

ROOM SELECTION 2018-19

Room Selection guides students through different rounds in selecting a room or apartment for the coming academic year. The goal is to distribute rooms fairly, within the limits of available resources. The process can be simple if you familiarize yourself with the procedures and, most importantly, ***adhere to deadlines***. For students not obligated to the 2-year housing requirement, failure to participate and select a room or apartment could result in you not securing University housing for the coming year.

Information enclosed in boxes is especially important!

Who can participate?

Room Selection is afforded to current residents of University housing and students returning from SU Abroad programs and COOP/Internship (who resided in University housing during the semester immediately prior to their SU Abroad/COOP/Internship semester) who complete a Room Selection Application

Students residing off campus (which includes students living in fraternities or sororities), or not currently attending (on leave of absence) during spring 2018 are not eligible to participate.

For Full Participation in Room Selection Four Conditions Must Be Met

Failure to meet all criteria by March 20, 2018 will affect your random selection date and time in each round:

1. YOU MUST BE A CANDIDATE:

- **Spring 2018 full-time matriculated University housing resident.**
- **Spring 2018 participant in SU Abroad/COOP/Internship programs** who resided in University housing during the semester immediately prior to an SU Abroad/COOP/Internship semester. Fall 2017 residents who cancelled their spring 2018 housing to participate in their program away from campus were asked to identify their desire to participate by checking the appropriate box on the housing cancellation completed prior to departure. If they did not check the box on the cancellation, they must email housing (housing@syr.edu) to request participation.
- **Fall 2018 new SU student ('Pull-In')**. SU first-year students may be indicated as future roommates by students who have not fulfilled their 2-year housing requirement. **SU first-year students may ONLY be pulled-in as roommates in *DellPlain and Haven Halls***. You may include SU transfer students as future roommates in any of your undergraduate student housing except the Sheraton Syracuse University Hotel and Conference Center.

HOW A 'PULL-IN' NEW STUDENT IS INCLUDED IN ROOM SELECTION:

New students (incoming freshmen and transfers) must submit an e-mail to housing@syr.edu indicating their preference to reside with you – including your full name and your SUID number and their full name and SUID number. Housing Office staff will act as their proxy and be responsible for making their roommate selection(s) on-line and making them eligible for you to select as your preferred roommate. **HOWEVER** – If you are anticipating requesting a room with additional roommates, (i.e. a 4-person suite or 3-bedroom apartment) they (the new student) must also email the names of the other individuals in order for us to select them on your new student's behalf as preferred roommates.

Current resident Room Selection Process candidates must submit to the Housing Office a completed pull-in form instructing us which round(s) you will participate and with whom. Roommate requirements vary among the rounds so you must provide the names and syr.edu email address of all possible roommate combinations you wish to have us request on your new student's behalf. Pull-in forms are available at our [Room Selection](#) information page and from the Housing Office, 206 Steele Hall.

2. YOUR \$450 ADVANCE HOUSING PAYMENT IS REQUIRED TO COMPLETE THE ROOM SELECTION APPLICATION:

With the exception of candidates who indicated they wished to Opt Out of participation, been approved for a waiver, or had a credit applied, an **e-bill** (Advance payment email notification) for the \$450 advance housing payment is sent on February 1 to each full-time matriculated University housing resident and those participants in SU Programs Abroad, on COOP or Internship who indicated they wished to participate. **It's important for you to**

forward your e-bill or otherwise communicate your housing plans with the person responsible for paying your University bill to ensure receipt by the deadline. We encourage you to check your MySlice account on-line to confirm posting of the fall 2018 housing advance.

Payment options:

- **ELECTRONIC FUNDS TRANSFER (EFT):** Please log onto MySlice and follow this path: under the FINANCES heading MAKE A PAYMENT then PAY BY EFT then ADVANCE HOUSING PAYMENT. Online payments can take up to 2 business days to post to the student account.
- **DEBIT/CREDIT CARD:** Please log onto MySlice and follow this path: under the FINANCES heading MAKE A PAYMENT then PAY OTHER CHARGES BY CREDIT CARD then ADVANCE HOUSING PAYMENT. Online payments can take up to 2 business days to post to the student account.
- **IN-PERSON:** Cash or check payments are accepted at Cash Operations windows located in 125 Bowne Hall during business hours, Monday through Friday 8:30 am to 5p.m.
- **CHECK:** Write the student ID number on the check. Checks must be made payable to Syracuse University and must be drawn on a U.S. bank. Third-party checks will not be accepted. Mail to 125 Bowne Hall, Syracuse, NY 13244. Payments mailed domestically (United States) can take up to 1 week to post to the student account. Payments mailed internationally can take up to 2 weeks or more.

