### 2018-2019 DEADLINES:

All currently enrolled students seeking University housing for 2018-2019 must apply by **Sunday, February 11 at 11:59 pm** via the MyHousing section of the Self Service web site: www.rowan.edu/selfservice

**How to apply:**
- Login to self service
- Click on Housing Applications & Forms
- Click on the student tab
- Select the application for Fall 2018 from the drop down menu

Students subject to the mandatory housing policy (Freshmen & Sophomores) who wish to commute next year must submit a notarized “Statement of Student Residence” form available online at: www.rowan.edu/housing

Students will be instructed to complete their roommate selections via MyHousing between February 14 and February 21 at 11:59 pm. No roommate matches or changes can be made after February 21 at 11:59 pm. Please remember students must mutually select each other in order to go through room selection together. Ask prospective roommates to confirm their credit hours earned to determine their class rank (see below).

Students will be notified of their date and time for room selection via their Rowan University e-mail address by close of business on March 19. Failure to select on the day you are assigned to select your room will result in you selecting a room during a makeup round which is scheduled to take place after all other room selection rounds are completed.

### Class rank:
- **Seniors:** 90 or more credits
- **Juniors:** 58 to 89 credits
- **Sophomores:** 57 and below

### Room Change Requests

Students who select a room during the room selection process who would like to request a change to that assignment may submit a request beginning April 20, 2018. To submit a request, visit rowan.edu/selfservice then click on Students >> MyHousing >> More Tasks >> Room Change/ Swap Requests. In your request, please note that it is for Fall 2018, not the current semester. Room changes will NOT be made during the room selection period while other students are choosing rooms, but will be reviewed and processed after May 1st if the space is available.

### Information Privacy

To facilitate roommate matches during the room selection process, certain information from the application, as well as the room selection made, will be visible to other students. To keep your information hidden, contact the Dean of Students’ office at 856-256-4283 prior to February 12.

<table>
<thead>
<tr>
<th>DATES TO REMEMBER:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Sunday, February 11</strong></td>
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<td>Students will be notified of their date and time for room selection via their Rowan University e-mail address by close of business on March 19. Failure to select on the day you are assigned to select your room will result in you selecting a room during a makeup round which is scheduled to take place after all other room selection rounds are completed.</td>
</tr>
<tr>
<td><strong>Tuesday, April 3</strong></td>
<td>Room Selection Ends</td>
</tr>
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### Determining Class Rank

Class rank is determined by the number of credits completed by Fall semester 2017 plus the credits the student is currently enrolled in during Spring 2018. Transfer credits are considered only if they are accepted by the Rowan University Registrar’s office by February 12, 2018.

<table>
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<th>Credits:</th>
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<tbody>
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IMPORTANT!
Check your Rowan e-mail for updates. You will be notified of the date and appointment time for you to select your room 4:30pm March 19. Check again on the day prior to your room selection round to find out your individual appointment time.

Thursday, March 1 - Friday, March 2
ADA Room Selection Appointments

Thursday, March 8
Honors Room Selection

Friday, March 9
Degree in 3 Room Selection

Wednesday, March 21
Senior Room Selection

Friday, March 23 - Monday, March 26
Junior Room Selection

Wednesday, March 28 - Monday, April 2
Sophomore Room Selection

Wednesday, April 4
Make up Round

OTHER IMPORTANT NOTES

Roommate Selection
All students who have applied by Sunday, February 12 will have the opportunity to select roommates via the MyHousing section of the Self Service web site between February 14 and February 21 at 11:59pm. Roommate selections must be mutually agreed upon.

Selecting a Room With Roommates
Eligible students who would like to live together must mutually request each other between February 14 and February 21 at 11:59pm.

• To request another student, go online to www.rowan.edu/selfservice and select MyHousing. Click on Room Selection and then Roommate Selection to enter the name(s) of your selected roommate(s). Each student in the group must complete their own roommate selections and confirm that they mutually request all other group members.

• Groups may be from 2 to 8 people. Most apartments accommodate 4 people. There are a number of Nexus apartments that accommodate 6 or 8 person groups.

• On the assigned date, students who have mutually selected each other will be able to select rooms together as a group. The group will select their room during the date(s) for the roommate who has the lowest class rank based on that individual’s number credit hours earned. Ask your prospective roommates to confirm which class rank they fall in by credit hours earned prior to confirming your mutual match.

Examples:
4 Seniors = Senior Room Selection
2 Seniors and 2 Juniors = Junior Selection
3 Juniors and 1 Sophomore = Sophomore Selection

• Students MUST select a room on the day of their assigned time. Students/groups that do not select a space will automatically be assigned to select a bed space on make up day.

Selecting a Room as an Individual
Students who do not wish to select a room with any preferred roommates may select on their own. Individual students will be assigned appointment times within the round for their class. A proportion of spaces will be reserved in each building for students selecting as individuals.

2018-2019 Housing Fees
Rates for housing options may be viewed online at:
https://sites.rowan.edu/housing/rates/index.html

Mandatory Housing Policy - Freshmen and Sophomores
Full time, unmarried undergraduates under age 21 with fewer than 58 credits are required to live in University Housing, unless they will be commuting from a parent or guardian’s home within 40 miles of the Rowan campus.

Students who plan to commute during the 2018-2019 year must file for commuter status by February 12. To file for commuter status, obtain the “Statement of Student Residence” form online at: www.rowan.edu/housing

Registration holds will be enforced on students who do not file for commuter status or apply for housing by February 12! Holds will prevent enrollment in Fall classes.
Disability Accommodations
Students requiring disability related accommodations affecting their housing must apply and submit supporting documentation to the Academic Success Center- Office of Disability Resources by the deadline, February 12, 2018. Failure to meet this deadline may limit the ability of the University to reserve housing space meeting their needs. Questions should be directed to the Academic Success Center at 856-256-4259 or successcenter@rowan.edu.

E-Mail Communications Policy
All communications regarding the room selection process will be sent to the student’s Rowan University e-mail address. It is the student’s responsibility to check this e-mail account regularly.

Cancellation Policy
The Terms and Conditions of the housing agreement stipulate that the contract is for the entire academic year (Fall 2018 and Spring 2019). You are financially obligated to the contract until a request to cancel is approved.

The deadline to request to cancel with no penalty is five (5) business days after the student selects a space during room selection, or the University notifies the student of a confirmed housing assignment. To submit your request to cancel your housing assignment within this 5 day period, please log on to www.rowan.edu/selfservice and click on MyHousing to submit your cancellation request.

Freshmen and Sophomore students who are subject to the mandatory housing policy are not eligible to cancel unless they will be commuting from the home of their parent or legal guardian and submit the required “Statement of Student Residence” form.

After the deadline, cancellations are subject to the following cancellation fees.

Cancellation fees:

<table>
<thead>
<tr>
<th>Requested date</th>
<th>Fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through May 31, 2018</td>
<td>$100</td>
</tr>
<tr>
<td>June 1 to July 31, 2018</td>
<td>$250</td>
</tr>
<tr>
<td>August 1 to August 31, 2018</td>
<td>$500</td>
</tr>
<tr>
<td>On or after September 1, 2018</td>
<td>$500</td>
</tr>
</tbody>
</table>

Requests submitted after August 31, 2018 will only be approved due to withdrawal, graduation or leave of absence, participation in an approved academic program, marriage, or medical, financial or other hardship.