The Housing & Greek Life Office has prepared this Bulletin to assist you with the 2015-2016 Housing Selection process. Please take a moment to read and learn about the online selection process, assignment requirements, and important reminders regarding the Student Housing Agreement.

If you have any questions, please stop by or contact the Housing & Greek Life Office, McCaffrey Floor, 2nd floor. We can be reached 8:00 AM to 5:00 PM, Monday through Friday, by phone at (209) 946-2331, fax at (209) 946-2688 or email at iamhome@pacific.edu.

Housing Selection Checklist

- Review Priority Assignment Letter indicating the day and time you can sign up for open spaces.
- Log into Selection System by:
  - Log-in to insidePacific
  - Select Living tab
  - Select Online Housing Selection and sign-in with your PacificNet ID.
- Complete and Sign the 2015-2016 Student Housing Agreement.
- Submit signed Agreement within 48 hours of completing the online assignment, to the Housing & Greek Life Office, McCaffrey Center, 2nd floor.
- Most importantly, make sure that you have reviewed the Terms and Conditions of the Student Housing Agreement for 2015-2016.

Date and Process

The 2015-2016 Housing Selection will occur in three stages:

**Same Space selection will be March 26 – 27, 2015**
- Current residents will be able to sign-up for their same space, or apartment space. For example, resident of Monagan 200B will only be permitted to select Monagan 200B. If a different room (within suite/apartment) is preferred, a room change form submission is required within 48 hours of submitting your same space selection.
- Residents must submit signed Student Housing Agreement to Housing & Greek Life within 48 hours after selecting space.

**Roommate Pull-In will be March 31 – April 1, 2015**
- Residents who signed up for their same space will be able to pull-in roommate(s).
- Pull-in roommates need to qualify for the spaces into which they are being pulled. Pull-in roommates can include current on-campus residents or off-campus students.
- All residents must submit signed Student Housing Agreement to Housing & Greek Life within 48 hours after selecting space.

**Open Space selection will be April 3 – 4, 2015**
- This stage is available to all current residents and all other students interested in applying for open spaces in the apartments and residence halls.
- Students must qualify for the spaces which they are requesting.
- Pull-in roommates need to qualify for the spaces into which they are being pulled. Pull-in roommates can include current on-campus residents or off-campus students.
- New requests for gender inclusive housing require approval and designating Housing & Greek Life as your Proxy.
- All residents must submit signed Student Housing Agreement to Housing & Greek Life within 48 hours after selecting space.

Information will be posted in your communities regarding the Housing Selection process.
The Housing & Greek Life Office will implement the following policies related to student housing selection for the 2015-2016 academic year.

**On-Campus Apartments**

Students with four or more semesters on campus at the end of Spring 2015, will qualify for apartment spaces as part of Roommate Pull-In or during the Open Space Selection.

- For questions and to verify if you qualify for apartment spaces, please contact the Housing & Greek Life Office.

**Gender Inclusive Housing**

- Priority will be provided to students who require accommodations based on their gender identity, gender expression, or sexual orientation.
- Gender Inclusive Housing will only be available in the apartments: Chan Family Hall, McCaffrey Center Apartments, Monagan Hall, and Townhouse Apartments.
- Students must identify all roommates necessary to fill the apartment spaces.
- Space is limited, and placement is based on availability of spaces.
- Assignment requires approval and must be completed (Proxy) by a Housing & Greek Life staff member.
- Interested students must contact Housing & Greek Life Office before March 20, 2015.
- For more details and information, please schedule a meeting with the Associate Director for Residential Life, or their designee, by calling (209) 946-2331 or email iamhome@pacific.edu.

**Meal Plans** are required for all students living in on-campus residence halls and apartments. Students living in the apartments must select at minimum a Bronze Meal Plan for the academic year. Students in the residence halls need to select a Silver (minimum), Gold or Platinum Meal Plan. Below are the proposed 2015-2016 Dining Points. Please note these are subject to change.

