Thank you for your continued interest in on-campus housing!

RSP Dates and Times to Remember

March 4, 2015 by 4 p.m. - $150 room deposit due
March 6, 2015 by midnight - Online RSP Housing Form due
March 6, 2015 by midnight - Full Group Form due
March 20, 2015 - View your RSP Time Ticket
March 24-27, 2015 - Full Group Selection
March 31, 2015 - Regular Room Selection Begins
April 14, 2015 by 4 p.m. - Choose your room online by this date
June 10-11, 2015 - Room Change/Swap Days

SUNY Cortland
Residence Life and Housing
VanHoesen Hall, room B-33

Phone: 607-753-4724
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What’s Your Destination?

RSP 2015-2016 Information Booklet

Residence Life and Housing
Harassment
When a student selects a room they have the right to not be harassed by any other student who may have wanted that room. Please note that any harassment of another student, including sending abusive or threatening messages by any means, will be processed through the student conduct office and could result in the forfeit of your on-campus housing assignment (according to the College Code B-10–Electronic Use Policy and C-1-Harassment).

Request for Medical or Disability Housing Accommodations
SUNY Cortland is committed to upholding and maintaining all aspects of the Federal Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. If you are a student with a disability and would like to request housing accommodations, please contact the Office of Disability Services in Van Hoesen Hall room B-1, or call (607) 753-2066 before March 6, 2014. Any information regarding your disability will remain confidential and will only be shared with your permission.

Room Consolidation
Residence Life and Housing reserves the right to reassign any students without a roommate. Students are consolidated within the residence hall they chose during RSP. Consolidation usually takes place during the summer as spaces open up.

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Frequently Asked Questions
What if I miss a deadline?
If you miss any of the deadlines listed you will be permitted to select a room during Tuesday, April 28 - May 4, 2015 during Missed Deadline Selection, provided that you have completed all necessary steps by then, and if space is available.

Can I check my room assignment once I’ve completed RSP?
You should check your room assignment and can do so at any time by going to the Residence Life and Housing section on the Student tab in myRedDragon and selecting “Check your room assignment”.

Who is eligible to select a room?
Any SUNY Cortland students currently living on campus or at West Campus Apartments and any students doing field work, student teaching, internship, or studying abroad with their last Cortland address as a residence hall.

What is the time ticket based on?
Credit Hours: Each student's credit hours toward graduation as of December 2014. Students with the most credit hours choose first.
Dean’s List Points: An extra 3 points will be added to your total credit hours for each semester you have been on the Dean’s List at SUNY Cortland.

Can I move on campus again after moving off campus?
Once you move off campus, you can contact Residence Life and Housing to place your name on a waiting list for spaces as they become available.

Is the $150 room deposit refundable?
For continuing students moving off campus or withdrawing after the room deposit is paid, the policy is: Residence Life and Housing must receive written notification by May 1, 2015 for full $150 refund; by July 1 for $100 refund, and by August 1 for $50 refund. Starting on August 2 there is no refund of the $150 room deposit. Students with waivers will be billed the amounts listed above based on the date they notify Residence Life and Housing that they are moving off campus.
West Campus Apartments

Apartments consist of:
- Four single bedrooms
- One full and one half bathroom (accessible apartments have one large bathroom instead of two)
- Living room
- Kitchen

Benefits of living at West Campus Apartments:
- Independent living
- Fully furnished apartments
- Full kitchen includes refrigerator, stove/oven, dishwasher, and microwave
- Optional meal plan
- On-site maintenance
- All utilities included
- Open over all breaks (GREAT for student teachers!)
- Recreation Center – includes 50" TV, computers, pool table, dart board, ping pong table, and vending machines.
- Bus transportation to and from campus
- Parking available close to your building
- Free laundry in building

Over 21 Buildings at West Campus Apartments
These buildings have Community Standards which are decided upon by the members of the building in cooperation with campus policies. Students selecting these buildings must be over 21 by September 1, 2015.

Gender Inclusive Housing At West Campus
Three buildings at West Campus Apartments will be designated as Gender Inclusive Housing. There are 16 spaces in each building, with each apartment having four single bedrooms. This is an opportunity for mixed groups of students to sign up together within apartments. We will not pre-determine the gender of individual bedrooms in these apartments. You must request the Gender Inclusive option on the RSP form in order to be permitted to select there.

West Campus Building 8: Sustainable Living Community
Students living in Building 8 make a commitment to learn as a community about how to live a sustainable lifestyle. Students are required to sign up for EST 329: Special Topics in Sustainable Living, a 1.5 credit course in both the fall and spring semesters. Students will strive to reduce their energy and water usage and increase their knowledge of recycling and composting, among other aspects of sustainable living. They will be involved in sustainability activities within the West Campus community and across campus. Students will be asked to sign a Sustainable Living Community Agreement before they select into this building.

