McCormick Hall Room-Assignment Action Plan

1. Please describe, in detail, your house’s updated room-assignment process for first year students. This should include details of the process over the summer and the process during REX and Orientation.

From the McCormick Hall Rooming Policy: “First-year students should fill out the First Year Housing form posted on the MIT Housing website by Housing’s deadline. The Room Assignment Chairs (RAC) will thoroughly read and do their best to make assignments based on the form responses. First-year students should be aware that there are limited room types and cannot be guaranteed their ideal room, or ideal roommates, but the RACs will make their best attempt.

After first-year students move in, they will have the opportunity to participate in Residential Exchange (REX) activities and decide if they would like to move rooms within McCormick or move out of McCormick to another residence hall. If they would like to move out of McCormick, they should fill out the First Year Residential Exchange (FYRE) form provided by Housing, before the deadline imposed by Housing. If they would like to move between rooms in McCormick, they should fill out the First Year Reassignment form, which is publicized by the RACs and has the same deadline as the FYRE form. Students should indicate whether they would like to enter as a Prospective Keeper or Mover, as per the definitions of these terms in the End of Year Lottery section. Students who FYRE into McCormick will automatically be entered into First Year Student Reassignment to determine their room assignment. First Year Student Reassignment will be held the evening after FYRE results are released.

First Year Reassignment should work similarly to the End of Year Lottery, except priority numbers will be determined by a random number generator amongst all participants.

There are two parts of First-Year Reassignment. First, participants will be involved in a discussion, mediated by the RACs, to identify interests. Secondly, participants whose interests have not been resolved will select rooms according to their lottery position.

All first-year students who would like to move rooms must be present at the First Year Student Reassignment. Roommates of first-year students who are participating in the reassignment will also be invited to meet new potential roommates. The RACs will ask every participant to describe her situation and what kind of room she would like to move to. If the participant does not wish to share, she may cite personal reasons for wanting a certain type of room. However, participants should be aware that in many cases, sharing their situations helps communication and increases their chances of finding the right roommates/room without having to go through the lottery. Participants will be encouraged to discuss how available spaces and rooms should be distributed amongst themselves.

After the discussion, the RACs will first prioritize switches from rooms with less spaces to rooms with more spaces (e.g. single to triple), since these types of switches are rare and less likely to conflict with others’ interests. They will then arrange switches between rooms with equal numbers of spaces (e.g. single to single). After this, each participant whose needs have not yet been satisfied will be called up one by one according to the randomized lottery order to claim their room.

If first-year students are happy with their room, they do not need to take any action. First Year Reassignment and FYRE are optional procedures.”
2. How does the process allow for students who are overwhelmed to opt out of exploration and moving?

The McCormick process does not require any students to move. Exploration and the post-REX reassignment process are opt-in processes (with the exception of students who FYRE into McCormick who must participate in reassignment).

3. What is the level of upper-level student involvement? Are the first year students being assigned through an algorithm or another way?

The only upper-level students involved in first-year assignment are the elected Room Assignment Chairs (RACs), who make assignments based on the results of the summer survey and then facilitate reassignments as a conversation among those first-years who choose to participate. Students whose priorities are not satisfied through the discussion are then entered into a randomized lottery to select among the remaining rooms.

4. Please describe your house’s upper-level student room-assignment process. This description should include any information about mid-semester room switches.

From the McCormick Hall Rooming Policy: “Spring End of Year Lottery Procedures: All room assignments for the next academic year will occur on one day. The RACs are responsible for publicizing this and all other deadlines.

No later than one week before the lottery occurs, the RACs must publicize the lottery and ask the residents to submit their points (see definition below) and their lottery status. The residents are responsible for knowing their points and accurately reporting them to the RACs. An intentional inaccuracy in points results in the resident being put at the end of the priority list. The residents must submit their points within one week of notification, otherwise she will be given the lowest ranking in the lottery.

Four days before the lottery, the RACs must publicize the name of each resident and her number of points accrued. Residents have 48 hours to notify the RACs about any mistakes. After 48 hours have passed, the RACs must publicize priority numbers and the room numbers of all residents, marked by whether they are a Keeper, Prospective Keeper, or Mover. These terms are defined as follows:

- **Keeper**: if a resident is certain that she wants to keep the same room for next year. She does not need to attend the lottery.
- **Prospective Keeper**: if a resident is unsure whether she would like to switch rooms. She will be entered in the lottery, but if someone selects her room before her turn, she will have to choose whether she would like to keep or release her room at that point. If she releases her room, she will be able to select a new room on her turn. If no one selects her room, she will be able to select any available room on her turn, including her own. If she does not show up to the lottery, the RACs will automatically assume that she is remaining in her previously-assigned room until she arrives. If she arrives after she has been called, she may claim a room after the person currently claiming a room finishes her turn.
- **Mover**: if you are certain that you want to move from your current room. You absolutely must show up to the lottery by the time your name is called. Otherwise, the RACs will assign you a room based on availability at the end of the lottery. If you arrive after you have been called, you may claim a room after the person currently
claiming a room finishes her turn. All lottery entrants who are new to McCormick are required to enter as Movers.

Priority numbers will be determined by **number of points**. Ties will be dealt with using a random number generator. Points are assigned as follows:

- **Upper level (rising juniors, and seniors):**
  - 1 point per term at MIT
  - 1 point per term living in McCormick

- **Rising sophomores:**
  - 1 point per term at MIT
  - 1 point per term living in McCormick
  - 1/2 point per term in a room with a total of two people
  - 1 point per term in a room with a total of three people
  - 1 point per term in a guest room

- **Transfers/Exchange Students:**
  - 1 point per term of academic standing at MIT
  - 1 point per term living in McCormick

Note that points are not counted during summers or IAP.

No changes will be made to the priority list even if the mistake was the fault of the RAC. It is the resident’s responsibility to ensure her points are correct before the list is made. If any rooms open between the time when potentially available rooms are listed and the lottery, the RACs are responsible for keeping the list accurate.

All residents entered in the lottery must be present at the time they are called. The RACs will call the residents in order of their previously assigned priority number. Each resident has exactly 3 minutes to make her decision. If she does not make her decision in 3 minutes, the next priority resident will be able to pick. Once the resident declares her decision and tells the RACs that she is finished, it is permanent and cannot be changed. This process will proceed until all residents at the lottery have made their choice.

If a resident cannot attend the lottery, she must send a **proxy**. A proxy is a representative who can act for the resident whom he/she is representing in the room selection process. Proxies may be McCormick residents, non-McCormick residents, or the RACs themselves. Residents must inform the RACs of their proxy’s name and contact information in advance. If the absent resident does not send a proxy, she will be skipped over. If she arrives after she has been called, whether she is a Prospective Keeper or Mover, she may claim a room after the person currently claiming a room finishes her turn. If she or a proxy is not present before the lottery is over, the RACs will assign her a room after the lottery has finished.

Residents interested in picking as a group at the same time must notify the RACs at the specified time with a list of the group members. Those residents will be entered as one entry in the point group of the member with the fewest number of points. When the RACs publish the list of points, they must also publish the list of groups. If the group listing is incorrect, the residents in the group must correct this within 48 hours. After the priority numbers are created, the RACs will not accept any further group changes.
The RACs are responsible for notifying any students studying abroad of the lottery and getting their preferences for rooms. The RACs may act as a proxy for these residents. If the RACs are not able to contact the residents studying abroad then the RACs will use their discretion to assign a room.

A week after the lottery, the RACs must publicize a form to submit post-lottery room requests. This system will function similarly to the procedure outlined in the “Mid-Semester Moves: Room Requests” section, but will serve to redistribute available rooms to residents if they believe that they obtained an unfavorable outcome in the lottery or if they decide that they want a different room that will be available next year before the RACs make first-year student assignments. This form will open a week after being publicized. Over the summer, RACs will remove all open rooms as they make first-year student assignments. After first-year student assignments are made, the form will be updated to reflect any rooms that are still available.

**Mid-Semester Moves: Room Requests**

If a resident wishes to move to a different room, then she may submit a request to move via the Room Requests system, the procedure for moving to another room mid-semester. At the beginning of the fall semester, immediately after the First Year Student Reassignment Lottery, the RACs must publicize this system. They must include the link to the form in a dorm-wide email and announce precisely when they plan to open this form, which should be a week after they send out this announcement email at 8 a.m., so that residents can be prepared to submit their requests.

RACs will fulfill these requests as rooms become available, and if there are rooms already available (typically in the spring semester), they should regularly (i.e. at least once a week) check the form responses for any new requests. If multiple people request the same room, requests are first prioritized via points, which are calculated on the same basis as the End of Year Lottery.

Exceptions can be made for extenuating circumstances, validated by someone on the House Team (GRAs, Heads of House, or the Assistant Director/Area Director).

If a request can be fulfilled, RACs will email the resident and ask her if she would like to accept the opportunity to move. If the resident finds that she no longer wants to move, she may decline the offer. If the resident does not respond within 48 hours, then the RACs will assume that she has declined the offer and will close this request. If there are other residents who have requested this room, then the RACs will follow up with the next priority resident at this time. Those re-assigned to McCormick from other dorms or living groups should fill out the Room Requests form to communicate to the RACs their preference of rooms. If they do not fill out the Room Requests form, the RACs will place them into whatever rooms are available.

Rooms may become available due to a current resident moving to another dorm, FSILG/off-campus, study-abroad, leave, etc., without Housing assigning McCormick another resident. However, residents should be aware that it is not guaranteed that any number of rooms will become available during a semester, or during that year in general.”

5. **What is the role of the AD in these processes?**
The AD supports the RACs throughout the assignment and reassignment process. The AD will be present at the post-REX reassignment discussion to provide consultation as needed. When rooming-related concerns arise from house team members or other residents, the AD coordinates with the RACs and heads of house, as needed, to ensure student needs are met.

6. What forms of evaluation are being considered for assessing the effectiveness of the new process? What ideas do you have for evaluation?

Because no significant changes are being made to McCormick’s process, there are no specific assessments planned at this time.