

# HOWARD UNIVERSITY



Room Selection Verification Plan  
(RSVP)  
2012-2013  
Informational Packet

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## **The Howard University Room Selection and Verification Plan**

The Room Selection and Verification Plan (RSVP), is a system designed to provide eligible students with a fair and equal opportunity to select their preferred space in one of the University's residence halls.

Information contained in this packet is designed to answer questions pertaining to the Room Selection and Verification Plan (RSVP), and provide a step-by-step explanation of how the process works. Students are responsible for reading, understanding, and following important instructions that adhere to key dates and policies regarding the room selection process. *Failure to comply with the procedures as outlined will render you ineligible to participate in RSVP process.*

**Students must be validated by February 3, 2012 to participate in RSVP.**

**Students who are recipients of the Presidential, Laureate, Founders, Capstone, Upward Bound and Hartford Scholarships or student athletes who receive full housing scholarships DO NOT have to pay the \$200.00 non-refundable advanced rent payment; however, they must make an online housing selection.**

Community Directors and their staff will provide all residents with pertinent information regarding RSVP, non-residents may obtain these materials from the Office of Residence Life's website.

Students who select the **BETHUNE ANNEX** or **COOK HALL** in RSVP are required to purchase a meal plan as part of the Combined Room and Meal Plan program.

All students are reminded that housing charges reflect the type of room the student receives at check-in. Room rates vary based on room type, (e.g. single, double, air conditioned or non-air conditioned.) **Room rates and housing assignments are subject to change without notice, due to renovations and/or other factors that may require changes in student assignments even after tentative assignments have been made and confirmed.**

**\*\*Students may begin online housing selections on Monday, February 27, 2012.**

**Students who do not receive housing assignments through RSVP should seek off-campus housing and participate in the Department of Residence Life's Annual Off-Campus Housing Fair held in the spring semester. Students may inquire regarding availability for fall on-campus housing via the Waiting List on August 1, 2012. However, please note that this does not guarantee a room assignment.**

## I. GENERAL INFORMATION

### A. Participants in the Room Selection and Verification Plan (RSVP)

1. **Registered Spring 2012 undergraduate students are eligible** to participate in the RSVP process, except those against whom disciplinary sanctions have been imposed that prevents housing (i.e. Academic, housing, etc.)
  - b. Undergraduate **off campus students** including Howard Plaza Towers East (Honors Housing) undergraduate residents are eligible for the Room Selection and Verification Plan.

### B. Fee Requirements, Payments and Refunds

1. **Students wishing to participate in the RSVP process** are required to make a **\$200.00 non-refundable Advance Rent Payment** beginning December 1, 2011 for consideration for online selection for housing. All assignments made during the RSVP are tentative and will be confirmed with a signed Housing Agreement. Advanced Rent Payments may be made ONLINE by accessing BISON Web and selecting the Housing link, allowing you to pay by credit card. You may also pay at the University Cashier's Office in the Administration Building, Monday through Friday, between 9:00 am and 3:00 pm. Payment must be made in the form of cash, credit card, certified check, or money order.
2. **Students who do not** sign the Residence Hall Agreement online, which can be found on Bisonweb will have their tentative assignment **CANCELLED**.
2. **Certified Checks and money orders** MUST be made payable to Howard University and **must bear the student's name and HU ID number**. This payment will be credited to the Fall Semester's student account if the student checks into University housing.
3. **Students who fail to check-in** by the date specified in the Residence Hall Agreement without prior notice to the Community Director of their assigned hall shall have their assignments canceled and thereby forfeit the **\$200.00 non-refundable** Advance Rent Payment.

## II. PROCEDURE FOR PARTICIPANTS

### A. Sequence of Procedures

1. **If you are a student living off campus**, you may submit any proof of community service or employment to the Office of Residence Life, located on the terrace level of the Tubman Quadrangle.
2. The Room Selection and Verification Plan will use a point scale for consideration for housing for the upcoming academic year for all continuing students. The point scale will be capped at a maximum of 50 points per student. The categories are as follow:

### B. Criteria for accumulation of points

#### 1. Distance from campus will account for ten (10) points

- Students who reside within 25 miles of Howard University will receive 5 pts
- Students who reside more than 25 miles from Howard University will receive 10 pts
- International Students would receive an additional “credit” of 5 pts (Totaling 15 points)

NOTE: Actual distance will be determined by addresses listed in BANNER.

