

The background image is a photograph of a brick building with a white-columned porch. A bicycle is parked on a brick-paved walkway. The sun is shining brightly through the trees in the background, creating a lens flare effect. The text is overlaid on the left side of the image.

OFFICE OF COMMUNITY LIVING

Room Selection Process Guide



Albion College



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Welcome to Room Selection Process (RSP)

Overview

As a four-year residential college, Albion affirms the educational benefits inherent in the residential aspect of our undergraduate experience, and as such requires all students to reside and board within the College residential system.

New first-year and transfer students do not participate in the Room Selection Process (RSP), which is offered every Spring semester, but will instead submit environment and roommate preferences through the New Student Housing Request Form. Incoming students will access their form through their Briton Bound account.

Returning students engage RSP every Spring semester to update personal information, connect with potential roommates, form roommate groups, and select their housing assignments. The Office of Community Living (OCL) works to provide a series of educational communications and events before housing forms open to ensure that students have begun to consider their best approach to housing for the upcoming year.

Student decision-making

Housing is one driver for student success and we recognize the considerable impact housing experiences have to strengthen or diminish success on campus. Students can narrow their housing preferences by reviewing where they are eligible to live, and what interest-based opportunities they consider. We encourage students to consider *Environmental*, *Social*, and *Financial* factors, as well as specific accommodation or academic needs related to their Briton journey.



Dean Hall (above)

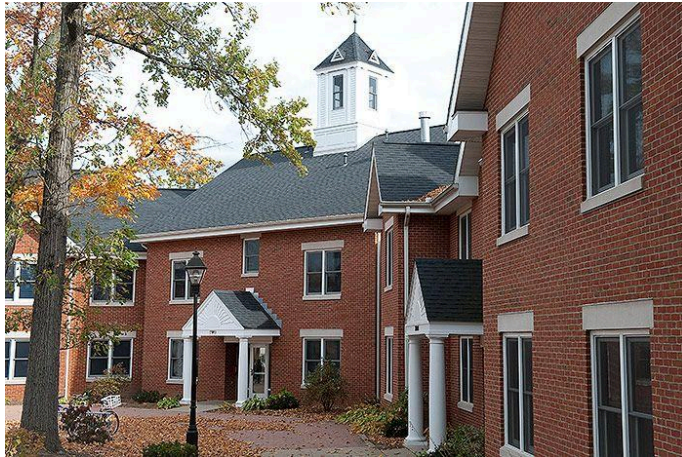
Consider your *environmental* needs for a quiet-study or substance-free environment. Perhaps you are really excited to join your best friends and you have found you like making new friends and being *social* where you live and with your neighbors. Or, after discussion with the Financial Aid team you pursue a specific housing option based on its impact on your aid package or helpful management of your *finances* and cash-flow.

Introducing eRezLife

We use eRezLife residential management software to manage RSP. This system heightens independence and engagement, provides clarity, streamlines student actions steps, introduces roommate profiles, personalization, and roommate search and match functions, and permits adaptation mid-process for students who need to change their housing plans.

Our communities

Housing options available for the 2024-2025 Academic Year



Mae Karro Residential Village, aka "The Mae" (above)

With a variety of housing styles and thematic opportunities available in college housing, we are excited to introduce housing options available for selection for the 2024-2025 Academic Year. Costs for housing can be viewed on [Tuition and Fees](#).

We recommend students explore detailed information about each of our communities on our website:



Updates and eligibility

Some housing styles have additional parameters that define eligibility and inform selection options.

- Selection of housing options will be in order of lottery number.
- Apartment-style options are available to rising junior and senior standing students.
- Gender-inclusive assignments are available in *Mitchell Towers* and *Whitehouse Hall*. These buildings are suite-style halls with semi-private bathrooms shared by groups of four students. *Mae Karro Residential Village* also is available for gender-inclusive roommate groups interested in apartment-style housing.
- Single-occupancy rooms are limited on campus and are reserved for students with documented disabilities and by request only.
- Thematic and other unique housing designations:
 - *Ingham Hall* is the designated Women's Only community.
 - *Dean Hall* is now the host location of I-Space, the Modern Languages and Cultures (MLAC) Living Learning Community for major and minor language students. *Fiske House*, the previous location of I-Space, is offline for the 2024-2025 Academic Year.
 - *Fraternity* members are required to live in their chapter house. Non-members are not permitted to reside in fraternity chapter houses without approval from the IFC Advisor.
 - The following *thematic communities* will be designated with student interest for a specific section of one of our residence halls. Students are welcome to indicate interest in these and other thematic housing topics on their housing form.
 - Quiet-study floor
 - Substance-free floor
 - Global Community
 - Queer Connections LGBTQ+ Community
- Intentional Learning Communities (ILCs) have been accepted based on student group proposals in recent years. The ILC program is not continuing for the 2024-2025 Academic Year. Houses provided to past ILC groups are not available for student selection (1000 E. Porter, 1112 E. Porter, Munger House).



