
2016 - 2017 STUDENT ROOM SELECTION GUIDE

OFFICE OF RESIDENTIAL LIFE
CAMPUS CENTER, K-100
516-876-3210

WELCOME TO THE 2016-17 STUDENT ROOM SELECTION PROCESS

The Office of Residential Life (ORL) is very excited to offer the 2016-17 Student Room Selection Process Guide. Room Selection is an annual process geared toward our current residential, commuter, and graduate students.

THIS PROCESS GIVES YOU, AS A CURRENT STUDENT, PRIORITY SELECTION FOR A VARIETY OF AVAILABLE HOUSING SPACES FOR THE UPCOMING ACADEMIC YEAR. THIS BOOKLET WILL EXPLAIN THE ROOM SELECTION PROCESS IN FURTHER DETAILS. PLEASE TAKE TIME TO READ IT CAREFULLY AND IN ITS ENTIRETY.

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After reading the entire booklet, if students still have questions, please contact any of the following Hall Directors (RHD) below.

Contact	Halls	E-mail	Phone
Justin Vallorani	Woodlands Hall 1	ValloraniJ@oldwestbury.edu	516.334.8373
Luceandy Pierre	Woodlands Hall 2	PierreL@oldwestbury.edu	516.338.5963
Emelyn Santos	Woodlands Hall 3	SantosE@oldwestbury.edu	516.479.1029
Abigail Archbold	Woodlands Hall 4	ArchboldA@oldwestbury.edu	516.479.1212
Office of Residential Life	Woodlands Hall 5		516.876.3210
Eddie Cruz	<i>Academic Village:</i> Whitman & Tubman Halls	CruzE@oldwestbury.edu	516.876.3029

If students still have additional questions, feel free to contact us at 516-876-3210 or visit the office located in the Campus Center, K-100.

Room Selection Process will take place in the Multipurpose Room (MPR) in the Student Union
On Thurs, April 21 and Fri, April 22 (between 10AM and 5PM).

Sincerely,
Office of Residential Life

ROOM SELECTION OVERVIEW

Room Selection Process will take place in the Multipurpose Room (MPR) in the Student Union
On Thurs, April 21 and Fri, April 22 (between 10AM and 5PM).

Current residential, commuter and graduate students attending SUNY Old Westbury during the Spring of 2016 must participate in the Room Selection Process if they **want to receive priority** for on-campus housing during the 2016-2017 academic year.

Room Selection is a process based on class standing, which are on a pre-set credit range approved through the Registrar's Office, offering students a variety of housing options. Not all spaces will be available for selection.
EX: Woodland Halls 1 & 2 are designated for new in-coming students.

BENEFITS OF GOING THROUGH ROOM SELECTION:

- Grants priority selection for current residential and commuter students
- Allows students to select and live with a roommate (of the same gender) of their own choice
- Guarantees housing for the Fall 2016- Spring 2017 (must remain in good academic and financial status over the summer)

QUALIFICATIONS TO GO THROUGH ROOM SELECTION (**ALL** the following criteria must be met):

1. Pay **\$50.00** room deposit /advance housing fee to the Bursar Office
2. Must have a current minimum 2.0 Cumulative OW GPA
3. Be in good judicial standing
4. Have no holds on student account
5. Be in good standing (Financial Aid, Registrar, Student Health Services, library fines, etc)
6. Have a completed roommate proxy form (if needed)

Current students **MUST** prepare in advance by:

- ✓ Meeting all Room Selection qualifications before being the selection days
- ✓ Verifying and correcting any status issues that would prevent a student from selecting including but not limited to holds (Bursar, Financial Aid, Registrar, Student Health Services etc, library fines, judicial clearance)
- ✓ Actively seeking a roommate and coordinating with them in preparation for Room Selection
- ✓ Coming together with a roommate to be able to select or by bringing a **completed proxy form** if the roommate cannot come
- ✓ Having a plan, options or preferences for building and room types
- ✓ **Please note:** rooms must be completely filled out at the time of selection- 2 people for a double and 3 people for a triple. All selections are final until after the first two weeks of the Fall semester

Any resident who HAS NOT chosen a space by the end of Room Selection process will be automatically removed from housing for the upcoming academic year. Students will have to re-apply for housing over the summer and can be potentially placed on the waitlist.

