

AUBG Room Selection Policy

DISCLAIMER: The online room registration is designed to assist the room selection process and make it smooth and simple. Not going through the selection procedure is *not a permission to live off campus*. All the students who fail to go through the procedure will be assigned a room on random basis and will be charged for housing, including 150 \$ nonrefundable deposit. Students who apply for leave of absence after the official deadline will also be charged 150 \$ nonrefundable deposit. The housing deposit is due to be paid by April 15th.

Definitions:

- *Registration Code*. A unique Registration code is randomly generated by the system for each student eligible to participate the procedure. This code is for the room selection purposes only.

- *Registration Time*. It is uniquely assigned to each student. Students with more credits are assigned an earlier registration time. Registration time of students with the same number of credits is assigned randomly the same day in a time frame of one to several hours.

Acknowledgements:

- All students who are eligible to reserve a room can log in the system and view their Registration Code and Registration Time.

- ELI students, visiting students, students going on exchange or leave of absence, graduating seniors and students banned from campus, do not participate in the room selection process.

- All students with 3 or more violations for the current academic year can register during the second phase. They will be last in the registration process and their registration time will be 2pm, April 24th.

- Registering for a room during the room selection process is final. Once the place is booked it cannot be changed.

- The *Registration Code* is confidential information and must NOT be made public in order to avoid any unauthorized registration.

- Residence life is not responsible for any unauthorized registration.

Requirements

- A student can register other students in his room by entering their corresponding *student ID* and *Registration Code*.

- Students can register in a room if they all have the same gender.

- Students can register in an apartment if all residents of both apartments have the same gender.

ROOM SELECTION PROCEDURE

First Phase – Students book current rooms

In order to book their current room students need to participate phases 1A and 1B.

Phase 1A – Confirmation of the current room - Tuesday, April 16th - Wednesday, April 17th

On **Tuesday, April 16th or Wednesday, April 17th** each student has to confirm if he/she wants to stay in the current room. You can check on the “My roommates” tab to see whether your roommate/s has confirmed the room. By Wednesday, April 17th at midnight the rooms will be:

a) Full

ALL residents of the room have confirmed the current room. Their decision is final and they get reassigned to their room. No need for other actions – places are reserved.

b) Empty

None of the students confirmed their place in the current room. They should participate in the second phase of the room selection process. The empty room becomes available to all students who participate in phase 2 (April 22nd until April 24th).

c) Partially filled

Only one roommate confirmed the place and there is still vacancy - go to **phase 1B**

Phase 1B – Invitations to the current room - Thursday, April 18th and Friday, April 19th

One student confirmed the room. Such students can invite other students to fill the vacant place in their current room. An invitation consists of filling in the student ID and Registration Code of the student invited. The reservation is done when the room is filled up to its full capacity. Students can also invite apartment if the other room of the apartment is empty; in order to be reserved during this phase, the apartment also needs to be full capacity.

By **Friday, April 19th** midnight, all residents who confirmed their room, but failed to fill the room up to its capacity **get dropped** from the current room. They should participate in the second phase.

In the end of first phase rooms are either full or empty.

Second Phase – Credit based selection

Monday, April 22nd through Wednesday, April 24th.

During the second phase each student can log in the system, but will be able to register for a room only after his/her registration time. The starting time is based on the number of credits earned. Credits in progress do not count.

Students with more credits are assigned an earlier registration time. They can register with other students with fewer credits.

Students with 3 or more violations of the Residence Life policies regardless of their credits will be last in the registration process and their registration time will be Wednesday, April 24th - 2pm.

During this phase all participants can register as individuals or as a group. Participants can view the residents of all non-filled rooms with the same gender.

Registering in a room as an individual is final. In order to do that you **don't need** to specify any ID or Registration Code in the registration form.

Registering as a group is optional and can be done by entering other students' ID and Registration Code **at the time** of registration. Registering as a group cannot be done after you registered as individual, the ID/s and Registration code/s of the invitee/s should be filled in at the time of the registration of the inviter.

Clicking the "Register" button is a final decision that allocates the inviter and the invitees (if any) in the chosen room. After this step, none of the registrants can be invited to a room or can invite other residents to a room.

Filling the room up to its capacity is not obligatory during this phase.

After this phase the rooms are full, empty or filled partially.

The cost of housing for the 2019-2020 AUBG academic year is:

\$1440 for Skaptopara 1 and 2, in double room in apartment;

\$1520 for Skaptopara 2 in double room;

\$1780 for Skaptopara 3 in double room.

\$2280 for Skaptopara 1 and 2 in single room (the fee for double room in Skaptopara 2 plus 50%);

Vacancies after the end of the process will be randomly filled with new students.

On Thursday, April 25th, after the procedure, students can sign up on a waiting list for vacancies by visiting the Residence life office.

After the procedure is over, from April 25th until August 1st, when a person vacates a place, the second student in the room can invite a new roommate by notifying reslife@aubg.edu, the invited student should also send a personal confirmation. Any vacancies after August 1st will be filled with people from the waiting list or with a new student.