

Winthrop Housing Lottery Information

Welcome to the Winthrop Housing Lottery! The lottery process is designed to be as fair as possible to all Winthrop students. Please read this information carefully **BEFORE** you ask questions.

Harvard requires that Winthrop House provide accommodations for a certain number of students each year. To meet this level of occupancy, a minimum capacity for each suite is determined. Suites' capacities are based on the ratio of the number of rooms per student in the suite. Some suites will have one more room than student (designated "n+1"), enabling each person to have his/her own bedroom in addition to a shared common room. Many suites have the same number of rooms as students ("n"). Others will have one less room than students ("n-1"). These suites will require students to share bedrooms, but in turn they will have the largest common rooms (10 DeWolfe suites fall under this category). Please note that a suite may only be chosen by a rooming group with as many (or more) members than the suite capacity list requires. About a week before the lottery, a list of all the suites in the house, along with the required capacity and configuration of that suite, will be posted.

*****No one at any point in time is ever guaranteed any rooming configuration.*****

THE PROCESS

- 1. Complete Your Paperwork:** Each rooming group must complete ONE (and only one) *Suite Size Request Form* listing all the occupants of the suite. The form must be turned in to the House Administrator's Office, D-13. If a group's forms are incomplete or late, that group may not be able to participate in the lottery. Each rooming group will designate a spokesperson whom the House Office will contact if any questions should arise or if regrouping becomes necessary.
- 2. Get a Lottery Number:** When a rooming group submits their lottery materials, the group will draw a single lottery number. The group's lottery number determines the order of suite selection. All rooming groups forced to regroup must draw a new lottery number for each new rooming group established. Individuals (floaters) will *not* select lottery numbers.
- 3. Get Floor Plans:** Floor Plans are posted on the Winthrop House website for you to consult and review. In addition, floor plans will also be posted publicly in hard copy (either in the dining hall or outside the House Offices in D-Entry).
- 4. Know What Suites are Available:** Lists of all available suites will be emailed to the House. Do not consider rooms with fewer students than the determined room capacity. Rising Juniors, be careful not to consider rooms already selected by rising Seniors.
- 5. Select a Suite:** Come to the suite selection meeting (note time and place on the schedule below) to make a decision about your rooming choice. At least one member of the Rooming Group *must* be physically present at this stage to select a room. Lottery numbers will be called from lowest to highest. When a group's number is called a representative of the group will select a suite from the remaining available suites. Group representatives will have about a minute to make a selection. Please plan ahead and have several rooms in mind so you do not have to choose a room at random if your first choice room has already been taken.

*****Please note: If the representative of the rooming group is not present at the time the group's lottery number is called, the rooming group may forfeit the turn. The group will choose a room at the conclusion of that day's suite selection meeting.*****

IMPORTANT DETAILS

Accessibility: If you have special health or accessibility requirements for your housing situation, you must contact Harvard Accessible Education Office (www.fas.harvard.edu/~aao) well in advance of the housing lottery process and procure official documentation noting the required accommodations. Provide the documentation to the House Administrator at least one full week before any other housing deadlines (see schedule below). If your accessibility status changes after suite selection is complete, contact the House Administrator with the necessary documentation as soon as possible.

Floater: If you do not have a rooming group with which you wish to enter the lottery, you must complete a *Floater Housing Request Form* and return it along with a *Housing Questionnaire* to the House Office. A list of floaters seeking roommates will be posted in advance of the selection of lottery numbers. This list allows floaters the chance to link up with others and enter the lottery as a rooming group. This is an “opt-in” process. If you would like your name posted, notify the House Administrator when submitting your forms. If a floater does not get into a group at the time of the lottery or opts to float randomly, the floater will be assigned a room over the summer when Sophomore housing is completed.

Going Abroad: If you are going abroad for the full year or for the Fall semester only, do not join a rooming group and do not participate in the housing lottery process. If you are going abroad for the Spring semester (only), join a rooming group and participate in the lottery process normally. Typically rooming groups with a student departing for a Spring semester abroad will be assigned a floater at the start of the Spring semester. Similarly, an individual who went abroad in the Fall will be assigned to an open space as a floater at the start of the Spring semester. Note: after room selections are complete, individuals going abroad in the Fall and rooming groups who will have a student departing in the Spring can opt to have their names shared with each other, allowing Spring-returners and groups with Spring-departers to “affiliate.” Every effort will be made to place a Spring-returner with their “affiliated” Spring-departer-group upon their return. This process is opt-in. Students going abroad in the Fall and rooming groups with openings in the Spring are not required to participate in the name sharing process, but may do so if they would like.

Larger Size Suite Selection: Selection of larger sized rooms (7 & 5 person suites) will take place on the same day, later in the afternoon, when the *Suite Size Request Forms* are turned in. (See schedule of dates and times below). The entire rooming group need not be present. Because the number of larger sized suites is very limited, some rooming groups may be unable to select a large suite. They will then regroup and submit new *Suite Size Request Form* in their new roommate configuration. In the unlikely event that large suites are not all selected by rising Seniors, a similar selection process will take place for rising Juniors the day that Junior *Suite Size Request Forms* are due.

Senior Suite Selection: Seniors will have the first pick from all Winthrop House suites. Senior groups can choose to live in any suite listed on the suite list as long as the number of students in the group matches the minimum number of students designated for that particular suite. If a group wishes to crowd in a suite (i.e., have more students than the minimum number), that will be allowed.