<table>
<thead>
<tr>
<th>Proposed Meal Plan Level for 2015-2016</th>
<th>Dining Point Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum Meal Plan</td>
<td>2,201 (Semester), 4,402 (Year)</td>
</tr>
<tr>
<td>Gold Meal Plan</td>
<td>2,058 (Semester), 4,116 (Year)</td>
</tr>
<tr>
<td>Silver Meal Plan</td>
<td>1,888 (Semester), 3,776 (Year)</td>
</tr>
<tr>
<td>Copper Meal Plan (Apartment students only)</td>
<td>1,412 (Semester), 2,824 (Year)</td>
</tr>
<tr>
<td>Bronze Meal Plan (Apartment students only)</td>
<td>686 (Semester), 1,372 (Year)</td>
</tr>
</tbody>
</table>

**Single Rooms and Waitlist Request**

- Single rooms are assigned based on specific approved accommodation requests. Single room requests are not guaranteed. Documentation is not required for students who have information on file with the Office of Services for Students with Disabilities. **Waitlist requests** can be submitted now for your preferred spaces, including singles, triples and apartments. Requests will be reviewed in the order they were received by the Housing & Greek Life Office and based on space availability. Submitting a waitlist request does not guarantee you a space. All other requests will be reviewed as space permits. Single Room and Waitlist requests will be processed after May 1, 2015.

**Open Spaces in Chan Family Hall**

Open spaces in Chan Family Hall will be reserved for Pharmacy, Graduate, and Professional students.

For questions and concerns, please contact the Housing & Greek Life Office at (209) 946-2331 or email iamhome@pacific.edu.

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**GREEK FACILITIES (UNIVERSITY VS. PRIVATE)**

**University Owned and Operated**

Pacific owns and operates the following fraternity and sorority houses: Alpha Phi, Beta Theta Pi, Delta Delta Delta, Pi Kappa Alpha, Sigma Chi, and Theta Chi. Students who are active members of these Greek organizations and wish to reside in University operated facilities are required to submit an Agreement during the Selection process. A student must be an active member of their organization the semester prior to moving in, and must be approved by the chapter president to be eligible to reside in the house.

**Privately Owned and Operated**

Pacific does not own and operate Delta Gamma and Kappa Alpha Theta. Students residing in university owned residence halls and apartments, will not be automatically approved to terminate their 2015-2016 Student Housing Agreement in order to move into a non-university owned Greek Facility. Students should contact Housing and Greek Life for additional information.

**Greek Housing Selection Process**

Students currently living in a University owned Greek facility will need to be on the chapter list indicating that they will be residing in the chapter house for the 2015-2016 academic year.

Students should contact their Chapter President to ensure they are on the roster. Students will still need to complete a 2015-2016 Housing Agreement no later than Thursday, April 16, 2015.
You have priority to sign up for your SAME space/apartment for the 2015-2016 academic year, unless you are currently residing in a Learning Community or building designated for first year students. (Southwest, Eiselen, Ritter, Wemyss, John Ballantyne, Carter, Price, Casa Werner and Farley). After April 2, 2015, all unclaimed spaces will be considered for OPEN Selection.

Priority for OPEN spaces is determined by the following criteria:

1. Active Enrollment (Registrations for Spring or Winter 2015)
   Are you currently taking classes?
2. Active (Spring/Winter 2015) or Prior Housing Assignment
   Do you live on-campus now or have you previously lived on-campus?
3. Number of Units Completed, including units in progress for the Spring/Winter 2015.
   How many units will you have completed at the end of the Spring/Winter 2015?

OPEN SPACE Selection will be held online from 7:00 AM to 5:00 PM on the designated days.
Students will be emailed Housing Priority information on February 20, 2015.

If you miss your assigned day and time, you will not be given special priority. Student Housing Agreements will continue to be accepted after the Selection process. Placements will be determined by availability of spaces. Students must complete forms to be placed on the waitlist for single rooms, preferred rooms and apartments.

ONLINE HOUSING SELECTION PROCESS @ INSIDE PACIFIC

You will be provided with a specific date and time to complete the assignment process, depending on whether you’re signing up for SAME SPACE, ROOMMATE PULL-IN, or OPEN SPACE. Please review your priority letter to determine when you can begin the selection process, and check your class schedule.

