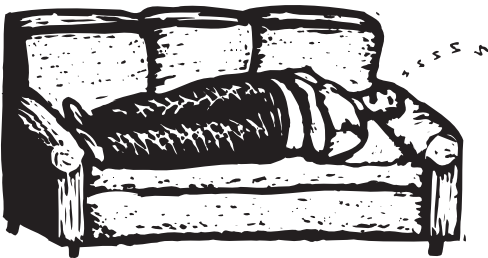


# *The 2009–10 Guide*

to the Reed housing lottery, theme dorm  
and language house selection, and  
how to find a place to live off campus

## **INSIDE:**

- How are rooms assigned? **2**
- Housing contracts **2**
- The lotteries **3**  
Frequently asked questions
- Application-only housing **5**  
Language houses  
Theme dorms
- Reed College Apartments **6**  
“Squatting” current apartments  
Summer apartment information
- Off-campus housing **7**
- Housing calendar **8**



# REED

**RESIDENCE LIFE OFFICE: 28 West**  
**PHONE: 503/777-7536**  
**EMAIL: [res.life@reed.edu](mailto:res.life@reed.edu)**  
**WEB: [www.reed.edu/res\\_life/](http://www.reed.edu/res_life/)**

# Understanding Reed housing

*Residence life is committed to creating a safe, positive, and welcoming community for all expressions of gender identity, sexualities, race and ethnicities, cultures, religions, nationalities, abilities, and ages for students living on and off campus.*

*If you have any questions after reading this guide, please stop by the residence life office, call, or email us with your questions. If you currently live on campus, your RD will be a great resource for you also.*

## How are rooms on campus assigned?

Because the college considers the residential experience for new students to be a critical part of their orientation, first-year, exchange, and transfer students are guaranteed housing (if application materials are submitted by the orientation deadline), with spaces reserved primarily in double and triple rooms.

Room placements for continuing students are determined with a lottery system, and by application for rooms in theme dorms and language houses. While we cannot guarantee on-campus housing for all continuing students, we attempt to meet requests fairly.

## Housing contracts

To live in Reed-sponsored housing, you must sign a contract for the 2009–10 academic year. It is important that you read and understand this legal, binding document.

You will sign the contract electronically when you select a room during the lottery, but we recommend that you review the contract and the *Reed College Residential Rights and Responsibilities Guide* before the lottery. Contracts and the guide will be available by mid-March, from the residence life office and online.

### ***Once I sign the contract, can I break it?***

Yes. If you inform us in writing by Friday, May 22, you will be free from any contractual obligation and will be refunded your full housing deposit. **If you have not cancelled by May 22, you will be obligated to fulfill your contract and live on campus for the following full academic year.** (More information is available in the *Reed College Residential Rights and Responsibilities Guide*.) If you wish to break your housing contract after Friday, May 22, you must file a petition that is subject to approval. More information about petitioning to terminate a room and/or board contract may be found on the residence life webpage.



## The lotteries

Cohort numbers are generated with the previous year's history in mind. If you were among the last 25 percent of students to choose housing, you will not be in the last 25 percent this year. Cohort numbers cannot be traded between students.

Instead of going to a centralized location, you will be able to participate from satellite locations. This means you may partake in the lottery by logging into IRIS from home, the library, off-campus, and abroad—almost anywhere!

Each student will be given a cohort assignment. You will no longer receive an individual lottery number. There will be four cohorts per day: 8 a.m., noon, 4 p.m., and 8 p.m. If a student does not participate in the lottery during the allotted span of time, he/she will continue to be able to log into IRIS and participate in the lottery for the remainder of the process.

The new lottery will be stretched over 14 days. We have extended the number of days to allow time for students to attend classes and participate in the lottery. (We wouldn't want you skipping class, now would we!) Students will be placed in cohorts of 14–20 people (depending on how many students participate in the lottery). Those who participate in the senior, summer, theme, and language house lotteries will have smaller, separate cohorts.

### **THEME DORM & LANGUAGE HOUSE LOTTERY**

**March 30–April 1**

### **SENIOR LOTTERY**

**March 30–April 3**

### **GENERAL LOTTERY**

**April 3–10**

### **SUMMER HOUSING LOTTERY**

**April 10–12**



### ***How are the lottery numbers assigned?***

Students are assigned to cohorts by a random number generator. Numbers may not be traded, given away, or sold. Cohort numbers will be assigned and posted in IRIS on Friday, March 27.

### ***How do I become eligible for the lottery?***

1. Pay a \$100 housing deposit to the business office by noon on Tuesday, March 24. You need to have your Reed College ID to pay your housing deposit. In person, you may pay with cash or check. Online, you may use MasterCard or American Express.

