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Online Housing Application, Room Selection & Dining Plan Instructions

2014-15

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. While in the past there were lottery numbers, now there are selection days and times during the week of April 14 – 17, 8am to 7pm. 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 Residential Life and Housing Services Student Homepage on April 11th.

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 of 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 each roommate to a designed room 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.
Calendar of Important Dates

March 21  On-line contract submission begins
March 25  RA, CA, D’Lion and Freshmen Fellow applications due – complete at Residential Life Office
April 1   SIH, Academic Living Center & Greek member lists due to Reslife
April 4   Deadline for all SIH, ALC and Greek students to submit on-line contracts
April 9   Contract deadline—on-line submission process closes 5 pm
April 11  Selection dates and times distributed to students via email and can be found on Residential webhousing homepage
April 14-17  On-line Room Selection (8am—7pm Monday – Thursday)
April 21  First Day to submit Room Change requests

Network information

If you are trying to login from the Maisonettes, off campus and study abroad, you will need to secure a VPN. Go to https://rochester.edu/it/vpn/ for details and software downloads.

Submitting an on-line Housing application – Best to use Firefox as your browser

Location of web application: https://webhousing.reslife.rochester.edu/webpatron

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, mail 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 2015, 2016, 2017, 2018 are eligible for housing. Take 5, KEY 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 17th. Students have until April 9th 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 freshmen and sophomores: Students in classes 2017 and 2018 are required to live on campus unless living at home with parents or a close relative. The Office for Residential Life will consider exceptions to this requirement on a case by case basis. Check with the Office for Residential Life and Housing Services for 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.

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. 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 housing. The “option to select” starts at the appointed time and remains open indefinitely until the student selects.

Juniors and Seniors Only: Riverview, Brooks Crossing and Maisonettes

Doubles, Doubles in Suites and Center Doubles: must be same sex.
### Room, Suite and Apartment Options (by the number of students)

<table>
<thead>
<tr>
<th>1 person options</th>
<th>2 people options</th>
<th>3 people options</th>
<th>4 people options</th>
<th>6 people options</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>Anderson Apt for 2</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>Wilder Apt for 2</td>
<td>Slater 4 suite (only 1)</td>
<td>Munro 6 suite</td>
</tr>
<tr>
<td>O'Brien Double</td>
<td>deKiewiet Double</td>
<td>Riverview A</td>
<td>Riverview B</td>
<td>Riverview A</td>
</tr>
<tr>
<td>Anderson Double (next to RA)</td>
<td>Valentine Single with RA</td>
<td>Riverview A</td>
<td>Riverview B</td>
<td>Brooks Crossing</td>
</tr>
<tr>
<td>Wilder Double (next to RA)</td>
<td>deKiewiet Single with RA</td>
<td>Riverview B</td>
<td>Riverview B</td>
<td>Brooks Crossing</td>
</tr>
<tr>
<td>Valentine Single</td>
<td>Riverview A</td>
<td>Riverview B</td>
<td>Riverview D</td>
<td>Riverview E</td>
</tr>
<tr>
<td>Valentine Single</td>
<td>Riverview B</td>
<td>Riverview E</td>
<td>Riverview D</td>
<td>Riverview E</td>
</tr>
<tr>
<td>Maisonette Single with RA</td>
<td>Riverview D</td>
<td>Riverview D</td>
<td>Riverview D</td>
<td>Riverview D</td>
</tr>
<tr>
<td>Brooks Crossing</td>
<td>Riverview E</td>
<td>Riverview E</td>
<td>Riverview D</td>
<td>Riverview D</td>
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Remember – Riverview, Brooks Crossing and Maisonettes are for Juniors and Seniors only.
How to begin the on-line application process

Eligible students must go to the Residential Life and Housing Services Student Homepage at https://webhousing.reslife.rochester.edu/webpatron 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 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.** (Special interest housing students, 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

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.

The **Special Limited contract** is for junior and senior students only who want to live in either Riverview or Brooks Crossing and **NO PLACE ELSE**. If the student is unable to select in Riverview or Brooks Crossing, the contract is officially cancelled and the student agrees to live off campus. During the room selection, students opting for this contract will only see Riverview and Brooks Crossing spaces.

Selection contract option and then **click on Next**.
6. Roommate, Suitemate and Apartment Mates:

To select a roommate(s), click on select. Enter at least 3 characters of the first and last name. Search.

