# Online Housing Application, Room Selection & Dining Plan Instructions
## 2019-20

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Online Housing Application, Room Selection & Dining Plan Instructions

2019-20

Each eligible student will receive a packet with a Housing and Dining Contract booklet, “Getting Started” instructions, dining plan pricing information and a calendar of important dates. Important: Please check the label on the envelope to confirm your correct class year. If you have questions about your class year, please check with the Office for Residential Life and Housing Services.

Overview of the Housing and Dining selection process

There are actually three steps to the housing and dining selection process. The first step is to complete an on-line housing application. The second step is to select a room on-line. And the final step is to select a meal plan on-line.

You must be financially clear to submit an application. If you are not, you will not be able to submit an application.

The room selection process is still based on class year seniority. There are selection days and times during the week of April 16 – 19, 8am to 6pm. Rising seniors will receive the earliest days and times to select their room, followed by rising juniors and then by rising sophomores. Within class year, days and times are randomly assigned. Every student who submits a housing application will have a selection day and time assigned. This will be available on the student’s Residential Life and Housing Services Student Homepage on April 12th.

Students will have access to all housing types at the time they select their room – depending on remaining availability and roommate designations. The general rule of thumb is that you must have the right number of students to fill the room type that you want to select – you must have six students to fill a six person suite, four students to fill a four person apartment or suite, three students to fill a deKiewiet 3-bedroom apartment, etc. Exceptions are made for students who aren’t able to select a single – they can select a double and a roommate will be assigned.

Integral to the selection process is the ability to designate roommates, suitemates and apartment mates during the application submission. Each student will designate the other students they are interested in living with. There must be a mutual roommate request in place for each student – once they have selected you as a roommate, you will see a note that the mutual request is confirmed. If you are planning to select a single, you will not designate roommates. Please note: if a friend is not financially clear, they cannot submit an application and you cannot select them as a roommate. Be sure everyone in your group/pairing is financially clear.

Once the room selection process is underway, students who have decided they want to live together need to determine who among them has the best selection day and time. The student with the earliest day and time will be able to look at remaining available spaces and pull all confirmed students into the housing space selected. For example, Student A has a selection time of Wednesday, at 4:02pm. Students B, C, D, E and F are all confirmed roommates. At 4:02, Student A logs in and checks 6 person suite availability in Anderson Tower. Student A selects Anderson 410 and assigns themselves to a specific room and each remaining roommate is then randomly assigned by the system to the spaces in the suite. Each of the 6 students will receive confirmation of the building and room and will be prompted to go on-line to select a meal plan appropriate to the building. Since a room has already been selected on their behalf, students B, C, D, E and F will not need to select during their own lottery time. A form will be emailed to students who select suites and apartments that will allow specific rooms to be designated. It will also be available on the Residential Life website.
**Calendar of Important Dates**

Mar. 19-20  RA, CA, D'Lion and Freshmen Fellow applications due – complete at Residential Life Office

**March 22**  *On-line contract submission begins*

April 2  SIH, Academic Living Center & Greek member lists due to Reslife

April 3  Lottery Workshop – 4 to 5pm, Media Lounge (SBAH)

April 5  Deadline for all SIH, Fraternity Quad House and Greek students to submit on-line contracts

**April 10**  *Contract deadline—on-line submission process closes 5 pm*

April 12  Selection dates and times can be found on Residential rescenter homepage

April 15-18  On-line Room Selection (8am—6pm Monday – Thursday)

April 22  First Day to submit Room Change requests

May 3  last day to complete Dining contract online – thereafter, $50 late fee for submission

**Network information**

If you are trying to login from off campus and study abroad, you will need to secure a VPN. If you haven’t already set up VPN access with Duo two-factor authentication, see the link below to begin the process. Follow the instruction in this link [https://tech.rochester.edu/remote-access-vpn-tutorials/](https://tech.rochester.edu/remote-access-vpn-tutorials/)

Location of web application: [https://housing.ur.rochester.edu/myrescenterweb](https://housing.ur.rochester.edu/myrescenterweb)

Recommended Browsers: Explorer, Firefox – DO NOT USE SAFARI OR CHROME

The application processes does not work on smart phones – tablets and laptops OK

Login Information: Login ID = **student ID number**, Password = **student ID number**

**Help Information:** Call 585-275-3166 if you are having difficulties accessing the Residential Life and Housing Homepage, email Residential Life at housinglottery@reslife.rochester.edu

Dashed lines under items – hover and additional information appears.