More information about payment options can be found at the [make a payment page](#).

Waiver:

Students whose financial aid awards (grants, loans, scholarships) total 70% or more of University room, meal plan, tuition, and fees for the Spring 2018 semester may request a waiver of the advance payment on-line through MySlice. Simply select MySlice – Student Services - Housing, Meal Plans and ID Card - Self Service. Then select More Tasks...- Housing Waiver Request. Syracuse University student requests for a waiver are verified for qualification *immediately* against your most current enrollment semester's financial aid records. You are sent an email confirming or denying your eligibility immediately following your request. If you are unsure of your eligibility for a waiver, you should plan to submit a waiver request. Allow sufficient time to meet the payment deadline in the event your request is denied. A request is subject to confirmation of eligibility.

Credit:

If a student has a credit balance on their bursar account and wishes to apply it toward the fall 2018 semester advance housing payment, make a request through the Housing Office. Please email housing@syr.edu to request this. Please note you must have a negative account balance or a credit due on your Bursar account to be considered.

3. YOU MUST COMPLETE THE ROOM SELECTION APPLICATION BY MARCH 20 FOR FULL ROOM SELECTION PARTICIPATION

Once payment has been paid, credit applied or waiver approved, you can complete the Room Selection Application. The application is NOT complete until you receive a confirmation of its completion. The application is available on-line through MySlice. Simply select MySlice – Student Services - Housing, Meal Plans and ID Card - Self Service. Then select Applications and Form from the top of the Self Service page – Room Selection Application.

4. YOU MUST NOT ALREADY HAVE AN ON-CAMPUS ROOM ASSIGNMENT

Once assigned your participation in Room Selection is concluded.

Opt-Out – What does this mean?

UPPERCLASSMEN WHO HAVE FULFILLED THEIR 2-YEAR HOUSING REQUIREMENT

Not planning to participate? Don't want to receive all those e-mails? Opt-Out! Upperclassmen who will have fulfilled their University housing requirement at the end of the spring 2018 semester and know you will not require University housing for the 2018-19 academic year can 'Opt-Out' of participation in Room Selection. By 'opting-out' you remove your name from eligibility for participation in Room Selection and Room Selection mailings (***\$450 advance housing payment e-bill sent to your syr.edu email address February 1, and e-mails sent to eligible participants throughout the process***).

SU STUDENTS WHO HAVE NOT FULFILLED THEIR 2-YEAR HOUSING REQUIREMENT

Certain you will not be returning to SU in the fall? Don't want to receive all those e-mails? You will be able to remove yourself from all mailings related to Room Selection by opting-out.

SU STUDENTS WHO HAVE NOT FULFILLED YOUR 2-YEAR HOUSING REQUIREMENT If you are obligated to return to University housing and fail to select a room during the Room Selection Process or submit an on-line returning student housing application, and register for classes for the coming year, you will be assessed the residency requirement fee - comparable to a two bedroom apartment rate for each of the remaining semesters of your two-year housing requirement.

How to Opt-Out

Eligible students simply select MySlice – Student Services - Housing, Meal Plans and ID Card - Self Service. Then select More Tasks...- Housing Room Selection Opt Out. A confirmation of your opt-out decision is emailed to your syr.edu email address.

PLEASE NOTE: This feature is disabled during each roommate and room selection period.

Consequences of *missing* the application deadline of 5 p.m. March 20, 2018

Completing the Room Selection Application **after 5 p.m. on March 20** will affect the random selection date and time assignment and possibly the Round(s) in which you are permitted to participate. See the table below for the impact of late completion of the Room Selection Application:

Missed Deadlines - Round Inclusion Dates

Name	Room Selection Application COMPLETED NO LATER THAN
Form: Learning Communities & 6 Person Suites	Thursday, March 22, at 1 p.m.
Singles Round:	Friday, March 23, at 11 a.m.
3-person round: (must fill to capacity) Gender Inclusive roommate selection allowed for 3-bedroom apartments	Monday, March 26, at 8 a.m.
4-person round: (must fill to capacity)	Wednesday, March 28, at 8 a.m.
2-person round: (must fill to capacity) Gender Inclusive roommate selection allowed for 2-bedroom apartments	Friday, March 30, at 8 a.m.
Any remaining beds round: If any beds remain	Thursday, April 5, at 8 a.m.

