WHO IS ELIGIBLE?

To be eligible to participate in either the Department of Housing and Residential Life (HRL) or an Upperclassmen Living and Learning Community (UC LLC) Room Registration Process for URI’s Residence Halls, Suites or Apartments for the Fall 2016 – Spring 2017 academic year, students must be one of the following:

• 2016 Spring Semester resident of one of these residences
• 2015 Fall Semester resident of one of these residences who is on Exchange for the Spring 2016 Semester
• 2015 Spring Semester resident of one of these residences who is on Exchange for the Fall 2015 and Spring 2016 semesters

The following eligible residents should review the Special Room Registration Instructions on the web at the address provided on the back of this brochure.

• those who are or who will be on Exchange for the Fall 2016 semester and are requesting to reside in one of the residences for the Spring 2017 semester
• those who require a disability based housing accommodation
• those who are requesting to reside in the Honors, Athletics, GELS or Sustainability UC LLC for the Fall 2016 Semester

WHO IS NOT ELIGIBLE?

Students who are not eligible to participate in either the HRL or an UC LLC Room Registration Process for these residences for next year include those students who, for the Spring 2016 semester:

• lived in Greek Housing, the IEP House or the Women’s Center
• commuted from home, lived off-campus, were on a Leave of Absence or had withdrawn from URI
• students who will be transferring to URI for the Fall 2016 semester from other institutions, including CCRI and CCE

Students, who are not eligible to participate in the registration process, will need to apply via a waitlist, if they wish to live in one of these residences for next year. Residents may contact the Department of Housing and Residential Life beginning on May 2, 2016 to determine if a WAITLIST will be available for the Fall 2016 semester. These residents are urged to consider other on-campus housing options which can be viewed at housing.uri.edu. Please note that ineligible students who pay the $200 housing deposit will forfeit that deposit.

Now is the time to think about housing for next year…

Registration Instructions for the Residence Halls, Suites and Apartments for Fall 2016 – Spring 2017

401-874-4151 • housing.uri.edu
The instructions in this brochure are for eligible residents of URI’s Residence Halls, Suites or Apartments who wish to register for a room in one of these residences for the Fall 2016 – Spring 2017 academic year.

PARTICIPATING IN ROOM REGISTRATION FOR FALL 2016 – SPRING 2017:

**WHO IS ELIGIBLE?**

To be eligible to participate in either the Department of Housing and Residential Life (HRL) or an Upperclassmen Living and Learning Community (UC LLC) Room Registration Process for URI’s Residence Halls, Suites or Apartments for the Fall 2016 – Spring 2017 academic year, students must be one of the following:

- 2016 Spring Semester resident of one of these residences
- 2015 Fall Semester resident of one of these residences who is on Exchange for the Spring 2016 Semester
- 2015 Spring Semester resident of one of these residences who is on Exchange for the Fall 2015 and Spring 2016 semesters

The following eligible residents should review the Special Room Registration Instructions on the web at the address provided on the back of this brochure.

- those who are or who will be on Exchange for the Fall 2016 semester and are requesting to reside in one of the residences for the Spring 2017 semester
- those who require a disability based housing accommodation
- those who are requesting to reside in the Honors, Athletics, GELS or Sustainability UC LLC for the Fall 2016 Semester

**WHO IS NOT ELIGIBLE?**

Students who are not eligible to participate in either the HRL or an UC LLC Room Registration Process for these residences for next year include those students who, for the Spring 2016 semester:

- lived in Greek Housing, the IEP House or the Women’s Center
- commuted from home, lived off-campus, were on a Leave of Absence or had withdrawn from URI
- students who will be transferring to URI for the Fall 2016 semester from other institutions, including CCRI and CCE