IMPORTANT DATES AND ROOM SELECTION CHECKLIST

Please use the following calendar to keep track of all important dates.
The checklist **MUST BE COMPLETED** prior to coming to ROOM SELECTION days.

PLEASE NOTE: All proxy paperwork (including the Housing License Agreement) must be completed at ORL by Mon, April 25 to reserve room spaces. All students must be registered for full-time status of 12 credits for the Fall 2016 semester to reserve their selected space. Students who are not registered by end of the Spring semester will be automatically removed from housing.

DATE		ITEM	
ROOM SELECTION BOOKLET			
PRE-REQUISITES FOR SELECTION EACH item must be clear to qualify to select a room space			
STEP 1	ALL MUST BE CLEARED BY FRI, APRIL 15	Pay \$50.00 room deposit/advance housing fee to the Bursar Office	
		Must have a current minimum 2.0 Cumulative OW GPA	
		Be in good judicial standing	
		Have no holds on student account	
		Be in good standing (Financial Aid, Registrar, Student Health Services, library fines, etc)	
		Have a completed roommate proxy form (if needed).	
ROOM SELECTION DAYS (Multipurpose Room, Student Union) <i>Please make sure that all pre-requisites are completed before coming to Room Selection. Roommate(s) must be with each other during Room Selection or Bring a completed proxy form in their place</i>			
STEP 2	THURS, APRIL 21	Graduate Students/Seniors (88+ credits only)	10am- 1pm
		Juniors (57- 87 credits only)	1pm- 5pm
	FRI, APRIL 22	Sophomores (32- 56 credits only)	10am- 1pm
		Freshman (0- 31 credits only)	1pm- 5pm
AFTER ROOM SELECTION (Office of Residential Life, Campus Center, K-100)			
STEP 3	MON, APRIL 25	<p>This includes but is not limited to: Students who did not have roommates, students selecting by themselves, students who did not get cleared on their assigned day or students who missed their designated day</p> <p>Fill out Re-Admit Housing Application for placement over the summer.</p>	10am- 1pm

ROOM SELECTION FAQ

We encourage students to read the Q&A section in its entirety so that students are fully prepared to go through the Room Selection Process.

- ✓ Students are responsible to meet all the pre-requisites prior to selection.
- ✓ Once a space is selected, students will sign a housing license agreement /contract for the 2016-2017 academic year.
- ✓ Final responsibility of keeping and maintaining the selected Room Selection spaces will be on the student.

All summer communications will be conducted through the Old Westbury student E-mail accounts and through mailings to home addresses. **It is the responsibility of the student to check their OW E-mail over the summer and have the correct home mailing address on file with the Office of Residential Life.**

Q: What is the Room Selection process?

A: The Room Selection process is an annual housing selection procedure (based on class credits). Room Selection will allow current residential, commuter and graduate students priority selection of any available room space for the next academic year. In order for the process to go smoothly, current students must prepare in advance by meeting qualifications and by actively seeking a roommate and coordinating with their potential roommate.

Q: Where and when will Room Selection be held?

A: Please refer to Pg 4 for more information.

Q: How do I qualify to select a space during Room Selection?

A: To qualify for Room Selection, students must meet all of the following:

- Pay \$50.00 room deposit /advance housing fee to the Bursar Office.
- Must have a current minimum 2.0 Cumulative OW GPA
- Be in good judicial standing
- Have no holds on student account
- Be in good academic standing)
- Be in good standing (Financial Aid, Registrar, Student Health Services, library fines, etc)

Q: How do I determine my credit status and which session to attend?

A: We encourage students to look over their transcripts to get the most accurate count of OW accepted credits.

- Credit number is determined by adding earned credits with the current Spring 2016 class credits.
- With roommate pairs, the student with the highest credit number will determine which day to attend.
- For transfer students, **ONLY** OW credits count toward the Room Selection Process.