If you do not participate

If you are obligated to return to University housing - Syracuse University first- and second-year students **must** complete the 2018-19 **Fall Returning Student - 2 year requirement** housing application. This application will be available on-line through MySlice beginning **April 7 at 12 Noon**. Applicants obligated to return to University housing are **RANDOMLY** assigned over the summer months **as space permits**. Notification of assignments is emailed in July.

If you are NOT obligated to return to University - Upperclassmen who have fulfilled their 2-year housing requirement simply do not make the \$450 payment or complete the Room Selection Application.

Gender Inclusive Housing Option

Syracuse University offers gender inclusive housing for returning undergraduate residents. This means you may select a roommate of any gender as your roommate in a **3-bedroom apartment** during the 3-person round or **2-bedroom apartment** during the 2-person round of Room Selection.

GENDER-INCLUSIVE HOUSING POLICY

- This is offered as a choice for students participating **only during the roommate selection period for the 3-person and the 2-person rounds** of Room Selection.
- Matching roommate choices between students of any gender and the selection of a 3-bedroom apartment during the 3-person round or 2-bedroom apartment during the 2-person round of Room Selection **acknowledges that all students agree to abide by the gender inclusive housing policies as stated here.**
- If unassigned at the end of the 3-person or 2-person rounds, students will no longer be allowed to select a gender inclusive roommate for the remainder of Room Selection, and **are responsible for editing their roommate choices to remove opposite gender roommates for participating in gender-specific rounds.**

GENDER INCLUSIVE 3-BEDROOM APARTMENT

If, after selecting an apartment a student cancels their housing or moves from the assigned apartment, the remaining students have the following options:

1. If the remaining occupants are of the same gender:
 - Remaining occupants (mutually) may identify a friend of the same gender to fill the vacancy. The remaining residents must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
 - Remaining occupants (mutually) may identify a friend of the opposite gender, who acknowledges and agrees to abide by the gender inclusive housing policies as stated here, to fill the vacancy. The remaining residents must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
 - The Housing Office will reassign the vacancy to a student of the same gender as the remaining residents.
2. If the remaining occupants are not of the same gender:
 - Remaining occupants may be required to relocate to a 2-bedroom apartment, at the 2-bedroom apartment rate, dependent upon availability.
 - Remaining occupants (mutually) may identify a friend of the opposite gender, who acknowledges and agrees to abide by the gender inclusive housing policies as stated here, to fill the vacancy. The remaining residents must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.

GENDER INCLUSIVE 2-BEDROOM APARTMENT

If, after selecting an apartment a student cancels their housing or moves from the assigned apartment, the remaining student has the following options:

1. The remaining occupant may identify a friend to fill the vacancy.
 - Remaining occupant may identify a friend of the same gender to fill the vacancy. The remaining resident must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
 - Remaining occupant may identify a friend of the opposite gender, who acknowledges and agrees to abide by the gender inclusive housing policies as stated here, to fill the vacancy. The remaining resident must communicate with the Housing Office the identity of their friend in a timely manner. The timetable for this will vary, dependent upon the time of year and housing priorities in effect at that time.
2. In the event the remaining student does not identify a roommate, the Housing Office will reassign the vacancy to a student of the same gender as the remaining resident.

Importance of Your University E-mail

E-mail is used extensively during Room Selection. We must emphasize your responsibility to monitor your e-mail's quota, ensuring receipt of all official e-mail, and reading all such email in a timely manner! For information on your e-mail's quota, visit: [SUMail](#)SUMail. Syracuse University's e-mail policy requires that all official University e-mail communications be sent to your syr.edu e-mail address. You are personally responsible for maintaining your email account within the allotted space quota. If you exceed your quota all of your incoming mail will be bounced back to senders.

How/Where do I participate?

Access to Room Selection screens is through MySlice – Student Services - Housing, Meal Plans and ID card - Self Service. Then select Room Selection Process. This is where all of the activity related to online portions of Room Selection will take place – selecting roommates and selecting rooms.

HOME:

Accessed through MySlice – Student Services - Housing, Meal Plans and ID Card - Self Service. The Home screen has four information displays specific to you, your housing records, and the selection dates and times. This is information only. NO updates are permitted to the data displayed here.

Messages

This will display messages pertinent to you. Messages will be used extensively throughout Room Selection to convey timely Room Selection Process statuses – i.e. to alert you to your eligibility status, or when no rooms remain during a round, etc.