Students, who are not eligible to participate in the registration process, will need to apply via a waitlist, if they wish to live in one of these residences for next year. Residents may contact the Department of Housing and Residential Life beginning on May 2, 2016 to determine if a WAITLIST will be available for the Fall 2016 semester. These residents are urged to consider other on-campus housing options which can be viewed at housing.uri.edu. Please note that ineligible students who pay the $200 housing deposit will forfeit that deposit.
To determine if a WAITLIST will be available via a waitlist, if they wish to live in one of Thursday April 14, 2016, will need to reapply who met these deadlines but failed to select 1, 2016 at 11:59 pm (Step 1 and Step 2) or Application or the Deposit deadline of April All eligible residents who missed either the deadlines may result in loss of housing opportunities for the Fall 2016 – Spring 2017 academic year. Failure to complete each step of the 4-step Registration Process by the deadlines may result in loss of housing opportunities for the Fall 2016 – Spring 2017 academic year. Please note that Academic Year Housing does not include Winter Break / J-Term Housing. For information on policies and pricing for Winter Break / J-Term Housing visit housing.uri.edu.

WHAT HAPPENS IF A RESIDENT MISSES A STEP IN THE REGISTRATION PROCESS?

All eligible residents who missed either the Application or the Deposit deadline of April 1, 2016 at 11:59 pm (Step 1 and Step 2) or who met these deadlines but failed to select a room by the deadline of 11:59 pm on Thursday April 14, 2016, will need to reapply via a waitlist, if they wish to live in one of these residences for next year. Residents may contact the Department of Housing and Residential Life beginning on May 2, 2016 to determine if a WAITLIST will be available for the Fall 2016 semester. These residents are urged to consider other on-campus housing options which can be viewed at housing.uri.edu.
All eligible residents who met these deadlines but failed to select a room by the deadline of 11:59 pm on April 1, 2016 may contact the Department of Housing and Residential Life. All eligible residents who are eligible to participate in the HRL Room Registration Process (Fall 2016 – Spring 2017) must complete the mandatory four-step registration process. Please note: It takes one business day for an eligible resident, who has completed their Housing Application and paid their Housing Deposit, to be placed in the “roommate pool.” So, if you are unable to select an eligible resident as a roommate, please wait an additional day before attempting to again select that resident.

Failure to complete each step of the 4-step Registration Process by the deadlines may result in loss of housing opportunities for the Fall 2016 – Spring 2017 academic year.

Submit Application

Complete your housing application online

DUE: April 1, 2016 (by 11:59pm)

All eligible residents can complete the Upperclassman Application (Fall 2016) by directly logging-in to their e-campus account. Select the URI Students Services link, and then select MyHousing. Select the MyHousing link again to continue to your account. Select the Applications tab, then complete and submit the Upperclassman Application after reading the information for those buildings for which all rooms have been selected as an RA for next year. These residents will not receive a selection time. Further, they must ensure that all roommates, meet the occupancy requirements for the building in which they wish to live.

Upperclassman Housing Deposit

All eligible residents can pay their $200 Housing Deposit ONLINE by directly logging-in to their e-campus account. Select the URI Student Services link, and then select the Upperclassman Housing Deposit link. Payment can be made online with a checking account (ACH), or by credit card (AMEX, MC, VISA, or DISCOVER). Alternatively, residents may pay their $200 Housing Deposit by check or money order at Enrollment Services located in Green Hall.

Choose Roommates

Enter your selections for next year online

STARTING: March 21, 2016

1. To participate in roommate, suitemate or apartment-mate selection, a resident must:
   a. Be eligible to participate in the HRL Room Registration Process (Fall 2016 – Spring 2017)
   b. Have completed steps 1 and 2 of the mandatory four-step registration process

   Please note: It takes one business day for an eligible resident, who has completed their Housing Application and paid their Housing Deposit, to be placed in the “roommate pool.”

   So, if you are unable to select an eligible resident as a roommate, please wait an additional day before attempting to again select that resident.