Don’t use back arrows

**Rules**

**Eligibility for Housing:** Only students with class years of 2020, 2021, 2022 and 2023 are eligible for housing. Take 5, E5, and other fifth year program or need students are not eligible for housing.

**Financial Clearance:** Students with financial holds are not eligible to participate in the room selection process. Notices will be emailed to students with holds during the week of March 18th. Students have until April 10th to clear their accounts. The online application process will flag and bar any student with a financial hold from submitting an application. If you try to submit an application and you are not financially clear, you will receive this message:
On Campus Requirement for first-year students and sophomores: Students in classes 2022 and 2023 are required to live on campus unless living at home with parents or a close relative. The Office for Residential Life will only consider exceptions in the case of a medical recommendation or severe financial hardship. Check with the Office for Residential Life and Housing Services for more on the appeal process.

Selecting Alone: Students entering alone may select either a single or a double.

Selecting as a Group: You must have the correct number of roommates, apartment mates or suitemates to fill suites, apartments and center doubles. You must mutually request each other.

Mutual requests: If you wish to live together in any of doubles, suites, apartments or center doubles, you must mutually request each other. If you fail to do this, you may not get to live together.

Lottery Day and Time: Every student who submits a housing application will receive a selection day and time (posted on the myrescenterweb homepage on April 12th). For those selecting alone, login and select your room at the appointed day and time. For those selecting as groups for rooms, suites and apartments, the student with the best selection day and time should select the housing for the group. All students in the group will be pulled for that housing. The “option to select” starts at the appointed time and remains open until the student selects.

Juniors and Seniors Only: Riverview, Brooks Crossing and Maisonettes

Doubles, Doubles in Suites and Center Doubles can be coed on coed floors. See Gender Inclusive housing policy and contact housing@reslife.rochester.edu for details on how to manage this during the room selection process.
### Room, Suite and Apartment Options (by the number of students)

<table>
<thead>
<tr>
<th><strong>1 person options</strong></th>
<th><strong>2 people options</strong></th>
<th><strong>3 people options</strong></th>
<th><strong>4 people options</strong></th>
<th><strong>6 people options</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Burton Single</td>
<td>Burton Double</td>
<td>deKiewiet 3 person Apt</td>
<td>Anderson Center Double</td>
<td>Anderson 6 suite</td>
</tr>
<tr>
<td>Burton Double</td>
<td>Crosby Double</td>
<td>Valentine 3 person Apt</td>
<td>Wilder Center Double</td>
<td>Wilder 6 suite</td>
</tr>
<tr>
<td>Crosby Single</td>
<td>Lovejoy Double</td>
<td>Riverview A (only 1)</td>
<td>O’Brien Center Double</td>
<td>Chambers 6 suite</td>
</tr>
<tr>
<td>Crosby Double</td>
<td>Anderson Double next to RA</td>
<td>Riverview B (only 1)</td>
<td>Chambers 4 suite (only 1)</td>
<td>Fairchild 6 suite</td>
</tr>
<tr>
<td>Lovejoy Single</td>
<td>Wilder Double next to RA</td>
<td>Brooks Crossing</td>
<td>Kendrick 4 suite (only 1)</td>
<td>Gale 6 suite</td>
</tr>
<tr>
<td>Lovejoy Double</td>
<td>O’Brien Double</td>
<td></td>
<td>Munro 4 suite (only 1)</td>
<td>Kendrick 6 suite</td>
</tr>
<tr>
<td>O’Brien Single</td>
<td>Anderson Apt for 2</td>
<td></td>
<td>Slater 4 suite (only 1)</td>
<td>Munro 6 suite</td>
</tr>
<tr>
<td>O’Brien Double</td>
<td>Wilder Apt for 2</td>
<td></td>
<td>Riverview A</td>
<td>Slater 6 suite</td>
</tr>
<tr>
<td>Anderson Double (next to RA)</td>
<td>deKiewiet 2 Person Apt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilder Double (next to RA)</td>
<td>Valentine 2 Person Apt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>deKiewiet Single in RA apt</td>
<td>Maisonettes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valentine Single</td>
<td>Riverview A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valentine Single in RA apt</td>
<td>Riverview B</td>
<td></td>
<td></td>
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<tr>
<td>Maisonette Single in RA apt</td>
<td>Riverview D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brooks Crossing</td>
<td>Riverview E</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Chambers, Gale</td>
<td>Riverview G</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Munro</td>
<td>Brooks Crossing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special note:**
- deKiewiet Single in RA apt
- Valentine Single
- Valentine Single in RA apt
- Maisonette Single in RA apt
- Brooks Crossing
- Chambers, Gale
- Munro