EX: Currently, I have earned 40 OW credits and am taking 12 credits this semester (SP 16).
With a total of 52 credits, the earliest room selection day I can attend is Fri, April 22 (10am-1pm)

EX: Mike is a transfer junior student with 30 OW credits and John is a sophomore returner with 42 OW credits and they want to be roommates. As John has 42 OW credits, they would both attend Room Selection on Thurs, April 21 between 10am and 1pm to select their space together.

Q: What happens if I have class during my scheduled Room Selection timeslot?

A: Students who have classes during their Room Selection timeslots must fill out a PROXY form (located on the last page of the booklet) and have their designated roommate bring it with them to select a room. **All selections made by the roommate are final and cannot be changed.**

All proxy paperwork (including the Housing License Agreement) must be completed by Mon, April 25 by 1pm at ORL to finalize the selected room space.

PLEASE NOTE: *ORL will not authorize or approve late slips or excused absences for any classes.* Students must make all arrangements ahead of time to avoid any conflicts.

Q: What happens if both my roommate(s) and I have class during our scheduled Room Selection timeslot?

A: Students who have classes during their Room Selection timeslots must each fill out a PROXY form (located on the last page of the booklet) and have the Office of Residential Life select the best available space for the

students. All selections made are final and cannot be changed until after the two week room freeze in the Fall.

All proxy paperwork (including the Housing License Agreement) must be completed by Mon, April 25 by 1pm at ORL to finalize the selected room space.

Q: What happens if I miss my scheduled Room Selection day?

A: Students who miss their appointed day can come and fill out a Re-Admit Housing Application to the Office of Residential Life on Mon, April 25. Student applications will be processed on a space available basis when the \$50 advance housing fee is paid at the Bursar and a housing re-admit application is completed and handed into the Office of Residential Life.

PLEASE NOTE: A waiting list for housing is likely for the summer. Final assignments will not be made available until August.

Q: What happens if I do not select a room or choose to not participate in room selection process?

A: A student's current housing contract will expire at the end of the Spring 2016 semester. If no room space is selected, students will **NOT HAVE HOUSING** for the 2016- 2017 academic year.

Q: What happens if I decide after room selection (has finished) that I want a room for the 2016- 2017 academic semester?

A: Students will need to submit a Re-Admit application to the Office of Residential Life. Student application will be processed on a space available basis when the \$50 advance housing fee is paid at the Bursar and a housing re-admit application is completed and handed into the Office of Residential Life.

PLEASE NOTE: A waiting list for housing is likely for the summer. Final assignments will not be made available until August.

Q: What if I want to cancel my housing over the summer?

A: All requests for housing cancellations must be made in writing as quickly as possible. Students can reach out the Office of Residential Life at reslife@oldwestbury.edu

PLEASE NOTE: Students who fail to submit the appropriate paperwork will be responsible for all housing and meal charges on their account.

Q: If I decide to cancel my housing, how can I get my deposit back?

A: The \$50.00 advance housing deposit is **NOT REFUNDABLE** after July 1 for Fall semester applications and December 15 for Spring semester applications.

If cancellation occurs after these dates, either at the request of the student or for failure to pay the bills, the deposit cannot be refunded but will stay on the students account.

Advance housing deposit made after July 1 become non-refundable 30 days from the date the re-admit application is received by the Office of Residential Life or after the first day of classes, whichever comes first.

SELECTING A ROOM SPACE

PLEASE NOTE: All students will have to sign appropriate waivers associated with room/ building guidelines. Rooms will be designated by gender. ORL reserves the right to consolidate rooms/spaces as necessary due to need or space requirements over the summer.

Q: What kind of housing options do I have to choose from?

A: We encourage students to have multiple options when they come to select a room as spaces will be assigned on a first-come, first-serve basis within the set credit ranges.

The College offers housing options with traditional corridor style living. Room types include Doubles, Corner/ Triples and Temporary Overcapacity. **PLEASE NOTE:** *If students come for just one specific room and it is not available to be selected, students will be required to pick an alternate space.*

Q: Who qualifies to come through Room Selection?

A: All current qualified Residential, Commuter and Graduate Students currently enrolled in the Spring 2016 OW semester can take part in Room Selection. All students are responsible to be clear at the time of selection (refer to pg 4). Failure to be clear can result in losing the ability to select at the students priority timeslot.

Q: What is a double room?

A: Double rooms are designated rooms for two students of the same gender. These rooms are the most available and we strongly suggest that students come with more than 3 options for room spaces. **The room must be completely filled at the time of selection.** Roommates must come together or have appropriate proxy forms with them or have turned in proxy forms to the Office of Residential Life.

Q: What is a temporary overcapacity room?

A: Temporary Overcapacity rooms are designated spaces which are marked on the floor plans as "O/C".

- These spaces will act as temporary housing placements for students currently on the waitlist at the beginning of each semester.
- As current vacancies become available in the first two weeks of school, these students will be relocated into permanent spaces on campus.

Q: Can I select a corner room/ triple room for next year?

A: Triple rooms (corner rooms) allow three students of the same gender to live in the room. We will have a limited number of corner rooms available for selection.

ALL the following criteria **MUST BE** met and accepted to qualify for a corner room:

- **The room must be completely filled at the time of selection.** Roommates must come together or have appropriate proxy forms with them or have turned in proxy forms to the Office of Residential Life.
- If any of the residents lose their eligibility for housing over the summer, the space will not be reserved. Empty spaces in triples will be filled with any waitlist students to satisfy the room designation.

Q: What is Woodlands Hall 5 "24 Hour Quiet" building?

A: Living in a residence hall requires students to develop sensitivity to the needs and rights of others. The noise that students make (through music or through loud talking or yelling) may be offensive and disturbing to others. Disruptive or loud behavior or playing loud music in or around the residence halls is strictly prohibited.

Violation of the twenty-four (24) hour quiet policy will be subject to disciplinary action, including the possible confiscation of the equipment associated with the violation. As a result of disciplinary action, students may be sanctioned to a changed room assignment or suspension from the residence halls.

Q: What if I am interested in having a special/medical housing (ADA) request?

A: All requests for medical accommodations must have written verification from a licensed physician or health care provider and must be submitted to Office of Student Services and Disabilities (OSSD) located in the New Academic Building.

PLEASE NOTE: All submissions must be sent to the OSSD no later than May 15, 2016.

- Due to the limited number of spaces, assignments will be done on a needs-based process in late August. Once OSSD receives the completed student medical documents, they will be reviewed by the

necessary college offices. A recommendation will be made to the Office of Residential Life regarding the eligibility for special medical/ ADA room.

Q: What if I would like to keep my CURRENT medical housing (ADA) for the next academic year?

A: Students are NOT AUTOMATICALLY re-assigned back into ADA rooms. Due to the limited number of spaces, ADA rooms are assigned by the greatest need over the summer. **ADA SPACE CANNOT BE AUTOMATICALLY RE-SELECTED AT ROOM SELECTION.** All students must select from any other rooms on campus during Room Selection.

- All requests for medical accommodations must have written verification from a licensed physician or health care provider on a yearly basis.
- This must be submitted to OSSD no later than May 15, 2016.
- All final spaces will be assigned on a needs-based process in late August.

PLEASE NOTE: *Based on summer housing applications, students identified with a greater need to an ADA specific room will have higher priority to ADA spaces resulting in a re-assignment over the summer of any Housing Selection placements.*

Q: What if I would like to keep my current room space?

A: Not all current spaces can be retained for the next year. Woodland Halls 1 & 2 will be reserved for incoming freshman students. A number of other spaces will also be reserved for varying student needs, but all available room spaces will be listed at Room Selection. If students are interested in returning back to their current room space and it is still available, then the room must be completely filled.

EX: If students are looking to reserve a corner room, there **MUST** be three residents to fill the room. Students will not be able to secure a corner room if students are by themselves or only have one other roommate.

Q: What if I would like a new room/ different building for next year?

A: Residents are allowed to select from any available spaces on campus that are offered during the Room Selection days. Selected spaces/ buildings will be withheld/ pre-designated for various different groups.

