IT IS IMPORTANT THAT YOU READ ALL MATERIALS CAREFULLY BEFORE SIGNING YOUR HOUSING AND DINING AGREEMENT.

IMPORTANT INFORMATION
HOUSING SELECTION PROCESS!

To sign up for housing on Cook Campus, simply organize yourself and your apartment-mates for next year into a group of four. All students planning to live on campus for 2006-2007 must select a lottery number (unless signing back).

Lottery numbers are selected at the Cook Residence Life Office in Perry, from March 7 – 9, 2006, 9:00 am – 5:00 pm. The four lottery numbers will be added together and your time of selection on March 26th is based on this number. Lottery numbers are ordered for each class year (seniors have the lowest numbers).

The contracts are then to be submitted at the time corresponding to the total of the four lottery numbers. On Sunday, March 26th you will select an apartment on the spot! All four contracts must be submitted at that time. However, one authorized student from the apartment may submit all 4 contracts together with all 4 student ID’s (or photocopies) and all lottery tickets.

Groups of three, two and individual students are to attend the sign-up session on Sunday March 26th, 2006 at 5:30pm.
**Squatters – Sign Backs**

In order to squat an apartment you must sign up with at least two current residents of the apartment and have a total of 4 applying. Contracts for squatters may be submitted to the C/D Housing Office between Monday March 6th and Tuesday March 21st between 9:00am and 4:00pm. **Failure to do so will result in loss of squatters’ rights!**

**Housing Selection Day**

Bring all four signed contracts and all four student ID’s *(or photocopies)* and all lottery tickets with the student submitting the contracts on selection day, Sunday March 26, 2006. Only one resident from the apartment needs to attend the selection day. The total of your lottery numbers your group has corresponds to the time your apartment may sign up:

1. Sun. March 26, Rec. Center Gym 10:00am 2000 and under 4 Seniors
4. Sun. March 26, Rec. Center Gym 11:00am 6400 – 8600 1 Senior; 3 Juniors
7. Sun. March 26, Rec. Center Gym 12:00pm 13300 – 15500 1 Jr.; 2 Seniors; 1 Soph.
8. Sun. March 26, Rec. Center Gym 1:30pm 15500 – 17700 2 Jrs; 1 Senior; 1 Soph.
9. Sun. March 26, Rec. Center Gym 1:50pm 17700 – 19900 3 Juniors; 1 Sophomore
10. Sun. March 26, Rec. Center Gym 2:20pm 19900 – 24600 2 Seniors; 2 Sophomores
13. Sun. March 26, Rec. Center Gym 4:00pm 29000 – 35900 1 Senior; 3 Sophomores
15. Sun. March 26, Rec. Center Gym 5:30pm 38100 – 47200 4 Sophomores

* REC. CENTER GYM = Cook/Douglass Recreation Center

- ✓ Upon arrival, each group will check in with all of their information and their lottery number total and we will put groups in order to determine the order of room selection.
- ✓ Please be sure to give your correct class year and CPO# on the Housing and Dining Agreement.
Important notices for housing applicants

✓ Housing applications will be accepted for Newell, Starkey and Helyar House.
✓ Newell Apartments 1-24 have recreation facilities located close by. These facilities include courts for tennis, roller hockey, basketball, and sand volleyball. Lights for the tennis, roller hockey, basketball and sand volleyball courts and the playing fields are on until approximately 11:00 pm Sunday through Thursday evenings and until midnight Friday and Saturday evenings. Noise from the recreation facilities may be heard in these apartments and light may be visible through the windows. If you find this to be a concern, do not choose Newell 1-24 when participating in the room selection process.
✓ Only students that are currently registered for courses in the spring 2006 semester may select lottery numbers and submit Housing and Dining Agreements. If you do not fit these criteria, you must contact the Cook Residence Life Office, Perry Residence Hall, 732-932-9363.
✓ All housing is now non-smoking by law! There are no more smoking-optional sections.

Helyar House

• Helyar House is a unique living style within the University housing system. Organized as a "cooperative”, its thirty-eight Male and Female community members have a greater responsibility for self government, maintenance, custodial work, and social programs than other residents.
• Because of the cooperative nature of Helyar House, as well as the high level of self-reliance expected of its residents, each student realizes a rental and dining savings and a tuition scholarship.
• Helyar House has an enviable record of activity and community spirit. Included among its many innovative programs are faculty lectures, films, building projects and diverse social functions.
• If you are looking for an innovative and non-traditional housing experience, why not check out Helyar House? More information can be made available to you by contacting Dean Joseph Ventola at 732-932-2586.

Important things to remember

✓ No deposit will be required when signing up for apartments.
✓ Housing agreements are for a full year and include both FALL and SPRING terms.
✓ Rooms are to be used by assignees only.
✓ Students who leave the College during the academic year (Withdrawal or Leave of Absence) continue to be charged for the room until keys are returned to the Cook/Douglass Housing Office.
Be careful

To maintain the fairness of the system, you and your roommates will be placed in the last priority if you:

- falsify your point total
- sign two contracts
- fill out a contract for another person
- do not have all materials necessary at the time of sign-up

Apartment Consolidation

Apartments are designed for four students. If as a result of residents graduating mid-year or leaving the apartment, you have vacancies in your apartment, you may be relocated to another apartment or receive new roommates.