**5 people options**

- Wilder 5 suites (2)
- Anderson 5 suites (2)

Remember – Riverview, Brooks Crossing and Maisonettes are for Juniors and Seniors only
How to begin the on-line application process

Beginning March 22nd eligible students must go to the Residential Life and Housing Services Student Homepage at https://housing.ur.rochester.edu/myrescenterweb to begin the process.

Use your student ID number for both the login ID and password.

1. Select “Undergraduate Housing Application”. Click on it.

2. Read Contract Conditions and click on I agree.
3. Personal information:

Please be sure to submit an email address that you check daily so that you receive follow up information related to room and meal plan selection.

You may also view or edit emergency contact information by clicking on HERE in the pink box. This will take you to a separate page. To return to the main part of the application process, close the Emergency Contacts tab. Click on Next >

4. Preferences:

You must fill this out even if you plan on living by yourself.

- You can’t move forward without filling this out. Click on Next.
For students who are participating in the regular room selection, all these preferences should be marked as **NO**. **Click on Next.** (Confirmed participants in Special interest housing, D’Lions, Freshman Fellows, RAs and CAs, and RA/CA roommates should refer to specific information distributed under separate cover or later sections of this document).

### 5. Contract Options

**Contract Options**

**Regular contract**

I want the option of selecting from all housing options and plan to live on campus (Regular lottery, Special Interest Housing, RA/CA, D’Lions, Freshman Fellow, RA/CA roommates).

**Special Limited Contract**

I only want to live in Riverview or Brooks Crossing. I understand I will only see Riverview and Brooks Crossing option in lottery. If I am not able to select in Riverview or Brooks Crossing, I no longer want to live on campus.

* Contract options: Regular contract

Select contract option and then **click on Next.**

Most students will select the **Regular contract.** This allows students to submit a contract for all housing options on campus and the other options noted.

**If you are a junior or senior, select Special Limited Contract** if you **only** want to live in Riverview or Brooks Crossing and don't want to live anyplace on River Campus—you want to live OFF CAMPUS if you aren't able to select in Brooks Crossing or Riverview. Residential Life will release you from your contract obligation. **Select Regular Contract** if you want to live in Brooks Crossing and Riverview but if you can’t select there, you still want to be able to select something on River Campus. Contract remains in effect.
6. Roommate, Suitemate and Apartment Mates:

Roommates will appear as unconfirmed until each of them submits an application and requests you as a roommate.

Once they have done so, confirmed appears next to each student name.

To delete a roommate: If you have selected someone as a roommate but change your mind, click on Select and then click on the Delete button.

Once you have selected all your roommates, Click on Next >
Click on I agree

Your Housing Application is now complete. Click on MY HOME (upper left corner) to return to the main page. Note that your completed application was submitted.

Note that your completed application was submitted. If you wish to check status of your roommates, click on the red “Check Status of roommates”. If they are unconfirmed, reach out to them to complete the process.

Your selection day and time posted on this home page late on April 12th.
Room Selection Process

On the appointed day and time, login to the Residential Life and Housing Services Homepage.

REMEMBER - Items in RED are for browsing only. Items in BLUE are for actual selection

Select by clicking on the grouping that contains the housing type you wish to live in.

\textit{e.g.} If you want to live in an apartment or suite, select **SUITES AND APARTMENTS SELECTION**.

