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# Licensing Process

## 2019-2020 Academic Year

# Overview

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# General Information

**\$4,813/semester per person or  
\$9,626/academic year per person**

\*\*Please read through the documents and descriptions on our website at

<http://millenniumhall.com/applications-forms/>

**BEFORE** filling out your application.

- ✓ Students must be a full-time (or full-time equivalent) undergraduate student with a **sophomore through senior class status** at Towson University. Incoming, non transferring first year students and graduates students are not eligible to live in Millennium Hall.
- ✓ Students who have already signed a contract and paid a deposit or reservation fee with the university or with Paca and Tubman Houses are ineligible to receive and offer from Millennium Hall.
- ✓ **Applying to live in Millennium Hall does not guarantee you a specific apartment, bedroom or roommate(s).**
- ✓ Roommate requests must be made at the time of application submission. Exceptions and changes will not be made.
- ✓ Management reserves the right to change the licensing process as needed and reserves the right to make all final housing assignments.

# General Information

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- ✓ Students requiring **special accommodations** must make their requests with the Disability Support Services office on campus that will work with Millennium Hall regarding the student's request.
- ✓ To secure a space once a housing offer has been extended, applicants must complete all licensing paperwork **AND** submit the \$300 Reservation Fee by the deadline. The Reservation Fee will be applied towards the first rental payment in the fall.
- ✓ Please read the Gender Inclusive Housing Description at <http://millenniumhall.com/applications-forms/> **BEFORE** selecting that option on your application. The offer you receive will be based on this information and cannot be changed.
- ✓ Offers and Wait List updates will be sent via email each time a round of offers is made. Applicants that apply after a waitlist update has been sent will receive their waitlist number the following round. **\*There is no scheduled time of day offers or updates are sent.**
- ✓ Be sure to check your email periodically, including your spam and junk folders, for timeline updates and to avoid missing a housing offer.

**Agent** – A member of the management office team that issues and signs all housing offers.

**First Year Student** – A student new to Towson University (TU). This is their first time in college. (Does not include transfer students.)

**Gender Inclusive Housing** - An inclusive, voluntary housing option where students can be assigned to live in the same apartment with any other student regardless of sex, birth gender, biological gender, gender identity, gender expression, or sexual orientation.

**Guarantor** - A person over the age of 21, usually a parent, who agrees to be financially responsible if the student is ever unable to fulfill the financial obligations of the housing agreement. It is similar to having a co-signer. **ALL** residents are required to have a guarantor, and will not be allowed to sign a housing license without one.

# Glossary of Terms

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**HelloSign** – the electronic signing software used to allow students and guarantors to electronically sign the housing license.

**Housing Offer** – An official invitation to live at Millennium Hall. This invitation consists of an offer email with instructions, an electronic housing license and a copy of Millennium Hall’s Parking Policy and Guidelines.

**Lottery Number** – A number issued to a student to indicate their place on the list to receive an offer, a time frame to select their room on room selection day or receive a parking offer.

**New Applicants/New Students** – A student who does not currently live in Millennium Hall that is filling out an application to live with us for the upcoming academic year.

# Glossary of Terms

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**Proxy** – If a student is unable to attend room selection, they may request that management serve as a “proxy”. This means management will select their room for them. Unfortunately, changes cannot be made once a room has been selected. If they wish the student unable to attend may have a friend select a room on their behalf. In this case, the resident must email the office with the proxy’s name and TU ID at least 24hrs prior to room selection.

**Pull-In** – A student who does not currently live in Millennium Hall applying to live with a current resident. Pull-Ins fill out their applications and receive their housing offer during new applicant week ahead of other new applicants.

**Renewing Student** – A student that currently lives in Millennium Hall and intends to live with us for the upcoming academic year.

**Reservation Fee** – A fee paid at the time of a housing offer. This is not a deposit, but is later applied towards the fall rent amount.

# Glossary of Terms

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**Room Selection** – A 2-day event held in Millennium Hall in the last week of March for students and/or their requested roommates who have completed their housing offer to select their apartment and/or bedroom. Renewing students and their pull-ins will select their rooms on day 1. New students will select their apartment/rooms on day 2. Students scheduled to participate in room selection who do not will have a room selected for them.

**Roommate Request** – When a student requests in writing, typically via the renewal process or via application, to live with another student. Roommate requests must be mutual. Millennium Hall will not notify someone that you have requested them.