Community-style housing (meal plans required)

Seaton Hall

- Traditional residence hall with gender-specific halls and community restrooms. Seaton Hall is mixed first-year cohort housing (first floor) and upper-class student housing.
- Students may select a room at Seaton Hall in groups of two.

Ingham Hall

- Small residence hall hosting the Women's Only Community - women-identifying students are eligible. Indicate interest under thematic housing options on the Housing Form.
- High demand, limited available rooms.
- Students may select a room at Ingham Hall in groups of two.

Dean Hall

- Small residence hall hosting I-Space, the Modern Languages and Cultures (MLAC) Living Learning Community.
- I-Space is intended for students pursuing language development and global interactions. Students majoring or minoring in a modern language are required to live for at least a semester in I-Space.
- I-Space residents are selected on a semester-by-semester basis by the Modern Languages and Cultures LLC Selection Committee. Students interested in living in I-Space must *also* apply through the I-Space application form available in [eRezLife](#) and due March 18. Assignments will be provided with a roommate, ideally in the same language house and competency (French, German, or Spanish).

Suite-style housing (meal plans required)

Mitchell Towers

- Large suite-style residence hall with two four-story residential towers. Each floor is oriented around a central lounge area, encouraging a more social and communal atmosphere. Suites consist of two double-occupancy rooms with a shared jack-and-jill bathroom. Each room has its own sink.
- Students may select suites at Mitchell Towers in groups of four.

Whitehouse Hall

- Large suite-style residence hall with four L-shaped floors split in two wings. Floors are oriented along dormitory-style corridors with a large number of smaller lounges throughout the building conducive to studying, small meetings, and a quieter atmosphere. Suites consist of two double-occupancy rooms with a shared jack-and-jill bathroom. Each room has its own sink.
- Students may select suites at Whitehouse Hall in groups of four.



Apartment-style housing

Rising junior and senior-standing only. Meal plans not required. All apartments are furnished with living room, kitchen, and student bedroom furniture and have full kitchens and bathrooms located in-unit.

416 E. Erie Apartments

- Apply as a group of 6 (3-bedroom lower apartment) or group of 8 (4-bedroom upper apartment)
- Laundry shared between units in stairwell/entryway area
- Air-conditioning

507 E. Erie Apartment

- Apply as a group of 8 (4 single rooms and 2 double rooms)
- In-unit laundry
- Air-conditioning

Briton House Apartments

- Apply as a group of 4 (2-bedroom apartments)
- Laundry shared with one other apartment
- Air-conditioning not available



416 E. Erie Street (above)

Burns Street Apartments

- Efficiency (studio-style) and one-bedroom available - apply as a group of 2
- Shared laundry located at end of complex
- Air-conditioning

Mae Karro Residential Village

- Several configurations available:
 - Apply as a group of 4 (4-bedroom [singles] available)
 - Apply as a group of 4 (2-bedroom [doubles] available)
 - Apply as a group of 6 (3-bedroom [doubles] available)
 - Apartment are available to gender-inclusive roommate groups
- Shared laundry and lounge located in building 2
- Air-conditioning

Munger Place Apartments

- Two configurations available
 - Apply as a group of 4 (2-bedroom [doubles] available)
 - Apply as a group of 2 (1-bedroom [double] available)
- Shared laundry located on first floor
- Air-conditioning

Lottery numbers

What determines the order and priority for housing selection?

Every returning student will receive a unique “Lottery Number” which will provide their priority level for housing choice. Lottery numbers are not random. However, they are based only on academic units completed as indicated by the Albion College registrar. Other factors, such as grades, Greek or athletic status, leadership in student organizations, etc. do not impact lottery numbers.

