The information you provide on this form is used by Residential Life staff in two ways:

1) A copy of this form is mailed to the person you designate as proxy to make them aware of the type of housing you are hoping to obtain for your return along with a description of their responsibilities as a housing proxy. Many students going off campus have already made arrangements with the residents of a room to be “drawn in” for their return to campus. If that is the case, feel free to include on this form the names of the people you are expecting to live with when you return.

2) Information provided on this form is used to determine placement in the completely vacated rooms. If you have a good lottery number, you may want to indicate a desire to be placed in a completely vacant room. On average, there are 10-15 singles and doubles open for each term. If you are interested in living in a vacated double, triple, or quad when you return, you will want to provide the names of your proposed roommate(s). First priority is given to students who are off campus which means that if both/all individuals listed on the form are off campus, the chances of being placed in a vacant room are better. Remember that placement in the vacant rooms is based on the lottery number you received for Room Draw which means seniors receive first consideration, juniors second consideration, and sophomores third consideration for completely vacated rooms.

It is expected that all students going off campus will designate a proxy on this form. Without the name of a housing proxy, you cannot be drawn into a room and staff in Residential Life will place you in a room after all other students are housed—this is risky since we don’t always know much about you and your housing preferences.

If you were not approved for Northfield Option prior to going off campus, go to TheHub and put your name on the wait list for Northfield Option including the name of your housing proxy. Students on the Northfield Option wait list will only receive Northfield Option if there is not adequate space in the residence halls and houses for all the students who are returning to campus.

Please provide as much information as possible in the notes section. If you have questions, please email ResLife@acs.carleton.edu. Staff will respond as quickly as possible.

Note: It is impossible to tell you where you are on the waitlist for singles, doubles and triples until we are well in to the draw in process. Once a draw occurs, someone moves off the wait list.