Once you have completed the online selection, you must submit the 2015-2016 Student Housing Agreement to the Housing & Greek Life Office within 48 hours. If you do not submit the Student Housing Agreement, your placement may be released as an open space. Agreements may be submitted in person to the office during business hours (Monday – Friday, 8:00 AM to 5:00 PM; McCaffrey Center, 2nd Floor, faxed to (209) 946-2688 or emailed (scanned with signature) to iamhome@pacific.edu.

REQUIREMENTS & EXCEPTIONS TO THE ONLINE HOUSING SELECTION PROCESS

To assure that you are signing up during the appropriate day and time, please review the following requirements and exceptions.

**Same Space selection will be March 26 – 27, 2015**
- Current residents will be able to sign-up for their same residence hall room or apartment space. For example, the current resident of Monagan 200B will only be permitted to select Monagan 200B. If a different room (within suite/apartment) is preferred, a room change form submission is required within 48 hours of submitting your same space selection.
- Current residents of Residential Learning Communities and designated first year buildings, will not be able to select their same space.

**Roommate Pull-In will be March 31 – April 1, 2015**
- Current residents who signed up for their same space will be able to pull-in roommate(s).
- Roommates must qualify for the spaces they are being pulled-in to. Pull-in roommates can include current on-campus residents or off-campus students.
- Roommates must provide the current resident with their roommate ID and Password (provided in the priority letter) and Meal Plan selection. For roommates who do not have an ID/Password, please contact the Housing & Greek Life Office before Housing Selection.
- Students who have lived in the Residential/Greek facilities for FOUR semesters or more by the end of Spring 2015 will qualify for apartment spaces.

**Open Space selection will be April 3 – 4, 2015**
- This stage is available to all current students and all other students interested in applying for open spaces in the apartments and residence halls.
- Students must qualify for the spaces which they are requesting. For example, apartment spaces are only available to students who have lived in the Residential/Greek facilities for FOUR semesters or more by the end of Spring 2015. All other exceptions must be approved in writing by the Associate Director for Housing Administration, or their designee.
- Students may also pull-in roommates during Open Space Selection. That is, the resident with the highest priority time and date, can pull in roommates to the open space. Roommates must provide their roommate ID and Password (provided in the priority letter) and Meal Plan selection.

**Gender Inclusive Housing**
- Please refer to prior information on gender inclusive requirements on page 2.
In all phases of the housing selection process, you are encouraged to sign-up and be placed with the roommate of your choice. Roommates or friends are permitted to "pull in" other student(s) to live in an apartment or residence hall room. It is each student's responsibility to ensure that they have selected the proper room/apartment.

If you wish to have an incoming transfer, or graduate student as a roommate, make sure that the student has been accepted by the University and that BOTH of you have requested each other as roommates on the Housing Assignment Request Form. Assignments for new freshmen and transfer students are made based upon the date housing reservation deposit is received by the University. Assignments will not be made or held for students who have not confirmed or paid the housing reservation deposit.

While an effort is made to comply with students' preferences during the housing assignment process, the Housing & Greek Life Office reserves the exclusive right to make assignment changes in order to make the most efficient use of available spaces. This includes consolidation, emergency and temporary assignments, and assigning/reassigning as many students to a room or apartment as deemed necessary.

Requests are not guaranteed.

**PACIFIC’S RESIDENCY REQUIREMENT**

**Pacific Requires all full-time undergraduate students to live on campus for their first four semesters at the University; excluding summer sessions.** Exceptions to this policy are limited to:

1. Students who are under the age of 17 or over the age of 21, or
2. Students transferring to Pacific with over 56 credits (excludes credits obtained through AP coursework or summer bridge programs), or
3. Students who have lived on campus at another higher education institution for four semester (excluding summer sessions), or
4. Students who live with their parents/legal guardians in their permanent residence within 50 miles of the Pacific’s Stockton Campus, or
5. Students who are participating in a specific academic program involving student abroad or non-local internship or cooperative education experience which is more than 50 miles of the Pacific’s Stockton campus, or
6. Students who are married, in a registered domestic partnership, or a similar legal relationship and present a valid certified copy of a Certificate of Marriage, Certificate of Registered Domestic Partnership, or similar document issued by a government or other legally authorized authority.