At Albion College, lottery numbers are one way we ensure consistency throughout the Room Selection Process. Be sure you finish all work for incomplete classes and finalize any pending transfer credits for these units to count for your lottery number.

Every student expected to return for the upcoming year receives a lottery number. Numbers begin with 11, and can rise well over 1000. Numbers 1-10 are held to be awarded according to special incentives offered throughout the year.

Trading lottery numbers is not permitted.

Lottery Numbers were generated for the 2024-25 Room Selection Process on February 14 and distributed to students on Friday, February 16, 2024. Students can find their lottery numbers by logging into [eRezLife](#).

Process changes related to lottery numbers

With our move to eRezLife for RSP forms and management, we have changed how lottery numbers determine selection time slots. Previously, roommate groups would select in order of Group Lottery Number, the average of all group members’ lottery numbers. Selection would occur on “selection night” with groups called one-by-one in order to select their preferred housing space.

Going forward, selection time slots will be generated based only on individual lottery numbers. The student with the lowest lottery number in a group will receive the earliest time slot, and thus may select a preferred space on behalf of the entire group. The other group members would also be able to make a selection on behalf of the group at their later time slots.

Selection time slots

Time slots are provided in 45-60 minute increments during business hours the week of April 1 - 5, with 20-30 students assigned within each time slot. Most time blocks will not have 20-30 groups selecting at a time, as members of groups that selected earlier in the week will not need to take any action at their assigned time slot.

Selection will close at 11:59 p.m. Friday, April 5, 2024. Students that have not selected a room by this time will be added to the waitlist and administratively assigned by Community Living during summer months.

Room Selection Process (RSP)

eRezLife instructions:

Step 1: Complete the Housing Form

Opening March 11, 2024, the Returning Student Housing Form will be available in [eRezLife](#). This form is the *starting point* for determining your housing selection. *All* students should complete this form, including students with designated housing based on program membership, employment, or housing accommodations. The form will close on March 25, to permit our team to designate selection slots. Students have not yet completed the housing form by this date will not be assigned a selection slot.

RECOMMENDED ACTIONS



apply for housing



After beginning the application, you may save and return to the form later. If you return to revisit your form without submitting it, you will see the form marked as “incomplete.”

Application forms

Start your residence application by clicking the “Apply now” button for the application you are interested in.

Name	Deadline	Status
Fall 2024 (Academic Year 2024-2025) (Returning Students - Room Selection Process)	Mar 25, 2024	⚠ Incomplete Withdraw application?

The Housing Form asks for updated preference information and requires students to clarify some elements of their housing plan and interests. Information completed in the Housing Form will provide the backbone for step 2 and 3.

Please select the statement that best describe YOU/YOUR substance use (please be honest, this information will help you find roommates with similar choices) *

- select one -

There will be two ways these questions interact with your housing assignments and options. First, they provide responses that are tied to you as a student and as a housing applicant. You can choose to make these responses public or available to your eRezLife contacts in the roommate search tool, so others can find you as a possible roommate. Second - a few questions will actually ask you about your preferences on your roommates answers. This will open another way to search for others who might be willing to live with you, even if your answers don't match exactly.

ARE YOU INTERESTED IN ONE OF OUR THEMATIC AREAS? If so, please rank your preferences from the options listed below. Thematic opportunities for co-located, interest-based housing are in suite-style buildings unless otherwise noted.

Global Community
I-Space, Modern Languages and Cultures (MLAC) Living-Learning Community at Dean Hall
Queer Connections; LGBTQI Theme Community
Quiet Study Floor
Substance Free Community

Choose your preferred options from the list to the left. Move options up the list to indicate a higher preference.

ARE YOU INTERESTED IN ONE OF OUR THEMATIC AREAS? If so, please rank your preferences from the options listed below. Thematic opportunities for co-located, interest-based housing are in suite-style buildings unless otherwise noted.

I-Space, Modern Languages and Cultures (MLAC) Living-Learning Community at Dean Hall
Substance Free Community

1 Quiet Study Floor
1 Global Community
1 Queer Connections; LGBTQI Theme Community

There will also be some questions that ask you to select multiple answers and rank them, as applicable. For example, if you are interested in one of the thematic housing areas, you may select several and rank them in the order of preference. This can provide helpful information to housing administrators who will be reviewing housing forms to understand interest in these kinds of communities.

Thank you!

