WHO IS ELIGIBLE?
To be eligible to participate in either the Department of Housing and Residential Life (HRL) or an Upperclass Living and Learning Community (UC LLC) Room Registration Process for URI’s Residence Halls, Suites or Apartments for the Fall 2017 – Spring 2018 academic year, students must be one of the following:

• 2017 Spring Semester resident of one of these residences
• 2016 Fall Semester resident of one of these residences who is on Exchange for the Spring 2017 Semester
• 2016 Spring Semester resident of one of these residences who is on Exchange for the Fall 2016 and Spring 2017 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 2017 semester and are requesting to reside in one of the residences for the Spring 2018 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 2017 Semester

WHO IS NOT ELIGIBLE?
Students who are not eligible to participate in either the HRL or an UC LLC Room Registration Process for URI’s Residence Halls, Suites or Apartments for next year include those students who, for the Spring 2017 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• commuted from home, lived off-campus, were on a Leave of Absence or had withdrawn from URI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 2017 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 8, 2017 to determine if a WAITLIST will be available for the Fall 2017 semester. These residents are urged to consider other on-campus housing options which can be viewed at uri.edu/housing. 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…
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 2017 - Spring 2018 academic year.

PARTICIPATING IN ROOM REGISTRATION FOR FALL 2017 - SPRING 2018:

WHO IS ELIGIBLE?

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to determine if a WAITLIST will be available for these residences for next year. Residents via a waitlist, if they wish to live in one of who met these deadlines but failed to select an eligible resident as a roommate, please wait an additional day before attempting to again select that resident.

All eligible residents, including Scholarship Athletes, Talent Development Students, RAs and Alternate RAs: To be certain that you and your potential roommates meet the requirements for your selected building; review “Apply For Housing” and then “Upperclass Students” and click on the link for “Special Room Instructions” at uri.edu/housing before starting the 4-step Process.

Failure to complete each step of the 4-step Registration Process by the deadlines may result in loss of housing opportunities for the Fall 2017 – Spring 2018 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 uri.edu/housing.
1. **PAY DEPOSIT**

Pay $200 non-refundable deposit online

**DUE: March 24, 2017 (by 11:59PM)**

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 on-line 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.

2. **SUBMIT APPLICATION**

Complete your housing application online

**DUE: March 24, 2017 (by 11:59PM)**

All eligible residents can complete the Upperclass Application (Fall 2017) 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 Upperclass Application after reading and agreeing to the terms of the Housing Contract. Please follow the link provided to uri.edu/dining, and select a meal plan for next year.

3. **CHOOSE ROOMMATES**

Enter your selections for next year online

**STARTING: March 6, 2017**

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 2017 - Spring 2018)
   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. Note the online help on the right hand menu
   e. In the search box, you can search for an eligible resident to add as a group member
   f. Click the name of the resident who you want as a group member and click continue
   g. All group member selections must be reciprocal!

4. **SELECT YOUR ROOM**

Enter your room selection online between

**April 1 - April 6, 2017**

1. To participate in room, suite or apartment selection, a resident must:
   a. Be eligible to participate in the HRL Room Registration Process (Fall 2017 - Spring 2018)
   b. Have completed steps 1 and 2 of the mandatory four-step registration process by the deadline of 11:59 pm on March 24, 2017.

2. Obtain your unique Room Selection Time:
   a. Login to your MyHousing account at uri.edu/ecampus on March 28, 2017 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 2017 – Spring 2018
   a. Login to your MyHousing account at uri.edu/ecampus prior to your group’s earliest room selection time. Ideally, the person with the earliest room selection time should be the group’s leader
   b. Choose the “Room Selection / Room Change Req” tab, then choose “Select a Room or Suite” from the 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 each of the 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 2017.

For more information, please consult building floor plans at the back of this brochure for information on floor plans, capacity, amenities, and on-campus resources. Please note: If you are unable to select a room, suite, or apartment, contact the Department of Housing and Dining at 401-874-4151 or e-mail at housing@uri.edu. For more information, please consult the Housing website, uri.edu/housing, or call 401-874-4151.
ROOMMATE SELECTION

Residents who are eligible to participate in the 4-step Registration Process for the Fall 2017 – Spring 2018 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 2017 – Spring 2018 academic year. Roommate selection will begin on March 6, 2017.

FOLLOW THE STEPS TO ENSURE HOUSING FOR 2017-2018!

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 March 28, 2017 beginning at 6:00 pm. The exception to this policy is for residents who registered for a room through one of the Upperclass 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 uri.edu/housing 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 2017 – Spring 2018 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 available 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 2017 – Spring 2018 academic year. Room selection will begin on Saturday, April 1, 2017 and end on Thursday April 6, 2017.
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NOW IS THE TIME TO THINK ABOUT HOUSING FOR NEXT YEAR…

Registration Instructions for the Residence Halls, Suites and Apartments for Fall 2017 – Spring 2018

INTRODUCTION TO ROOM REGISTRATION FOR URI’s RESIDENCE HALLS, SUITES AND APARTMENTS
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 2017 – Spring 2018 academic year.

PARTICIPATING IN ROOM REGISTRATION FOR FALL 2017 – SPRING 2018:

PAY DEPOSIT
SUBMIT APPLICATION
CHOOSE ROOMMATES
SELECT YOUR ROOM

SPECIAL ROOM REGISTRATION INSTRUCTIONS
Are now available at: uri.edu/housing
select “Apply For Housing” and then select “Upperclass Students” and click the link for “Special Room Instructions”

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