**Living at Home**

Students who will be living with their parent/guardian in their permanent residence within 50 miles of the campus must complete a Living at Home form. Students must submit the Living at Home form to request to be released from the Residential Living Policy by June 30, 2015. Forms are available online at insidePacific or www.pacific.edu/housing. The Living at Home form and supporting documentation will be reviewed by Housing & Greek Life Office; an email will be sent to the address indicated on the form.

**Financial Clearance**

In order to keep your student housing placement, you must be financially cleared with Student Accounts. Unsatisfied financial obligations will result in the university withholding all services including instruction, scheduling, registration, grades, transcripts, and diplomas until your account has been settled. For questions regarding payment options, please contact the Office of Student Accounts at (209) 946-2517 or email studentaccounts@pacific.edu.

**Not Registered or Registered Part-Time**

Only full-time, matriculated, degree-seeking students of the university are eligible and permitted to live in university student housing. An undergraduate student is considered a full-time student with 12 or more units, while graduate students are considered full-time students with 8-9 units per semester. Any exceptions must be approved by the Associate Director for Housing Administration, or their designee, in writing.

Students who have not been approved to reside on-campus as part-time students will be required to vacate their current housing placement within 48 hours. Students will be charged for daily room and board fees for the days lived on-campus.

For any questions regarding your registration for the Fall 2015 semester, please contact the Registrar’s Office at (209) 946-2135 or visit insidePacific to determine your status.

**Room/Facility Change Request**

Requests will be processed based upon the date the Housing & Greek Life Office receives the form and availability of space requested. Requests may be submitted but will not be processed during the Room Freeze period. Changes will only be processed between May 1, 2015 and June 30, 2015 and only if space permits. Therefore, consider all your options before Selection.

**Academic Class Standing**

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>0-27.5</td>
</tr>
<tr>
<td>Second Year</td>
<td>28-55.5</td>
</tr>
<tr>
<td>Junior</td>
<td>56-91.5</td>
</tr>
<tr>
<td>Senior</td>
<td>92+</td>
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</tbody>
</table>

**Full-Time Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Students</td>
<td>12 units</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>8-9 units</td>
</tr>
</tbody>
</table>
The Student Housing Agreement has been revised for the upcoming academic year. Students and their families should re-read the entire Agreement before submitting a signed Agreement.

6. Breach, Termination or Abandonment; Fees

Pacific, Student, Responsible Parties agree that every condition, covenant, and provision of this Agreement is material and reasonable. Any breach by Student of a condition, covenant, or provision of this Agreement constitutes a material breach. For any material breach by Student, Pacific may provide Student with a written three-day notice that describes the breach and demands that Student cure the default, if a cure is possible. If Student does not cure the default within the three days, or if a cure is not possible, this Agreement will be terminated and Student must vacate immediately. If Pacific becomes aware that Student has a record of criminal conviction(s) or other actions, including but not limited to registration as a sex offender, or is considered a dangerous person indicating behavior that could pose a risk to person or property, or could be injurious or disruptive to the residential community, Pacific may terminate this Agreement.

If Student is removed or evicted from university-owned housing, he/she forfeits to Pacific any housing and dining fees for that term. Should Student be re-admitted to university-owned housing in future terms, forfeited housing and dining fees will not be applied to Student’s new agreement. Pacific may terminate or suspend the agreement if Student breaches any of the terms or conditions within this Agreement, including violations of Pacific’s Honor Code, Student Code of Conduct, University Policies or other terms incorporated into this Agreement by reference. Student agrees that the failure to provide correct material information on their admission documentation or this Agreement permits Pacific to terminate and end this Agreement.

Student is obligated to the terms and conditions of this Agreement for the period indicated, and is responsible for all term housing and dining fees. If Student wishes to terminate his/her Agreement, student must petition, in writing, for termination. The Housing and Greek Life Office does not guarantee the granting of petitions.