Your application has successfully been completed. Please keep your receipt id for your reference. A copy of this receipt was sent to AMATTSON@albion.edu.

Receipt #4772

Submission Date*: Mar 4, 2024


* may change upon updating application details


After submitting your application, you will view a confirmation page that includes a submission receipt box with a form number associated with your housing form.

Step 2: Create a roommate profile

Students have the opportunity to toggle their roommate profile on - permitting other students to find them based on mutual interests, habits, or preferences. Profiles can include screen names, profile pictures, a brief elevator pitch, and a selection of information provided in step 1. Students may also provide their preferred contact information and socials, as communication does not occur directly within eRezLife.

☐ Turn on my profile


create a roommate group for Fall 2024 (Academic Year 2024-2025)


create roommate profile for Fall 2024 (Academic Year 2024-2025)

To start this process, click “create a roommate profile” under your recommended actions list and toggle “Turn on my profile.”



All applicants	My contacts	Private
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

For students searching for a roommate or additional group members, this function will be important and the Community Living team is excited to introduce eRezLife as a more robust and independent tool for students needing support in this area. In the past, our team could provide little support for finding roommates.

Each profile field available from a student's housing form may be selected as viewable or searchable by "all applicants," "my contacts" (connections), or reserved as "private" and not viewable by any other students.

In addition, students will be able to introduce a variety of communication channels, and share these with contacts as well. Communication does not happen within eRezLife, but the system provides a starting point for finding *who* and *how* to connect.

Step 3: Build a roommate group

Some students may have their roommate group prepared before March 11 when the housing form opens, and might skip step 2. A roommate profile is not required for the process. To form a roommate group, however, *all* students must have completed their step 1 Housing Form.

New roommate group

[View all groups](#)

Group name *

To invite others to a roommate group, create and name a group, add emails for other students and send an invite.

You can also invite through the roommate search process toggled on with roommate profiles. Other students have to accept the invitation, and you will see a green checkmark to indicate they have confirmed.

Phone or text	<input type="text"/>
Email	<input type="text"/>
Facebook	<input type="text"/>
X	<input type="text"/>
Tumblr	<input type="text"/>
Pinterest	<input type="text"/>
Instagram	<input type="text"/>
Other	<input type="text"/>
TikTok	<input type="text"/>
WeChat	<input type="text"/>
YouTube	<input type="text"/>
Snapchat	<input type="text"/>
WhatsApp	<input type="text"/>

Remember - all housing options are available in even numbers: 2, 4, 6, or 8-person groups. Groups *must fill* the housing option desired at time of selection (for example, groups trying to select a suite in Mitchell Towers *must* consist of 4 students).

✓ Mattson, Andrew (owner)

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.


3.

To discover other students with similar interests to invite to a roommate group, simply add the preference filter(s) you are interested in. In the screenshot example below, a student is searching for someone who indicated that they usually connect with other people “At mutual interests”.

Roommate Matching - How do you usually connect with other people?




- ☒ At mutual interests (class, teams, and clubs)
- ☐ At social gatherings
- ☐ One on one connection
- ☐ Virtually (e.g. text or social media)

This then returned a possible roommate - P. Potts. You can see what this might look like. Pepper Potts had added their first name as the listed “screen name” and included a brief elevator pitch in their roommate profile.



Pepper

I really love Marvel movies and want to be a filmmaker

 Add to roommate group
 Send contact request
 Block

By clicking “Add to roommate group,” this student was then able to create a *pending roommate group*. “Group A” has been created. Pepper Potts, however, *must* log in to their eRezLife account and select their group choice. Instead of choosing “no group,” they *must* select Group A as their top roommate group choice.

Fall 2024 (Academic Year 2024-2025)

Create new roommate group

My choice	Group name	Applicants
<input type="radio"/>	Group A	<div>✓ Mattson, Andrew (owner)</div> <div>Potts, Pepper</div>
<input checked="" type="radio"/>	No group	

After making this change, both persons will see their “Group A” is complete - all invitees have green checkboxes by their name.

Create new roommate group


My choice	Group name	Applicants
<input checked="" type="radio"/>	Group A	<div>✓ Mattson, Andrew (owner)</div> <div>✓ Potts, Pepper</div>

Step 4: Browse living options

On March 25, the Housing Form will close and soon after, all students who have completed the Housing Form will receive notice of their designated selection time slot between April 1 - 5. Once time slots have been designated, a browsing option in eRezLife will be available for students to review eligible housing options for their roommate group.

