Room Selection Verification Plan (RSVP) 2016-2017
Informational Packet

http://www.howard.edu/residence
202-806-6131 – office
202-806-4431 – fax

UPDATED February 5, 2016
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, adhering to key dates and policies regarding the room selection process. Failure to comply with the outlined procedures will render you ineligible to participate in RSVP. Incoming freshmen students do not participate in the RSVP; the University provides more than 1,500 designated spaces for incoming freshmen. Due to space constraints, the University will not be able to offer accommodations to all students requesting housing.

The deadline to submit the $200 Advanced Rent Payment is Friday, February 26, 2016.

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

Students must be registered by FEBRUARY 19, 2016 to participate in RSVP.

Residence Hall Managers will provide all residents with pertinent information regarding RSVP. Non-residents may obtain these materials from the Office of Residence Life website during this period as well.

Students who select the BETHUNE ANNEX or COLLEGE HALL SOUTH 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 types, (e.g. single, double, air conditioned or non air conditioned.) Be advised that renovations and/or other factors may require changes in student assignments even after tentative assignments have been made and confirmed. Room rates and housing assignments are subject to change without notice.

Student may begin online housing selection Monday, APRIL 11, 2016.

Students who do not receive housing assignments through RSVP should seek off campus housing and participate in the Department of Residence Life Annual Off Campus Housing Fair held in the spring. Students may inquire regarding availability for fall campus housing after the first week of classes August 2016. 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 2016 undergraduate students are eligible to participate in the RSVP, except those against whom disciplinary actions have been imposed, that prevent housing as a sanction. (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 RSVP are required to make a $200.00 non-refundable Advance Rent payment beginning December 1, 2015 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 a Residence Hall Agreement online 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 Residence Hall Manager 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 College Hall South located at the corner of Fourth and W Streets, NW.

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 would receive 5 pts
   - Students who reside more than 25 miles from Howard University would 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 2015. Any new entrants to the University for Spring 2016 will receive fifteen (15) points.
II. PROCEDURE FOR PARTICIPANTS
(CONTINUED)

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

<table>
<thead>
<tr>
<th>Classification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen/Rising Sophomore (0-29)</td>
<td>10 pts</td>
</tr>
<tr>
<td>Sophomore/Rising Junior (30-59)</td>
<td>8 pts</td>
</tr>
<tr>
<td>Junior/Rising Senior (60-89)</td>
<td>6 pts</td>
</tr>
<tr>
<td>Senior/Continuing (90-above)</td>
<td>4 pts</td>
</tr>
</tbody>
</table>

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 Residence Hall Manager no later than January 22, 2016. Students who do not reside on campus must submit their letters to the Office of Residence Life no later than January 22, 2016.

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Student from Chicago, Illinois</td>
<td>10</td>
</tr>
<tr>
<td>3.0 GPA</td>
<td>14</td>
</tr>
<tr>
<td>Sophomore/Rising Junior</td>
<td>6</td>
</tr>
<tr>
<td>Community Service</td>
<td>2</td>
</tr>
<tr>
<td>Employed</td>
<td>2</td>
</tr>
<tr>
<td>State Club member</td>
<td>2</td>
</tr>
<tr>
<td>1 noise violation</td>
<td>-2</td>
</tr>
<tr>
<td>Total</td>
<td>34 points</td>
</tr>
</tbody>
</table>
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 19, 2016 will not be able to select the Howard Plaza Towers West for the 2016-2017 academic year.

RSVP FINAL CHECKLIST

Submit the $200 Advanced Rent Payment (RSVP Deposit) before 3:00pm on February 26, 2016.

Verify your membership and submission of documents from student organizations of which you are member.

Submit any employment or community service verification documents to my Residence Hall Manager (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 FEBRUARY 26, 2016.

Go online between APRIL 4 and APRIL 8, 2016 to view RSVP point total and days for housing selection. Any changes in points must be completed by COB February 19, 2016.

Make housing selection between APRIL 11 and APRIL 13, 2016.