\textit{e.g.} If you want to live in a single or double room, select **SINGLES AND DOUBLES SELECTION**

\textit{e.g.} If you want to live in a Center Double, select **CENTER DOUBLE SELECTION**

By clicking on **CENTER DOUBLES AVAILABILITY, SUITES AND APARTMENTS AVAILABILITY OR SINGLES AND DOUBLES AVAILABILITY** you will be able to see a running list of available rooms.
Students selecting alone may select either a single or double room and do not need to designate a roommate.

Students selecting as a group of 2 must click on the requested roommate. You must mark with a check (✓) who is included for the room.

Select the facility (building) you would like to live in. There is no comprehensive list of all buildings – you must check by building.

Select the room type.

Click on Search
**Housing Selection: Apartment or Suite**

You must mark with a check (√) who is to be included in the group.

Select the facility (building) you would like to live in. There is no comprehensive list of all buildings – you must check by building.

**Click on Search.**

In the case of apartments and suites, the selecting student will select the room within the apartment or suite for themselves and their roommates/apartment mates will be randomly assigned in the apartment or suite. Students will see a confirmation of their housing assignment selection once a choice has been made. Each student will also receive an email with their room assignment. In the case of apartments and suites where students will be assigned randomly within the suite or apartment, students will receive an email with a room designation sheet if the rooms assigned by the computer do not work for the group. You can go to the Residential Life website and print off a Room Designation Sheet as well. ([http://www.rochester.edu/reslife/upperclass/lottery.html](http://www.rochester.edu/reslife/upperclass/lottery.html)) for specific placements within apartments and suites. Submit this form to the Office for Residential Life and Housing Services by May 3rd.
Housing Selection: Center Doubles

You must have 4 students of the same gender to select a Center Double.

You must check (✓) the 3 students to include in your group.

Select the facility (building) you would like to live in. **Click on Search**

**Results of a Search**

The results of the search will first be displayed by floor and room number.

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupants</th>
<th>Open Spaces</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURTON 009</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>BURTON 011</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>BURTON 020</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>BURTON 022</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>BURTON 026</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>BURTON 103</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>BURTON 105</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>BURTON 108</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>BURTON 110</td>
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<td>D</td>
</tr>
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<td>BURTON 112</td>
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<td>BURTON 205</td>
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<td>D</td>
</tr>
<tr>
<td>BURTON 229</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
<tr>
<td>BURTON 231</td>
<td>0</td>
<td>2</td>
<td>D</td>
</tr>
</tbody>
</table>

Click on the room you want to select.
This is what the confirmations will look like:

**Housing Selection, Singles and Doubles**

test15 t. test15

Your chosen room is being reserved, please wait...

**You have successfully chosen a new room!**

You are currently assigned to: BURTON 009

If you would like to review and submit the contract for your selected assignment, please click on the link below:

- **DINING SERVICES AGREEMENT/CONTRACT**

**Housing Selection, Center Doubles**

test15 t. test15

You are currently assigned to: ANDERSON 260

Once you select a room you cannot change your room online. Contact the Office of Residence Life to request a room change.

You will see this screen once you have selected a room. **You will also receive an email confirmation.**

Go back to **MY HOME** to select a dining plan.
Dining Plan Selection

To select a dining plan, click on the **DINING SERVICES AGREEMENT/CONTRACT**.

Choose Your Meal Plan

Meal plans are tied to residence hall buildings. Only those meal plans that are available for the selected building will be displayed.

You must select a meal plan. Even if you plan to appeal the meal plan, you must select a plan now. Dining Services will not accept an appeal unless a meal plan has been selected. Appeals can be made through the Customer Service Center in SBA (ID Office). **Note: the prices are per semester.**

Click on the selected meal plan.
**Select URos – Flexible Spending.**

Use the arrow and drop down menu to select URos Account deposit.

Click on NEXT>

**Dining Contract Signature.**

Select I agree.

This message will appear when the meal plan contract is complete. An email will also be sent.

**YOU HAVE NOW COMPLETED THE HOUSING AND DINING SELECTION PROCESS FOR 2019-2020.**
**Special Interest Housing, Quad Houses and Greek Housing**

1. Go on-line to complete the housing application/contract process between March 22 – April 5 from your computer.
2. Your group will submit a formal assignment list to the Office for Residential Life by April 2. Residential Life will make room assignments April 8 & 9.
3. Once the assignment has been made, you will receive an email confirming your housing assignment. Please return to the website to select a dining plan.

