

HOWARD UNIVERSITY



Room Selection Verification Plan
(RSVP)
2018-2019
Informational Packet

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UPDATED January 25, 2018

The Howard University

Room Selection and Verification Plan

The Room Selection and Verification Plan (RSVP), is a system designed to provide eligible students with a fair and equal opportunity to select their preferred space in one of the University's residence halls.

Information contained in this packet is designed to answer questions pertaining to the Room Selection and Verification Plan (RSVP), and provide a step-by-step explanation of how the process works. Students are responsible for reading, understanding, and following important instructions, adhering to key dates and policies regarding the room selection process. Failure to comply with the outlined procedures will render you ineligible to participate in RSVP. Incoming freshmen students do not participate in the RSVP; the University provides more than 1,500 designated spaces for incoming freshmen. The University may not be able to accommodate all student requesting housing.

The deadline to submit the \$200 Advanced Rent Payment is Friday, February 9, 2018.

Students who are recipients of the Presidential, Laureate, Founders, Capstone, Upward Bound and Hartford Scholarships, Gates Millennium or student athletes who receive full scholarships for housing DO NOT have to pay the \$200.00 non-refundable advanced rent payment; however, they must make an online housing selection.

Students must be registered for the current Spring classes to participate in RSVP.

Residence Hall Managers will provide all residents with pertinent information regarding RSVP. Non-residents may obtain these materials from the Office of Residence Life website during this period as well.

Students who select **COLLEGE HALL SOUTH** or **BETHUNE ANNEX** in RSVP are required to purchase a meal plan as part of the Combined Room and Meal Plan program.

All students are reminded that housing charges reflect the type of room the student receives at check-in. Room rates vary based on room types, (e.g. single, double, air conditioned or non air conditioned.) Be advised that renovations and/or other factors may require changes in student assignments even after tentative assignments have been made and confirmed. **Room rates and housing assignments are subject to change without notice.**

Student may begin online housing selection **Monday, MARCH 5, 2018.**

I. GENERAL INFORMATION

A. Participants in the Room Selection and Verification Plan (RSVP)

1. **Registered Spring 2018 undergraduate students are eligible** to participate in the RSVP, except those against whom disciplinary actions have been imposed, that prevent housing as a sanction. (i.e. Academic, housing, etc.)
 - b. Undergraduate **off campus students** including Howard Plaza Towers East (Honors Housing) undergraduate residents are eligible for the Room Selection and Verification Plan.

B. Fee Requirements, Payments and Refunds

1. **Students wishing to participate in RSVP** are required to make a **\$200.00 non-refundable** Advance Rent payment beginning December 1, 2017 for consideration for online selection for housing. All assignments made during the RSVP are tentative and will be confirmed with a signed Housing Agreement. Advanced Rent Payments may be made ONLINE by accessing BISON Web and selecting the Housing link, allowing you to pay by credit card. You may also pay at the University Cashier's Office in the Administration Building, Monday through Friday, between 9:00 am and 3:00 pm. Payment must be made in the form of cash, credit card, certified check, or money order.
2. **Certified Checks and money orders** MUST be made payable to Howard University and **must bear the student's name and HU ID number**. This payment will be credited to the Fall Semester's student account if the student checks into University housing.
3. **Students who fail to check-in** by the date specified in the Residence Hall Agreement without prior notice to the Residence Hall Manager of their assigned hall shall have their assignments canceled and thereby forfeit the **\$200.00 non-refundable** Advance Rent Payment.

II. PROCEDURE FOR PARTICIPANTS

A. Sequence of Procedures

1. **If you are a student living off campus**, you may submit any proof of community service or employment to the Office of Residence Life, located on the terrace level of College Hall South located at the corner of Fourth and W Streets, NW.
2. The Room Selection and Verification Plan will use a point scale for consideration for housing for the upcoming academic year for all continuing students. The point scale will be capped at a maximum of 50 points per student. The categories are as follow:

B. Criteria for accumulation of points

1. Distance from campus will account for ten (10) points

- Students who reside within 25 miles of Howard University would receive 5 pts
- Students who reside more than 25 miles from Howard University would receive 10 pts
- International Students would receive an additional “credit” of 5 pts (Totaling 15 points)

NOTE: Actual distance will be determined by addresses listed in BANNER.

2. GPA will account for up to twenty (20) points

GPA would be calculated cumulatively from actual data available in BANNER, the point spread is as follow:

3.80-4.00	20 pts
3.50-3.79	18 pts
3.20-3.49	16 pts
3.00-3.19	14 pts
2.80-2.99	12 pts
2.60-2.79	10 pts
2.40-2.59	8 pts
2.20-2.39	6 pts
2.00-2.19	4 pts
0.00-1.99	2 pts

NOTE: GPA will be based cumulatively on grades through Fall 2017. Any new entrants to the University for Spring 2018 will receive fifteen (15) points.

**II. PROCEDURE FOR PARTICIPANTS
(CONTINUED)**

3. Classification (credit hours) will account for ten (10) points

Freshmen/Rising Sophomore	(0-29)	10 pts
Sophomore/Rising Junior	(30-59)	8 pts
Junior/Rising Senior	(60-89)	6 pts
Senior/Continuing	(90-above)	4 pts

4. Community Service/Student Involvement will account for ten (10) points

- Student members of recognized university organizations receive two (2) points per organization.
- Students who provide proof of employment would receive two (2) points per job.
- Students who provide proof of community based organization would receive (2) points per service project.

NOTE: The combination of all the above-mentioned activities will not exceed ten (10) points total. Written verification will be required on official letterhead of any student wishing to receive credit for employment or volunteerism with a community based organization. The letter **MUST** contain the student name, HU ID number and contact information for the person providing the information. Any letter not containing this minimum information will not be considered. For students currently residing in residence halls, these letters must be turned in to their Residence Hall Manager no later than February 3, 2018. Students who do not reside on campus must submit their letters to the Office of Residence Life no later than February 9, 2018.

5. Penalty Points

Students with documented disciplinary actions taken against them will in the residence halls lose two (2) points per infraction. (Hall Judiciary Council infractions, sanctions imposed by the Office of Residence Life, etc...)

SAMPLE

Student from Chicago, Illinois	10
3.0 GPA	14
Sophomore/Rising Junior	6
Community Service	2
Employed	2
State Club member	2
<u>1 noise violation</u>	<u>-2</u>
Total	34 points

C. Choosing a Residence Hall

Students participating in the Room Selection and Verification Plan who have **less** than forty-five (45) credits as of March 2, 2018 **will not** be able to select the Howard Plaza Towers West for the 2018-2019 academic year.

RSVP FINAL CHECKLIST

- Submit the \$200 Advanced Rent Payment (RSVP Deposit) before 3:00pm on February 9, 2018.
- Verify your membership and submission of documents from student organizations of which you are member.
- Submit any employment or community service verification documents to my Residence Hall Manager (for students who reside in University Housing) or to the Office of Residence Life (for students who do NOT reside in University Housing) by 5:00pm on FEBRUARY 9, 2018.
- Go online between FEBRUARY 26 and MARCH 2, 2018 to view RSVP point total and days for housing selection. Any changes in points must be completed by COB MARCH 2, 2018.
- Make housing selection between MARCH 5 and MARCH 7, 2018.