Room Selection

This will **only** display Room Selection round information **during** rounds in which **you have been allotted a selection date and time**. Otherwise it will simply state “No room selection process to list”

Room Assignments

This displays your room assignment information as well as any roommates with whom you are assigned. You must toggle the term button between spring 2018 and fall 2018 to see your fall 2018 assignment information.

Dining Plans

This will display your dining plan information. At the conclusion of Room Selection in April, when you have the opportunity to select a Fall 2018 dining plan (you will be emailed when this process is active), you must toggle the term button between Spring 2018 and Fall 2018 to see your Fall 2018 dining plan.

The LINKS button on the right side of the screen provides access to important information found on the Housing, Meal Plan and ID Card page as well as other relevant links.

ROOM SELECTION PROCESS - ROOMMATES:

Accessed through MySlice – Student Services - Housing, Meal Plans and ID Card – Self Service. Then select Room Selection Process - Roommates. You must select the term – fall 2018 and hit SUBMIT. This will bring you to your fall 2018 Roommate Requests and Simple Roommate Search display screen. The 3-person, 4-person and 2-person rounds require a correct number of matched roommates at the end of the roommate selection period for a group to be assigned a selection date and time for the round.

Fall 2018 Roommate Requests

This displays the names of roommates selected by you, as well as the status of your requests and the status of requests of your chosen roommates (matched, unmatched). You can edit your requests in this area using the various buttons provided – remove, poke/accept, or send message.

Simple Roommate Search

This allows you to select your roommates from Room Selection applicants. You are limited to the number of roommate requests you may submit by the roommate selection round in which you are participating. You will need to type in one identifier – your roommate(s) last name, first name, middle initial or their syr.edu email address (**email is the quickest and easiest identifier**). If the information you submit is unique, selecting “Request Student as Roommate” will automatically select the student requested. If the information is not unique, a list of potential roommates' names and their syr.edu email address will be displayed. Select the correct student from the list and select “Continue”. Your selected roommate will receive a confirmation e-mail that they have been selected by you.

Since the number of required matched roommate requests varies for each round, roommates must be updated by you and your anticipated roommate(s) for each round in which you plan to participate.

ROOM SELECTION PROCESS - SELECT ROOM:

To be assigned a selection date and time within any round, you must not have already been assigned housing and you must have met the round's matched roommate requirement by the close of the roommate selection period for the round.

Once your selection date and time has begun, you will have access to selection until the end of the round or until you select a room – whichever comes first.

WARNING - IMPROPER SELECTION DATE AND TIME

All room selection periods are monitored in real time. Room selections made prior to assigned selection date and times, however accomplished, will be immediately rescinded and the student and their roommate(s) eligibility for participation in that round and future rounds will be denied. Additionally, students may be referred to Office of Student Rights and Responsibilities if access and use of the University computing system is found to violate University policy as defined in the SU Student Handbook under 'SU Computing and Electronic Communications Policy.'

IMPORTANT FACTS ABOUT ROOM SELECTION DATE AND TIMES:

- Selection times within each round of room selection will be randomly assigned in the following order:
 1. Orange Track participants who complete their application by 5 p.m. on March 20, 2018 will be assigned a random selection time
 2. Followed by Blue Track participants who complete their application by 5 p.m. on March 20, 2018 will be assigned a random selection time
 3. Followed by participants who complete their application AFTER 5 p.m. on March 20, 2018 will be assigned a random selection time

With the exception of the Singles round, a room selection date and time will appear on your MyHousing page **after** Housing staff have observed the completion of the following:

- the roommate selection period has ended
 - roommate matching criteria is confirmed
 - random selection date and times are allocated
- **ROOM SELECTION DATE AND TIMES** are posted to your HOME screen under ROOM SELECTION and emailed to each participant no later than two hours prior to the start time of the room selection period for each round. **You are responsible for checking this screen or reading your email and knowing your selection date and time.**

THE MOST IMPORTANT FACT ABOUT ROOM SELECTION DATE AND TIME!

It is very important for you to understand that **everyone in your matched roommate group has been allocated the same room selection date and time.** One person of your roommate group should select for your group at your room selection date and time. More than one person trying to select a room for the group at the same time may result in an erroneous assignment and the loss of your priority for selection. **Prior consultation between you and your future roommates should result in identification of the person responsible for making the room selection.** When a member of your group selects a room, the assignment is final.

