

Friends University does not guarantee housing to any student at any time, even to those students who are already living on campus. On-campus housing is assigned in the following manner.

1. Every year, students already living on campus are notified via letters, e-mails, phone calls, postcards on their doors, and personal visits to remind them to turn in a Housing Intent Application by the assigned deadline (midnight, Friday, March 4, 2011) in order to apply for upper class housing for the following year.
2. After the deadline, the Office of Community and Residential Development staff organizes the applications and assigns students in the following order:

A. Students who currently live on campus and want to return to their current location for the next year are assigned first. We refer to these students as having squatters' rights.

B. Seniors who currently live on campus are assigned. We rank these senior applicants using GPA and then cumulative hours earned.

C. Juniors who currently live on campus are assigned. We rank these junior applicants using GPA and then cumulative hours earned.

D. Sophomores who currently live on campus are assigned. We rank these sophomore applicants using GPA and then cumulative hours earned.

E. Freshmen who currently live on campus are assigned. We rank these freshmen applicants using GPA and then cumulative hours earned.

F. Finally, students who live off campus are assigned based on academic seniority, GPA and cumulative hours earned.

**\*Please know that we do not use one's hometown location and its distance to Friends as any criteria for placing applicants. Further, we do not use the date an application is received as a criteria for placing applicants, unless it is received after the application deadline. In such cases, the application is placed at the very end of the list.**

In the event that Friends is unable to house all students who apply to live on campus, the Office of Community and Residential Development will start a waiting list. This waiting list is based on the same criteria as above (i.e., on-campus students take precedence over off-campus students and are ranked based on academic seniority, GPA, and cumulative hours earned). Staff members in the Office of Community and Residential Development contact all individuals on the waiting list on a weekly basis to inform them of their ever-changing status. If, come August 2011, nothing has opened up, applicants must begin to face the possibility that they may not receive housing and should begin to look at their off-campus housing options. Though we do not anticipate that this will be the case, we cannot make any guarantees.

Be assured that the Office of Community and Residential Development makes every effort to accommodate all student requests to live on campus. I encourage you and your parent(s)/guardian(s) to contact me as soon as you receive this letter so I can discuss Friends' housing selection process with you and how it will affect you personally. It may seem too early to begin preparing for this process, but let me assure you, it is an extensive process that requires understanding and cooperation on behalf of those who apply. The Office of Community and

Residential Development does all it can to prepare residents for this process, but we cannot help students without their participation.

Thank you,

A handwritten signature in black ink, reading "Brian Bollinger". The signature is written in a cursive style with a large, sweeping initial "B".

Brian Bollinger  
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