Saybrook College Housing Rules

 **I. General Information**

A more comprehensive guide on navigating StarRez and the room draw process can be found here: [video tutorials](https://yaleedu.sharepoint.com/%3Af%3A/s/StarRezTrainingandSupport/EgqEzVFcHI1Du9sSkj3oFQMBdUQ4ZNiqpl5xrw8abjgkNQ?e=6bA7ZH) and [written documentation](https://yaleedu.sharepoint.com/%3Ab%3A/s/StarRezTrainingandSupport/EdQ_gpDUn1RFuVzcMOIB4AgBe2ew7FkvDmKpl4SINQAsoQ?e=aNYuNl) for participating in the room draw in Sharepoint. For technical support at any point during the process, contact yalecollegehousing@yale.edu.

Housing in Saybrook is determined by a lottery system that acknowledges seniority while sustaining the requirement, that all sophomores live on campus. Given the differences in available housing inventory between the two class years, the room draws for rising sophomores and seniors occur on same day and are then followed by rising juniors. Additionally, since unlike rising seniors and juniors, rising sophomores are required to occupy and therefore guaranteed to receive on-campus housing, the housing committee allocates enough suites from the stock of available housing to accommodate this class year.

Each class enters a separate lottery to determine the order in which people choose their suites. Lottery participation is limited to students who declared during the intent phase that will live on-campus in the upcoming academic year. This intent phase concludes before spring break so that the room draw processes may begin immediately after spring break.

Saybrugians will receive an email from the SY Dean’s Office outlining the housing calendar, housing committee members, and other relevant general housing information. Students will declare intent and then execute their room selections via the Yale College Housing Platform StarRez (protected by CAS login). Additionally, once group formation opens, students will see floor plans for available suites and a list of available suites per type of suite.

**ROOM DRAW & CLASS YEAR**

* All students who were originally members of class 2023 and who entered in the fall of 2019 will be classified as seniors in their college’s coming housing lottery and room draw.
* All students who were originally members of class 2024 and who entered in the fall of 2020 will have the option to live off campus in the coming academic year.
* All students who were originally members of class 2024 who proceed through the lottery and room draw as juniors must do so in accordance with Yale College’s and your respective college’s housing rules; keep in mind that availability is not guaranteed.
* All students who were originally members of class 2022
	+ Should recall that they cannot enter their college’s senior housing draw for a second term
	+ Should be prepared for possibility that on-campus housing might only be available via a waitlist within their residential college or annex-housing
* All residential colleges prohibit students from seeking housing for a given class year more than once, so if you enter senior lotteries and room draws for the 2022-23 academic year, you will not be able to do so again.
* Students contracting housing are doing so with the expectation that they will reside on campus for a full academic year. Students relinquishing housing must do so in accordance with Yale Undergraduate regulations.
* Deciding to live off campus this academic year does not prohibit you from seeking future on-campus housing.

While mixed-class suites are allowed, they must enter the lotteries of their lowest-ranking members (therefore, a rising junior and a rising senior in a double must draw with the rising juniors). A student may enter the rising senior lottery only once. Mixed-gender suites are allowed for sophomores, juniors, and seniors.

All students living in Saybrook are asked to make their suites available for visitors during designated Open Houses. While the Open Houses are not mandatory, participation allows all students to become familiar with the housing options available to them. These traditionally occur in-between lotteries and room draws.

**II. Lotteries and Room Draws**

Lotteries determine the order in which students select suites. Room draws determine suite assignments. The Housing Committee expects and encourages pleasant collegiality during these events.

Rising sophomores are housed in the sextets, and – if necessary – a few non-sextet suites. For rising sophomores who do not finalize housing or they constitute a remainder of some kind – for example, the number of groups exceeds the number of sextets – the remaining students must reconfigure into groups.

**Note:** As all sophomores are required and guaranteed to have on campus housing, they may be placed into suite configurations they do not request.

Rising seniors and juniors may enter lotteries for singles, doubles, triples, quads, quints, and – only if available after all sophomores have already been housed – sextets. The 12-person suite is reserved solely for juniors.

**A. Who should enter the lottery**

Students who plan to live in Saybrook next year for the full academic year will receive priority in the lottery. Students who know that they will not be occupying housing in the fall **should NOT** enter the lottery. Likewise, students who will be departing mid-year should be sure to communicate this information with the SY Dean’s Office and ESPECIALLY their prospective suitemates if those students are contracting housing for a full year. Again, any open bed-spaces/rooms within a suite are liable to be filled by a transfer, international student, or SY student returning from a mid-year leave of absence. If you plan in the fall to take a Leave of Absence, withdraw, go on a Junior Term or Year Abroad, or attend Yale-in-London, then see the section at the end of this document, Special Situations.

Acceptance of a suite constitutes a contract for that suite. If you later relinquish housing, you will be subject to a financial penalty equivalent to one quarter of the room charge for the fall term. See also the note on ghosting. Furthermore, the SY Dean’s Office & Yale College Dean’s Office reserves the right to fill beds that become empty throughout the academic year, *including at the beginning of the fall semester*.

**Note**: If necessary, a lottery for the 12-person suite constitutes a simultaneous room draw for this suite. A group selected by this lottery to live in this suite is contractually bound to this suite. Students entering a lottery for such a suite, therefore, should consider that this act constitutes the same contract as choosing a suite in a traditional room draw.

**Note:** Please be considerate of others if you suspect you may have to withdraw from a suite between the time of the lottery and when room draw takes place (e.g. if you finalize pending plans to be away for the fall term or the full year or if you are thinking about living off campus). If you enter the lottery with someone else and then back out before room draw, the now vacant bed space can be occupied at behest of either SY or Yale College Dean’s Office.