- **A PRIORITIZED LIST OF ROOMS** should be developed before your selection date and time to expedite your search of remaining available rooms for one your group desires. A list of the rooms included in each round are available at our [Room Selection](#) website.
- **WHEN YOUR SELECTION DATE AND TIME ARRIVES**, you can access room selection through MySlice – Student Services - Housing, Meal Plans and ID Card – Self Service. Then select Room Selection Process – Select a Room. This will bring you the screen displaying Online Room Selection –select the Find Available Rooms button. This will bring you to the screen display of all (remaining) available rooms in this round. The list will be in alphabetical order by hall (residence hall) or by street (South Campus apartments) followed by the room within the residence hall, or building number and apartment number for apartments on South Campus

Residence hall rooms are mostly gender-specific and **your list of available rooms will match the gender of your roommate group. If a room has been designated for either gender you will also see those rooms among your list.** Once you have selected a room you will be brought to a screen

displaying Room Booking and asked to assign beds within the room to yourself and your roommate(s), if any. Initially, bed assignments will appear for everyone in your roommate group. You can rearrange the bed assignments by accessing the drop-down arrow next to each bed.

On Main (North) Campus, bed number is not taken into account. However, **bed assignments within apartments at South Campus – Chinook, Farm Acre, Lambreth, Small, Winding Ridge and Slocum Heights -are associated with specific bedrooms within the apartment and the keys issued to you upon check-in.** Discuss bedroom assignments with your roommate(s) ahead of your selection date and time.

2-bedroom townhouse apartments: Bed 1 is the back bedroom; Bed 2 is the front bedroom.

Slocum Heights 2-bedroom apartments: As you enter the hallway, Bed 1 is the bedroom to the left; Bed 2 is the bedroom to the right.

3-bedroom apartments: Bed 1 is the back bedroom; Bed 2 is the front left bedroom; Bed 3 is the front right bedroom.

SELECT / AGREE - SUBMIT MY ROOM SELECTION button to finalize your room selection. All members of your roommate group will be sent an automated e-mail notification of fall 2018 room assignments. Your Home screen will display your fall housing assignment and the names, room/apartment number and bed assignment. ***You can hover over a roommate's name and their syr.edu email will appear along the bottom of the screen, or you can double click on a roommate's name and an email will be opened to be completed and emailed to your roommate.***

Some Issues Encountered While Selecting Roommates On-Line

ROOMMATE'S NAME DOES NOT APPEAR WITHIN THE SELECTION PROCESS GROUP (*This may be the result of*):

- You misspelled their name.
- You misspelled their email address
- You used their nickname.
- The person you tried to add already has a housing assignment.
- Your roommate is not eligible for participation in this round: The pool of possible roommates your search is drawing from consists of ***students who have completed the Room Selection Application and are eligible for the round in which you are participating.*** Check the eligibility criteria listed previously and be sure your potential roommate has done everything necessary to meet the eligibility criteria before contacting the Housing Office.

ADDED A ROOMMATE IN ERROR

If you inadvertently add a roommate in error, simply click on the RED (REMOVE) button to the right of their name and they will be removed from your List of Roommate Requests. The system will generate an e-mail advising the student that they have been removed as a roommate request.

ROOMMATES DO NOT MATCH

Roommate Requests must MATCH before your roommate group can select housing. If there is a roommate request under "Roommate Requests" that DOES NOT MATCH, you cannot select housing until all roommate requests match or until that roommate request has been removed from your "Roommate Requests". You must either REMOVE (RED button to the right of their name) the Roommate Request that DOES NOT MATCH or have that student log on to their *MySlice* account and go to Housing and make their Roommate Requests so that they match your Roommate Requests **before the end of the roommate selection period for that round.**

NON-MATCHING REQUESTS AMONG MULTIPLE ROOMMATE REQUESTS

ALL the roommates within your group must have all their roommate requests matched. You will initially receive a message stating "Your requested roommates have non-matching requests among themselves" for those cases where matching is not complete. **If this is not resolved before the end of the roommate selection period ends, ALL roommates will not be permitted to select during the room selection period for that round.**

Roommate Finder Service

A Facebook account will go live at noon on **February 5, 2018** to allow Room Selection applicants the opportunity to search the site for a roommate. During the 3-person, 4-person and 2-person rounds, students **must** fill a room/suite/apartment to capacity. **Therefore roommate(s) must be identified as matching (mutual) for participation in those rounds.** Students may log into Facebook and submit a friend request to [SU Housing Room Selection 2018](#). Before accepting a friend request, Housing Office staff verifies the student has completed a Room Selection Application. Once accepted, students are able to chat with each other on the wall and send messages related to their housing plans with the hopes of finding a roommate.

