

Complete Policy Title:
**McMaster Residence Admissions Policies
and Procedures**

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Senate

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FIRST YEAR ADMISSIONS

1. To enable more first-year students the opportunity to spend their first year on campus, and to underline the educational purposes for which student housing was first constructed here, all incoming applicants entering full-time study will be guaranteed an offer of residence accommodation if the student meets the admission criteria to an academic program at the University and at least the minimum academic average for admission to residence established annually by the Enrolment Management Team. At the onset of the residence admissions process, 80% of all spaces in McMaster's residence buildings will be reserved in order to facilitate this priority.
2. An offer of residence accommodation will be honoured by the University subject to successful completion of the residence application process. First year applications received after this condition has been met will be added to the residence waiting list in order of date received, to be used when vacancies occur.
3. Disabled students who would otherwise be denied the pursuit of a university education will be given an offer of admission to residence independent of normal admission requirements. Residence Admissions, in consultation with the Manager, Disability Services and University Advisor on University Services, will be responsible for identifying qualified disabled individuals, subject to the availability of suitable accommodation.
4. In order to remain eligible for residence, first year students must register for, and remain registered in, a minimum academic course load of twenty-four (24) units.
5. First year students will have an opportunity to select a building size and room type preference and/or specific roommate request as part of the application procedure. Priority for building assignments will be based on lottery proceedings.
6. All students in residence are required to purchase a meal plan. Students living in Bates or Mary E. Keyes Residence have the option of selecting either a Full or Reduced Meal Plan.

RE-ADMISSION AND ADMISSION OF UPPER YEAR STUDENTS

7. In its re-admissions to residence and in the admission of new students beyond first year, McMaster seeks to acknowledge and reward those students who distinguish themselves in the academic and extra-curricular life of the campus in order to strengthen the educational and developmental character of McMaster residences for the benefit of the entire residence and campus community, and most especially to assist in the integration of the large number of incoming first year students who will be admitted each year.
8. Admission and re-admission to residence beyond first year is contingent, among other consideration (as noted below), on achieving a minimum sessional average of 5.0 (C) in full-time study (ie. at least 24 units). Returning students who are successful in the residence lottery are required to maintain a sessional average of 5.0 (C) in at least 24 units in the most recent academic

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- year in order to remain on the guaranteed list for residence. All other students will be placed on a waiting list and offered residence as bed spaces become available.
9. Full-time students receive priority for residence accommodation. A full-time undergraduate student is defined as one who is taking courses equivalent to at least twenty-four units between September and April, or is enrolled in a full-time Co-op program as defined by their faculty. Residence accommodation is conditional upon registering and remaining as a full-time student during the academic year. Graduate students are considered full-time students if so designated by the Office of the Dean of Graduate Studies.
 10. While lottery proceedings will assist in determining re-admissions priorities in residence, the results of those proceedings will be subject to the qualifications listed immediately following:
 - a) Applicants who distinguish themselves academically by being named to the Deans' Honour List will receive special residence admissions priority on the basis of academic merit considerations.
 - b) Applicants who, having met the minimum academic standard for re-admission or new admission outlined in (8) and (9) above, distinguish themselves in extra-curricular activities on campus outlined in Appendix A, will receive special residence admissions priority on the basis of non-academic merit considerations.
 11. Residence Admissions will continue to reserve the right to make special provision for disabled students.
 12. The Director of Housing and Conference Services will continue to reserve the right to refuse any applicant for disciplinary reasons.
 13. A residence lottery will be held each spring in order to offer students the opportunity to return to residence. Twenty percent of bed spaces in residence will be allocated on the basis of merit and lottery to returning residents, residence life staff, Inter Residence Council members, off-campus undergraduate students, and other merit students, as determined by Residence Admissions, if space permits.
 14. Priority in the assignment of single rooms in all residences will be given first to students elected to residence life staff and Inter Residence Council members, followed by students on the guaranteed and waiting lists who are named to the Deans' Honour List (in descending order of academic year and sessional average). Singles remaining after these priorities have been satisfied will be awarded based on preferences noted on the student's application form and in order of lottery number, using Residential Management Systems, a housing administrative software system. Due to the differences in the number of single rooms in each residence building, and the varying number of Deans' Honour List students each year, it is not possible to guarantee a single room to all returning students.
 15. Incoming international students participating in formally established exchange programs that offer reciprocal housing in the host country, will be guaranteed residence for one academic year,

provided that they meet all admission deadlines. Exchange students will be required to maintain a course load as set out in the exchange agreement. The number of units may be less than the minimum 24 units of study that is normally required.

Forty bed spaces in Residence will be reserved for international students participating in established exchange programs. This number is reviewed annually by the Student Exchanges Officer and Residence Admissions.

APPENDIX A: CRITERIA FOR RESIDENCE ADMISSIONS PRIORITY ON THE BASIS OF NON-ACADEMIC MERIT

In its residence admissions policies, McMaster seeks to encourage and reward those students who distinguish themselves in extra-curricular activities. Residence accommodation will be reserved for students in the following categories:

1. Student Leaders
 - a) All students in residence who are selected as Residence Life student staff members.
 - b) Students elected to positions within the Inter Residence Council.
 - c) Students elected to executive positions within recognized university student leadership organizations at the provincial or national level, subject to the approval of Residence Admissions.
 - d) The McMaster Students' Union (MSU) President and Vice-Presidents (Administration, Education and Finance). The MSU President is eligible for a designated single bedroom apartment in Bates Residence during his/her term of office.
 - e) All students elected to positions on the McMaster Senate or Board of Governors.

All student leaders are subject to the terms and conditions of the Residence Agreement/Contract and the Residence Code of Conduct.

2. Athletics

Each of McMaster's male and female intercollegiate teams will have the opportunity to nominate athletes who have made significant leadership and competitive contributions to their team and McMaster varsity athletics in capacities such as: most valuable player, rookie of the year, most improved player, most sportsmanlike player, most valuable contributor, outstanding league and national achievements, athletic improvement, team captain status, or intercollegiate representatives. Nominations will be determined by the coaches and directed to the Director of Athletics and Recreation, who will select a maximum of 20 names for all such teams taken together, and submit these names to Residence Admissions. Offers will then be made by Residence Admissions contingent upon each student meeting the eligibility criteria outlined in the Residence Agreement/Contract.

3. McMaster Students Union Officers, Services, Committees, Clubs and Societies

Each year, the McMaster Students' Union will have the opportunity to nominate five (5) students who have been elected/selected to leadership positions within the organization in order to further enhance the fabric of life in the residences. Nominations will be invited from: McMaster Students Union service organizations (SWHAT, CFMU-FM Radio, *The Silhouette*, etc.), MSU committee

chairs, clubs, societies or associations formally recognized by the McMaster Students Union, and members of the Student Representative Assembly.

Residence Admissions and the McMaster Students Union will select the five nominees who would most benefit from the non-academic merit provision. Factors taken into account would include the impact and membership of the organization on the university population, and the need for the student to have access to campus facilities. Offers will then be made by Residence Admissions contingent upon each student meeting the eligibility criteria outlined in the Residence Agreement/Contract.

All students who are accepted into residence under the non-academic merit provision in 1,2 and 3 above, but who fail to fulfill their obligations to the organization for which they have been nominated, will forfeit their space in residence and will return to their original position as a residence applicant.

Students granted admission to residence on the basis of non-academic merit in 1 (c), (2), and (3) are not guaranteed their choice of residence building. Building and room assignments will be determined based on preferences noted on the student's application form, using Residential Management Systems, a housing administrative software system. Refer to Sections 7-15 of this document for residence admissions procedures for upper year students.

An invitation for nominations will be sent out by Residence Admissions in March of each year.