There is no Agreement Termination Fee for Agreements terminated for the following reasons:

(a) Student ceases to be a full-time student by reason of graduation, transfer, leave of absence, or termination of student status at Pacific,

(b) Student marries or enters into a registered domestic partnership after the execution of Agreement (proof of marriage or registered domestic partnership required), and

(c) for other rare and extenuating reasons subject to the approval of the Housing and Greek Life Office’s Petition Review Committee and the Associate Director for Housing Administration.

Student may not terminate the Agreement by requesting to move from a university-operated residence community to a private Greek house. Requests to terminate the Student Housing Agreement are granted at the sole discretion of the Housing and Greek Life Office under rare and extenuating circumstances and only after all other residential options have been explored. Only if a Agreement termination is approved in writing by the Associate Director for Housing Administration will such termination be deemed effective. Students will be charged a Termination Fee.

8. Personal Property

Student is responsible for all Student personal property and any damage to housing, other personal property or any person caused by the storage or use of the personal property in the Pacific-operated housing, other Pacific building or on Pacific grounds. Pacific does not assume any obligation to pay for the loss of or damage to items of personal property of Student which occurs in the Pacific-operated housing, in Pacific buildings or on Pacific grounds. Students and other Responsible Parties are encouraged to carry appropriate insurance to cover such losses and damages. Pacific assumes no responsibility for property left after abandonment of Pacific operated housing or termination of Agreement.

11. Guests

A “guest” is an individual who is not a resident of a particular room and who is present in a room or residential facility at the invitation of a resident of that room or residential facility. Students are permitted to have guests in their rooms subject to the following conditions:

(a) Overnight guests must have the approval of all residents of the room. Overnight guests may not stay in common areas of a residential facility (e.g., lounges, hallways).

(b) Overnight guests may stay in a residential community for no more than three consecutive days and no more than four times each semester/term. Under rare and extenuating circumstances, an exception may be granted in writing by the Executive Director of Housing, Residential and Greek Life.

(c) Student must register overnight guests who are not on-campus residents with the Housing and Greek Life Office prior to the guest’s arrival. Student must conform to the guest registration process, as now or hereafter enacted, of the Housing and Greek Life Office.

(d) No more than two concurrent overnight guests may stay in each room or apartment at any given time.

(e) Student is responsible for the conduct of his/her guest(s). Student promises to make prompt payment for any damage or loss caused by his/her guest upon demand by Pacific.

(f) Guests will observe all university regulations, adhere to the policies listed in Tiger Lore, and promptly comply with the directions of all university employees, including Resident Assistants and Residence Directors. Any guest found in violation of any policy may be removed from the residential community and denied further visiting privileges.

(g) Any Student who hosts a guest in violation of this Agreement or other Pacific policy is subject to judicial sanctions, may be evicted, and Student will be liable for any charges under section 6 of this Agreement. Pacific reserves the right to withdraw the guest privileges of any resident.

<table>
<thead>
<tr>
<th>Termination Dates</th>
<th>Fee</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or Before July 15, 2015</td>
<td>$400</td>
<td>Must complete a petition form. Fee assessed only if petition is approved.</td>
</tr>
<tr>
<td>On or After July 16, 2015</td>
<td>$800 + daily rates</td>
<td>Must complete a petition form. Fee assessed only if petition is approved.</td>
</tr>
<tr>
<td>University Approved Only</td>
<td>No Charge</td>
<td>There is no Agreement Termination Fee for select university - approved terminations, such as transferring, leave of absence, etc.</td>
</tr>
</tbody>
</table>
**FORMS, REQUESTS, AND REQUIREMENTS**

To make any changes to your preferences once they have been submitted, your new preferences must be requested in writing through the Housing & Greek Life Office. Requests will be reviewed in the order they were received and based on space availability for room changes. You will be contacted once your request has been reviewed. All forms are available online at insidePacific.

**Room Change Requests**
Prior to and after Housing Selection, room change requests for apartments and residence halls, triple rooms, and specific double rooms will be kept in the Housing & Greek Life Office. Students will not be automatically placed on the Room Change List. Students must submit a written request or complete forms available during the Housing Selection or at the Housing & Greek Life Office. Requests may be submitted by email to iamhome@pacific.edu, or by completing the Room Change Request available in the Housing & Greek Life Office or online at insidePacific.