**Secondary Waitlist** – A list of applicants, renewing and new, that still wish to live in Millennium Hall but missed their initial housing offer and/or deadline. Students are not guaranteed to receive a second housing offer or parking offer.

**Waitlist Update** – An email with an identifiable number that, in relation to others, can give you an estimate on when you may receive a housing offer or parking offer. This number is different than a lottery number and does not guarantee an offer.

# Glossary of Terms

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# Renewing (Current) Students

## Step 1: February 11<sup>th</sup> through February 15<sup>th</sup> Renewal Intention Process

- ❑ You must complete this process in order to receive an offer for the 2019-2020 year. Be prepared to pay your \$300 reservation fee the week of February 18<sup>th</sup> through 22<sup>nd</sup> when you receive your housing offer email.
- ❑ Roommate requests will be submitted during this intention process. Once submitted, changes cannot be made.

\*\*Any changes in the renewal process will be communicated as soon as possible.

\*\***Not returning for fall 2019?** There is a step in the Renewal Intention process to indicate you are not returning.

## Step 2: February 18<sup>th</sup>- February 22<sup>nd</sup>- Housing Offers Sent to Students

- ❑ Housing Offers will be emailed to students. **ALL 3 steps below must be completed by 4pm on Friday, February 22<sup>nd</sup>.** (\*\*Check your spam/junk email box for an email from [noreply@mail.hellosign.com](mailto:noreply@mail.hellosign.com) . This email is your housing license you need to sign).
  1. Resident signs electronic license.
  2. Guarantor signs electronic license.
  3. \$300 Reservation fee is submitted.
- ❑ Failure to complete **BOTH STEPS** of the renewal process means you are no longer guaranteed a space at Millennium Hall for 2019-2020 and any pull in requests will be denied.
- ❑ Once you have identified your roommate requests/pull-ins on your profile sheet, changes will not be made.

*We will notify you if you are unable to stay in your same apartment/bedroom and need to attend room selection  
You may stay in your bedroom/apartment if 1 other person is staying as well or you are pulling in 3 people.*

**\*\* Current residents who do not renew during renewal week may contact our office to be placed on the secondary waitlist.**

# Pull-Ins (New to Millennium Hall)

12pm Noon, February 18<sup>th</sup> through 4pm, February 22<sup>nd</sup>

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New students being “pulled-in” by a current Millennium Hall resident must complete their application **AND** their housing offer by the deadline above.

Millennium Hall is not responsible for a student not receiving a housing offer during this week if they do not meet the deadline or did not accurately submit their roommate request in their application. Additional time will not be given to submit applications and those who have missed the deadline will be placed on the secondary waitlist.

New students being “pulled in” by **current** Millennium Hall residents can reserve their space by completing each of the following steps **by 4 PM on Friday, February 22<sup>nd</sup>**:

- 1) Complete the online application at [www.millenniumhall.com](http://www.millenniumhall.com). **You must indicate a current resident as a roommate request in order to be pulled in, they must also list you during their renewal process.** Requests that are not mutual will not be honored and changes to applications or requests cannot be made.
- 2) An electronic link with the housing license will be sent to the applicant and guarantor who must complete the Housing License (please check your junk/spam mailbox to avoid missing your offer from [noreply@mail.hellosign.com](mailto:noreply@mail.hellosign.com)).
- 3) Submit payment for the \$300 Reservation Fee. Payments can be made by check or money order (no cash) in the Millennium Hall Management Office or mailed to 404 Emerson Drive, Suite 6115, Towson, MD 21252.

If you are not being pulled into a specific apartment location, your group must attend the room selection event in March to select a room. Details regarding room selection will be sent directly to participants via email.

*\*\*Pull-ins who fail to submit these items by the deadline will be unable to reserve their space for next year.*

# New Applicants

**12pm Noon, February 18<sup>th</sup> through 4pm, February 22<sup>nd</sup>**

- ❑ New applicants, with a sophomore through senior class status, who **are NOT** being pulled in by current residents may apply during this time. Current Towson University students who complete a housing offer will need to attend a room selection event in March in order to select a room. Details regarding room selection will be sent directly to participants via email. A summary of the process is available under Applications and Forms on our website.
- ❑ Be sure to list the same roommates on your application and on your profile sheet.
- ❑ Applications received during New Applicant Week will be assigned a randomly generated lottery number, which we will use to determine waiting list position. Students who apply this week will receive best consideration for space in Millennium Hall.
- ❑ The application will close at 4pm on Friday, February 22<sup>nd</sup>. Applications not submitted by the deadline will be placed on a secondary waitlist to possibly receive an offer once we have exhausted the application from New Applicant Week.
- ❑ **New Applicants will begin receiving offers the week of February 25<sup>th</sup>.**
- ❑ If your requested roommate(s) have not applied by the deadline unfortunately they cannot be added to your group for offers.
- ❑ Three rounds of offers go out before room selection. There is no guarantee that you will receive an offer by the third round.

