Returning Student Room Selection step-by-step guide 2018
TU Housing Calendar

- **JANUARY 24**
  Housing Application Opens

- **JANUARY 22 - 26**
  RLC Application Window

- **FEBRUARY 23**
  Housing Application Closes at 11:59 PM

- **FEBRUARY 24 - MARCH 7**
  Make a plan!

  Plan to select with a group?
  Communicate with your roommate group
  Designate a group leader
  Create and confirm your group in the housing portal

  Attend Room Selection Connection

  Attend a Housing Tour and a Housing Forum
  *For more information visit housing.tulane.edu*

  Mark your calendar for your time slot

- **MARCH 7 - 15**
  Select and verify your space!
  March 6: RLC Selection
  March 7: Senior Selection
  March 8: Junior Selection
  March 13 - 15: Sophomore Selection
ROOM SELECTION SELF-REFLECTION

What is your definition of cleanliness/neatness?

How often do you clean your living space?
- Daily
- Weekly
- Bi-Monthly
- Monthly or less frequently

I hope to live with
- One roommate
- Multiple Roommates
- I am open to any number of roommates

How often do you study in your room?
- Frequently
- Occasionally
- Rarely
- Never

How do you prefer to study?
- In silence
- In quiet, background noise is okay
- In noisy environments

What are your sleeping habits on weekday and weekends?
- Weekdays I wake up at
- Weekdays I go to bed at
- Weekends I wake up at
- Weekends I go to bed at

What do you need to feel comfortable in your space?

What are some potential roommate guidelines you would want to have with your roommate(s)?

Your first choice of room or suite may not be available during your time slot. Come up with a few back up plans and check your email the night before your time slot to review your options.

MY ROOM SELECTION PLAN
Our Communities

ARON RESIDENCES
3-, 4-, and 5-bedroom apartments; double and single rooms
Units contain 1-2 bathrooms, kitchen and living room

GREENBAUM RESIDENCE HALL
Suite-style double and single rooms; 2 or 4 people per suite

IRBY AND PHELPS RESIDENCE HALLS
8-person suites of 4 double rooms; 4 selectable beds in RA suites
Note: Students selecting Irby or Phelps must fill all beds in the suite

MAYER RESIDENCE HALL
Suite-style double and single rooms; 2 or 4 people per suite

PATERSON RESIDENCE HALL
Suite-style double rooms; 4 people per suite

WARREN RESIDENCE HALL
Double and single rooms with community-style bathrooms
Suite-style double rooms (limited availability)

WEATHERHEAD RESIDENCE HALL
Suite-style double and single rooms; 2-4 person suites

WILLOW RESIDENCES
Suite-style double and single rooms; 2, 3, or 4 people per suite

WILLOW TOWNHOMES
Suite-style double and single rooms; 2 or 4 people per suite
2 floors (double bedroom upstairs, sitting room downstairs)

Want to learn more?
Check out housing.tulane.edu/housing-options/our-communities for more details about our buildings and use the Housing Portal to look at each building’s floor plans and room types!
Note: Aron Residences is apartment-style and also has 5-person apartments.

**All communities feature the following amenities:**
- Internet Access
- Vending Machines
- Laundry Facilities
- Social and Study Lounges
- Community Kitchens
- Neighborhood and Security Desks
**Residential Learning Communities**

Tulane Residential Learning Communities are immersive, collaborative living spaces that encourage students to exchange, challenge, question, and grow—both academically and socially.

### CHANGEMAKER
Residents of the Changemaker RLC cultivate an open atmosphere and foster a culture of positive social change throughout campus and the community. Together, residents have the opportunity to explore entrenched and complex challenges such as overcoming inequality, sustaining coastal cities, and understanding New Orleans’ high incarceration rate.

### GET ENGAGED
Get Engaged offers students the opportunity to reach out and build relationships with New Orleans communities through intentional, community-minded activities. Residents engage in individual volunteerism, organizational involvement, informative lectures, workshops, and forums that encourage civic engagement.

### HONORS
The Honors Community embraces the ideal of scholarly engagement as a goal for all high-achieving students. Through increased interaction with faculty both inside and outside the classroom, students are immersed in a collaborative, intellectual, and close-knit social community with a focus on academic enrichment and excellence.

