2016 Summer Housing Information

Students who are applying for summer housing are encouraged to attend the Summer Employment and Housing Information Session. Staff from various departments on campus will conduct this information session and be available to answer any questions.

Thursday, April 7th at 4:00 p.m. in Science Center 200

Summer Housing Eligibility:
The Office of Residential & First-Year Programs will only provide housing for one or more of the following reasons listed below. Anyone seeking housing for any other reason than listed below will not be accommodated in campus housing during the summer.

- Students completing a College-Approved internship
- Gettysburg College student employees
- Gettysburg College research assistants
- Students taking summer classes.
- International students

Verification Process – Verification of summer housing eligibility is required as part of the summer housing application. Students will NOT be able to select a room for the summer NOR be issued a key for summer housing until one’s summer housing eligibility can be verified.

- Students who are college employees, interns or research assistants must have their supervisor complete the verification on the summer housing application.
- If students are seeking an internship off-campus, the internship must be college approved and the appropriate paperwork must be completed through the Center for Career Development. Please note that graduating seniors are not eligible for college-approved internships. Instructions for completing the online paperwork can be found on the Center for Career Development’s website.
- Students taking summer classes will be verified through the Registrar’s Office.

Summer Housing Locations (all locations are subject to change):
- 2016 Summer Housing will be located in Patrick Hall.
- HHMI research students will be housed in Lamp Post, Appleford, and Appleford Carriage House. The CPS fellows and Mellon Grant students will be housed in Constitution Apartments.
- Dependent on the total number of summer housing applicants, the rooms in Patrick Hall will be mostly single occupancy. Students may also request to live together in a double room in Patrick Hall.
- All college furniture must remain in summer residence hall rooms regardless of summer capacity.
- These housing options for the summer are subject to change and the Office of Residential & First-Year Programs reserves the right to determine the number of doubles and singles to accommodate all summer housing requests.

Housing Rate and Billing Process:
- The 2016 summer housing rate for students will be $500.
- Residential & First-Year Programs will bill all summer housing applicants for summer housing. Graduating seniors will be billed by Tuesday, April 26th.
- Housing rates apply regardless of the amount of time needed for summer housing and will not be pro-rated based on check-in or check-out dates.

Summer housing fee for students who are REQUIRED to live on-campus:
- Students who are required (i.e. Senior Research Assistants and the RC/RAs) to live in college housing will be issued a credit for their summer housing fee once their supervisor completes the Summer Student Data Form and submits the form to Student Employment Services (Box 425). It is the responsibility of the student’s supervisor to notify Student Employment Services of any Senior Research Assistants who are REQUIRED to live on campus and should be issued a credit for their summer housing fee. The Summer Student Data Form can be found at the Center for Career Development’s website.
- Please note that not all research assistants who apply for summer housing are required to live on-campus. The Provost Office staff will make the final determination as to which research assistants are required to live on-campus.

Can my department pay for my summer housing?
- Departments are NOT permitted to pay for summer housing for students who are not required to live on campus.
- Students will be billed for summer housing on their student account and are responsible for paying their housing bill, except those students who are required to live on campus this summer and receive a credit to their account.

Application and Room Selection Procedures:
- Summer housing applications must be returned to the Office of Residential & First-Year Programs by 5:00 p.m. on Friday, April 15, 2016.
- Applicants will randomly select a summer housing lottery number when they complete and return their summer housing application.
- Housing for those whose eligibility is verified will then be selected in class year/lottery number order at summer housing room sign-ups, which will be held Thursday, April 21st beginning at 4:00 p.m. in CUB 230.
- Those who cannot attend room sign-ups at that time will need to send a proxy (proxy form required) to choose a room on their behalf.

Summer Housing Check-in Dates and Temporary Storage:
The summer housing check-in dates and times listed below will apply to most students. However, we ask that students work with us to be patient and flexible as we work through the details of spring to summer housing transition. Each student will receive specific details regarding his/her transition to summer housing by Friday, April 29th.

- Patrick Hall and Constitution Apartments: check-in will occur no earlier than 4:00 p.m. on Monday, May 9th. Key pick-up will occur in CUB 250 4:00 - 6:00 p.m. on May 9th.
- Lamp Post, Appleford, and Appleford Carriage House: check-in will occur no earlier than 4:00 p.m. on Monday, May 16th. Key pick-up will occur in CUB 250 4:00 - 5:30 p.m. on May 16th.
- Most students will be able to remain in their spring semester housing until they move to summer housing. However, some students will not be able to remain in their spring housing and may have to relocate between May 8th and May 16th. Specific transition times cannot be finalized until after room sign-
ups occur on Thursday, April 21st at which point we will know specifics about where people are moving from and where they are moving to. Transition details will be available by Friday, April 29th.