**Completing the on-line Housing application process.**

* If you are trying to login from off campus and study abroad, **you will need to secure a VPN.** If you haven’t already set up VPN access with Duo two-factor authentication, see the link below to begin the process. Follow the instruction in this link [https://tech.rochester.edu/remote-access-vpn-tutorials/](https://tech.rochester.edu/remote-access-vpn-tutorials/)

1. Go to [https://housing.ur.rochester.edu/myrescenterweb](https://housing.ur.rochester.edu/myrescenterweb)
   - Login ID = student ID number
   - Password = student ID number

![Residence Life - Login](image)

Enter required information and click on Submit
2. Select “Undergraduate Housing Application” by clicking on the blue application

3. Read Contract Conditions and click on “I agree”

4. Check personal information, Enter an Email Address that you check regularly.

Click on Next.
5. Preferences – Everyone needs to fill this out.

- You can’t move forward without filling this out. Click on Next.

- In the section “Special Interest Housing”, click on the arrow and select your group. Click on Next.

7. Roommate selection

8. Housing Application Signature – Click on Agree

9. Application Complete. You will receive an email confirming the housing application is complete.

You will receive an email confirmation shortly. Your actual assignment to your group's housing will be made by the Office for Residential Life and Housing Services based on the official housing list submitted by your group. Once you receive the email confirming your housing assignment, you will need to log in to the Student homepage to select a meal plan.
RA and CA Housing Application/Contract Submission

1. Go on-line to complete the housing application/contract process between March 19 – 20 from your computer.

2. To select your room, you must come to the Office for Residential Life, 020 Gates wing, SBA March 19 - 20, 9 am – 5 pm. **Be sure to bring your RA/CA signed contract with you.**

Completing the on-line Housing application process.

★ If you are trying to login from off campus and study abroad, **you will need to secure a VPN.** If you haven’t already set up VPN access with Duo two-factor authentication, see the link below to begin the process. Follow the instruction in this link [https://tech.rochester.edu/remote-access-vpn-tutorials/](https://tech.rochester.edu/remote-access-vpn-tutorials/)

1. Go to [https://housing.ur.rochester.edu/myrescenterweb](https://housing.ur.rochester.edu/myrescenterweb)
   
   Login ID = student ID number

   Password = student ID number

   Enter required information and click on Submit.
2. Select “Undergraduate Housing Application” by clicking on the application.

![Undergraduate Housing Application](image)

3. Read Contract Conditions and click on I agree.

![Contract Conditions](image)

4. Check personal information, enter an Email Address that you check regularly. Click on Next.

![Personal Information](image)
5. Preferences – Everyone needs to fill this out.

- You can’t move forward without filling this out. Click on Next.

- In the section "RA/CA", click on the arrow and select YES. Click on Next.

6. Contract Options – Select Regular Contract, Click on Next.
7. Roommate Selection –

For those RAs and CAs with apartments, suites, or Center Doubles, apartment/suite/roommates will file this information directly.

8. Housing Application Signature – Click on Agree

9. Application Complete. You will receive an email confirming the housing application is complete.

You must come to the Office for Residential Life, 020 Gates wing, SBA March 19 - 20, 9am – 5pm to select your room/complete the assignment process.
D’Lion and Freshman Fellow Housing Application/Contract Submission

1. Go on-line to complete the housing application/contract process between March 19 - 20 from your computer.
2. To select your room, you must come to the Office for Residential Life, 020 Gates wing, SBA March 19-20, 9 am – 5 pm. **Be sure to bring your signed D’Lion or Freshman Fellow contract.**

Completing the on-line Housing application process.

★ If you are trying to login from off campus and study abroad, you will need to secure a VPN. If you haven’t already set up VPN access with Duo two-factor authentication, see the link below to begin the process. Follow the instruction in this link https://tech.rochester.edu/remote-access-vpn-tutorials/

1. Go to https://housing.ur.rochester.edu/myrescenterweb
   Login ID = student ID number
   Password = student ID number

   Enter required information and click on Submit.