All housing options have been coded based on eligibility, group size, and gender considerations. Please review the housing option section earlier in this guide for more information. Remember - groups can be any size until selection, but only confirmed groups of 2, 4, 6, and 8 will be able to select from housing options.

While browsing, students will be able to toggle on/off what their group is eligible for, as well as “star” or “favorite” housing options to view later or at the time of selection.

☐ Only show my favorites 
☒ Search for rooms

☐ Include beds I am not eligible for

Building



Whitehouse Hall



Section

A - Ground Floor



14 rooms match your search



Suite 31/33

ROOM 31  

ROOM 33  

Suite 32/34

ROOM 32  

ROOM 34  

In our scenario from earlier, the group only consisted of two persons. Thus, when browsing, they will see that Suite 31/33 and 32/34 in Whitehouse Hall are not available for selection, as these suites require a roommate group of four persons. Suites are coded as “group must fill.”

We recommend that students consider their general building/style preferences well before March 25, and begin to discuss options within their roommate groups.

At time of selection, you may log in and see some rooms available and some not available (see image to right). You can select one of the beds in an available room.

Further adjustment to roommate groups will be available up until groups select their assignment.

Step 5: Select housing assignment



Finally, at their designated selection time slot, students may log in and select housing assignments on behalf of their roommate group. Any student in a roommate group may select for the group, but each individual will have their own selection time slot. The earliest time slot is 9:00 a.m. Monday, April 1. In our scenario, Mattson and Potts are the only two test applicants, so they received two slots in the lowest lottery selection group. Only students that have completed their form will receive a lottery selection time slot.

Group 1: Lottery – Apr 1, 2024 @ 09:00 am



Andrew Mattson

Pepper Potts



Room 229



Room 230



Room 231

Room 233

Room 234

Once a student has selected their group's housing assignment, the other group members will not need to do so. However, all students will need to select their meal plan. The default meal plan where plans are required is the 18-Block Residential Meal Plan. In apartment-style housing where meal plans are not required, the default is No Meal Plan.

Residence Halls > Seaton Hall > F - 2nd East > 231

Your reservation is complete!

You may change your mind and choose from alternate available beds until **Apr 10, 2024** after which your choice will be considered final.

Your roommate group

[Reassign beds](#)

Room 231

Residents

Bed 1: Mattson, Andrew (You)

Bed 2: Potts, Pepper

[Keep reservation, but browse other rooms](#)

[Cancel this reservation and look for another room](#)

Meal plan

☐ 15-Block Residential Meal Plan

☒ 18-Block Residential Meal Plan

☐ 21-Block Residential Meal Plan

[Choose meal plan](#)

Adjustments to selection will be available until 11:59 p.m. Friday, April 5, 2024. To view your assignment at a later time, simply log in to eRezLife and click Housing Overview.

Single rooms are *not available for selection* in RSP. Single room requests should be submitted through the [Exemptions and Accommodations](#) processes. During review, priority is given to students with documented disabilities. Additional single room requests may be approved after review by the Housing Petitions Committee.



Related processes and other factors

Meal plan selection

Although housing assignments are selected by one member of a roommate group, who can select their meal plan at the same time as the group's housing, meal plans must be selected by each individual student. Students must log in to eRezLife and update their meal plan selection accordingly.

18-Block Residential Meal Plan is the default plan where meal plans are required. No Meal Plan is default where meal plans are not required (apartment-style housing). Meal plan changes can be submitted through the tenth day of the active semester (Fall 2024).

When students select their meal plan, they will be able to see the cost of the plan and related benefits.

Accepted offer – thank you!

Your assignment in residence has been reserved

Details

Your placement

Residence Halls > Seaton Hall

F - 2nd East > 231 > 1

room type: Seaton Double

Roommates

1. [Pepper Potts <p.potts@email.com>](mailto:p.potts@email.com)

Your meal plan

18-Block Residential Meal Plan

\$3,195/semester

18 meals swipes per week

\$75 Dining Dollars

Four guest passes

Waitlist

In the past, “waitlisted” applications meant that student groups who didn’t receive their top preference would be considered as space became available in the future in a different preferred housing option (for example, a group interested in an apartment wasn’t able to secure an apartment so was assigned a suite).

