

# Wait List

## for Hillside

### Hillside

Phone: 607.777.4455

Email: pbrennan@binghamton.edu

Area Office: Hillside Commons

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### Qualifications:

- Fill out the form on page 2 if you want to be placed on the wait list when a vacant space is available.
- If you want to swap rooms with another resident, please talk to your Area Office.
- If you are experiencing a roommate conflict, please speak to your RA/RD before completing this form.

### Procedures:

1. Print this form. Fill out page 2 for Wait List.
2. Provide as much specificity as you deem necessary or appropriate. You will be offered any space that meets the criteria you establish. You will be able to change your established criteria at any time prior to being offered a reassignment.
3. Before turning in the Wait List form, you **must** speak with your current Building Staff (RD/CD/ARC/ACD) and have them sign the bottom of the form.
4. Take the completed form to the Hillside area office – Hillside Commons.
5. Forms will be collected from January 17, through April 28.
6. