



## Returning Student Housing Application Preference Guide

All matriculated students who submit applications by *March 15* are assigned based on the number of Fall and Spring semesters they have lived on campus. Within each "priority group" (students who have lived on campus the same number of semesters), the applications are given random, computer-generated lottery numbers. The Roommate Captain's priority group and random number will determine the order of assignment for each applicant or applicant group.

### Applying for Housing

Review the Housing Agreement and Dining Agreement before beginning the application process.

Additional information is available from the *Tell Me More* links throughout the application.

Check marks appear next to each step of the application as completed

### *Pay Deposit*

Pay your \$200 deposit using a credit card, electronic check, or UD1 FLEX account. Deposit is held in a separate university account until July 1. Students on financial aid *may* qualify to have their deposit waived based on level of current aid received. Contact Housing Assignment Services for any questions.

### *Returning Student Housing Application*

Denotes student agreement to the Student Housing and Dining Agreements as well as the June 1 binding date.

"By submitting this application, I understand that as of June 1, 2011, I am obligated to live on campus in my assigned space for the 2011-2012 academic year and pay all associated costs. I also agree to pay all deposits when due, damage assessments and housing rates for the academic year and abide by the University of Delaware regulations, policies, and procedures including the Academic Year Student Housing Agreement and Dining Services Agreement. I affirm that I have read and understand these Agreements and that the Agreements are for the full academic year."

### Housing Requests Involving Medical, Psychological, or Disability Needs

- Housing accommodations made available to best suit your particular medical need.
- Requests for housing exceptions are evaluated through the Office of Disability Support Services (DSS).
- Any returning student with a medical, psychological, or disability need should complete the

Housing Requests due to Medical, Psychological, or Disability Reasons form, and return it to the DSS Office by March 15.

- The request form and documentation of your circumstance is required. Evaluation by an appropriate professional will relate the current impact of the condition to your housing request. All information is considered confidential.
- **Note:** While your preferences will be considered, specific areas and types of rooms are not guaranteed.

### Roommate Captain and Roommates

- Select up to four roommates; including you (full groups have priority)
- Designate a *Roommate Captain*
  - Groups individual students together as roommate pairing/group
  - Be consistent - Make sure everyone in the roommate pairing/group designate the same roommate captain, including the Roommate Captain him/herself
  - Designate the person with the highest assignment priority
    - Return Request
    - Greatest number of semesters having lived on campus

**Note:** If one or more of your roommate group applied for housing after the housing application deadline of March 15, your group will be assigned after all students who met the application deadline have been assigned.

### Filling out the Roommate Characteristics Questionnaire

- Every student is strongly encouraged to fill out the Roommate Characteristics Questionnaire
  - If you do not select a roommate and are assigned one
  - If you cannot be placed with your selected roommate
  - If your selected roommate cancels their Housing Application or withdraws from the University
  - If you apply for a single (demand for single rooms is usually high, and many applicants for singles are given doubles)
- **Any student who does not complete the questionnaire runs the risk of being housed with a roommate who has not been matched for compatibility.**
  - Please respond to each question carefully and honestly.
  - You may not necessarily be matched with another person who answered each question with the same selection, but with someone who would be compatible according to the combined answers of all questions.
  - Review the *Tell Me More* explanation of each question.

### Theme Housing Options

- Offers students a range of possible living accommodations
- Residents share space with others who possess common interests, lifestyles, or backgrounds
- Options currently available include:
  - Special Interest Housing Communities (SIH) - *Supplemental Application Required*
  - Living learning Communities (LLC)
  - Substance-Free Housing –*Supplemental Application Required*

- Upperclass Honors- *Supplemental Application REQUIRED if NOT in the Honor's program OR if applying after March 15*

### Theme Housing Application Process

1. Indicate specific Theme Housing preference on your Housing Application
2. Complete the required Supplemental Application.  
Except for upper-class Honors Housing applicants, all students who submit supplemental applications are assigned manually. Return Requests, number of semesters on campus, and other criteria are all considered in making assignments. Please be sure to read your supplemental application for complete details on your particular Theme Housing.
3. Rank your choices.  
Please note the preference order of all Theme Housing preferences you are applying for (if more than one) on the Preference Form, as well. If you have applied for more than one Theme Housing preference and are not assigned to your first choice, then your other Theme Housing applications will be considered *before* assigning you to any other type of housing.
4. Alternate Type of Housing  
If you are not assigned to a Theme Housing preference as requested, Housing Assignment Services will attempt to place you in the alternate type of housing you indicate on the Preference Form.