Housing Office staff monitor student data posted to ensure proper etiquette and civility. Improper use or abuse of the roommate finder will result in referral to

the Office of Student Rights and Responsibilities for non-compliance with proper student conduct, your information removed from display, and the loss of your eligibility for participation in Room Selection.

Opportunities to select

Students who complete the Room Selection Application are allocated to either an Orange or Blue track for room selection. Follow the correct Track for you:

Blue Track:

- Student admitted as freshmen in fall 2017 or spring 2018 or
- Student admitted as a transfer-freshman in fall 2017 or spring 2018

BLUE TRACK

Room Selection 2018 Calendar

Name	Room Type	Roommate Selection	Room Selection
Form: Learning Communities & 6 Person Suites	Learning community approved 6 person suites available to all eligible students	Form deadline Thursday, March 22 at 2 p.m. same day results emailed by 5 p.m.	
3-person round: (must fill to capacity) Gender Inclusive roommate selection allowed for 3-bedroom apartments	South Campus: 3-bedroom apartments North Campus: All 3-person options	Monday, March 26, 9 a.m. - Tuesday, March 27, 9 a.m.	Tuesday, March 27, 12 noon - Tuesday, March 27, 9 p.m.
4-person round: (must fill to capacity)	North Campus: All 4-person options	Wednesday, March 28, 9 a.m. - Thursday, March 29, 9 a.m.	Thursday, March 29, 12 noon - Thursday, March 29, 9 p.m.
2-person round: (must fill to capacity) Gender Inclusive roommate selection allowed for 2-bedroom apartments	South Campus: 2-bedroom apartments or Skyhalls North Campus: All 2-person options	Friday, March 30, 9 a.m. - Tuesday, April 3, 9 a.m.	Tuesday, April 3, 12 noon - Wednesday, April 4, 9 p.m.
Any remaining beds round: If any beds remain	Includes any unselected space from previous rounds	Thursday, April 5, 9 a.m. - Thursday, April 5, 9 p.m.	Thursday, April 5, 12 noon - Thursday, April 5, 9 p.m.

Orange Track:

- Upperclassmen who have fulfilled, or are not obligated to, a 2-year housing requirement by the end of the spring 2018 semester.

ORANGE TRACK*		Room Selection 2018 Calendar	
Name	Room Type	Roommate Selection	Room Selection
Form: Learning Communities & 6 Person Suites	Learning community approved	Form deadline Thursday, March 22 at 2 p.m. same day results emailed by 5 p.m.	
Singles Round:	All singles -North and South Campus	No Roommates	Friday, March 23, 12 noon - Friday, March 23, 12 midnight
3-person round: (must fill to capacity) Gender Inclusive roommate selection allowed for 3-bedroom apartments	South Campus: 3-bedroom apartments	Monday, March 26, 9 a.m. - Tuesday, March 27, 9 a.m.	Tuesday, March 27, 12 noon - Tuesday, March 27, 9 p.m.
2-person round: (must fill to capacity) Gender Inclusive roommate selection allowed for 2-bedroom apartments	South Campus: 2-bedroom apartments or Skyhalls	Friday, March 30, 9 a.m. - Tuesday, April 3, 9 a.m.	Tuesday, April 3, 12 noon - Wednesday, April 4, 9 p.m.

Learning Communities and 6-person suites - this is a paper round: The form for this round is available from the Housing Office and on-line at our [Room Selection](#) website. Directions for completing the form **are provided on the back (page 2) of the Form.**

Learning Communities: Application and approval through the Learning Communities Office is required **before** submission of a Learning Community/6-person suite Request Form. Learning Community approval does not ensure space availability. For detailed descriptions of the learning communities and how to apply, visit lc.syr.edu.

Six-person suites: There are two 6-person suites on campus, both located in Watson Hall. You must be able to fill a 6-person suite to be eligible to submit the Learning Community/6-person suite Request Form AND BE ASSIGNED TO THE **BLUE TRACK**.

Room Selection Rounds: Each round will close at the end of the round's room selection period or when all rooms are selected – whichever comes first. At the conclusion of round 5, any remaining unassigned Room Selection Process eligible candidates must submit an on-line returning student housing application to secure housing. The on-line application will be available on April 7 by 12 noon. Applicants' random assignments will be posted to your MyHousing page in July.

Frequently Asked Questions

Q: What are my chances?

