

## Room Registration & Selection Information

**READ ALL INSTRUCTIONS CAREFULLY.** Each spring, students who intend to continue their studies at Warren Wilson are given the opportunity to register for a room for the upcoming academic year. Students may reclaim their current rooms, or they can enter our Room Selection process to select a new room. Following are some basic instructions on the how, when, and where.

### **I. Room Registration Information:**

Room registration is the process through which you sign up for a room for next year. Whether you would like to (a) reclaim your same room, (b) move in with someone else who is reclaiming their room, or (c) select a new room (with or without a roommate), ***you must register by completing a Housing Form and signing a Housing Contract.*** Emails, phone calls or telling your RD will *not* register you for housing for next year. Forms are available in the Housing Office in Dodge beginning **April 1<sup>st</sup>**, at tables outside Gladfelter during lunch on **April 14<sup>th</sup> and 15<sup>th</sup>**, at info sessions for first year students in Sunderland and Vining on **April 12<sup>th</sup> and 13<sup>th</sup>**, and at Room Selection on **April 28<sup>th</sup>** in Canon Lounge.

### **II. Reclaiming your SAME ROOM:**

Unless you are in a designated single, you must have a roommate for next year in order to have first priority to reclaim your same room. If you do not choose a roommate, you CANNOT reclaim your room and you must attend room selection to choose a new room. We will not be able to honor reclaiming requests in Sunderland and Vining as they will be blocked off for incoming students. To reclaim your room with a roommate or a designated single, simply complete a Housing Form, indicating your room and roommate choice, and sign a Housing Contract (see "I" above). **The deadline to reclaim your room is April 16<sup>th</sup>.**

### **III. Special Information for reclaiming a room in Schafer and the Village:**

To reclaim your same room in Schafer or the Village, at least one half of the suite must be returning to their current rooms in order for anyone in the suite to reclaim. Those that meet this requirement MUST fill the remainder of the suite prior to the reclaim deadline or the suite will be considered open and available. (Students with medical singles receive priority in assignment and may reclaim their room in the Village without filling the suite. However, Housing reserves the right to consolidate medical singles if necessary.)

### **IV. Moving in with a person who is reclaiming their room:**

If you want to be roommates with a student who is reclaiming their room, simply have that person list you as their roommate on *their* Housing Form and both of you complete a Housing Form and sign a Housing Contract by the **reclaim deadline of April 16<sup>th</sup>**. Roommate requests must be reciprocal. If a completed Housing Form and signed Housing Contract are not received by both roommates before the reclaim deadline, the room will be considered open and will be available for anyone in the Room Selection process.

### **V. Medical single rooms:**

Those students who wish to **apply** for single rooms based on documented, medically-related reasons should contact Deborah Braden, Educational Access Coordinator, to find out exactly what documentation is necessary. Students who have been approved for this classification will have the first choice of the designated single rooms. Only those rooms designated as single by Housing will be available for medical singles and a \$750 charge will apply. In rare cases when submitted documentation expressly states that a single is **required** for medically-related reasons, the single room charge will be waived. The deadline to complete documentation, get approval, and submit a completed housing contract for a medical single is **April 16<sup>th</sup>**.

### **VI. Room Selection Information:**

If you do not have a roommate (and therefore do not have reclaim priority), or if you wish to select a new room, (with or without a roommate), you will do so at **Room Selection 4pm -10pm on April 28<sup>th</sup>** in Canon Lounge. To reduce your wait at Room Selection, projected times for each priority will be posted on **April 26<sup>th</sup>**. At the suggested time, you will arrive and select a room for next semester from spaces that are available.

### **VII. Single Rooms:**

A select number of rooms in certain residence halls will be designated as single rooms. No other rooms will be guaranteed as singles, regardless of current status, until all incoming students have been placed this summer. All single rooms, except those **required** for documented medically-related reasons, will be an additional \$750 *per semester* for the 2010-11 school year. If you want a single room, you can select from the designated single rooms that are available during Room Selection on April 28<sup>th</sup> in Canon Lounge.