2. Register for the housing lottery through IRIS by noon, on Tuesday, March 24. If you are interested **ONLY** in summer housing, please make sure to

select that option when registering. If you plan to live on campus during the academic year and would like summer housing you **do not** need to select the summer housing only option.

3. Look for your cohort number in IRIS on Friday, March 27.

4. Log in to <http://housing-lottery.reed.edu> to participate in the lottery at your assigned cohort time. You will also be able to link to this address through IRIS.

### ***What if I pay the deposit after the due date?***

You will receive a cohort number, but it will not be randomly assigned. You will be automatically placed in a separate and final cohort for your designated lottery.

### ***How does the lottery work for seniors?***

Rooms are set aside for seniors expecting to graduate in December 2009 or May 2010. The senior lottery is only for those rooms. Check the housing floor plans online in mid-March.

Seniors are automatically entered into both lotteries. They can select a room in the senior lottery or enter the general lottery, if they feel they have a better chance of getting the room they want at that time. For example, you might have number 5 cohort in the senior single lottery and number 1 cohort in the general lottery, and you want to live in Anna Mann. When you look at the floor plans online for Anna Mann, you count eight senior singles and nine general lottery singles. Since you have a low general cohort number, it would be to your advantage to participate in the general lottery. After the senior lottery, all remaining senior-designated rooms and apartments will be made available in the general lottery. After you select a room in the senior lottery, you will receive a prompt that will allow you to select a room for summer housing if you are interested in living in the apartments for summer 2009.

### ***What happens during the lottery?***

Log into IRIS during your designated cohort time span and pick a room! You will also select a board plan and sign your housing contract at this time. If you missed your designated cohort time, you will still be able to sign into IRIS and participate in the lottery after that time. If you are participating in a lottery to live on campus during the academic year (theme/language, senior/general), you will receive a prompt that will allow you to select a room for summer housing if you are interested.

If you are participating in the summer housing **only** lottery, you will only have the option to select a room in the apartments for summer 2009 when you log into IRIS during your designated cohort time span.

### ***If I am not on campus for the lottery, can I still get a room?***

Since the lottery system is online, you should be able to participate any-

where you are, as long as you have an internet connection. If you will not be able to access the internet during the time frame of the lottery, you may use a proxy. You can sign up for a proxy when housing lottery registration opens on Monday, March 2. Here is the process to set up a proxy:

1. Student enters the lottery application through IRIS;
2. Student enters a proxy's Reed email address;
3. Proxy receives a "proxy invitation" email with two links: accept proxy job or reject it; and
4. Proxy clicks "accept" link, which takes her or him to IRIS to log in, and a verification with "thanks!"

Students will be able to manage their proxy assignments through the lottery application on IRIS (a proxy can be canceled and a proxy can decline to serve). In either case, the other party receives an email verifying the action.

### ***How does the lottery work if I want to have a roommate?***

If you are interested in having a roommate, you will need to pair up before the lottery. You can do this starting Monday, March 2, when housing lottery registration opens. To form a roommate pair, access the lottery application through IRIS, and enter your desired roommate's Reed email address. Your potential roommate receives a "roommate invitation" with two links: to accept the roommate pairing or reject it. The roommate clicks "accept" link, which takes the student to IRIS where he or she will log in, at which point the student will see a verification with "thanks!"

If you are part of a roommate pair during the lottery, you should use the best (lowest) cohort number to select a room. Once one of you selects a room, no one else except your designated roommate can take the other spot in the room. For example: Bob and Chris have signed up to be roommates. Bob has a number 2 cohort and Chris has a number 5 cohort. Since they are a roommate pair, both Bob and Chris can log into the lottery during the designated time for the number 2 cohort. Even if Chris does not enter the lottery system until the number 5 cohort time, his spot in the room with Bob will still be there. Students will be able to manage the roommate assignment through the lottery application on IRIS. At any point during the lottery process either person may decide not to be a roommate and to participate in the lottery as an individual. If you separate from your roommate, you will both revert to your individually assigned cohort number.

### ***What can I do ahead of time to make my selection easier?***

Because you have only a short period of time at the lottery to pick the room that you want, you will find the process easier if you study the floor plans before you participate in the lottery. The plans will be available online by mid-March.

## ***What if I don't get a room on campus?***

Last year we did not run out of rooms in the lottery. However, if the rooms are all selected before your number comes up, your name will be added to a waiting list and you will be offered rooms as they become available.

## ***How do I increase my chances of getting a room on campus?***

You might seriously think about applying for the theme dorms or the language houses. If you apply for these spaces, you are making a commitment to live there, if accepted. If you choose not to apply to a theme dorm or language house, make sure you enter the lottery, pay your deposit and participate in the lottery room selection. If you miss one of these steps, you will end up at the end of the lottery cohorts.

