



# Room Change Waiting List

## Pre-Fall 2021 Guide

The Department of Residence Life and Housing provides various living and selection options within the RWU housing community. This *Room Change Waiting List* guide provides information about the options students have if they wish to request a room change before the start of the Fall 2021 term. The Room Change Waiting List is for any student that currently assigned for the Fall 2021 term. If you are **not currently assigned**, please fill out the Pending Assignments Preference Form. We strongly encourage you to review this brief guide before adding yourself to any of the room change waiting lists. If you have any questions regarding any of these processes after reviewing this guide, please email us at [rwuhousing@rwu.edu](mailto:rwuhousing@rwu.edu).

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### Room Change Process Overview

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Beginning **April 27th, 2021**, students can add themselves to various "Waiting Lists" through the Housing Self-Service portal. The Housing Operations team will be gathering waiting list information for much of the month of May. Please understand that the priority for our Housing Operations Team will be supporting students who do not currently have Housing Assignments for the Fall and getting them placed for the Fall 2021 semester. During the summer, the Housing Operations Team will continue to accept, review, and offer room changes as they become available and make room changes before students arrive in the Fall.

# Room Change Waiting List, Pre-Fall 2021

On **August 11<sup>th</sup>, 2021** the waiting list option will be temporarily turned off and there will be a Room Freeze on all room changes until September 15<sup>th</sup>, 2021. All wait list submissions before the start of the Fall 2021 term will remain active during this time.

**Room change offers will be communicated to students via RWU email.** Based off the amount of requests, students will have a set amount of business days to accept or deny a room change offer (typically 3-4 business days). If a student does not reply back to our offer by the due date, the Department will indicate the offer as “Did not reply” and move on to the next student(s) on the list. **Once an offer has expired students will have to wait until a new offer is received.**

**Adding Yourself to a Waiting List:** We strongly recommend that you review the Eligibility Table on the last page before adding yourself to a waiting list. Adding yourself to the waiting list is very simple. Click “Additional Housing Processes” from the main menu, then click “Waiting Lists”, then select “Fall 2021”.

*This screen will populate within your window:*

Waiting List	Position	Total
You are not a part of any Waiting List at the moment.		

Add to Waiting List

Waiting List

Comments \*

Submit

## Some important information about this screen:

- You can select to view different waitlists under the yellow highlighted box
- Information text is located to the right, look there for some guidance
- You can view your current wait list submissions in the section at the top
- If you have questions about completing the waiting list, please contact us via email at [RWUHousing@rwu.edu](mailto:RWUHousing@rwu.edu) with a subject line: “Room Change Waiting List”

# Room Change Waiting List, Pre-Fall 2021

## Guidelines to Successfully Add Yourself to a Waiting List:

1. Review which waiting list makes the most sense for your living situation. Take some time to review the Waiting List Eligibility Table below and have honest conversations with your roommate(s)
2. Select a waiting list from the drop-down menu.
3. Provide a brief explanation. We strongly suggest students to include basic information within this comments section, including potential roommate information (First/Last Name). Please keep it under 200 characters; writing a novel will not have any implication on your request.
  - a. **Adding yourself to a singles wait list?** *Please list all of the buildings in the comment section you are interested in*
  - b. **Adding yourself to the “Doubles (Traditional)” wait list?** *Please list all of the buildings in the comment section you are interested in*
  - c. **Have a roommate in mind?** *Make sure to include their first & last name in the comments section and they do the same for you*
4. Click submit when you are comfortable with your submission
  - a. You can remove yourself at any time by clicking “Remove”

**Important:** If you are part of a pair or group looking to change rooms together, all students must add themselves to the appropriate waiting list. Missing group members may delay our ability to offer your group a space.

# Room Change Waiting List, Pre-Fall 2021

## Waiting List Eligibility Table

There are multiple waitlist options to choose from when you log onto your housing self-service page. Regardless of your current assignment, you should apply for the appropriate waiting list you wish with relocate to (i.e. if you are in an Almeida Triple and want to move to a Almeida Flat, add yourself to the "Almeida Flats" waiting list). Contact [RWUHousing@rwu.edu](mailto:RWUHousing@rwu.edu) with any additional questions.

The table below will describe the particular housing options associated with each waitlist:

Room Change Waitlist	Housing Options Associated	Roommate Pairs/Groups Notes
<b>Singles (Traditional)</b>	North Campus Suite, Stonewall, Willow	<b><i>Should be used only by solo requests</i></b>
<b>Doubles (Traditional)</b>	Baypoint, North Campus Suite, Stonewall, Willow	Suggested for pairs looking to stay together and move to a different hall; Also good for solos looking to simply change halls
<b>Triples (Traditional)</b>	Stonewall, Willow	Suggested for triples looking to stay together and move to a different hall; Also good for solos looking to simply change halls
<b>Almeida Quad Apartments</b>	Double room in Almeida quad Apartments	Suggested for pairs looking to stay together and move to Almeida; Also good for solos looking to simply change halls
<b>Almeida Triple Apartment</b>	Triple room in Almeida Triple Apartments	Suggested for groups of three looking to stay together and move to Almeida
<b>Almeida Flats</b>	Two person apartment	Suggested for pairs looking for apartment style housing with no other roommates
<b>Only students with 33+ completed credits by April 27<sup>th</sup>, 2021 are eligible for the following waiting lists</b>		
<b>Single Efficiency Apartment*</b>	Bayside Single Efficiency, NCRH Single Efficiency	<b><i>Should be used only by solo requests.</i></b>
<b>Bayside 2-person Apartment*</b>	Two-person Bayside apartment	Suggested for pairs looking to stay together but move to Bayside; Also good for solos looking to simply change halls.
<b>Bayside Quad Apartment*</b>	A double room within a Bayside Quad	Suggested for pairs or groups looking to stay together but move to Bayside; Also good for solos looking to simply change halls.
<b>Bayside Quint Apartment*</b>	A double room within a Bayside Quint (5-person apartment)	Suggested for pairs or groups looking to stay together but move to Bayside; Also good for solos looking to simply change halls.
<b>Bayside Single*</b>	A single room within a Bayside Quint Apartment	<b><i>Should be used only by solo requests.</i></b>
<b>North Campus Apartment*</b>	Double room within a 4- or 6- person NCRH apartment	Suggested for pairs or groups looking to stay together and move to NCRH; also good for solos looking to move to NCRH
<b>North Campus Apartment Triple*</b>	Triple rooms within a 3-person NCRH apartment	Suggested for groups of three who are looking to stay together and move to NCRH