Returning Student Room Selection
step-by-step guide 2019
TU Housing Calendar

**JANUARY 23**
Housing Application Opens

**JANUARY 23 - FEBRUARY 4**
RLC Application Window

**FEBRUARY 22**
Housing Application Closes at 11:59 PM

**FEBRUARY 23 - MARCH 11**
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 12 - 21**
Select and verify your space!
- March 12: RLC Selection
- March 13: Senior Selection
- March 14: Junior Selection
- March 19 - 21: Sophomore Selection
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

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)

Note: Groups must fill all beds in a suite. If you or your group cannot fill all beds, come to HRL during your timeslot to select.

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!
Our Communities

<table>
<thead>
<tr>
<th>Community</th>
<th>2 residents per suite</th>
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<th>Double Rooms</th>
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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

Note: External balconies will not be accessible via student rooms during the 2019-20 academic year.
Gender Inclusive Housing

Housing and Residence Life is committed to providing a safe, inclusive and supportive experience for all students. We offer a variety of gender-inclusive housing options to ensure that the residence halls are a supportive space for residents of all gender identities and gender expressions. When sharing a residence, returning students have the ability to create a roommate group with any other returning students.

By selecting “Yes” to indicate your interest in Gender Inclusive Housing, you will be able to form a roommate group with qualifying students of any biological sex or gender. Gender inclusive roommate groups will need to send a designee to the Housing and Residence Life office during their room selection timeslot to choose a room.

All members of a roommate group must answer this question with the same response to successfully find each other in the roommate grouping tool.

If you do not intend to live with students of a different biological sex, you should select “No” to this question. Please note that indicating a preference for Gender Inclusive Housing will not provide you with priority housing or increase your likelihood of obtaining specific rooms.

--- IMPORTANT NOTES ---

Choosing this option means that you may roommate with students that identify as male, female, transgender, non-binary, gender non-conforming, or other gender identities.

Students that enter in to a Gender Inclusive Housing living environment must be willing to work with Housing and Residence Life to fill any future vacancies in their suite should a member of their suite leave the suite for any reason. If a gender inclusive roommate group is unable to fill their suite, Housing & Residence Life reserves the right to assign students of any sex or gender to the vacancies as needed to fill all vacant spaces. Housing & Residence Life also reserves the right to relocate students as needed.
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. The only RLC experience being offered to upperclass students is the Honors RLC in Weatherhead Hall.

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.

RLC APPLICATION TIMELINE

- January 23 - RLC Application Opens
- February 4 - RLC Application Closes
- February 19-24 - RLC Acceptance Notification
- March 12 - 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.
Students must fill out both the Housing Application and the RLC Application to be considered for the RLC.

Third- and Fourth-Year Students

Space for third- and fourth-year students is limited. 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. Third- and fourth-year students that are unable to select due to unavailability will be placed on a waitlist for housing; however, on-campus housing is not guaranteed.
The Housing Application is not complete until the Housing Agreement has been signed. All students living in on-campus housing for the 2019-2020 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 22**. 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. Once a room is selected, cancellation fees may apply.

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All students that submit a housing application for the 2019-2020 academic year will be charged a $250 non-refundable advanced payment to their student account after the application period closes. This $250 will be credited to their student account when they are billed for fall housing, which occurs in the summer.
Roommate Groups

Create a roommate group to select rooms/suites/apartments together. Groups can be up to 8 in size. Groups must fill the entire suite or apartment. This means that the number of students in a group must match the number of available beds in the suite that you are attempting to select. If you or your group cannot fill the entire suite or apartment you must come to the Housing and Residence Life office during your timeslot to be assigned a space.

**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 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 22 may be added to your group.

Students in the Honors RLC will only be able to group with students who are also in the Honors 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 who is allowed to live on campus.

Looking for a potential roommate(s)?
Use the roommate search function in the Housing Portal or attend a Room Selection Connection event to find potential roommates!
Rising juniors and seniors may only select on the day of their time slot. Rising sophomores may sign in to the Housing Portal from the moment their time slot begins until March 21 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 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 you or your group cannot fill the entire suite or apartment you must come to the Housing and Residence Life office during your timeslot to be assigned a space.**

### IMPORTANT NOTES

**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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**Irby House**

**Residence Hall**

Housing and Residence Life Office

**Need assistance?**

Come to the Housing and Residence Life office in Irby Hall for support!
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 after room selection.

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 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 2019-20 academic year are encouraged to submit their request and supporting medical documentation to Goldman by Thursday, January 31, 2019. 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. Being approved for a housing accommodation does not guarantee housing for rising juniors and seniors.

WHAT IF I DO NOT SELECT A ROOM DURING ROOM SELECTION?
Second-year students required to live on campus that do not apply for housing and/or do not select a room will be assigned to a room after Room Selection from the remaining housing available and will be placed on a waitlist for an assignment. Housing is not guaranteed for third- and fourth-year students. 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 12, 2019 at 12 PM

Graduating students move out on Sunday, May 19, 2019 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 2019 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. If you store your belongings during break, you must make arrangements to have those items delivered back to campus on or after your move in day.

SAVE THE DATE

AUGUST 24, 2019

RETURNING STUDENT MOVE IN DAY