

# 2018-2019 Return Housing Process

## Online Contracting Dates:

February 1 (Starting 9 am) - February 8th (ending at midnight) - after this time, the contract may not be available, and students may be placed on a waiting list.

To sign a 2018-19 Academic Year Contract, students will need to pay a \$100 Advanced Room Fee with a credit card. The \$100 goes towards your Spring Semester 2019 housing fees, unless you cancel your contract.

- Students should sign their 2018-19 Academic Year Contract in advance and select a room later (outlined on the schedule below) **OR** Students can sign their 2018-19 Academic Year Contract and select to stay in the same room without a roommate selection (remember if you select to stay in the same room it is without a roommate) (if available in CHS Fleming, White(limited spaces), Cotten(female only), & Scott ONLY)., During this time, you will be able to select and confirm roommates. Your requested roommate must confirm and sign a contract by February 8th to allow your placement together.
- To take full advantage of the room selection schedule, students will need to update their housing preferences and electronically sign their 2018-19 Academic Year Contract by **February 8, 2018**. The contract will still be available for students to sign up if we have spaces still available, but it is in your best interest to contract by **February 8, 2018** to avoid possible waiting lists for the 2018-19 Academic Year, and to be able to select your housing assignment.

## Online Room Selection Dates for Students Who Have Contracted (9 AM - 9 PM Each Day):

- February 12th, February 13th (Ends at NOON) : Same Hall/Different Room (Room Selection & Room Change) for the following buildings: Currently College Hill Suites and Scott Hall Residents ONLY
- February 15th: Room Selection & Room Change for College Hill Suites (with or without a confirmed roommate pairing)
- February 16th: Room Selection for students with a confirmed roommate pairing in the following buildings: CHS Fleming, White (limited spaces), Cotten (female only), & Scott ONLY) (ONLY one student in the pairing needs to sign on and select a space).
- February 19th - February 23<sup>rd</sup> and February 26th-28th: Open Room Selection CHS Fleming, White (limited spaces), Cotten (female only), & Scott ONLY) - Current contracted Campus Living Students wishing to change halls or neighborhoods for the next year. Off-Campus Students who have contracted wishing to live on campus for the next year.

**Roommate Selection:** During the contracting period of February 1 (Starting 9 am) - February 8th (ending at midnight) - you will be able to select and confirm a roommate. Your requested roommate must select you and sign a contract by February 8th to allow your placement together. Each roommate must select and confirm the other roommate before the contracting dates end on **February 8th**. If you are planning to select roommates for a suite in College Hill Suites you may select one roommate and select a room. If you would like to sign up for both rooms in a suite, students should select their roommate and coordinate the selection of a suite with desired suitemates at the same room selection time.

If you have a mutually requested roommate when you select a room, your requested roommate will also be placed in the room you selected. However, if you later decide to switch to a different room/hall, your requested roommate will not be moved with you. Therefore, students should communicate with their requested roommate throughout the room selection period. Please contact Campus Living if you have any questions.

**Have An Incoming Student Roommate?** To prevent space being selected by other students:

- Students returning to their same room who wish to have an incoming student as a roommate must contact Campus Living at 252-328-4663 by **February 8<sup>th</sup>** at 5pm to request a hold bed space for the incoming requested roommate. Please make sure you have the following information when you contact Campus Living: Banner ID, Name, birth date.
- Students who plan to self-select a room and wish to have an (incoming student) as a roommate must contact Campus Living at 252-328-4663 as soon as the room selection is made to request a hold bed space for the incoming requested roommate. Please make sure you have the following information when you contact Campus Living: Banner ID, Name, birth date.
- If you decide to switch to a different room/hall after notifying Campus Living to hold a space for an incoming student, you must re-contact Campus Living to update the hold space to the new location.

**Same Room in the Same Hall:** If you are signing up for the same room in the same hall without a roommate for a space in CHS Fleming, White (limited spaces), Cotten(female only), & Scott ONLY), you do not need to return to the site to select a room. If your current roommate wants to return to the same room, he/she must also select "Yes" to this question on the contract to be placed in his/her same room.

**Room Selection:** Students who electronically sign a contract and DO NOT select a specific room will have a room selected for them after **February 28, 2018**. If you wish to have an incoming student as a roommate, please contact Campus Living at 252-328-4663 as soon as you make your room selection to request a Hold Bed Space.

**Not Sure if You Want to Remain on Campus?** You can sign up at this time, select a room, and cancel your contract without penalty up until **April 30, 2018**. So if you are not sure where you want to live in the fall, you can always sign a contract, select a room and decide later.

**If you are interested in a placement Triple Room in Cotton or Fleming Hall?** Please contact Campus Living for more information.

**Changing my room selection?** During the process you are to make changes to your room assignment, but to have the best selection; students should take advantage of the specific room selection date as noted. If a student signs up for a room space with a confirmed roommate pairing, and then chooses select a different space, the roommate pairing will be broken, and the roommate will NOT be placed with you in the changed room selection. Please contact Campus Living if you have any questions.

**I want to live in Gateway Hall on College Hill or one of the other Living Learning Communities:** Gateway Hall is reserved for new and returning students in Living Learning Communities- if you are eligible for placement in Gateway Hall or another hall, you will receive information on how to select a room assignment.

*Campus Living*



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