### Return Request Option

- You may choose to return to your same building or same room if you are in an upper-class area.
  - Students are guaranteed re-assignment to their existing traditional room or suite with the 'Return-to-Room' request option in all upper-class residence halls.
  - Christiana Apartments - You are guaranteed reassignment to the same *room only if you have a full group* (two persons for a one-bedroom apartment, four persons for a two-bedroom apartment).
  - The Roommate Captain is a student who is currently living in that space.
- Certain exceptions may apply:
  - A particular apartment or room on a floor may be needed to fulfill a "Friends Together" request, or a particular room may be needed to fulfill another Theme Housing Option. In these cases, students are still guaranteed reassignment to their buildings, but not necessarily to the same room or apartment.
  - If you and a current roommate both request to return to the same apartment or room but with different roommates, the priority group and random numbers of the Roommate Captains will determine whose request is honored. Both roommate groups will be assigned to the same building.
- If you choose to apply for a Return Request, it is important that you still complete your Preferences Form with information you will want considered, in the event that your Return Request cannot be honored.

### How to Ask for What You Want on the Application

*If you want a double room with a specific roommate:*

- Select your Roommate and Roommate Captain. If you are the Roommate Captain, select yourself.
- If one student has lived on campus more semesters or has selected the Return Request option, that student should be designated as the Roommate Captain.
- You will be assigned to the same room according to the preferences listed on the Roommate Captain's form, as long as empty double rooms are available and you have indicated *Roommate* as your top priority.
- If no double rooms remain at the time of your assignment, you and your requested roommate will be assigned separately according to the preferences noted on your individual forms.
- If you or your roommate applied for on-campus housing after March 15, the student who applied after the deadline is not guaranteed housing and will be assigned only after all guaranteed students are assigned.

*If you want a double room but do not have a specific roommate request:*

- The system will read your "Roommate Characteristics" preferences and will try to match you with someone whose responses are compatible with yours.

*If a single is the most important factor to you:*

- Select *Room Type* as your top priority. However, please keep in mind that a limited number of singles are available.
- If you need a single for medical reasons, you must complete the medical needs form

*If you want to share a double suite with three other roommates in the Laird Campus Suites:*

- Decide which one will serve as the Roommate Captain. If you select the student who has lived on campus the most semesters and you have a full group, you will maximize your chance of receiving the type of assignment you prefer.
- Agree on the preferences and priorities to be specified on the Roommate Captain's form. You will be assigned according to these preferences and all of the students in your group will be assigned together according to these criteria, as long as empty apartments of the type you are requesting are available.
- Roommates will be arbitrarily placed in the two rooms of the suite. To change roommates within the suite, complete a Summer Room Change Request Form when available.

*If you want to live with a specific roommate or roommates in the Christiana Towers:*

- Decide which one of you will serve as the Roommate Captain. If you select the student who has lived on campus the most semesters and you have a full group, you will maximize your chance of receiving the type of assignment you prefer.
- Agree on the preferences and priorities to be specified on the Roommate Captain's form. You will be assigned according to these preferences and all of the students in your group will be assigned together according to these criteria, as long as empty apartments of the type you are requesting are available.

- Make sure the Roommate Captain's name correctly appears on each person's form.

*If you currently live in the Christiana Towers and want to choose the Return Request option:*

- A student who currently resides in the apartment or building in which you wish to live **must** serve as the Roommate Captain for your group.
- Complete your form with information you will want considered if your Return Request cannot be honored.
- If you are not part of a full-apartment group, your Return Request will be considered only if your apartment is not needed for a full group.

*If you are applying for an apartment in the Christiana Towers and do not have a full-apartment group:*

- Individual applicants and partial groups are still guaranteed assignment, even though the preferences of full groups receive priority.
- The system will note your responses to the "Roommate Characteristics" questions and assign you with a person or persons whose responses are as compatible with yours as possible.