**Please note:** It is important that summer residents share information regarding summer housing check-in AND check-out dates and times with their supervisors and/or departments. It is crucial that students transition between spring-to-summer and summer-to-fall housing within the times determined by the Office of Residential & First-Year Programs. Our buildings are scheduled for summer conferences, summer renovations, and preparation for students’ arrival in August. Summer residents will need to plan to move during these times or use temporary storage.

**Temporary storage:**
Limited temporary storage will be available in Patrick Hall for those students who leave campus prior to Sunday, May 8th and/or check into summer housing after May 9th. Specific details about requesting temporary storage will be available at a later date. All items MUST be removed from temporary storage by noon on Wednesday, June 1st.

**Air conditioning and other housing disability accommodations requests:**
The availability of air-conditioning is limited based on the residential facility. The following buildings/areas will be air conditioned for the summer:
- The seminar room in Patrick Hall (the seminar room will be available by Wednesday, June 1st). The residential rooms in Patrick are NOT air conditioned.
- Constitution Apartments, Lamp Post, and Appleford are air-conditioned facilities.

Disability accommodations are determined on a case-by-case basis according to documented need and prevailing standards for reasonable accommodations. The determination of what are reasonable educational and housing accommodations is made by the College after reviewing students’ documentation, requests, and petitions. This includes the need for air conditioning due to asthma, allergies or other health related concerns. The documentation needs to include written confirmation as to whether or not the accommodation being requested is “MEDICALLY NECESSARY” or “PREFERRED BUT NOT MEDICALLY NECESSARY.” Students desiring to request special housing accommodations are required to provide a verification of the disability and need for accommodations from the appropriate diagnosing professional by noon on Thursday, April 21st. Please visit Academic Advising’s website for the request forms and more details regarding Disability Accommodations. Please note the following:

Requests for housing disability accommodations:
- Students with a new request must submit the Disability Accommodation Request Form to the Office of Academic Advising by noon on Thursday, April 21st.
- Requests only will be considered with the proper forms and documentation from your physician.
- Students requesting an already approved accommodation for summer housing only need to complete Section B of the Disability Accommodation Request Form and do not need to resubmit medical documentation.
- Requests received after this date will be reviewed, but accommodations cannot be guaranteed if the information is received in the Office of Residential & First-Year Programs after summer housing room selection on April 21st.

Requests for a medically necessary air conditioner:
- Students with a NEW request for a medically necessary air conditioner must submit the Request for a Medically Necessary Air Conditioner to the Office of Academic Advising by noon on Thursday, April 21st. This form must be completed by you and your licensed healthcare provider.
- Students who have been previously approved for a medically necessary air conditioner will automatically be approved for an air conditioner for the summer.
- A maximum of six (6) units per floor in Patrick Hall may be approved (due to building’s electrical capacity); therefore, a student’s need for air conditioning may determine his/her summer housing placement.
- Once approved, Facilities Services will install a College owned window unit. Students are not permitted to provide their air conditioning unit.
- Students who install an air conditioner without permission from the Office of Residential & First-Year Programs may forfeit their summer housing privileges.

**Summer housing will end at 10:00 p.m. on Sunday, August 7th**
- Summer housing end dates are determined by fall housing placement, summer conference schedule and Facilities/Housekeeping needs to have rooms appropriately prepared for fall occupancy.
- Summer residents will pick up their fall housing room keys no earlier than 4:00 p.m. on Friday, August 5th and can begin moving into their fall housing at that time. Key pick-up will occur in CUB 250 4:00 - 6:00 p.m. on August 5th. Summer residents must be moved out of their summer housing by 10:00 p.m. on Sunday, August 7th. All summer housing residents MUST plan their work schedules and any travel arrangements around these checkout dates.
- Students not returning for the fall 2016 semester (e.g. May 2016 graduates, those studying off-campus, those living off-campus, etc.) must vacate their Gettysburg College residence hall room and return their summer housing room keys by 10:00 p.m. on Sunday, August 7th.
- All summer housing keys must be returned by 10:00 a.m. on Monday, August 8th.

**Hosting requirements during heat waves:**
Each summer Gettysburg experiences a few heat waves. Students who have a vacancy in their room and who live in air conditioned spaces or have an air conditioner due to special needs accommodations will be required to host students requesting to be relocated during a heat wave. Before a heat wave, the Office of Residential & First-Year Programs will contact all students and ask students without air conditioning to contact the Office if they would like to be relocated. The email will also remind students with vacancies and air conditioning that their room may be used for a temporarily relocated student. If you are in a room with a vacancy please be sure that the vacant bed, desk, and dresser are available at all times. If a student is temporarily relocated to your room you will receive an email message from the Office of Residential & First-Year Programs. Please note that a student may move into your room the same day that you receive the email. Heat waves tend to only last a few days. When the heat wave passes the relocated students will return to their summer assignments.