2. Forming a Group – selecting roommates, suitemates or apartment-mates.

   These steps must be completed by EVERY MEMBER of your group:
   a. Login to your MyHousing account through e-campus at uri.edu/ecampus
   b. Choose “Room Selection” tab
   c. Choose “Roommate/Suitemate” from the menu
   d. In the search box, you can search for an eligible resident to add as a group member
   e. Click the name of the resident who you want as a group member and click continue
   f. All group member selections must be reciprocal

Select Your Room

Enter your room selection online between

April 9 - April 14, 2016

1. To participate in room, suite or apartment selection, a resident must:
   a. Be eligible to participate in the HRL Room Registration Process (Fall 2016 – Spring 2017)
   b. Have completed steps 1 and 2 of the mandatory four-step registration process by the deadline of 11:59 pm on April 1, 2016

2. Obtain your unique Room Selection Time:
   a. Login to your MyHousing account at uri.edu/ecampus on April 5, 2016 beginning at 6:00 pm. Your unique room selection time will appear on the bottom of your MyHousing home page. Group members should identify the earliest room selection time within their group.

3. Select a room, suite or apartment for Fall 2016 – Spring 2017
   a. Login to your MyHousing account at uri.edu/ecampus prior to your group’s earliest room selection time.
   b. Choose “Select a Room/Suite” from the Room Selection/Room Change Req drop down menu
   c. Refresh the screen at your earliest room selection time, and a current list of available rooms will appear. Only those rooms, suites or apartments with a capacity that equals your confirmed group size will appear in the list
   d. The group leader should make a selection from the list, and then click the Select Suite button
   e. The room assignment screen will appear and the group leader should assign group members to the individual rooms in the suite
   f. The group leader must complete the process by clicking the “Submit Room Selection” button
   g. All members should check their My Housing home page to view their Future Room Assignment for Fall 2016.

Additional Information

For Winter Break / J-Term Housing visit 401-874-4151 • housing.uri.edu

The Department of Housing and Residential Life does not include Winter Break / J-Term Housing.

Please note:

• You cannot change room assignments after the Fall 2016 – Spring 2017 academic year.
• The group leader can register for up to a group of 8 people.
• Only 1 group leader per group.
• You can only add one group member per search.
• If you are unable to select a roommate, please wait an additional day before attempting to again select that resident.
• If you are unable to select a roommate, please wait an additional day before attempting to again select that resident.
• Each eligible resident must register for a room through one of the following methods: MyHousing, Room Selection, Room Change Request, Group Selection.

Room and Meal Plans

For information on the following programs, contact the Office of Residential Life:

- Partial Scholarship Athletes, Talent Development Students, RAs and Alternate RAs

- Additional Housing Options (Sustainability), or for residents who have been selected as an RA for next year.

- Upperclassman Communities (Honors, Athletics, GELS or Sustainability), or for residents who have been selected as an RA for next year.

- PAY DEPOSIT

Pay $200 non-refundable deposit online

DUE: April 1, 2016 (by 11:59pm)
ROOMMATE SELECTION

Residents who are eligible to participate in 4-step Registration Process for the fall 2016 – spring 2017 academic year may elect to register for a room by themselves (group size =1) or with up to 7 roommates (group size =8). Please note that all roommate requests must be reciprocal. This means that the roommates that you select through your MyHousing account must select you, as well as select all the other members of your group through their respective MyHousing accounts.

Eligible residents should identify the building style and rooms in which they would like to live next year and should have a few alternatives in mind, as the group’s first choice may not be available at the group’s earliest room selection time. Further, they must ensure that all members of the group meet the eligibility requirements for the building of interest to the group. As an ineligible group member will prevent the entire group from registering for those buildings for which all other group members are eligible.

