

**CLAREMONT McKENNA COLLEGE  
DEAN OF STUDENTS OFFICE  
HOUSING PREFERENCE INSTRUCTIONS**

**PROXY:** Please pick your proxy with care. Any change in your proxy should be made in writing.

**HOUSING PREFERENCES:**

List your housing preferences on the numbered lines. Be as specific and as detailed as you wish.

Include room-size preference: *double, single, studio apartment, 4-person apartment.*

Include any roommate preference.

Include any additional description, comments, or explanations.

**Include preferences beyond singles.** Not everyone will be able to get a single room.

For those of you who are no longer familiar with all the housing options they are:

Appleby, Boswell, Green, Wohlford (North Quad suites with four double rooms)

Beckett, Benson, Berger, Marks, Phillips (Central hallway with outside entry doors)

Claremont Hall

Auen, Fawcett, Stark (Towers)

Apartment: Studio or 4-person

Off Campus

Updates to your preferences should be made by early November if you are returning in the spring.

**FOR APARTMENT SELECTION APPLICANTS:** Your proxy will need to pick up your Apartment Application when the email goes out at the end of February. There will be no other reminder. For apartment questions, please speak to Jim Nauls.

**FOR ROOM DRAW PARTICIPANTS:** Your proxy will receive the following memo.

You have been listed as the proxy for a Claremont McKenna College student who is away from the campus this spring. That person is counting on you to make a selection for him or her based on the attached housing preference form. Because this form was filled out earlier this year, you may have more updated information about preferences.

Please remember that:

You will also need to select the student's meal plan (see middle of Preference Form).

If the student's room selection is in Stark Hall, you will need to sign a substance-free agreement as their proxy. Please be sure that this is what the student would prefer.

You must bring the enclosed lottery number memo on the correct Room Draw evening (...) in order to select housing for this student. If you are not certain which date to come, please contact me in the Heggblade Center.

**FOR SPRING SEMESTER HOUSING ASSIGNMENTS:** Every effort will be made to assign rooms according to requests; however, **assignment to a specific room or residence hall is not guaranteed by this request form.** Assignments will be made at the discretion of the Director of Residential Life working from the information provided on this form. *Room assignments are prioritized by your number of credits through the previous spring semester.* Furthermore, students who were scheduled to be participating in off-campus study for a full year who decide to return after only one semester will be placed at the bottom of the priority list. This will give you some idea where you stand in regard to a single room. As spring bills are mailed prior to the finalization of the housing assignments, you will probably be billed for a double room. Your bill will be adjusted if you are assigned to a single room, alternative housing, or to the student apartments.

CLAREMONT McKENNA COLLEGE  
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**HOUSING PREFERENCE FORM**

(Please Print)

NAME \_\_\_\_\_ Box # \_\_\_\_\_ ID# 3 \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cellular Phone (\_\_\_\_\_) \_\_\_\_\_

PROXY: \_\_\_\_\_ Cellular Phone (\_\_\_\_\_) \_\_\_\_\_

**Fall Semester OC Study participants**, approximate date of return home \_\_\_\_\_

I will be in **Washington D.C.** during the \_\_\_\_\_ semester.

I will be **Abroad** during the \_\_\_\_\_ semester(s).

I will be on an **Exchange Program** during the \_\_\_\_\_ semester(s).

I will be on **Leave of Absence** during the \_\_\_\_\_ semester(s).

**RESIDENCE HALL Meal Plan:** \_\_\_\_\_ 16 \_\_\_\_\_ 14 \_\_\_\_\_ 12 \_\_\_\_\_ 08

**APARTMENT or OC Meal Plan:** \_\_\_\_\_ 16 \_\_\_\_\_ 14 \_\_\_\_\_ 12 \_\_\_\_\_ 08 \_\_\_\_\_ 00

Please fill in your housing preferences below. Be aware that **there may not be any single rooms available when you return to campus.** Be specific as to what you want, but also give us enough options so that we can accommodate you if your first several choices are unavailable. Please also include roommate preferences if you request a double room, particularly in North Quad.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

\_\_\_\_\_  
Signature Date