Cancellations

Cancellations are not permitted unless you are leaving the University. If your housing assignment is terminated by a withdrawal from the University or an academic dismissal, you must vacate the facilities and return keys within forty-eight hours.

Cancellations after the first day of classes will result in a full room or apartment charge for the entire semester. **ALL NO SHOWS WILL BE CHARGED $500.00.**

BE SURE OF YOUR INTENTIONS TO REMAIN IN HOUSING BEFORE SIGNING A CONTRACT SINCE YOUR CONTRACT IS SIGNED FOR ONE FULL YEAR (with the exception of winter graduates)

Final check

Your complete application includes:

- Lottery Number.
- A Housing and Dining Agreement completed with a pen.
- A completed “Contract for Living” form with lottery numbers and total.
- Your student ID.
- All four contracts if signing up as an apartment.
- All four student ID’s (or photocopies) if signing up as an apartment.
FAQ’s

Q. I have been a Cook student but am currently deregistered and would like to return to Cook for the Fall semester. May I sign up for Cook housing now?

A. NO. Only currently registered students may sign up for Cook housing. When you become a registered student, or when you are readmitted, stop by the Cook/Douglass Housing Office to complete a Housing Agreement. In the interim, a space cannot be held for you.

Q. Can a friend that is not a Cook student or Cook affiliate and currently does not live on Cook but wants to live with Cook students sign up for Cook housing?

A. If they receive permission from both the Residence Life Office of their college and the Cook Residence Life Office prior to the Lottery selection, yes. Otherwise, they cannot. Students falling into this category should contact the Cook Residence Life Office. Written confirmation must accompany your contract when it is submitted. Everyone signing up for housing must select a lottery number (unless squatting).

Q. Who can sign up for Cook housing?

A. Only currently registered students now living on the Cook Campus and currently registered Cook students and Mason Gross students affiliated with Cook may sign up for Cook housing. Rutgers College, Livingston College, Pharmacy, Engineering and Nursing students not already living on Cook Campus CANNOT sign up for Cook housing. Cook students in the five year Bio-resource Engineering program may sign up for Cook housing. Everyone signing up for housing must select a lottery number (unless squatting).

Q. I am currently a registered Cook student but have applied for a College to College transfer which is not yet complete or am applying for a College to College transfer after the Cook housing sign-ups. I would like to live on Cook next year if possible. What should I do?

A. Sign up for Cook housing. If you are a registered Cook student or live on the Cook campus on the date you submit your Housing Agreement, you are eligible to select a lottery number and sign up for Cook housing.
Q. I am currently not a Cook student, but have already applied for a College-to-College transfer to Cook. May I sign up for Cook housing?

A. Students falling into this category must contact the Cook Residence Life Office PRIOR to Lottery selection. The status of your application will be reviewed and a determination made on a case-by-case basis. Written approval must accompany your contract when it is submitted.

Q. I thought I was eligible to sign up for Cook housing but I am not. Since the housing sign-ups for all other campuses have already occurred, can I sign up for Cook housing?

A. NO. Students in this category must contact the Housing Office on their campus, complete a Housing Agreement, and either be assigned a space on that campus or placed on the wait list.

Q. If I sign a Housing Agreement and cancel after I submit it but prior to the start of the Fall semester, what happens?

A. You are charged a $500.00 cancellation fee. There is no grace period. Submitting the Agreement contracts you to live in Cook housing for an entire year, as you may take a space away from another student that gets put on a wait list. In addition, if you cancel, your roommates will immediately be assigned a student from a wait list.

Q. I am currently studying abroad. Can I sign up for Cook Housing?

A. If you receive prior approval, yes. Contact the Cook Residence Life Office, Perry Hall, 732-932-9363 for approval. You must designate someone in writing to select your lottery number and submit your contract.

Q. How can I get help finding roommates?

A. Contact the Cook Residence Life Office for more information.

Want more information?

Call the Cook/Douglass Housing Office at 732-932-9625 between 8:30 am and 5:00 pm

Visit the Cook College Residence Life Web page at http://aesop.rutgers.edu/~reslife/ or call the Cook Residence Life Office at 732-932-9363.
Cook Campus Contract for Living in Apartment Housing for the 2006 – 2007 Academic Year

By signing and submitting our Housing Agreements along with this Contract, we are stating that we are aware of the policies regarding Drugs, Alcohol, Smoking, Parties, Vandalism, Pets, Guests and maintaining the condition of our apartment, as well as all other Residence Life and Housing policies. We understand all policies in the Residence Life Handbook, Housing Agreement and Undergraduate Residents’ Guidelines for Living On Campus. As part of a shared community, we understand that violating policies negatively affects the living experience of other community members. We will comply with all Federal, State and Local law, as well as University, Housing and Residence Life policies, and understand that disciplinary measures will result if we violate these provisions, including potential loss of Housing privileges, without refund.

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Lottery # Total

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