Room Selection Process Steps

STEP ONE: Attend an RSP Info Meeting
Meetings take place: Feb. 16, 17, 25, 26, March 1, and 3 at 7:30 p.m. Freshmen and transfer students are highly encouraged to attend meetings at any of the locations. Learn the details about the process from a staff member at a meeting.

STEP TWO: Pay your $150 Room Deposit by 4 p.m. Wednesday, March 4, 2014.
Pay one of two ways:
1. At Student Accounts Office at 323 Miller Building between 9 a.m. - 4 p.m.
2. With your Visa, Mastercard, American Express, or Discover card online. Choose the Pay Room Deposit Online option under Residence Life and Housing on the Student tab on myRedDragon.

STEP THREE: Submit Online RSP Housing Form (instructions on next pg)
- Submit the Online RSP Housing Form 24 hours after you have paid your $150 room deposit.
- This form cannot be submitted later than Friday, March 6 at midnight.
- After completing the form you will receive your Housing ID. Share your Housing ID with your roommate/Full Group.

STEP FOUR: Choose your room online
(Your time ticket will be viewable Friday, March 20 by logging on to myRedDragon and going to the Residence Life and Housing tab.)
- Go on myRedDragon once your time ticket is available to choose a room. If you know who your roommate will be, obtain their Housing ID from them. The student with the earlier time ticket can pull their roommate into the same room assignment at the same time they select by entering the roommate Housing ID.

2015-2016 Graduate Housing
Graduate student housing will be available at the West Campus Apartments. A limited number of spaces at West Campus will be available for graduate student housing. Students must meet the RSP deadlines and process, or need to place themselves on the waiting list to be assigned to West Campus graduate housing.
Using myRedDragon to FILL OUT your RSP Form

1. Log in to your myRedDragon
2. Select the “Student” tab, under Residence Life and Housing, select “Housing Forms for Continuing/Returning Students”.
3. Select “Room Selection Process (RSP) Form”.
4. Review the RSP Information PowerPoint.
5. Answer all questions as prompted and read the Room and Board License. Print a copy of the form then select submit. By selecting “submit” you are providing your electronic signature and agreeing to the policies of the Room and Board License.
6. You will receive your Housing ID. This will be needed when you choose your room.

Using myRedDragon to CHOOSE your room

1. Complete steps 1-3 above.
2. Select “Choose Your Room”.
3. Follow all the instructions listed on the screen. If you chose a roommate you will be prompted to enter their Housing ID. Once you have selected a specific room there will be a five minute lock on it. Room availability will diminish as you are selecting, because other students are selecting at the same time. Use the refresh button to continue the lock for a limited period of time.
4. When you reach the final review page, select final submit only when you are sure of your choice.
5. Print a copy of your room assignment.

Using myRedDragon to Check Your Assignment

**Everyone should do this after they “SUBMIT” their room assignment!**

1. Complete steps 1-3 as listed at the top of this page.
2. Select “Check Your Room Assignment/Triple Refund”.
3. If your room assignment is not correct or does not appear, you must choose your room again or contact Residence Life and Housing.

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**Special Interest Housing Options**

**Judson H. Taylor Leadership House**
The Leadership House consists of students who have been active participants in their communities by displaying leadership characteristics, holding leadership positions, and who have a desire to further enhance their leadership skills. Applications are required and are available online.

**24-Hour Quiet Floors (Higgins Hall, floors 7-8; DeGroat 3rd floor)**
Two floors of Higgins Hall and one floor in DeGroat Hall have been designated as the 24-Hour Quiet floors. Students who select a 24-Hour Quiet floor will be asked to sign an online statement indicating that they understand the quiet guidelines and agree to abide by them.

**Wellness Floor (Shea Hall 2nd floor)**
Students who live on this floor sign an agreement not to use tobacco, drugs, or alcohol if under the age of 21 (on or off campus). If a student is 21 or older, they may consume alcohol responsibly. Benefits of the wellness program include in-hall programming, hall sponsored recreational teams, and a positive living environment free from the second-hand effects of irresponsible/excessive alcohol use.

**Winter Athlete Housing (Fitzgerald, Randall, Smith and Casey Towers and West Campus Apartments)**
These residence halls will open for winter athletes in January.

**Gender Inclusive Housing (Casey Tower 5th floor) On Campus**
This floor of suites will provide the opportunity for students anywhere on the Gender Spectrum to live together in double rooms. This option is open to all SUNY Cortland students who have paid their admission and room deposit regardless of sex, gender role and/or gender identity and expression. You must request the Gender Inclusive option on the RSP form in order to be permitted to select there.

There is no application to request this housing option, although the Residence Life and Housing office will be contacting those who sign up, to verify that they understand what this type of housing is. Those living on the Gender Inclusive floor will also be required to sign a specific housing agreement for the floor. Also see Gender Inclusive Housing at West Campus on page 10.