A: This is the most commonly asked question we hear during Room Selection. Honestly, there is no right answer. More than 4,000 students participate in Room Selection and selection date and times are randomly assigned.

Q: How do friends select rooms near each other?

A: Students hoping to be placed in close proximity to their friends must coordinate their selection date and times. Each round's matched roommate pairings will have a random selection date and time assigned. Friends must share their selection date and times to determine an overlapping time when all are eligible to be on-line.

Example:

Group A wishes to live in a two-bedroom apartment on South Campus, as close as possible to **Group B**.

Group A has a selection date and time of 9 p.m. on April 3 that runs until the end of 2-person round room selection.

Group B has a selection date and time of 10 a.m. on April 4 that runs through the end of 2-person round room selection.

In this instance, everyone is eligible to select as of 10 a.m. on April 4. Both groups could then view and select from the same pool of available rooms.

Q: What if I cannot fill a room or apartment to capacity?

A: During the 3-person, 4-person and 2-person rounds of Room Selection, participation is available to students that can fill a room/suite/apartment to capacity. Therefore roommate(s) must be identified as 'matches' (mutual) during the roommate selection period for the round in which they wish to participate to be issued a selection date and time for the round. To help students who have not identified a future roommate for Room Selection a roommate finder service available on Facebook (see the description and link earlier in this publication).

Q: What if my roommate and I are not compatible?

A: It is important to put careful consideration into the selection of your future roommate as ***changing assignments though the summer housing change waiting list is not likely to occur.***

Q: What if my roommate cancels or makes a housing change after selecting housing with me?

A: Our office is unable to notify you of the cancellation or change of housing assignment of your roommate.

Your roommate(s) should notify you of their plans so you may plan accordingly. Your MyHousing Overview display is always up-to-date with your current housing data. You can check this information on-line anytime you need to confirm your roommate's name and e-mail address. If your roommate cancels or relocates, you have a few options available to you which are limited by the date housing is informed of a cancellation:

- A new freshman or transfer is assigned to the space - either a freshman or transfer assigned by the Housing Office, or a freshman or transfer you identify as your preferred roommate. All pull-in requests must be mutual and submitted beginning May 1. Your pull-in request becomes invalid if you cancel your housing.
- A returning student is assigned to the space. This could be someone assigned by the Housing Office, or a returning student you identify as your pull-in preferred roommate (such requests must be mutual). Your request can be declared invalid for several reasons (See "Pull-In Disqualification" on the next page).
- You could be consolidated to a comparable room within your residence hall or South Campus street name.

Common Mistakes to Avoid

We would like to help you avoid unnecessary mistakes that can lead to frustration and disappointment during Room Selection. Many problems can be avoided through proper planning and discussion with future roommate(s) and by doing the following:

MEET DEADLINES

By far the most avoidable mistake by participants is the meeting of deadlines. Deadlines are necessary to allow for processing throughout Room Selection. Be sure you and your roommate(s) are on top of all deadlines throughout the process

HAVE SEVERAL CONTINGENCY PLANS

Your housing preferences – room types or locations - are likely to be on several students' lists of preferred housing. Be prepared for this likelihood by having several alternate choices ready to save you time during your selection period.

FLOOR PLANS

Floor plans are available on our web site: housingmealplans.syr.edu. **Make a prioritized list of room/apartment numbers you want BEFORE your selection date and time.** Use your time wisely and be prepared to select from the listing of available rooms.

Ask the Experts

Word-of-mouth advice is usually misleading, if not totally inaccurate. Housing Office staff can provide informed answers to your questions. Simply e-mail housing@syr.edu or stop by and speak to one of us personally. We are located in 206 Steele Hall and 210 Goldstein Student Center. Our business hours are 8:30 a.m. to 5 p.m. Monday through Friday. Staff will also be available to answer Room Selection Process questions at the following places and times:

DINING CENTERS

Wednesday, February 28– lunch hours – Graham Dining Hall

Thursday, March 1 – lunch hours – Ernie Davis Dining Hall

Friday, March 2 – lunch hours – Brockway Dining Hall

Tuesday, March 6 – lunch hours - Shaw Dining Hall

Wednesday, March 7 – lunch hours – Sadler Dining Hall

SOUTH CAMPUS APARTMENT OPEN HOUSES:

Sunday, March 25 – 1 pm-4 pm – 3-bedroom apartment at 175 Small Rd #8, 2-bedroom apartments at 170 Small Rd #2 and 311 Slocum Heights #3

Housing Policies

NO SMOKING

Syracuse University regulations prohibit smoking on all University property.

