

## Housing Applications and Room Selection Info

Room Selection for Fall 2019 and Winter 2020 is almost here! If you are planning to live on campus, you need to complete three steps!

**Step 1: Apply for Housing**

**Step 2: Select Your Roommates**

**Step 3: Choose Your Room during Room Selection on March 24**

Please read below for more information about completing each of these steps.

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### IMPORTANT DATES

- March 20: Deadline for application submission to be eligible for Room Selection
- March 24: Room Selection
- June 1: Deposit Deadline (cancelling your housing contract after this date may cause you to forfeit your housing deposit)

### APPLY FOR HOUSING

- Please go to [housing.davenport.edu](http://housing.davenport.edu) and click "Register for Housing"
- Read the **FAQs** on the page before filling out your application
- Sign into your account using your Davenport username and password.
- On your dashboard, you will see a button that says "apply for housing". Click there and you will be taken to a list of applications.
- To apply for the 2019-2020 academic year, click the green "**Apply Now**" button next to the Fall 2019 (Continuing Students) listing. If you do not see Continuing Students, please let us know!
- You should **not** need to re-pay your housing deposit or application fee; those will roll over from this year. If you fill out the application and it is asking you to pay a deposit, please contact us at
- Once you finish your housing application, you will see a confirmation and **receive an email** stating that we received your application.
- In order to be eligible to choose your room for room selection, you will need to apply by **Wednesday, March 20th, 2019.**

### CHOOSING ROOMMATES

- Once you complete your application, you can create roommate groups! On the left side of the page (or in the menu if you're on your phone) there will be a link "**Roommate Groups**". Start here to select your preferred roommates!
- You can only add roommates if they have **completed their housing applications**. You will not be able to search for them if their applications are **incomplete**.

- Once you add someone to your roommate group, they will get an email to log in and accept the request. They are now in your group! Only one person needs to create the group.
- If you would like to request someone who is transferring to DU, you may do so.
- They will need to have completed their application and paid their \$175 application fee and deposit by Wednesday, March 20th
- Contact Housing and let us know that you want to add them to your group. We have to do that manually.
- If you cannot find your preferred roommates, contact us and we can help!
- You can create as many groups as you want! **Please have more than one roommate group configuration available**, in case we run out of the type of rooms you want (ex: you have a 4 person group, and there are only 3- bedroom suites available)

### ROOM SELECTION PROCESS

- **Adding your preferred roommates and you preferred living space to your housing application does NOT choose your space for next year. To do this, you must participate in Room Selection**
- Room Selection will begin on **Sunday, March 24th at 6:00pm**
- You receive an email by Friday, March 22nd with your Room Selection time slot.
- We use the length of time you have lived on campus as our ranking system for Room Selection: the longer you have lived on campus, the earlier your time slot will be!
- **Only 1 person** needs to log in to select for your group.
- Please have **more than one roommate group** configuration available, in case we run out of the type of rooms you want (ex: you have a 4 person group, and there are only 3- bedroom suites available)
- Housing Staff will be available in Academic Building 322 during that time, but this is an online process that can be done ANYWHERE! Feel free to come in, but you don't have to!
- **To be eligible to choose a room during Room Selection, you must be registered for Fall 2019 classes on or before March 20, 2019**
- More details about how to select a room will be coming as we get closer.
- Housing and Residence Life **reserves the right** to adjust room assignments. We will do our best to contact you ahead of any adjustments we make, but that is not always possible. We appreciate your flexibility and understanding

### WAITING LIST

- If you want to live in a building or room type that is not available, **please still sign up** for a room. There will be a waiting list available for any requests we are unable to immediately accommodate during the Room Selection event.
- The waiting list will be available on the Housing Forms page of the Housing webpage.
- If we are able to accommodate your request, we will be in contact with you. We may not contact you otherwise.

**OTHER IMPORTANT INFORMATION**

- Housing Staff will be available in Room 322 of the Academic Building on March 24th 6pm-9pm if you need assistance. This is a computer lab if you would like to do your Room Selection process in that space.

**For any questions, please feel free to contact us at  
[housing@davenport.edu](mailto:housing@davenport.edu), or 616-554-5095.**

**Thank you!**