### **VIII. Designated Substance-Free Housing**

If you desire substance-free living and you are not reclaiming in Wellness or Shepard, or moving in with someone who is, **you must notify Housing by April 16<sup>th</sup>**. All rooms available in Wellness and Shepard after the reclaim date will be filled by a lottery. You will be notified of your status on **April 20<sup>th</sup>**. **Rooms in Wellness and Shepard will not be available at Room Selection.**

### **IX. Information for those seeking to move to Schafer or Village suites:**

You must be part of a group of 8 (Schafer) or 6/4 (Village). No half-filled rooms or suites will be permitted during Room Selection. Selection priority will be in order of total credit hours (**as per Registrar**) for the suite.

**Room Selection priority will be as follows:** (current class standing; not as projected for next semester)

1. First priority: Full suites in Schafer and Village in order of total credit hours for the suite
2. Second priority: singles (if not part of a Village suite)
3. Third priority: senior-senior (roommate pairs)
4. Fourth priority: senior-junior (roommate pairs)
5. Fifth priority: senior-sophomore (roommate pairs)
6. Sixth priority: senior-freshman (roommate pairs)
7. Seventh priority: junior-junior (roommate pairs)
8. Eighth priority: junior-sophomore (roommate pairs)
9. Ninth priority: junior-freshman (roommate pairs)
10. Tenth priority: sophomore-sophomore (roommate pairs)
11. Eleventh priority: sophomore-freshman (roommate pairs)
12. Twelfth priority: freshman-freshman (roommate pairs)
13. Thirteenth priority: senior w/o roommate
14. Fourteenth priority: junior w/o roommate
15. Fifteenth priority: sophomore w/o roommate
16. Sixteenth priority: freshman w/o roommate

### **X. Wait Lists:**

If no rooms are available at your designated selection time, you will be placed on a general housing wait list and assigned to the first available space. There will be a separate wait list for those who prefer to live in Ecodorm, but were unable to obtain a space at room selection. When a space becomes available, the wait list will be used to fill that space or room in order of names on the list. If you decline a space or room, your name will be moved to the bottom of the wait list. If you want a single room and a designated single is not available when you select, you can put your name on a single room waiting list.

### **XI. Additional Information:**

- a. You must register for classes (min. 12 credit hours) for the fall semester in order to preserve your room selection. If at the end of the registration period for fall (week of April 19-23), you have not registered, you will lose your space in housing. Once you have registered, you will be assigned to an available space or placed on the general housing wait list.
- b. If you are not reclaiming your present room, you must attend Room Selection unless you are moving in with someone who is reclaiming their room. (See section I). Anyone who has a scheduling conflict must make arrangements with Housing prior to Room Selection.
- c. Every student must complete a Housing Form and sign a Housing Contract. No one else can sign up for you.
- d. Those who sign up for rooms in Wellness, Shepard, and Eco will be asked to sign an additional community agreement and agree to follow community practices.
- e. You may **not** reclaim your room **and** select a room at Room Selection.
- f. You may not sign up with a roommate who will be gone on a semester-long study abroad in the fall.
- g. Anyone who ends up without a roommate after Room Selection and fall class registration could be consolidated with someone else before the end of the school year, and could lose the room they selected.

### Room Registration and Selection Important Dates

March 30<sup>th</sup>- Info goes out to RDs and Students

April 12<sup>th</sup> & 13<sup>th</sup> -Info sessions for First Year students in Sunderland and Vining

April 14<sup>th</sup> & 15<sup>th</sup> – Info tables in Gladfelter at lunch

April 16<sup>th</sup> 5pm- Deadline to reclaim room/ request substance-free housing

April 20<sup>th</sup>- Substance-free housing notification

April 28<sup>th</sup> - Room Selection 4pm-10pm in Canon