## **Application-only housing**

### ***Language houses***

Students interested in Chinese, Russian, French, German, or Spanish can apply to live in these unique houses. Language house students are required to make a commitment to participate in the activities of the house and speak the language of the house. Applications and more information are available online. Applications to live in language houses are due, Friday, March 13. Students accepted to a language house are not eligible for the general housing lottery. After students are accepted to a house, they will participate in the language house lottery Monday–Wednesday, March 30–April 1. After you select a room in the language house lottery, you will receive a prompt that will allow you to select a room for summer housing, if you are interested in living in the apartments for summer 2009.

### ***Theme dorms***

Theme dorms are typically a floor or area within a residence hall occupied by a group of students with a common social or academic interest such as Japanese, dance, or classics. The residence life committee selects theme dorms that are proposed by individuals or groups of students. After the theme dorm proposals are chosen, applications for each theme dorm become available to all continuing students. The organizer of the dorm, along with a representative from the residence life committee, select the students to be invited to live in each of the theme dorms.

Applications for proposed theme dorms are due Friday, February 13. Applications to live in a theme dorm are due Friday, March 13. Students accepted to a theme dorm are not eligible for the general housing lottery, but will participate in the theme dorm lottery, Monday–Wednesday, March 30–April 1. After you select a room in the theme lottery, you will receive a prompt that will allow you to select a room for summer housing, if you are interested in living in the apartments for summer 2009.

## Reed College Apartment housing

### ***“Squatting” your current apartment***

The Reed College Apartments and the Birchwoods feature one- and two-bedroom apartments. Students who live in a Reed apartment may stay in their current apartment for the following academic year if they agree to sign a summer housing contract. Students now living in the apartments have until noon on Wednesday, March 23, to reserve their current apartment. Information regarding squatting will be sent out mid-March, when the summer rent prices are set by the college.

All apartments that are not squatted are available in the lottery process.

### ***Summer 2009 Housing***

Birchwood apartments that are not squatted are available to Reed students for the summer. The apartments are rented for a period that starts when the dorms close in the spring and ends a few weeks before the dorms reopen. Students who have a contract for the 2009–10 academic year are able to move from the apartments directly to their dorm room.\* This allows students to have a place to live all summer without having to worry about storing their belongings and not having a place to live. The apartments are fully furnished and have full kitchens, and telephone and computer access. We do not provide houseware items.

If you are participating in the lottery to live on campus during the academic year (theme/language, senior/general), you will receive a prompt (after you select a room in your specific lottery) that will allow you to select a room for summer housing if you are interested. Anyone who has registered for the summer housing lottery only will log in during the designated cohort time to select a room for summer 2009. The apartments are popular for the summer and usually fill up during the summer lottery period.

\* If you are moving into a different apartment for the academic year, this option may not be available to you.



## Off-campus housing information

If you prefer to live off campus, the residence life office has several resources for you. Many students choose to live off campus for one or more of their college years, and it can be a wonderful experience. We advise you to talk with other students about off-campus living and to read the materials available so that you understand your legal rights when making agreements and signing leases.

## **The Off-Campus Housing Guide**

This helpful guide, which is on the residence life website, will walk you through the steps of finding off campus housing and getting settled in, including setting up your utilities, signing a lease, and getting back your cleaning deposit.

### **Housing postings**

We have online listings that can be accessed through the residence life webpage. The online postings can be checked from anywhere you have internet access. Many students use this site during the summer at home to secure an apartment in Portland before classes start.

### **Resources for living off campus**

Residence life has books that students may check out on many topics related to renter's rights and living off campus, including *Renter's Rights: The Basics*; *The Tenant Survival Book*; *Landlord Tenant Rights in Oregon*; and *Renting Your First Apartment: The World's Easiest Pocket Guide*.

## **Important dates to remember**

<b>January 19</b>	Theme dorm proposal applications available
<b>February 13</b>	Theme proposals due
<b>March 2</b>	Lottery registration opens/housing deposit Squatting process begins
<b>March 2–13</b>	Theme and language house applications available
<b>March 23</b>	Deadline to reserve squatted apartments
<b>March 24</b>	Deadline for housing deposit & registering for the lottery Deadline to sign up for a proxy
<b>March 26</b>	Decision email to students who applied for theme dorm and language houses
<b>March 27</b>	Lottery cohort numbers available in IRIS
<b>LOTTERIES</b>	<b>March 30–April 1:</b> theme and language <b>March 30–April 3:</b> senior <b>April 3–10:</b> general <b>April 10–12:</b> summer
<b>May 22</b>	Last day to cancel housing