**B. Group Formation**

This is the phase following intent declaration. Students who have declared that they will live on campus are invited to form suite groups in advance of their class year’s draw. Juniors will commence group formation once the sophomore and senior draws have concluded so that they juniors can have the most up to date room availability information. If at any point during the group formation phase there are more students vying for a particular suite type then is actually available of that type, students should reconfigure their suites and form a different suite size. If at the time group formation is slated to end there a certain suite type is over-subscribed, one suite in that size-type will be randomly selected to be disbanded and they will have to reconfigure into the remaining suite size (even if this means adopting a student not currently in a group to complete the new suite size). We will not be able to move to the lottery phase of the room draw until group formation is completed.

**C. How the lotteries are conducted**

Once group formation is closed, students will receive an email notifying them of their assigned slot in the room draw. This is a randomly generated number in the portal.

**D.** **Room draw**

Room draw occurs entirely online via the housing portal. Be sure to be ready to be online during your lottery time, or make sure you have a way of communicating your preferences to the group leader responsible for assigning rooms in your suites. You will have between 10-15 minutes to review, select and finalize your room assignment. If you are late, another group can begin selecting rooms while you are reviewing, so be deliberate in making your decisions. Avoid dithering as much as possible.

**E. Updating Room Assignments**

Students must email the SY Dean’s Office to make any changes/updates to their room assignment. Students found to be making unauthorized housing switches and/or occupying vacant rooms are doing so in violation of the Yale Undergraduate regulations and will be liable to any penalties resulting from this infraction. Once the draw is over, if you need to make changes to your room assignment, even if it is to simply change rooms with another person in your suite, email the dean’s office so that your room information can be accurately updated.

**F. Remaining suites**

In the event that, after all housing draws have been conducted, there remain one or more empty suites in Saybrook College, these suites will be made available for assignment by the Dean to students without other housing either in SY or in other residential colleges via the Yale College Annex process. Likewise, SY juniors or seniors students unable to find housing accommodations within Saybrook would be eligible for annex housing in another residential college if space permits.

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| A Special Note on Ghosting Students with no intention to live on campus the following year but who enter the lottery nevertheless are known as "ghosts." They do so with the intention of securing for the remaining roommates a better suite or arrangement than one otherwise available when pursued through the proper channels. Ghosting is a particularly obnoxious offense against the Saybrook community and, as such, it carries special penalties that are devised to compensate that same community. When the Dean learns of such an offense, s/he may do any or all of the following: Impose a fine that all students who relinquish housing must pay (see above). Place in the suite anyone who requests housing, at the convenience of the new student. The Dean may also, at his/her discretion, instead deny the suite to those who have fraudulently drawn for it and place them in a smaller suite, if one is available. Require the remaining members of the suite – for the full time they occupy it – to carry out duties that will benefit the entire Saybrook community. |

**III. Technical Information**

**Special Situations**

Two categories of students often present particular questions: students who take a Leave of Absence or withdraw and students who do Yale-in-London or a Junior Term Abroad.

**Junior Term Abroad and Yale-in-London**

Students who plan to take a Junior Term Abroad or a Yale-in-London term in the spring term of their junior year may draw for a Saybrook suite for the fall term. After informing the Dean's office in writing of their confirmed plans for the spring term, they simply vacate their suite in mid-year with no penalty. (Such students should consult the Yale College Programs of Study for the deadline to relinquish spring-term housing.) On the other hand, students who plan to take a Junior Term Abroad or a Yale-in-London term in the fall term, should NOT secure housing. Such students who are abroad in the fall who wish to have on-campus housing for the spring should contact the Dean's office as soon as possible to request in writing on-campus housing. Such students are not guaranteed housing; they are eligible for whatever housing becomes available at mid-year, but, historically, the chances for good on-campus housing at mid-year are very good. (If you are in such a category and you know someone in Saybrook who would be willing to share a suite with you, please inform the Dean's office of that fact as well.)

**Sophomore Non-Sextets**

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| When the number of rising sophomores is not divisible by six, the housing committee sets aside non-sextets. For example: **Remainder** (after dividing number of sophomores of given gender by 6)  | Non-sextet rooms assigned to sophomores of given gender  |
| 1  | 1 double, 1 quint (-1 sextet)\*  |
| 2  | 1 double  |
| 3  | 1 quad, 1 quint (-1 sextet)\*  |
| 4  | 1 quad  |
| 5  | 1 quint  |

\*No sophomores shall live in singles or triples.

Although a specific number of sextets (and other suite sizes, if necessary) will be apportioned for rising sophomores, specific suites will not be reserved. If the number of sextets apportioned for sophomore housing is less than the total number of sextets, the remaining number of sextets will be available to rising seniors and juniors, who will be able to draw a number of sextets equal to: total # of sextets – sophomore sextets. Room draw will still proceed according to seniority, with first rising seniors and then rising juniors being able to draw sextets in their respective room draws until this number is reached.

**Relinquishing On-Campus Housing**

Each year many students choose to live off campus. A student who participates in room draw in the spring but who, through a letter to the Dean, later relinquishes the suite s/he has accepted should be aware of the following:

1. A student who has contracted for a suite but who notifies the Dean in writing on or before the first day of the term of an intention to relinquish that suite will be charged a non-refundable deposit of one quarter (25%) of the term room rent.

2. A student who has contracted for a suite but who notifies the Dean in writing on or before the tenth day of the term of an intention to relinquish that suite will be charged a non-refundable deposit of one quarter (25%) of the term room rent plus the per diem housing charge for each day up to and including the day on which the student relinquishes the suite.

Again, the Housing Committee reserves the right to fill beds that become empty throughout the academic year, *including at the beginning of the fall semester*.