Summary
2017-18 Apartment/Room Selection Process for “Upper Division Returners”
(Met Residency Requirement by Fall 2017)

Selection Steps:
Apartment/Room Selections are made on ZagLiving
See specific steps below for dates and times. If you do not qualify or are not interested in the
apartments of a specific step, skip it.

1. Same Room, November 2nd, 10 am to 4 pm.
   Open to current 4th and 5th floor Kennedy, Corkery and Burch residents who were not required to
reside on campus during 2016-17. A selection of your current bedroom may be made anytime
between 10 am and 4 pm. **You may not coat-tail apartment-mates during this step.**
   Special Note: Current residents of Burch, Corkery and Kennedy who are still subject to the
residency requirement this semester may not make a selection during this step. Just as their
peers in Dussault, Welch, Desmet, etc., they may make a selection only during the subsequent
steps.

2. Room Consolidation, begins November 3rd (Consolidation Form Required).
   This is a manual process. Residents who “squatted” during the same room step will be sent a
consolidation form to indicate a desire to consolidate with others who “squatted” (no "coat-
tailing" anyone who did not "squat"). Any vacancies after this step will be offered during the
other selection steps.

3. 4 and 2 Available Beds in an Apartment, November 15th, 2017, 4 pm to 10 pm.
   A specific time slot when you may make a selection is emailed in advance. During this step, 4-
bedroom and 2 bedroom apartments as well as two bedrooms in any partially filled 4 or 3
bedroom apartments will be available. "Coat-tailing" is allowed.

4. 3 and 1 Available Bed(s) in an Apartment, November 17th, 2017, 4 pm to 10 pm.
   A new time slot when you may make a selection is emailed in advance (after step 3 is complete).
   During this step, 3 and 1 bedroom apartment(s) as well as three and one bedrooms in partially
filled 4, 3, and 2 bedroom apartments will be available. “Coat-tailing” is allowed.

Important Policies and Procedures:
Room Selection Help
Ask questions in advance of actual room selection if possible (housing@gonzaga.edu, 509-313-
4103, or Crosby Center 201).

Complete Apartments Only (applies to selection steps 3 and 4)
All the bedrooms in the apartment must be completely “filled” during the 3-available and 2-
available bed steps making the apartment full. Partially “filled” apartments are only allowed
during the same apartment, consolidation, and 1-available bed steps.

“Squatting”
This is the “same room” selection step. Current residents of Kennedy 2nd and 3rd floors may
“squat” but will be moved to an apartment on 4th and 5th floors (preferably through the
consolidation process).
“Coat-tailing”
Your preferred apartment-mate(s) may make a room selection for you. You need to mutually accept each other on your application. Whichever apartment-mate has the earliest time for the selection step should make the selection for the “group”. Coat-tailing other applicants is not allowed during the same apartment, consolidation, and 1-available bed steps.

Kennedy 2nd and 3rd Floors Will be “Lower Division” for 2017-18

For the 2017-18 academic year, Kennedy 2nd and 3rd floor will accommodate “Lower Division Returners”. Current residents of Kennedy 2nd and 3rd who “squat” must move to 4th or 5th floor, or Burch and Corkery through the consolidation step.

Request/Accept Apartment-mates in Advance
Don’t wait until the selection step to do so. Have this completed before the selection day.

Room Selection Dates and Times
These dates and times are set. We may provide suggestions for a “work around,” but won’t offer alternative dates and times. Also, there are no “do-overs.”

Disability Housing Accommodations
Not all Disability Access clients are guaranteed on-campus living. Those guaranteed will be notified of when they may make a selection. Those not guaranteed on-campus living participate in the standard process.

All Room Selections Must Be Confirmed
All apartment-mates must confirm the apartment/room selection, on the selection day.

Waitlist
Inclusion on wait-list is not automatic. To be included, you must stop by the Housing Office after the entire selection process concludes on November 17 (study abroad students may email).

Meal Plan Not Required
You may have a meal plan if you wish.

Spring 2018 Only Applicants
You do not participate directly in the room selection process. Contact the Housing Office for additional information.

Still Considering an Off-Campus Option?
Please don’t plan to make a selection in this process as a “back-up” plan. Once a room is selected, your agreement is binding and cancellation can have adverse financial consequences. Please be respectful of other students committed to on-campus living and who are anxious to secure housing.

Additional Information:
Gonzaga Housing Facebook Page If you need to search for an apartment-mate, consider posting on this Facebook page.

Building and Room Features

Room Selection Process

How to Examples