#### 2. GPA will account for twenty (20) points

GPA would be calculated cumulatively from actual data available in BANNER, the point spread is as follow:

3.80-4.00	20 pts
3.50-3.79	18 pts
3.20-3.49	16 pts
3.00-3.19	14 pts
2.80-2.99	12 pts
2.60-2.79	10 pts
2.40-2.59	8 pts
2.20-2.39	6 pts
2.00-2.19	4 pts
0.00-1.99	2 pts

**NOTE:** GPA will be based cumulatively on grades through Fall 2011. Any new entrants to the University for Spring 2012 will receive fifteen (15) points.

**II. PROCEDURE FOR PARTICIPANTS**  
(CONTINUED)

**3. Classification (credit hours) will account for ten (10) points**

Freshmen/Rising Sophomore	(0-29)	10 pts
Sophomore/Rising Junior	(30-59)	8 pts
Junior/Rising Senior	(60-89)	6 pts
Senior/Continuing	(90-above)	4 pts

**4. Community Service/Student Involvement will account for ten (10) points**

- Student members of recognized university organizations receive two (2) points per organization.
- Students who provide proof of employment would receive two (2) points per job.
- Students who provide proof of community based organization would receive (2) points per service project.

**NOTE: The combination of all the above-mentioned activities will not exceed ten (10) points total.** Written verification will be required on official letterhead of any student wishing to receive credit for employment or volunteerism with a community based organization. The letter **MUST** contain the student name, HU ID number and contact information for the person providing the information. Any letter not containing this minimum information will not be considered. For students currently residing in residence halls, these letters must be turned in to their Community Director no later than January 27, 2012. Students who do not reside on campus must submit their letters to the Office of Residence Life no later than January 27, 2012.

**5. Penalty Points**

Students with documented disciplinary actions taken against them will in the residence halls lose two (2) points per infraction. (Hall Judiciary Council infractions, sanctions imposed by the Office of Residence Life, etc...)

**SAMPLE**

Student from Chicago, Illinois	10
3.0 GPA	14
Sophomore/Rising Junior	6
Community Service	2
Employed	2
State Club member	2
<u>1 noise violation</u>	<u>-2</u>
Total	34 points

## II. PROCEDURE FOR PARTICIPANTS (CONTINUED)

### C. Choosing a Residence Hall

Students participating in the Room Selection and Verification Plan who have **less** than forty-five (45) credits as of February 20, 2012 **will not** be able to select the Howard Plaza Towers West for the 2012-2013 academic year.

### D. Roommate Requests

**Roommates:** Students are required to submit a written request to the Community Director of the hall of which they select. These requests must be turned in by all parties interested in residing together. Roommate room assignments will be made at check-in. Roommate preference forms are available in the Office of Residence Life.

### RSVP FINAL CHECKLIST

- Submit the \$200 Advanced Rent Payment (RSVP Deposit) before 3:00pm on February 3, 2012.
- Verify your membership and submission of documents from student organizations of which you are a member.
- Submit any employment or community service verification documents to your Community Director (for students who reside in University Housing) or to the Office of Residence Life (for students who do NOT reside in University Housing) by 5:00pm on January 27, 2012.
- Go online between February 20-24, 2012 to view RSVP point total and days for housing selection.
- Make housing selection between February 27 and February 29, 2012.

# IMPORTANT DATES

## January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 <b>Halls open</b> for new entrants	5 <b>Halls open</b> for continuing students	6	7
8	9 <b>First Day of Class: Spring 2012</b>	10	11	12	13	14
15	16 <b>University Closed: MLK Day</b>	17	18	19	20	21
22	23	24	25	26	27 <b>Proof of Employment and Community Service Due</b>	28
29	30	31				

## February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 <b>Last day to make \$200 Advanced Rent Payment</b>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 <b>University Closed: President's Day</b>	21 View Your Points Online	22 View Your Points Online	23 View Your Points Online	24 View Your Points Online	25 View Your Points Online
26 View Your Points Online	27 <b>RSVP Goes Live!!!!</b>	28 <b>RSVP Goes Live!!!!</b>	29 <b>RSVP Goes Live!!!!</b>			30