### KALEIDOSCOPE
Kaleidoscope is rooted in the belief that a diverse group of talented students, carefully selected and trained, can serve as a catalyst for increased individual and community development for campus change. Kaleidoscope fosters a sense of well-being, belonging and respect for each other across difference, such as culture, sex, gender identity, class, religion, ability, race, sexuality, and nationality.

### SHAPERS & CREATORS
The Shapers and Creators RLC provides a needed social group and outlet for creative thinkers at Tulane. Participating students come from all backgrounds and departments, but are united as visual thinkers and problemsolvers, actively engaged with creative learning. Through this immersion, they become a peer group of hands-on learners and thinkers, exploring positive methods to produce creative concepts.

### RLC APPLICATION TIMELINE
- January 22 - RLC Application Opens
- January 26 - RLC Application Closes
- February 20-25 - RLC Acceptance Notification
- March 6 - RLC Housing Selection

### IMPORTANT NOTES
The link to the RLC Application can be found on the RLC page of your Housing Application. RLC students may only select rooms in their specific RLC community. Roommates must be members of the same RLC.
The Housing Application is not complete until the Housing Agreement has been signed. All students living in on-campus housing for the 2018-2019 academic year must electronically sign a Housing Agreement.

**Class Year:** The top of your application will contain your housing class year. This is determined by the semester you started at Tulane, not by credit hour, and will determine when you select your room. If you believe your class year is incorrect please alert Housing and Residence Life at housing@tulane.edu by February 23. Transfer student classification is determined by semester started, credits, and semesters at previous institutions.

**Preferences:** You will be asked in the application for your housing preferences. These are for the planning purposes of HRL. You will be able to select any available space in which you are qualified to live during Room Selection.

**Gender Inclusive Housing:** If you intend to live in the same room, suite, or apartment as someone of a different legal sex, you need to select the “Gender Inclusive Housing” option from the appropriate drop down menu in order to roommate group with them.

**Include in Search:** If you do not select the “Include in Search” box you will not be able to be placed in a roommate group.

**Screennames:** Choose a screenname that will be easy for your friends to find during roommate grouping. We recommend your Tulane username.

**Roommate Profile:** These information sections are for students to search for a roommate they do not know already, or to assign students together.

**Cancelling Your Application:** Third- and fourth-year students not required to live on campus may cancel their applications any time up until they select a room.

There is no benefit of priority to applying early as long as you do not miss the application deadline of February 23.
If you are interested in selecting a room or suite with your friend(s) you must create a group. Once you receive a time slot, you can determine who the Group Leader is (they should be the person with the earliest time slot).

**THE GROUP LEADER**

- **Name the group.**
  - Something simple, appropriate, and easy to remember.

- **Add everyone to the group.**
  - Add group members by searching for each student’s name.
  - Students already assigned to a room cannot be added to a group.

- **Verify the group.**
  - If this is not done, you will not be able to select as a group.

- **Select beds for the group.**
  - During the Group Leader’s time slot, they will select the beds and rooms for each of the group members. Groups must fill all the beds in a room. *Note: For Irby and Phelps, groups must fill all rooms in the suite.*

**GROUP MEMBERS**

- **Verify your membership.**
  - Ensure you have been added to a group by logging into the Housing Portal and checking your group membership.
  - You can add yourself to a group by searching for the group name and entering the password. You cannot be in more than one group at a time.

- **Confirm your assignment.**
  - Once the Group Leader has reserved your bed/room, log into the Housing Portal to confirm your housing assignment.

**IMPORTANT NOTES:**

- Only verified groups can select together. Every time someone joins or leaves the group it must be reverified.
- Only students that completed their Housing Application by 11:59 PM on February 23 may be added to your group.
- Students in RLCs will only be able to group with students of the same RLC.
- Students may be in a group with students of any legal sex if all students in the group select “Gender Inclusive Housing” on their application.
- Students may join a group with any returning student of any class.

Looking for a Roommate or Group? Use the roommate search function in the Housing Portal to find potential roommates!
Room Selection Step-by-step

**IMPORTANT NOTES**

You may sign in to the Housing Portal from the moment your time slot begins until March 15 at 5 PM. Please keep in mind that every 15 minutes, a new group of students will have access to the Housing Portal to select their rooms, so it is to your advantage to choose your room and confirm your assignment as early as you can.

If you are selecting as an individual or in a small group, please fill partially open suites rather than taking beds in larger open suites. This will allow larger roommate groups to select together. We expect all rooms to be filled at the beginning of the year.