*Canceling Your Housing Application:*

1. Students who cancel their Application by *April 15, 2011* will receive a \$100 refund.
2. No refunds after *April 15, 2011*.
3. Students who do NOT cancel prior to June 1 are obligated to the Academic Year Student Housing Agreement and financially obligated for the full Academic Year.

*Dining Options*

- Dining Services provide a variety of dining plan options and food choices.
- Take time to pick the plan that best suits your academic schedule and eating style.
- Visit the Dining Services website for a complete listing of their options.

### Upperclass Residence Hall Demographics

Location	Complex/Residence Hall		Hall Type	Special Programs
Laird Campus	Christiana Towers	Christiana East	Coed/Apt	Friends Together; English Language Institute (ELI); Break Housing
		Christiana West	Coed/Apt	Friends Together; Break Housing

	Independence South	Independence East and West	Coed/Suite	Friends Together; Break Housing; Associate of Arts Bridge Experience LLC in Independence West
		James Smith	Coed/Suite	Friends Together; Break Housing
		Thomas McKean	Coed/Suite	Friends Together; Break Housing
	Ray Street	Ray Street A-C	Coed/Suite	Special Interest Housing Communities; Friends Together; Large Rooms ; Transfer Community LLC
Central Campus	North Central	Brown	Coed/Floor	Upperclass Honors; Large Rooms; Break Housing; Friends Together
		Harter/Sharp	Coed/Floor Coed/Room	Upperclass Honors; Large Rooms; Break Housing; Friends Together
		Sypherd	Coed/Floor Coed/Room	Upperclass Honors; Large Rooms; Break Housing; Friends Together
	South Central	Cannon/New Castle/Kent	Coed/Floor	Friends Together; Break Housing
		Squire	Coed/Floor	Large Rooms; Substance-Free; Friends Together; Break Housing
		Sussex	Coed/Floor	Large Rooms; Friends Together, Break Housing

## Residence Hall Notes

- All residence halls are smoke-free.
- Return Request is available by room and building.
- Residence halls with A/C are Sharp, Sussex, Squire, Sypherd, James Smith, Thomas McKean, George Read, Independence, Christiana, Ray Street, and Rodney.
- The University reserves the right to make changes in the above information at any time without prior notice; however, efforts to publicize such changes will be made.

## Hall Type Options

- *Coed by Room* - a hall consisting of female-only and male-only rooms interspersed
- *Coed by Floor* - a hall consisting of female-only and male-only floors
- *Coed by Room/Floor* - a hall that gender specific rooms and floors
- *Coed by Wing* - a hall where the floor is split in two wings
- *Coed by Suite* - a hall consisting of female-only and male-only suites interspersed
- *Coed by Apartment* - a hall consisting of female-only and male-only apartments interspersed
- *Female Only* - Warner Hall represents the only gender-specific hall on campus

## Room Type Options

- *Single* - Private bedroom in a traditional residence hall; shared hall bath (Occupancy 1)
- *Single-en-Suite* - Private bedroom sharing half a suite in a suite-style residence hall; shared semi-private bath (Occupancy 2)
- *Double* - Two-person bedroom in a traditional residence hall; shared hall bath (Occupancy 2)
- *Double-en-Suite* - Two-person bedroom sharing half a suite in a suite-style residence hall; shared semi-private bath (Occupancy 4)
- *Triple* - Three-person bedroom in a traditional residence hall; shared hall bath (Occupancy 3)
  - Specific rooms may be requested
- *Quad* - Four-person bedroom in a traditional residence hall; shared hall bath (Occupancy 4)
  - Specific rooms may be requested
- *Central Campus Suite/Apt* (considered a "multiple" room "with bath" for billing purposes)
  - It is important to specify which room you desire because suites (rooms including bathrooms) have different costs than other "multiple" room choices.
- *1 Bedroom Apartment* - Private apartments including bathroom, kitchenette, living room, and a two-person bedroom (Occupancy 2)
- *2 Bedroom Apartment* - Private apartments including bathroom, kitchenette, expanded living room, and a pair of two-person bedrooms (Occupancy 4)