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 >**
6. Housing Application Signature:

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 will be posted on this home page late on April 11th. You will also receive an email with that information.
Room Selection Process

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

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

*ie.* If you want to live in a 2 person apartment, select 2, 3, 4 and 6 person suites and apartments

*ie.* If you want to live in a single or double room, select Singles and Doubles

*ie.* If you want to live in a Center Double, select Center Doubles

**Housing Selection: Singles and Doubles**
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.

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**

![Image of Housing Selection: Apartment or Suite]

You must mark with a check who to include 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.**
**Housing Selection: Center Doubles**

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

You must mark the 3 students to include in your group.

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

**Results of the Search**

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

**Room Search Results - Page 1**

Click on the floor to see available rooms.

Click on the floor.

ANDERSON 01
ANDERSON 02
ANDERSON 03
ANDERSON 04
ANDERSON 05
ANDERSON 06
ANDERSON 07
ANDERSON 08
ANDERSON 09
After choosing the floor, this is generally what a student will see on the screen. All rooms on a particular floor will display. However, only the rooms that a student or a group are eligible for or are still available will show in Orange. Note in the search below, there are 4 students, thus only the 2 room apartments show as available. Click on the one of orange room squares.

If a student or group is not eligible for the kind of housing or no options are left, then all rooms will show in grey or blue.
Under “Select room for” there are 2 options.

1. All – Self and Roommates or individually. By clicking on this button, you will be allowed to place yourself in the room of choice and all other roommates will be assigned randomly to the remaining spaces.
2. Self, Roommate – By clicking on the Self button, this will allow you to place yourself in the room you want. You would then click on each roommate and place them in the specific room.

Click on Submit if you are satisfied with your selection.

You may also go back up to “Select room for” section and hit clear my selection if you want to change assignments.

Click on Cancel if you wish to go back to building selection page and start again.
Confirmation of Room selection.

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. Appeals can be made through the Customer Service Center in SBA (ID Office).

Click on the selected meal plan and the I Agree button will appear. Click on I Agree.
Click on I agree again if the correct meal plan appears.

**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.

Special Interest Housing, Academic Living Centers and Greek Housing

1. Go on-line to complete the housing application/contract process between March 21 – April 4 from your computer.
2. Your group will submit a formal assignment list to the Office for Residential Life on April 1. Residential Life will make room assignments April 7 & 8.
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.

*Use Firefox as your browser. If you are trying to log in from off campus, the Maisonettes or study abroad, you will need to secure a VPN. Go to [https://rochester.edu/it/vpn/](https://rochester.edu/it/vpn/) for details*

1. Go to [https://webhousing.reslife.rochester.edu/webpatron](https://webhousing.reslife.rochester.edu/webpatron)
   
   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

![Residential Life and Housing Services Student Homepage](image1)

Select a contract type for Academic Year 2014-15 (Fall 2014)

- UNDERGRADUATE HOUSING APPLICATION
  - You have not applied.

3. Read Contract Conditions and click on I agree

![Contract Conditions](image2)

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](image3)

Personal Information

Please check your personal information below and contact the Office for Residential Life and Housing Services if any item needs to be changed.

Last Name: test14
First Name: test14
Middle Name: test14
Nickname:

Student ID: 999999998
Class Year: 2015
Gender: Male
Birthday:

Street:
City:
State:
Country:
Zip:

* Email address: student12@reslife.rochester.edu

Home telephone:
Cell Phone:

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 21 – 26 from your computer.

2. To select your room, you must come to the Office for Residential Life, 020 Gates wing, SBA March 21, March 24, March 25 or March 26, 9 am – 5 pm.

Completing the on-line Housing application process.

*Use Firefox as your browser. If you are trying to log in from off campus, the Maisonettes or study abroad, you will need to secure a VPN. Go to [https://rochester.edu/it/vpn/](https://rochester.edu/it/vpn/) for details*

1. Go to [https://webhousing.reslife.rochester.edu/webpatron](https://webhousing.reslife.rochester.edu/webpatron)

   Login ID = student ID number

   Password = student ID number

   ![Residence Life - Login](image.png)

   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.

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 “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, apartment mates 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 21, March 24, March 25 or March 26, 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 21 – 26 from your computer.

2. To select your room, you must come to the Office for Residential Life, 020 Gates wing, SBA March 21, March 24, March 25 or March 26, 9 am – 5 pm.

