December 11, 2024 by emailing [housing@drake.edu](mailto:housing@drake.edu)**. Please be clear in your communication if you are only seeking commuter status for J-Term, the subject line should read J-Term commuter request.

**Q: If I am studying abroad during Fall 2024 and will still be within two years of high school graduation and required to live on campus upon my return in Spring 2025 and want to register for J-Term and get J-Term housing, what should I do?**

A: You may contact your advisor or your Dean's Office to register for a J-Term course. If registering for an on-campus or partial on-campus course you will also need to email [housing@drake.edu](mailto:housing@drake.edu) by December 11, 2024 informing the Office of Residence Life of your J-Term housing request.

**Q: When do the halls open and close for J-Term housing?**

A: Goodwin-Kirk, & Herriott \* housing for students enrolled in on-campus or partial on-campus J-Term courses will open, January 5, 2025, at 3:00 p.m.

A: Goodwin-Kirk, & Herriott \* housing for J-Term will end Saturday January 25, 2025\*, at noon.

**Q. If I am an athlete taking an on-campus or partial on-campus J-Term course, is there anything specific I need to know in addition to the regular J-Term information?**

A. Athletes enrolled in J-Term are responsible for all J-term affiliated fees for all dates not explicitly covered by the Athletic Department. Please inquire with the Athletic Department for additional information.

\*Subject to change by the University