**Single Room Requests**
Prior to Housing Selection, interested students must complete the Single Room Request Form and submit supporting documents to be placed on the Single Room Waitlist. If you already have a Single Room Request form on file, please confirm your intentions for the 2015-2016 academic year by renewing your request in writing. Students requesting Single Rooms should also sign-up for another preferred location. **Requests are not guaranteed.**

**Meal Plan Changes**
Students residing in the apartments and residence halls are required to have a meal plan. Requests to decrease a meal plan can only be submitted prior to the start of each term. Request to increase to a higher level meal plan may be submitted at any time. Requests must be submitted in writing to the Housing & Greek Life Office. All Dining Points can be used during the Winter (end of Fall semester) and Spring school breaks. Up to 300 Dining Points may be carried forward from the fall semester to the spring semester. **Dining Points not spent by the end of the academic year will be forfeited.**

**Waitlist Requests**
Prior to and after Housing Selection, waitlists for apartments and residence halls, triple rooms, single rooms (additional form required), and specific double rooms will be kept in the Housing & Greek Life Office. Students will not be automatically placed on the waitlists. Students must submit a written request or complete forms available during the Housing Selection at the Housing & Greek Life Office. Students placed on the waitlist will be informed as soon as their “preferred” space becomes available. Students have 24 hours to accept or decline. Single Room Requests will be reviewed after May 1, 2015. Students must notify the Housing & Greek Life Office if at any point they wish to be removed from the waitlist.

**Medical or Special Circumstances Requests**
If you have a medical request or special circumstances that affect your placement, you must contact the Housing & Greek Life Office prior to Housing Selection.

**FREQUENTLY ASKED QUESTIONS REGARDING HOUSING SELECTION**

**I am a returning student, do I have to pay a housing deposit?**
No. Only new students to housing pay a $200 housing deposit.

**How are “units completed” determined?**
“Units completed” is the sum of the units in progress (Spring/Winter) and all other units completed and recorded at Pacific. If you are concerned about your official units on record, please contact the Registrar’s Office.

**How do I sign-up for a single room?**
Because of the limited number of single rooms, all single room requests will be placed on the waitlist. Single room assignment notifications will be made after May 1, 2015. To be placed on the waitlist, please complete the Special Needs Request form available at the Housing & Greek Life Office.

**Can I sign up to live in the residence halls, after I have lived in another student to my room/apartment?**
If you are allowed to sign up for a residence hall, you may be moved to any open apartment space at any point.

**I have class/work during my priority scheduled day. How do I sign-up for housing?**
The online selection was established so that students would be able to sign-up from any location where internet was available. Each selection period has a at least a two-hour window.

**If I am placed on the waitlist will I be guaranteed housing?**
No. Being on the waitlist does not guarantee placement in university housing. Waitlist requests will be processed after May 1, 2015, as space becomes available. Once you are offered a space, you will have 48 hours to accept or decline an offer. If you refuse the offer, the space will be released to another student.

**Can I pull-in another student to my room/apartment?**
Current residents may request or pull-in other students to their current apartment during the Roommate Pull-In Selection. Pulled-in roommates may be removed/revoked if they are not in good standing with the University, including judicial actions or sanctions.

**I live in a Residential Learning Community. Why can’t I sign up for my same room?**
Unfortunately, the Freshman Residential Learning Communities are reserved for new freshmen.

**Can I sign up to live in Delta Gamma or Kappa Alpha Theta as a sophomore?**
Yes. You must notify the Housing & Greek Life Office of your decision, otherwise you will be charged for on-campus housing. Once you have completed a Student Housing Agreement and a placement has been made, you will not be able to terminate to another community. If you have any questions, please contact the Housing & Greek Life Office.  We can be reached 8:00AM to 5:00PM, Monday through Friday, by phone at (209) 946-2331, fax at (209) 946-2688 or email at iamhome@pacific.edu.