Based on our current projections and recent history, we expect minimal movement on a waitlist in this format. Instead, students with “waitlist” status will be those who a.) did not complete any housing forms, b.) were a part of a roommate group that didn’t select from available housing options before selection closed at 11:59 p.m. All students will receive a housing assignment - waitlisted students will be assigned by Community Living before Fall semester bills. Students will receive a message from Community Living between April 8-12 regarding waitlist status.

Reassignment and consolidation

After RSP, some students determine they will not be returning to Albion College or adjust their housing plans in other ways. This can mean that gaps form in various housing styles and in roommate groups. Community Living retains responsibility for reassignment to ensure that housing is used efficiently and spaces in high-demand are available for other students. At times, students may be consolidated with other roommate groups or with new rooms and roommates. Consolidation and reassignment steps would likely occur towards the end of summer as a fuller picture of housing gaps is revealed. Where possible, roommate groups will remain together.

Community Living strives to communicate changes well in advance of move-in day. Occasionally, dramatic changes to housing availability can emerge based on Facilities needs or other emergent concerns.

Administrative reassignments may continue into each semester after enrollment is confirmed on the tenth day. When possible, Community Living helps students find their preferred roommate from others in consolidation.

Fraternity membership

Fraternity members are required to reside in their fraternity chapter house. Exceptions are made for language major/minor students completing their I-Space residency requirement, for Community Assistants hired and assigned housing according to employment expectations, participation in off-campus programs of studying, or other exemption from the college housing residency requirement.

Non-members seeking to reside in fraternity chapter houses must receive approval by the IFC Advisor, who will provide and review standards of eligibility with Community Living related to academic and social standing.

Off-campus program of study participation

Students planning to participate in an off-campus program of study are not permitted to select housing through RSP. Spaces can not be held during Fall semester for Spring semester return to housing and on-campus enrollment.

Instead, students in off-campus programs will consult with Community Living during Fall semester to identify options available for Spring semester. Options regularly become available throughout housing as students complete degrees with December graduation dates or pursue off campus programs for Spring semester. Our best advice is to engage your friends and consider if any others may be in a position to “swap out” at the semester, or are expected to depart campus creating a space for you.

Exemptions to the Residency Requirement

Albion College requires all students to reside and board within the College residential system, with several exceptions. Students interested in exemptions can provide documentation of these exceptions through the appropriate eRezLife exemption request form. More information about these exemptions can be found in the [Student Handbook](#), pgs 94-95.

Rationale for exemptions includes:

- Married
- Veteran
- Legal child dependents
- 23 years or older before the start of the Fall semester
- Commuter status
- For-credit and in-person internship with worksite over 50 miles away from campus
- Education department student teaching assignment over 50 miles away from campus

Requesting Housing Accommodations

If you are a currently enrolled student and wish to request or renew a disability-related housing accommodation or submit a request for housing adjustment, you should complete the Housing Accommodation Petition Form.

Ideally, petitions are submitted during Room Selection Process each Spring semester and reviewed for assignment or other housing accommodation needs for the upcoming year. Students submitting Accommodation Petitions after Room Selection Process may have a longer review process and should submit a housing application based on other residence preferences during Room Selection Process as well.

You *must renew* your request for residential accommodations each year you attend Albion College. You may be asked to provide updated documentation and meet with the Director of Accessibility Services as part of the renewal process.

Complete petitions are reviewed and approved by the Community Living Petitions Review Committee, which is composed of representatives from Community Living, Accessibility Services, Student Development, Office of Integrated Wellness, and Dining Services.

Petitions should be submitted using the Housing Accommodations Petition Form in eRezLife and should include:

- Written personal statement uploaded by student in the Housing Accommodations Petition Form
- Appropriate documentation of need, submitted by Healthcare Provider
 - Please share this form with your provider to complete and return.
 - Your healthcare provider must include signature and medical license number, returned to the address below. Note: he/she may also email/scan (living@albion.edu) or fax (517-629-0197) the form and any additional information, or scan and email it to our office.
- Registration with Accessibility Services

Students with approved accommodations or adjustments to housing should expect a housing assignment offered by the Housing Petitions Committee that corresponds with requested and approved accommodations or adjustments.

[Review our website for more information related to Exemptions, Accommodations, and Emotional Support Animals \(ESAs\).](#)

Questions?

Contact Community Living at

124 Ferguson Building | 517-629-0224 | Living@albion.edu