If you select a room but want to continue to look for additional options, your original room will be held for you while you search for a new space. However, you will not be able to hold more than one space at any time.

If any person in your group cancels or changes their room, the entire group will be affected. Want to change rooms without affecting your group? Contact housing@tulane.edu.

If there are open bed(s) left in your suite at the conclusion of Room Selection, these beds will be assigned to other students.

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**SELECTING WITH A GROUP**

**Group Leader:**
- Log on to the Housing Portal during your time slot.
- Search for a room by location.
- Select a room/suite/apartment.
- Select the number of beds needed in unit.
- Assign all group members to beds/rooms.
- Confirm your housing assignment.

**Group Members:**
- Log on to the Housing Portal during your time slot.
- Confirm your housing assignment.

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**SELECTING AS AN INDIVIDUAL**

- Log on to the Housing Portal during your time slot.
- Search for a room by location.
- Select and reserve a bed.
- Confirm your housing assignment.

*Note: Individual students selecting beds in double rooms will need to come to Irby during their timeslot to select.*

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**Students selecting in Irby or Phelps must fill all the beds in their suite.**

If you select a portion of an Irby or Phelps suite and do not assign all of the beds in the suite to your group, your housing reservation will be deleted and you will have to reselect elsewhere.

Group leaders of large groups are strongly encouraged to attend a housing information session to learn how to assign their group to a suite properly.

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**Need assistance?**

Come to the Housing and Residence Life office in Irby Hall for support!
Frequently Asked Questions

WISHLIST
Students who wish to change their room after Room Selection will be added to a wishlist and placed as spaces become available. This process will not begin until April 3.

WHAT HAPPENS IF I SIGN UP FOR A ROOM AND THEN MY PLANS CHANGE, AND I WON’T BE ON CAMPUS NEXT SEMESTER/YEAR?
If you are studying abroad, withdrawing, or taking a required leave from the University next year, you will need to inform HRL as soon as your plans have changed so that we can update the status of your housing. Cancellation penalties may apply; refer to your Housing Agreement for details.

WHAT IF I HAVE A HOUSING ACCOMMODATION APPROVED THROUGH THE GOLDMAN CENTER?
Returning students who intend to request an accommodation for the 2018-19 academic year are encouraged to submit their request and supporting medical documentation to Goldman by Tuesday, January 30, 2018. If you are approved for a housing accommodation, you will be contacted by Housing and Residence Life regarding your housing needs prior to Room Selection. If you do not receive a determination from the Goldman Center before Room Selection, proceed with the regular housing assignment process. Your accommodation does not extend to your roommates. Students with an accommodation wishing to select in a roommate group should go through the Room Selection process. If you are unable to select a room that meets your needs through that process please contact HRL and you (not your roommates) will be reassigned. Students with accommodations that are not selecting with a roommate can go through the Room Selection process or contact housing prior to Room Selection to discuss your housing options. If you are approved for housing accommodations after Room Selection, contact housing@tulane.edu to discuss available spaces.

WHAT IF I DO NOT SELECT A ROOM DURING ROOM SELECTION?
Second-year students required to live on campus that do not apply will be assigned to a room after Room Selection from the remaining housing available. Third- and fourth-year students that complete the Housing Agreement and do not select a room during Room Selection will not be assigned rooms at the end of room selection.

OTHER QUESTIONS? CONTACT US!
Housing and Residence Life
Irby Hall, 27 McAlister Drive, New Orleans, LA 70118-5645
504.865.5724
housing@tulane.edu
What’s Next?

**MAY CLOSING**

Residence Halls close on Sunday, May 13, 2018 at 12 PM
Graduating students move out on Sunday, May 20, 2018 at 12 PM

**SUMMER HOUSING**

Limited summer housing is available for Tulane students taking classes or completing internships in New Orleans.

Check your email, contact housing@tulane.edu or visit housing.tulane.edu/housing-logistics/summer-housing for more information.

**BEFORE FALL 2018 MOVE IN**

Get in touch with your roommate(s) and start coordinating items you may want to share and bring for your room. Make sure to consult the list of prohibited items in the Community Living Standards before making any decisions.

**KEEP IN MIND:** The shared space in your room can only fit so many belongings! Plan to bring only what you need for move-in. You can always pick up additional items when you arrive.

Check your Tulane e-mail consistently for important information regarding move-in day.

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SAVE THE DATE
AUGUST 25, 2018
RETURNING STUDENT MOVE IN DAY