In addition, incomplete group member matches will negate the group’s ability to select their desired room, suite or apartment for next year. For example, consider a group of 5 members who wish to select a 5 person suite in Eddy for next year. One of the group members has been requested to join the group by the other 4 members. However, that individual has only responded in MyHousing to 3 of the group members. This is an incomplete group member (roommate) match and, it will prevent the group from selecting the suite in Eddy. In addition, group members must ensure that the total group membership equals the available spaces in the room, suite, or apartment. The available room, suite and apartment configurations for next year are for groups of the following size: 8,6,5,4,3,2, or 1. It is for these reasons, that all group members should check their MyHousing account daily until their account indicates that all their group matches are complete. All eligible residents should be certain to visit the Housing website and follow the link provided on the back of this brochure for information regarding BUILDING OPTIONS, OCCUPANCY REQUIREMENTS & COSTS to be certain that they, and any of their potential roommates, meet the occupancy requirements for the building in which they would like to live for the Fall 2016 – Spring 2017 academic year. Roommate selection will begin on March 21, 2016.

FOLLOW THE STEPS TO ENSURE HOUSING FOR 2016-2017!

ROOM SELECTION

All eligible residents, including Full and Partial Scholarship Athletes, Talent Development Students and Alternate RAs who have not been hired to work in a specific building, must obtain their room selection time from their MyHousing account on Friday, April 5th, 2016 beginning at 6:00 pm. The exception to this policy is for residents who registered for a room through one of the Upperclassman Living and Learning Communities (Honors, Athletics, GELS or Sustainability), or for residents who have been selected as an RA for next year. These residents will not receive a selection time, and will not be allowed to participate in the standard room selection process.

All eligible residents must select a room as an individual, a roommate pair, or a group. Groups must select contiguous rooms within the same suite or apartment. Please consult building floor plans at housing.uri.edu for the room configuration of the specific suite or apartment of interest to the group. Residents should identify the building style and room in which they would like to live for the Fall 2016 – Spring 2017 academic year.

Residents may select a room at their assigned room selection time or at the room selection time of one of their roommates, whichever is earliest. This means that for groups, all members must be registered for the same room, suite or apartment at one registration time. Please note the number of residents in a group must equal exactly the stated capacity of the room, suite, or apartment being selected by the group. All eligible residents should be certain to visit the Housing website, and follow the link provided on the back of this brochure for information regarding BUILDING OPTIONS, OCCUPANCY REQUIREMENTS & COSTS to be certain that they, and any of their potential roommates, meet the occupancy requirements for the building in which they would like to live for the Fall 2016 – Spring 2017 academic year. Room selection will begin on Saturday April 9, 2016 and end on Thursday April 14, 2016.
WHO IS ELIGIBLE?
To be eligible to participate in either the Department of Housing and Residential Life (HRL) or an Upperclassmen Living and Learning Community (UC LLC) Room Registration Process for URI’s Residence Halls, Suites or Apartments for the Fall 2016 – Spring 2017 academic year, students must be one of the following:

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- 2015 Fall Semester resident of one of these residences who is on Exchange for the Spring 2016 Semester
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The following eligible residents should review the Special Room Registration Instructions on the web at the address provided on the back of this brochure.

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Registration Instructions for the Residence Halls, Suites and Apartments for Fall 2016 – Spring 2017

INTRODUCTION TO ROOM REGISTRATION FOR URI’s RESIDENCE HALLS, SUITES AND APARTMENTS FOR FALL 2016 – SPRING 2017 FOR RETURNING RESIDENTS

The instructions in this brochure are for eligible residents of URI’s Residence Halls, Suites or Apartments who wish to register for a room in one of these residences for the Fall 2016 – Spring 2017 academic year.

PARTICIPATING IN ROOM REGISTRATION FOR FALL 2016 – SPRING 2017:
- Pay Deposit
- Submit Application
- Choose Roommates
- Select Your Room

SPECIAL ROOM REGISTRATION INSTRUCTIONS

Are now available at:
housing.uri.edu
under “Academic Year Housing”

- Winter Break / J-Term Housing
- Residents Who Will Be on Exchange
- Residents With a Disability
- Residents Who Wish to Live in an UCLLC
- Building Configuration and Group Size Requirements
- Occupancy Requirements and Costs
- Building Options