2. Select “Undergraduate Housing Application” by clicking on the application.
3. Read Contract Conditions and click on I agree.

![Contract Conditions](image)

By clicking agree, you have read the contract conditions and will abide by the conditions of the housing contract and other rules and regulations of the University of Rochester.

Go to Residential Life and Housing website for terms and conditions.

- I Do Not Agree
- I Agree

4. Check personal information, Enter an Email Address that you check regularly. Click on Next.

![Personal Information](image)
5. Preferences – Everyone needs to fill this out.

- You can’t move forward without filling this out. Click on Next.

- In the section “D’Lions or Freshmen Fellow”, click on the arrow and select D’Lion or Freshmen Fellow. Click on Next.

6. Contract Options – Select Regular Contract – Click on Next.
7. Roommate Selection –

Freshman Fellows and some D’lions are in single rooms, thus do not need to designate roommates.

8. Housing Application Signature – Click on agree.

9. Application Complete. You will receive an email confirming the housing application is complete.

You must come to the Office for Residential Life, 020 Gates wing, SBA March 19 - 20, 9am – 5pm to select your room/complete the assignment process.
RA/CA Roommate Housing Application/Contract Submission

1. Go on-line to complete the housing application/contract process between March 22 – April 10 from your computer.
2. Indicate the RA or CA that you plan to live with on the preferences page.
   Residential Life will complete the assignment process by placing you with the correct RA or CA.

Completing the on-line Housing application process.

★ If you are trying to login from off campus and study abroad, you will need to secure a VPN. If you haven’t already set up VPN access with Duo two-factor authentication, see the link below to begin the process. Follow the instruction in this link https://tech.rochester.edu/remote-access-vpn-tutorials/

1. Go to https://housing.ur.rochester.edu/myrescenterweb
   Login ID = student ID number
   Password = student ID number

   Enter required information and click on Submit

2. Select “Undergraduate Housing Application” by clicking on the application.
3. Read Contract Conditions and click on I agree

![Contract Conditions](image)

4. Check personal information, enter an Email Address that you check regularly. Click on Next.

![Personal Information](image)
5. Preferences – Everyone needs to fill this out.

- You can’t move forward without filling this out. Click on Next.

- In the section “RA/CA apartment mate”, click on arrow and select YES. Click on Next.

6. Contract Options – Select Regular Contract, Click on Next.
7. **Roommate Selection**

   Enter the name of the RA or CA you will be living with. Click on Next.

8. **Housing Application Signature – Click on Agree**

   Once you click agree, the application/contract is complete and officially submitted.

   - I Do Not Agree
   - I Agree

9. **Application Complete.** You will receive an email confirming the housing application is complete. Residential Life will assign you as the apartment mate with your preferred RA/CA. You will then receive an email with the actual building and room assignment. You will then need to log back into the student homepage and select a meal plan.
Room Designation Form

Suites and Apartments

In the housing selection process, the student who selects the apartment or suite will be able to select the specific room they want to be in. All the rest of the students in the apartment or suite will be assigned randomly by the housing lottery software. If the room assignments are fine, there is no need to submit this form.

However, if students want to be assigned to specific rooms in a suite or apartment, this form must be completed and returned to the Office for Residential Life and Housing Services by Friday, May 3rd.

Please be sure to indicate building and apartment/suite number. Each student’s name must be printed and a signature obtained so that we can confirm that everyone is in agreement with the proposed changes. Residential Life will then make the actual room switches.

Remember: this form is due to Residential Life and Housing Services, 020 Gates Wing, SBA by Friday, May 3rd.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>APARTMENT OR SUITE #</th>
<th>ROOM NO.</th>
<th>NAME (PLEASE PRINT)</th>
<th>SIGNATURE</th>
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</table>

RD1920:room designation form
Information about the Different Housing Areas

Southside – deKiewiet and Valentine – Apartment Style Living

- deKiewiet and Valentine cost slightly less than the River Campus rate
- laundry in basements
- Southside Market in deKiewiet basement
- Service desk in Valentine
- Apartments 350 and 850 appear as 3 bedroom apartments but the 3rd bedroom is used as a ResNet closet.
- The “1” room in the 3 room apartments has a built in closet and is considered a large room
- The “2” room in the 3 room apartments has a free standing wardrobe and is considered by students to be the largest room in the apartment.
- The “3” room is the smallest room in the apartment – but it’s still a single!
- In the 2 room apartments, both rooms are approximately the same size.
- Shuttle bus transportation – Blue Line, or Silver Line from Park Lot