*\*\*New Applicant who do not apply by February 22<sup>nd</sup> will be placed on the secondary waitlist.*

# Room Selection

## Schedule

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Tuesday, March 26<sup>th</sup> 10am-3pm - Renewing Students and their Pull-Ins,

Wednesday, March 27<sup>th</sup> 10am-3pm - New to Millennium Students

## Location

Millennium Hall 1<sup>st</sup> Floor MPR

- ❑ Returning Students attending room selection are students who requested a specific apartment and/or bedroom that they cannot renew in because it is: an RA apartment, gender inclusive, ADA etc. Returning students who opted to move to any available space will also attend room selection.
- ❑ New to Millennium Students will attend room selection in order to select a space for themselves and/or their roommates.
- ❑ A lottery number will be issued via email to all resident/roommate groups who must attend room selection. Everyone attending room selection is required to provide their TU ID **and** their lottery email.
- ❑ If a proxy is selecting your room for you, you must email our office, at least 48hrs in advance. That proxy must have a TU ID and have a copy of YOUR lottery email.
- ❑ Are you part of a roommate group? We recommend that everyone in the group attend room selection. Bedroom choices will not be changed once they are made.

# Gender Inclusive Housing

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## **\*\*PLEASE NOTE:**

Selecting interest in GIH means you may receive a GIH offer. Changes will not be made to your offer, once your application has been submitted.

## **Program Description**

Gender Inclusive Housing is a housing option developed to provide a welcoming space for all students. This housing option is available within designated living areas for transferring, and returning students of any gender to choose to live together in apartments. Students who select this housing option must sign an agreement of understanding for Gender Inclusive Housing in order to finalize their interest.

Gender Inclusive Housing is an inclusive, voluntary housing option where students can be assigned to live in the same apartment with any other student regardless of sex, birth gender, biological gender, gender identity, gender expression, or sexual orientation.

## **Program Eligibility**

Gender Inclusive Housing is open to all students. Students will also have to complete the application process according to deadlines and qualify for on-campus housing. Students will also be required to sign an agreement of understanding; noting their compliance to community standards.

This housing option is offered based on availability and the student's eligibility for housing (i.e. students must be eligible for housing and meet all deadlines for submission of required documents). Housing assignments are considered based on individual needs, preferences, and space availability. Please note that because space is limited, indicating an interest in the Gender Inclusive Housing Program does not automatically guarantee a space in Millennium Hall or in Gender Inclusive Housing.

## **Applying for Gender Inclusive Housing**

Returning Millennium Hall students should indicate their interest in Gender Inclusive Housing on the Renewal Intent Form and submit the Gender Inclusive Housing Agreement. New-to-Millennium-Hall students should initially indicate their interest in Gender Inclusive Housing on the online application form by marking the checkbox that states "I am interested in Gender Inclusive Housing" and submit the Gender Inclusive Housing Agreement.

# Missed Your Deadline?

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- ❑ Missed your renewal deadline?
- ❑ Missed your application deadline? Housing offer deadline?
- ❑ Current students should email the office at [millenniumhall@cocm.com](mailto:millenniumhall@cocm.com) with their name, and that they wish to be added to the secondary waitlist. **\*\*PLEASE NOTE:** Students on the secondary waitlist are not guaranteed to receive an offer, a second offer (if they've already received) one or have their room/roommate request accommodated.
- ❑ New Applicants who do not apply by February 22<sup>nd</sup> and pull-ins who do not complete their offers by that time, must submit/resubmit their application to be placed on our secondary waitlist.
- ❑ We will exhaust our list of applicants from New Applicant Week BEFORE making offers to students on the secondary wait.
- ❑ Secondary waitlist housing offers (for all students: current and new) will be sent based on the date of waitlist request or the date of application submission. You do not participate in room selection.
- ❑ Secondary waitlist offers will go out to individual student and not to groups. We cannot guarantee placement with your requested roommate.
- ❑ If you do not receive an offer by room selection in late March, or have missed your room selection day, there will be less availability and less of a chance for you and your roommate requests to live together! Management will select a room for you.