Completing the on-line Housing application process.

*Use Firefox as your browser. If you are trying to log in from off campus, the Maisonettes or study abroad, you will need to secure a VPN. Go to [https://rochester.edu/it/vpn/](https://rochester.edu/it/vpn/) for details*

1. Go to [https://webhousing.reslife.rochester.edu/webpatron](https://webhousing.reslife.rochester.edu/webpatron)

   Login ID = student ID number

   Password = student ID number

   ![Login Interface](image)

   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.

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.

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. For those D’Lions with roommates, each roommate will select the same room in final steps of the process (see #9 below).

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 21, March 24, March 25 or March 26, 9am – 5pm to select your room/comple the assignment process.
RA/CA Roommate Housing Application/Contract Submission

1. Go on-line to complete the housing application/contract process between March 21 – April 9 from your computer.
2. Indicate the RA or CA that you plan to live with on the preferences page.
3. Residential Life will complete the assignment process by placing you with the correct RA or CA.

Completing the on-line Housing application process.

*Use Firefox as your browser. If you are trying to log in from off campus, the Maisonettes or study abroad, you will need to secure a VPN. Go to [https://rochester.edu/it/vpn/](https://rochester.edu/it/vpn/) for details*

1. Go to [https://webhousing.reslife.rochester.edu/webpatron](https://webhousing.reslife.rochester.edu/webpatron)

   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

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.

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

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.
Information about the Different Housing Areas

Southside – deKiewiet and Valentine – Apartment Style Living

- deKiewiet and Valentine cost less than the River Campus rate (~$400 per year less)
- 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.
- On the blue line bus or use the Park Lot shuttle

Southside – Maisonettes – Apartment Style Living

- Only juniors and seniors are eligible.
- The cost is the standard River Campus rate
- Each apartment has two bedroom apartments, with 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

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, except Wilder 110 (3 doubles)
- 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 the same sex),
- Area service desk is located in O’Brien Hall
- two meeting rooms are available for sign-out on the first floor of Anderson

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
- Gender neutral 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, Tiernan, Gilbert, Hoeing, Psi Upsilon – Corridor style living

- Tiernan, Gilbert, Hoeing, Lovejoy first and second floor – designated Freshman Housing
- Crosby, Burton – singles and doubles have sinks in each room, no kitchen facilities, laundry on ground floor
- Lovejoy (floors 3 & 4) upperclass housing – shared kitchen facility on each floor, laundry on ground floor; Non-Smoking building – doubles and singles
Riverview – five residential buildings: A, B, C, D, E – Apartment living

- Only juniors and seniors are eligible
- Buildings A & B – 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

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 – still to be determined if they will be on the UROS plan.
- 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 buildings have double rooms on 1st and 2nd floors; 3rd and 4th floors are all 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
**Making Plans and Making Back-up Plans - Worksheet**

It is important that students in groups have a primary plan and have an idea of what to do next if the housing option they wanted is not available at the time they get to select.

**What is your initial plan?** ___ Suite for 4 or 6 ___ Apt for 2, 3 or 4

List your group members (up to 6) Locations: __________________________________________________________

<table>
<thead>
<tr>
<th>Names of Group Members</th>
<th>Who picks?**</th>
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**What happens if you can’t select that option? How does the group break down into another housing option? Who rooms with who? Who will go on-line and select housing?**

___ Apt for 3

Locations: _____________________________

<table>
<thead>
<tr>
<th>Names of Group Members</th>
<th>Who picks?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

___ Apt for 3

Locations: _____________________________

<table>
<thead>
<tr>
<th>Names of Group Members</th>
<th>Who picks?</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

___ Apt for 4

Locations: _____________________________

<table>
<thead>
<tr>
<th>Names of Group Members</th>
<th>Who picks?</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

** Who Picks? – find out who has the best day and time**
___ Apt for 2 and/or ___ Double

Locations: ______________________________

<table>
<thead>
<tr>
<th>Names of Group Members</th>
<th>Who picks?</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

___ Apt for 2 and/or ___ Double

Locations: ______________________________

<table>
<thead>
<tr>
<th>Names of Group Members</th>
<th>Who picks?</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

___ Apt for 2 and/or ___ Double

Locations: ______________________________

<table>
<thead>
<tr>
<th>Names of Group Members</th>
<th>Who picks?</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

___ Single

Locations: ______________________________

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Who picks?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>