

Subject: Important Information Regarding Housing Selection Process

Dear Students,

As we begin to approach the next steps in the housing selection process for the upcoming academic year, we want to provide you with updates, deadlines, and information to ensure everyone is prepared for housing selection. This email will contain a lot of important information, please take time to read through the email in its entirety. Also, please bookmark and save this email for future reference. Additionally, our website is updated frequently and has the most accurate date for Returning Student Housing Selection: [Returning Student Housing Selection Process | Roger Williams University \(rwu.edu\)](#)

Apologies: We appreciate your patience!

We know how stressful housing selection can be, and we would like to acknowledge there have been some hiccups along the way. Residence Life and Housing has been switching to new housing software, which has made things less streamlined and delayed some processes. Our office is aware of this and would like to provide an apology for any confusion folks may have experienced thus far in the selection process. The good news is, our new software is just a few days away from being ready, and things will become much less confusing once we switch over to it!

New Housing Self-Service Launch



Learn more about where we are heading by visiting their website: [Housing.Cloud](#).

We will be rolling out functionality of the software over the next 1-3 months.

Beginning **Friday March 22nd, 2024, at 11:00 AM**, the Housing Self-Service Portal will switch to our new software. While the user experience will look different, you will still be able to access self-service in the same place on Roger Central!

With the launch of the new Housing Self-Service Portal, the remaining components of housing selection will be completed using this new portal. It's an exciting change, but we want to make sure everyone is ready to use it. As we go through the remaining steps of selection, we'll provide guides and Zoom sessions to help you understand the new Housing Self-Service portal and the rest of the housing selection process.

The first of these sessions is this **Friday, March 22nd, 2024, from 11:00AM to 3:00 PM**. During this time the Housing Selection Help Desk will be open via zoom for any questions you may have regarding the new Housing Self-Service Portal and how to complete roommate matching.

You can join using this link: <https://rwu.zoom.us/j/3413700837>

Please note: We are still actively building out our system during this soft launch- you may see rooms available for selection appear/disappear daily as we are finalizing the amount of rooms allocated for returning student selection. Available rooms will be updated for any selection process.

Upcoming Housing Selection Steps

Below are the next steps in the housing selection process. You can only take part in these steps if you've completed both Step 1 (submitting your housing deposit) and Step 2 (submitting your contract) of the Housing Selection process:

Step 3A: Roommate Matching & Group Formation, March 22nd– April 19th (Priority Deadline).



During this stage, you can log onto Housing Self-Service to search for other students to form roommate groups. Alternatively, students can opt to go "Solo" through the process individually. During this step, you will also complete a quick housing application and roommate matching questionnaire.

To help you through this process, the housing selection zoom Help Desk will be open this **Friday from 11:00AM to 3:00 PM** for any questions you may have regarding roommate matching. You can join using this link: <https://rwu.zoom.us/j/3413700837>

Additional guides will be sent early next week, but the system is very easy to navigate.

Step 3B: Participating as a Solo Student, March 22nd– April 19th (Priority Deadline).



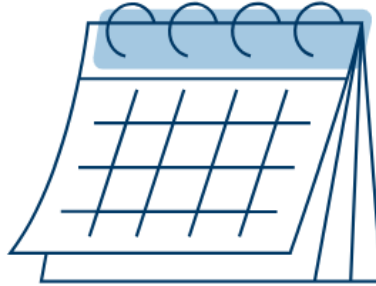
In order to select a room through the portal, you will need to complete a short application and complete your roommate matching profile/public bio form. We strongly recommend checking out other roommate profiles and trying to find someone who would be a good fit to live with as singles will be very limited! Also, if you are interested in a single room, please complete the single room application by this Friday.

Step 4: Ensure No Bursar Holds on Student Account by April 12th.



By April 12th, please check your Student Account to make sure any bursar holds are resolved or addressed properly. You can view holds through your Roger Central account. Any students with holds remaining after April 12th will not be able to continue with the Housing Selection Process. Residence Life and Housing Staff are unable to investigate or remove holds, this must be done through the Bursar's Office.

Step 5: Receive Selection Time on April 19th



On April 19th, students will receive their selection time, indicating when they can log onto Housing Self-Service to choose a space online for the next academic year. This information will be sent via email from Residence Life and Housing.

It's important to note that there have been changes to the selection times compared to previous years. In the past, students received timeslots spread out over a two-week period, randomly generated based on class year and completion of selection tasks by their respective deadlines. However, this year, each class year will begin selection at the same time, rather than having timeslots spread throughout the day.

For instance, instead of rising juniors having 300 timeslots spread over two days, all rising juniors will be eligible to select their space simultaneously. Those who miss priority deadlines will select their housing outside of these times, with a 24-hour delay from those in their class year who met the priority deadlines. For example, if all rising juniors have a selection start time of Tuesday at 9:00 AM, those who did not meet priority deadlines will not be able to select until Wednesday at 9:00 AM.

Step 6: Select a Room Through Housing Selection, April 22nd – May 3rd



On your designated selection date and time, you'll see available spaces and make your selection for the 24-25 Academic Year. This will be done through Housing Self-Service. As we approach these dates, we'll provide more detailed information about the process, including a selection guide for everyone to use as a reference and zoom information sessions.

Pre-Selection Processes: Important Dates and Deadlines

To be eligible for any pre-selection process, you must have completed your Housing Contract by the priority deadline of Monday, March 11th. You can find all pre-selection applications on Housing Self-Service. Selection dates have been pushed back a week for us to finalize configuration within the portal- eligible students will receive additional information:

Pre-Selection Process	Application Due Date	Selection Timeframe
Single Room Selection https://hawmlink.rwu.edu/submitte/r/form/start/626133	Friday, March 22nd	Wednesday, April 3rd beginning at 10:00 AM for rising seniors, 11:00 AM for rising juniors, and 12:00 PM for rising sophomores.

Triple Room Selection https://hawklink.rwu.edu/submitter/form/start/626152	Friday, March 22nd	Friday, April 5th beginning at 10:00 AM for rising seniors, 11:00 AM for rising juniors, and 12:00 PM for rising sophomores.
Continued Occupancy (CO) https://hawklink.rwu.edu/submitter/form/start/624876	Friday, March 22nd	No selection needed, placement performed by Housing Operations
Living Learning Communities Living Learning Communities Roger Williams University (rwu.edu)	Friday, March 22nd	Monday, April 22 at 10:00AM
Supersize Room Placement https://hawklink.rwu.edu/submitter/form/start/625532	Friday, March 29th	No selection needed, placement performed by Housing Operations
Upperclass Almeida Housing Placement https://hawklink.rwu.edu/submitter/form/start/626891	Friday, March 29th	No selection needed, placement performed by Housing Operations

Note: If you open any of the links below, that means you have not done your housing contract and not eligible for the process.

We hope this email clears up any confusion and offers a better understanding of the remaining steps in the housing selection process. If you have any questions, please don't hesitate to reach out to our office!

Best,

Residence Life and Housing