If students have a roommate students would like to live with, please make sure they come with students (or that students have a proxy form in their place). Students must then attend the appropriate day **(based on the student with the highest number of credits)** to select a room. **All rooms must be completely filled.** It is recommended that students have multiple options when students come as spaces are taken quickly.

ROOMMATES

PLEASE NOTE: *All students will have to sign appropriate waivers associated with room/ building guidelines. Office of Residential Life reserves the right to consolidate rooms/ spaces as necessary due to need or space over the summer. Based on a number of varying factors, roommate matches cannot always be guaranteed during this process.*

Q: How do I qualify to select a space with a roommate?

A: All residents selecting a space must be in good standing with the college prior to selecting a space. Please refer to Page 4 for the Room Selection qualifications. All qualifications must be completed before students can attend a Room Selection day.

Q: Do I have to have a roommate?

A: If students are interested in living in a double or triple room, they must either attend Room Selection with students to pick a space together **OR** they need to send a proxy form in their place. Proxy forms are attached at the end of the Room Selection booklet. Residents also have the option of allowing ORL to select for them.

PLEASE NOTE: *The day students should select students room is based on the roommate with the highest number of credits. If students do not have a roommate, students must fill out a housing application at the Office of Residential Life for summer placement.*

Q: Does my roommate need to come with me?

A: It is preferable that all residents selecting a space have their roommates with them during selection. If roommate(s) cannot attend, then they must fill out & sign the “proxy form” as well as meet all pre-requisites. If any paperwork is missing for either party, students will not be able to place together in the same room.

PLEASE NOTE: *Incoming Fall freshman & transfer students cannot be assigned as part of Spring Room Selection process.*

Q: What if I want my friend to be my roommate?

A: We encourage all residents to select a roommate of their choosing within the current OW student population. In order to live together,

- Friend must be in attendance with students at Room Selection **OR** send a signed proxy form.
- They must have met all the pre-requisites required to qualify to select a room space.
- The day students should select a room is based on the roommate with the highest number of credits.

PLEASE NOTE: *Incoming Fall freshman & transfer students cannot be assigned as part of Spring Room Selection process.*

Q: What is a “proxy form” and where can I pick them up?

A: Proxy forms can be found at the end of this booklet.

- If students are unable to attend Room Selection and they are giving permission to their roommate to select a room
- Giving clearance to the Office of Residential Life that all parties are interested in living together in the same room.
- Signing a proxy form will contractually obligate students to all policies and regulations of the 2016-2017 Residence Hall License Agreement.

Q: As a student who has signed the proxy form, how do I finalize the room space?

A: Residents who send in proxy forms **MUST FINALIZE** their selected space. Proxy student must come to ORL to complete their housing agreements to retain their selected spaces. Failure to do so by **Mon, April 25, 2016 by 1pm** will mean an automatic loss of the selected room. All selected spaces are final and cannot be adjusted.

Q: What if I don't have a roommate to pick a room with?

A: If students do not have a roommate they would like to room with, students can:

- Fill out a proxy form and bring to the Office of Residential Life by Mon, March 30.
- All selections will be made on behalf of the student and cannot be changed.
- Signing a proxy form will contractually obligate students to all policies and regulations of the 2016-2017 Residence Hall License Agreement.

- Students looking for any room change, must wait for the Room Change Process in the Fall 2016

Q: What if I don't have someone to be my proxy?

- A: Residents who cannot attend Room Selection, and do not have someone to select on their behalf, can fill out a proxy form and bring to the Office of Residential Life.
- Signing a proxy form will contractually obligate students to all policies and regulations of the 2016-2017 Residence Hall License Agreement.
 - All selections will be made on behalf of the student and cannot be changed.
 - Students looking for any room change must wait for the Room Change Process in the Fall 2016

Q: What if my roommate does not return in the Fall?

- A: If a roommate(s) does not return for the fall semester, another student will be assigned to the available space. It is the responsibility of the roommates to maintain contact with each other and to inform one another of any changes.

PLEASE NOTE: *The Office of Residential Life WILL NOT CONTACT residents during the summer to inform students of any vacancy or of a new roommate.*

Q: What if I change my mind about living with my roommate that I selected during Room Selection?