**Important –DeGroat Hall**
Please note that DeGroat Hall, which will be open during the fall 2015, will be closed for renovation during the spring 2016 semester. All fall DeGroat students will be reassigned to another hall for the spring 2016 semester.
Singles, Suites, Quads, and Apartments

Buildings with Suites

Six Person Suites
- Alger Hall
- Clark Hall
  (Two singles in suite)
- Higgins Hall
  (Two singles in suite)
Four and six person suites
- Casey Tower
- Smith Tower

Buildings with Designed Singles
- Alger Hall
- Clark Hall
- DeGroat Hall
- Higgins Hall
- Casey Tower
- Dragon Hall

Please note: Suites in Alger, Clark, and Higgins Halls are charged at a higher rate than suites in Casey and Smith Towers. Designed singles are charged at a higher rate than a standard double.

Deluxe Rooms in Cheney Hall
Deluxe Rooms consist of:
- One designed triple and one double plus lounge, or
- Two designed triples plus lounge, or
- Two doubles plus lounge
- Residents use common bathroom on floor

Quad-Doubles in Glass Tower and Dragon Hall
Quad-Doubles are two double rooms plus a bathroom. Quad-Doubles in Glass Tower are charged at a higher rate than standard doubles. Quad doubles in Dragon are charged at a higher rate than those in Glass Tower.

West Campus Apartments
All West Campus Apartments have four single bedrooms. You can select an apartment as an individual or as a group.

Fall 2015-2016 room rates are available on the Residence Life and Housing web page.

“I am looking for suite/apartment/quadmates”
When selecting a room in a suite, apartment, or quad you may select the box that states “I am looking for suite/apartment/quad-mates”. This lets potential room-suite/quad mates know that you do not have someone in mind you’d like to live with. This information shows on the Rooms Available list. (Someone is still able to sign up for a room in the suite/quad/apartment even if it is not checked.)

Selecting “FINAL SUBMIT”
Selecting the “FINAL SUBMIT” button on the Final Review Page means you are bound by the Room and Board License to live on campus for the 2015-2016 academic year (both fall and spring semesters).

Changing/Swapping Rooms during RSP
- Up to four changes can be made to your room assignment.
- Changes must be completed by 4 p.m. on April 14, 2015
- You can only make changes to your assignment, not your roommate’s (even if you originally pulled them into the room assignment).
- Changes can only be made when your time ticket is active.
- To swap a room: Use the “Swapping Room” feature to change rooms:
  - Select “Choose Your Room”.
  - Select “Use this if ‘swapping’ rooms with someone”.
  - You will be temporarily unassigned.
  - Only one person needs to use this feature.

Room Change/Swap Day after RSP
On June 10 and 11, 2015 you will be given one final opportunity to make any last room swaps. This opportunity is only for students who have already selected a room during the Room Selection Process or Missed Deadline Selection.
Full Group Selection Process

- **Full Group:** Any group that has enough people to occupy the whole suite/quad/apartment/deluxe room and wishes to sign up to live together.
- To sign up to live in a six person suite, you must have six people in your group.
- Fifty percent of all suites, quads, and apartments are available during Full Group Selection.
- You must meet all deadlines first to go through Full Group Selection.
- You must fill out the Full Group form by **midnight on March 6, 2015**.
  - Only one person in the group needs to fill out the Full Group Form.
  - Obtain the full names and Housing IDs of each person in your group and designate one person to fill out the form. Any group that does not fill out the Full Group form by the March 6 deadline cannot participate in Full Group Selection.
  - **Changes are not permitted** once you submit the form. If there is a change to your group that happens after the form is submitted, (example: someone withdraws from school) your group will be bumped back into their regular time tickets.

- Each person participating in Full Group Selection will receive the same time ticket information as the others in your group. You will need to select as roommate pairs (one person cannot pull everyone in the group into the suite/quad/apartment/deluxe room when selecting).

- When selecting a suite, quad or apartment you can change from one suite or apartment to another, but you CANNOT change the members of your group.
  - If you change your group everyone will be removed from Full Group Selection and your entire group will be bumped into your regular time tickets.

- Residence Life and Housing will inform the Full Groups that made it into Full Group Selection. If you select during Full Group Selection, you cannot select during regular selection.

- If you are unable to select a suite, quad, apartment, or deluxe room during Full Group Selection you will select based on your regular time tickets.

- Time tickets will be available for those closed out of Full Group Selection at noon on Monday, March 30, 2015.

- You CAN get closed out of Full Group Selection since there are usually more Full Groups than there are Full Group suites, quads, and apartments.

**Halls with Suites:**
- Alger
- Casey Tower
- Clark
- Higgins
- Smith Tower

**Halls with Quad Doubles:**
- Glass Tower
- Dragon Hall

**Halls with Deluxe Rooms:**
- Cheney Hall

**Apartments:**
- West Campus Apartments