

February 16, 2024

Dear Resident;

The time has come for you to select your room assignment for the 2024-2025 academic year. The Office of Residence Life (ORL) feels that your home away from home should be a decision made by both you and our office. With this in mind, the room sign-up process will be beginning on March 19th for Medical Single Room and March 20th for Single Room requests, March 27 – March 28, 2024, for those required to live on campus, and April 5, 2024, for those not required to live on campus who are requesting single rooms. During these times, our staff will assist you in finding the best fit for you (and your roommates).

For those students who will *not* be returning to Drake residence halls and want your housing deposit returned, you must notify the Office of Residence Life by completing the “Application Cancellation” in the Housing 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 and to not incur any further financial obligations.

For the students who are returning to the residence halls, you will find the information needed to guide you through this process in this email sent to your drake.edu email account and also at <http://www.drake.edu/residencelife/returningstudenthousingsignup/>.

You are strongly encouraged to read all the information in Room Sign Up Newsletter, as well as the residence hall room sign up calendar schedule, so you will be fully aware of how to sign up. (If you are unable to sign-up during the designated times, you need to contact ORL as soon as possible. If you miss the sign-up and do not contact ORL, you may submit your contract online by Friday, March 29, 2024, and you will be notified of your assignment at a later date.)

The room selection sign-up process begins with the current first-year students (**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.**) in housing registration/lottery time slot order. You will receive your housing registration/lottery time slot via email in the coming weeks when you have a completed Housing & Meal Plan Application. **If you are a student who is beyond two years out of high school graduation and REQUIRED to live on campus because of a room and/or board specific grant or scholarship (i.e.; Alumni Room/Board Scholarship), please see the information in the Room Sign Up newsletter regarding your situation.**

You may begin filling out your application and make your meal plan selection in preparation for room selection. To access the Housing & Meal Plan Selection Portal go to my.drake.edu, click on the fork&knife Icon in campus resources.

****In order to receive a Housing Registration/Lottery Timeslot and participate in housing sign up, you must have completed the “Residence Hall 2024-2025” by March 4, 2024****

Once you receive a housing registration/lottery time slot, the room selection page will become available to you within the “Residence Hall 2024-2025” application at the time stated for your housing registration/lottery time slot.

Sophomores (and students who are beyond two years out of high school graduation and required to live on campus because of a room and/or board specific grant or scholarship) will be signing up for a residence hall room during the housing registration/lottery time slot process. All remaining students who wish to return to the residence halls will submit a completed housing contract at my.drake.edu, click on the fork&knife Icon in the Campus Resources area, before April 5th. Any remaining room spaces after housing registration/lottery time slot process is completed will be assigned, in May. You will be notified by Drake email regarding placement. **The Office of Residence Life only guarantees housing for students within two years of high school graduation and students who are required to live on campus because of a room and/or board specific grant or scholarship.**

We appreciate everyone’s cooperation. Please refer to the Room Sign-Up Newsletter for more information. Thank you for your continued support. If you have any questions, please contact our office at 515-271-3781 or housing@drake.edu

Sincerely,

Lorissa L. Sowden
Assistant Dean of Students & Director of Residence Life

**IF YOU ARE NOT RETURNING TO THE HALLS AND WANT YOUR HOUSING DEPOSIT REFUNDED:
YOU MUST COMPLETE THE “APPLICATION CANCELLATION’ IN THE HOUSING 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.**