ACADEMIC YEAR COMMITMENT

Regardless of class standing your commitment is for the full academic year-**both fall and spring semesters**. Room charges are billed by the semester.

The term of occupancy and your financial obligation is from fall opening in August until close of residence halls in May.

TWO-YEAR HOUSING REQUIREMENT

Syracuse University first- and second-year students are required to live in University housing. Completion of the two-year requirement midway through an academic year does not exempt a student from the academic year housing commitment.

CONSOLIDATION POLICY

Residents of rooms or apartments that are not occupied at capacity may be required to relocate to comparable space within their residence hall or in another housing unit in pursuit of housing priorities.

MEAL PLAN REQUIREMENT

All undergraduate students assigned to residence halls (both North and South Campus) are required to be on a meal plan. Following the conclusion of Room Selection students assigned to housing will be notified via their syr.edu e-mail address to access the meal plan management web site to select meal plans for fall 2018 based upon your housing assignment and anticipated class status.

Housing Change Waiting List: Beginning May 1

There may be an opportunity to change your housing for the fall semester based on cancellations. To be eligible for the waiting list, a student must have received an assignment via Room Selection. The waiting list will be available between May 1 and July 1 ONLY. After July 1, requests will not be accepted. Waiting list offers will be emailed from July 1 through July 15. The waiting list is no longer active as of July 15. You will maintain the room assignment you selected during Room Selection unless notified a change is possible.

Housing staff have sole discretion in determining which relocation applications will be considered for change, including pull-in requests, in order to make optimal use of residential space and in meeting housing priorities:

HOUSING PRIORITIES

- **First**, new first-year applicants must be assigned to a room.
- **Second**, individuals whose roommate(s) are leaving may designate specific individuals (pull-ins) to relocate to the vacancy within their room, apartment or suite. All such pull-ins are subject to the Pull-In Disqualification rule below. ***All pull-in requests must be on file no later than July 1.***
- **Third, Consolidation:** Residents of rooms or apartments that are not occupied at capacity may be required to relocate to comparable space within their residence hall or in another housing unit in pursuit of housing priorities above.
- **Lastly, Waiting List Applicants:** Vacated space is offered to students who have submitted an on-line wait list application. – please note: moves are ***extremely*** limited.

PULL-IN DISQUALIFICATION

The Housing Office reserves the right to deny pull-in requests for any reason, including but not limited to the following:

- The vacancy is created by a cancellation for non-academic reasons.
- Your pull-in request is for someone ineligible as a pull-in.
- You cancel or relocate from the room or apartment with the vacancy.
- Overriding housing priorities (listed above).

Cancellation of Room Selection Assignments

LEAVING THE UNIVERSITY

Students who leave the University are responsible for canceling their housing through the cancellation process available on-line beginning April 6 through July 1. Cancellations received **AFTER July 1** are subject to penalties and refunds according to schedules stated in the *Tuition, Fees, and Related Policies*, available at the Bursar's Office website. Go to <http://bursar.syr.edu> and select Student – then *Tuition, Fees, and Related Policies*.

- **Withdrawing or taking a leave of absence** - You must process your withdrawal or leave by initiating your paperwork through your home college.
- **Participating in an SU Abroad Program** beginning in fall 2018. Your name will be verified against a list of future participants identified by the SU Abroad office.
- **Participating in an SU COOP or Internship** beginning in the coming fall term.
- **Graduating** at the end of the spring 2018 term.

TO LIVE OFF-CAMPUS OR COMMUTE FROM HOME

Students not obligated to the University's two-year housing requirement may cancel their assignment to reside off campus or commute from home through Thursday, May 1. **After May 1, the academic year housing commitment is financially binding regardless of class standing, unless a student withdraws from the University.** Cancellation to reside off campus or to commute from home must be done in-person in the Housing Office – 206 Steele Hall or 210 Goldstein Student Center

ALL cancellations of Room Selection Process assignments by students to reside off campus (those students not obligated to the 2-year housing requirement) or to commute from home will be assessed a \$450 cancellation charge. Students who are considering living off campus or commuting from home should anticipate this cancellation charge in making their decision to participate in Room Selection.

DURING THE ACADEMIC YEAR

With the start of the fall semester, other penalties and refunds for housing and meal plans apply. Cancellation and refund policies are stated in the *Tuition, Fees, and Related Policies*, available at [Tuition and Fees](#).