- A: All selections made are final and cannot be changed or adjusted until the Room Change Process during the Fall 2016 semester.

SUMMER PROCESSES

PLEASE NOTE: Summer placements are done in August. Students must be clear at the time of placement to qualify for housing. *All students will have to sign appropriate waivers associated with room/ building guidelines.* Office of Residential Life reserves the right to consolidate rooms/ spaces as necessary due to need or space over the summer. Based on a number of varying factors, roommate matches cannot always be guaranteed during this process.

Q: What happens if my cumulative grade point average falls below a 2.0 after I select a room?

A: A 2.0 cumulative OW grade point average is required to live on campus therefore the student will be ineligible for housing and the room will be forfeited. It is the responsibility of the student to maintain good academic standing with the college.

PLEASE NOTE: *Falling under a cumulative OW 2.0 GPA will result in the loss of the 2016-2017 selected space.*

Q: What happens if I am financially cancelled over the summer?

A: Students must be in good financial standing with their student accounts to qualify to continue in on campus residential housing. It is the responsibility of the student to maintain good standing with the college.

PLEASE NOTE: *Financial cancellation will result in the loss of student room space over the summer. ORL CANNOT guarantee any student that was financially canceled, will be re-assigned back to their original room. Once the student's financial cancellation status has been cleared, students will be placed on the waitlist and re-assigned to any other available space as part of the summer process.*

Q: What does consolidation mean?

A: Over the summer, the Office of Residential Life reserves the right to move/ re-assign residents:

- if the room is not completely filled to accommodate both need and space over the Summer
- to accommodate the waitlist students over the summer

PLEASE NOTE: *The Office of Residential Life WILL NOT CONTACT residents during the summer to inform students of consolidations.*

Q: When is my 2016-2017 housing selection confirmed?

A: All 2016- 2017 housing assignments are pending until student standing is confirmed. Residents will be notified in August of their housing confirmation. Student accounts will be reviewed at different points over the summer.

PLEASE NOTE: *Students are responsible for managing their status. We encourage all students to check their "myoldwestbury" portal and Old Westbury E-mail accounts over the summer.*

Q: What is the Fall 2016 Bursar due date?

A: Fall semester Bursar bills are due in August, 2016.

PLEASE NOTE: *This is subject to change without notice.* Students are encouraged to check their student accounts on a weekly basis to maintain their status with the college.

Q: How much will it cost to live on campus for the next academic year?

A: Please refer to the following website for the most current information.
<https://www.oldwestbury.edu/bursar/tuition>

FINANCIAL AID FORM INFORMATION 2016

Q: When do I have to complete my Federal Student Aid (FAFSA) form?

A: SUNY Old Westbury students must complete their Federal Student Aid (FAFSA) is Fri, April 15, 2016. Filing after that date may result in delays in processing student's aid. Visit www.fafsa.gov and get started now.

Q: What steps do I have to follow to apply for my FAFSA?

A: Please follow the steps listed below:

Step 1	<p>Get your FSA ID. Before beginning the FAFSA process you will need to create a FSA ID at www.fafsa.gov. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you are considered a <u>dependent</u> student (definition can be found on the FAFSA website) your parent must create a FSA ID as well.</p>		
Step 2	<p>Complete your Application You can complete your FAFSA online at www.FAFSA.gov. Read the information on the IRS Data Retrieval Tool and applying is easier with the IRS Data Retrieval Tool!</p> <ul style="list-style-type: none"> • The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA), and transfer the data directly into their FAFSA from the IRS Web site. • If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool for several reasons: • It's the easiest way to provide your tax data. • It's the best way of ensuring that your FAFSA has accurate tax information. • You won't need to provide a copy of your or your parents' tax transcripts to your college. <p>What if you can't retrieve tax data?</p> <ul style="list-style-type: none"> • If you are ineligible or otherwise choose not to use the IRS Data Retrieval Tool to retrieve tax information, your college may require a copy of your IRS Tax Return Transcript (or your parents' IRS Tax Return Transcript, if you are a dependent student). • If you cannot access the IRS data, then request the Tax Transcript immediately. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • <u>Online Request - Get Transcript ONLINE</u> • Available on the IRS Web site at www.irs.gov. • Under the Tools heading on the IRS homepage click "Get Transcript of Your Tax Records" • Click "Get Transcript ONLINE." • Acknowledge the disclosure pop up box that appears by clicking "OK." • The tax filer must sign up to create or reactivate his or her account. • Follow the prompts to request a transcript </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • <u>Online Request - Get Transcript by MAIL</u> • Available on the IRS Web site at www.irs.gov. • Under the Tools heading on the IRS homepage click "Get Transcript of Your Tax Records" • Click "Get Transcript by MAIL." • Acknowledge the disclosure pop up box that appears by clicking "OK." </td> </tr> </table>	<ul style="list-style-type: none"> • <u>Online Request - Get Transcript ONLINE</u> • Available on the IRS Web site at www.irs.gov. • Under the Tools heading on the IRS homepage click "Get Transcript of Your Tax Records" • Click "Get Transcript ONLINE." • Acknowledge the disclosure pop up box that appears by clicking "OK." • The tax filer must sign up to create or reactivate his or her account. • Follow the prompts to request a transcript 	<ul style="list-style-type: none"> • <u>Online Request - Get Transcript by MAIL</u> • Available on the IRS Web site at www.irs.gov. • Under the Tools heading on the IRS homepage click "Get Transcript of Your Tax Records" • Click "Get Transcript by MAIL." • Acknowledge the disclosure pop up box that appears by clicking "OK."
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Step 3	<p>SUNY Old Westbury School Code =007109 When completing the FAFSA you will be asked to provide the school code. If you do not enter Old Westbury's code we will not get your FAFSA results.</p>		
Step 4	<p>Make sure to click on the "<u>SUBMIT</u>" button Your FAFSA form is not complete until you click on the submit button. Print confirmation page. If you are a New York State resident you will also be prompted to continue on to HESC to complete your TAP application.</p>		
Step 5	<p>*Follow up with your Financial Aid Advisor when the FAFSA is completed. *Fill out the College's <u>Applicant Statement Form and Direct Loan Request Form</u> (available in the office or http://www.oldwestbury.edu/financial-aid). Note: Loans are not automatically accepted unless you request them.</p>		

Q: Who can I call if I have questions about my FAFSA?

A: If students have any questions please do not hesitate to contact the Office of Financial Aid at 516-876-3223/3224 or email the appropriate assigned Financial Aid Advisor.

ROOM SELECTION PROXY FORM

Complete this form to authorize **EITHER** the Office of Residential Life **OR** another student, to act on your behalf to participate in Room Selection. The selection of the room will commit students to live on campus for the 2016- 2017 academic year and to pay the applicable room & meal charges. All selections are final.

I, _____ **WILL NOT BE ABLE TO ATTEND** the 2016 Room Selection Days. 700-_____

(Print Student Name)

I understand that:

- I must complete all housing selection pre-requisites prior to the selection day
- Selected spaces by my proxy are final and cannot be changed until the Room Change Process in Fall 2016
- I will lose my room selection privilege if my proxy does not participate.
- I **MUST COMPLETE** a 2016-17 Residence Hall License Agreement and all appropriate related housing forms by coming during Room Selection or to the ORL in Campus Center, K-100 by 1pm on Mon, April 25, 2016

Student Signature: _____ Cell #: _____ Hall/ Rm-Suite: _____

I understand that I am selecting **ONE** of the following options for the Room Selection Process listed below.

OPTION 1: Proxy Student - I agree to have the **FOLLOWING STUDENT** listed below represent me at the 2016-16 Room Selection Process.

_____ 700-_____ _____

(Print Proxy's Name)

(OW ID#)

(Cell #)

OPTION 2: ORL Proxy - I would like the Office of Residential Life to pick my room. My three preferences are as follows:

ORL PROXY	BLD: _____	RM #: _____
	BLD: _____	RM #: _____
	BLD: _____	RM #: _____