Southside – Maisonettes – Apartment Style Living

- Only juniors and seniors are eligible.
- The cost is the standard River Campus rate.
- Each apartment has two bedrooms with a full kitchen, full bathroom, and semi-furnished living room.
- The “1” is the larger of the two rooms.
- Residents have access to Valentine and deKiewiet for laundry, service desk, and Southside Market
- Shuttle bus transportation – Blue Line, or Silver Line from Park Lot

Jackson Court – Anderson and Wilder Halls – suite style and center doubles

- Special interesting housing (Greek and Non-Greek) in both Towers
- Floors 2-9 have a shared kitchen
- Most suites have 4 singles and 1 double.
- 460 and 760 are a mini – apartment with a living room and a double room (both beds MUST stay in this shared bedroom) and a private bathroom,
- Center doubles (two rooms share a bathroom; MUST be same sex)
- Area service desk is located in O’Brien Hall
- Bathrooms renovated Anderson (2017) and Wilder (Summer 2018)
- First floor in each building contains a building lounge and several reservable spaces for student meetings and studying.

Jackson Court - O’Brien Hall - Corridor style living with singles and doubles, center doubles

- Rooms are carpeted
- AC units in each room
- Singles, Doubles
- Center doubles (two rooms share a bathroom; MUST be same sex)
- Some medical singles with private baths
- Single user all-gender bathrooms on each floor
- Reservable spaces available on the first floor for classes, activities, meetings
- Area service desk is located in O’Brien Hall

Quad – Crosby, Burton, Lovejoy, DKE House – Corridor style living

- Crosby, Burton – singles and doubles have sinks in each room, no kitchen facilities, laundry on ground floor
- Lovejoy – a few singles and mostly doubles – shared kitchen facility on each floor, laundry on ground floor.
- DKE – singles and doubles, kitchen in basement, all-male (only one bathroom with showering facilities).
Riverview – six residential buildings: A, B, C, D, E, and G – Apartment living

- Only juniors and seniors are eligible
- Buildings A, B, G – have both 2 bedroom and 4 bedroom apartments in each building. ONE bathroom has a stall shower while the other bathrooms have tubs
- C – four bedroom apartments only; in each apartment ONE bathroom has a stall only while the other bathrooms have tubs
- D, E – 2 bedroom apartments; all bathrooms have tubs
- F is a community building with a full catering kitchen and reservable event space
- The cost is higher than the River Campus rate but you can be on the lowest meal plan
- Laundry services in each building
- Shuttle bus transportation – Gold Line – pickup in front of Building C

Brooks Crossing – Apartment living

- Only juniors and seniors are eligible
- There are 1, 2, 3 and 4 bedroom apartments. All bedrooms have their own bath. Every apartment has a living room and kitchen with refrigerator, microwave, stove and dishwasher.
- The cost is higher than the River Campus rate but you can be on the lowest meal plan.
- The one bedroom apartments will cost more.
- Laundry services in the building.
- Shuttle bus transportation – Gold Line

Hill Court – Chambers, Fairchild, Gale, Kendrick, Munro, Slater – Suite style living

- Cost is the River Campus rate
- Laundry in tunnels under Fairchild and Munro
- Common spaces reservable in the tunnels (including two kitchens)
- Special interest housing in Fairchild, Gale, Kendrick, Munro
- Chambers and Gale have kitchenettes
- All suites on 2nd floors have 4 singles and a double rooms. Suites on 1st, 3rd and 4th floors are all 6 singles
- Fairchild 032 suite – enters from the tunnel level but IS above ground! Lovely suite with 3 double rooms
- Fourth floors of all buildings are lofts, except Slater 436 has no loft because of building mechanicals
- Chambers 111, 114, Gale 141, 144, and Munro 111, 114 will be entered as single suites – each has a bedroom, bathroom, living room and kitchenette. These will cost more.