**Summer signing bonus:**
- Departments may offer students a signing bonus, at their discretion, ($500 maximum) to help supplement the student’s expenses (e.g. housing, food, etc.).
- The signing bonus is subject to tax (at the rate of 25%) which will be deducted first, and the remaining amount will be included in the student’s regular paycheck on or after June 10th as long as the student’s supervisor returns the completed Summer Student Data Form to Student Employment Services at the Center for Career Development by Friday, May 20th.

**Meals:**
All summer housing facilities will have kitchen facilities. Students are welcome to add money to their Dining Dollars balance for use during the summer at the Student Dining Center, Specialty Dining, the Bullet Hole and The Commons. These facilities will have limited hours over the summer and are not open continuously as it is during the academic year. Hours will vary according to conference participant schedules.

**Mail:**
Summer residents should notify the campus Post Office if they plan to remain on campus for the summer so that the Post Office does not forward their mail home.
2016 Summer Housing Application  DUE by Friday, April 15th

Please print legibly

Full Name: ________________________________

Current Housing (hall/room): ________________________________  Student ID #: ________________________________

Fall 2015 Housing (hall/room): ________________________________  Campus Box Number: ________________________________

Email address: ________________________________________  Class Year: ________________________________  Cell Phone Number: ________________________________

If you are a May 2016 graduate, please include an alternate email address: ________________________________

SUMMER HOUSING ELIGIBILITY

Please note: Anyone seeking housing for any other reason than listed below cannot be accommodated in campus housing this summer.

☐ I am an international student

☐ I am taking summer classes  Name of college or university: ________________________________
  (This will be verified through the Registrar’s Office.)

☐ I have a college-approved summer internship  (Please specify department and have supervisor complete information below. If your internship is off-campus, it must be college approved and verified through the Center for Career Development (CCD). See CCD website for more information.)

☐ I have a job on-campus  (Please specify department and have supervisor complete information below.)

☐ I will be a research assistant  (Please specify department and have supervisor complete information below.)

If you have indicated above that you will be a student employee, student intern, or research assistant, please have your supervisor from the department in which you intend to work complete the section below. You will NOT be able to select a room for the summer NOR be issued a key for summer housing until your summer housing eligibility can be verified.

Department: ________________________________  Student’s job title: ________________________________

Start date: ________________________________  End date: ________________________________  Anticipated number of hours per week: ________________________________

Name of supervisor: ________________________________  Signature of supervisor: ________________________________

SUMMER HOUSING ROOM OPTIONS AND COST

The cost for summer housing is $500 for the summer regardless of the amount of time needed for housing. Summer housing for 2016 will be located in Patrick Hall. The rooms in Patrick Hall will be mostly single occupancy, dependent on the total number of summer housing applicants. Students may request to live together in a double room in Patrick Hall. The HHMI summer research students will be housed in Lamp Post, Appleford, and Appleford Carriage House. The CPS Fellows and the Mellon Grant Scholars will be housed in Constitution Apartments. These housing options for the summer are subject to change and the Office of Residential & First-Year Programs reserves the right to determine the number of doubles and singles to accommodate all summer housing requests.

DATES YOU WILL NEED SUMMER HOUSING

Summer housing begins no earlier than 4:00 p.m. on Monday, May 9th and ends no later than 10:00 p.m. on Sunday, August 9th.

I will need summer housing beginning on ________________________________ (no earlier than 4:00 p.m. on Monday, May 9th)

I will need summer housing until ________________________________ (no later than 10:00 p.m. on Sunday, August 7th)

Please note that HHMI students will not be able to move in to their summer housing prior to 4:00 p.m. on Monday, May 16th. For all other summer residents who will be living in Patrick Hall or Constitution Apartments, check-in will occur no earlier than 4:00pm on Monday, May 9th. Most students will be able to remain in their spring semester housing until they move to summer housing on May 9th or May 16th. However, some students will not be able to remain in their spring housing and may have to relocate between May 8th and May 16th. Specific transition details cannot be finalized until after room sign-ups occur on Thursday, April 21st at which point we will have the information needed regarding where people are moving to and where they are moving from. Specific transition details will be available by Friday, April 29th.

SIGNATURE AND ACKNOWLEDGEMENT OF AGREEMENT

I hereby acknowledge that I have read both the essential summer housing information attached to this application and the official handbook for on-campus housing (Residential Guidebook) which can be found online at http://www.gettysburg.edu/about/offices/college_life/reslife/guidebook). I realize that summer housing is a privilege and behavioral issues could result in the loss of my summer housing privilege. Furthermore, I agree to abide by all terms and conditions listed in both of these documents. Specifically, I acknowledge that I understand the policies and procedures regarding deadlines for charges, check-in and check-out times, and policies and procedures for living on campus (including requests for air conditioning and the limitations thereof).

Applicant’s signature: ________________________________  Date: ________________________________