Mixed Groups Suite Selection: A mixed group is comprised of Seniors and Juniors who wish to live in the same suite. Mixed groups selects suites *after all rising Senior groups have selected suites* in order of their lottery numbers. Note: the lottery number selected by a mixed group may be “lower” than some all-Senior groups. This is irrelevant. Mixed group lottery numbers only matter for ordering multiple mixed groups when they select after all senior groups have chosen.

Junior Suite Selection: Juniors select suites the week after Senior Lottery. Again, the list of available suites for selection will have a minimum number of students per suite; each rooming group must have at least the minimum number of students to select a particular suite.

Transfer Student Groups: Groups composed exclusively of students who have just transferred into the House will draw at the end of the appropriate class lottery (i.e. groups of rising Senior transfers will draw at the end of the Senior suite selection process, just before mixed groups select, and groups of Junior transfers will draw at the end of the Junior suite selection meeting).

Moving Off-Campus or Taking a Leave of Absence: If you are considering living Off-Campus or taking a Leave of Absence from Harvard in the Fall, you must submit an *Off-Campus Housing or Leave of Absence Form* and a *Room Cancellation Form* (obtained from Undergraduate the Housing Office or their website). If you know you will be away from Harvard in the Fall semester, you will not be permitted to participate in the Housing Lottery. The deadline for canceling your Housing Contract is included below. Do not miss this deadline. If you enter the lottery with a rooming group and select a suite and then decide to be Off Campus or Abroad in the Fall, your suite mates will be assigned a Floater (for the full year) to take your place.

Returning from a Leave of Absence: Students returning from a Leave of Absence may enter the housing lottery as a member of their entering (i.e. “social”) class, regardless of their technical academic class standing. Once a student has participated in the rising Senior room selection process once, they may not do so again. Room selections in any subsequent years will be made as if the student were part of the set of rising Juniors.

IMPORTANT NOTE

Know the Schedule of Events: You *must* meet all deadlines as outlined in the schedule of events (below). If your forms are in late or you miss a selection meeting, you may not be able to participate in the process. PLAN AHEAD and BE PUNCTUAL.

QUESTIONS

During Lottery/Selection Season (Spring Break–Reading Period): Email your Housing Tutors, Matt Baggetta (baggetta@fas.harvard.edu) and Myrna Perez (mlperez@fas.harvard.edu). Expect a roughly 24-48 hour turnaround time on emails during Lottery/Selection Season.

After Lottery/Selection Season (Reading Period–Move-In): Email the House Administrator (kreiber@fas.harvard.edu). Responses to these questions will come via email during the summer. Expect a longer turnaround time as summer administrative schedules are varied and unpredictable.

Winthrop Housing Lottery 2009 - Schedule of Events

Thursday, April 9, 5:00pm: *Accessible Education Office Special Accommodation Forms* due.
Turn in to House Office, D-13.

Rising Senior and Mixed-Group Lottery

Thursday, April 16, 5:00pm: *Senior Floater Forms* due.
Turn in to the House Office, D-13. Floaters must also submit a *Housing Questionnaire*.

Monday, April 20, 9:30am-1:00pm: *Senior & Mixed Grp. Suite Size Request Forms* due.
Turn in to the House Office, D-13. One suite size form per rooming group. Group representative picks group lottery number at the time the form is submitted.

Monday, April 20, 5:00pm: Senior Larger Suite Selection in House Office
C-51 (7 person suite); B-41, E-41, & D23/24 (5 person suites)

Tuesday, April 21, 10:00am: Senior Regrouping Groups notified.
Regroups are required for groups that requested but did not get larger suites or for those whose lottery number places them beyond the possibility of selecting a room of the desired size.

Wednesday, April 22, 5:00pm: Regrouped *Senior Suite Size Request Forms* due. Group representative picks group lottery number at the time the form is submitted.

Friday, April 24, 5:00pm: Rising Senior suite selection (4, 3, & 2 person suites) followed immediately by Mixed Groups (Seniors and Juniors) Selection in JCR

Rising Junior Lottery

Thursday, April 23, 5:00pm: *Junior Floater Forms* due in the House Office
Turn in to the House Office, D-13. Floaters must also submit a *Housing Questionnaire*.

Monday, April 27, 1:00pm: *Junior Suite Size Request Forms* due.
Turn in to the House Office, D-13. One suite size form per rooming group. Group representative picks group lottery number at the time the form is submitted.

Monday, April 27, 5:00pm: Junior Larger Rooms Selection in House Office (only if larger suites remain following Senior Selection).

Tuesday, April 28, 10:00am: Junior Regrouping Groups notified.

Friday, May 1, 5:00pm: Junior Suites Selection (4, 3, & 2 person suites) in JCR

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**Monday, May 4, 10:00am:** Fall/Spring Study Abroad opt-in "affiliation" lists distributed.

*Note: The Harvard College deadline for second round interhouse transfer applications is May 23<sup>rd</sup>. Applications are due in the Office of Residential Life by 4:00pm. Transfers are not guaranteed. Decisions are made over the summer. See the Harvard ORL website ([www.orl.fas.harvard.edu](http://www.orl.fas.harvard.edu)) for details.*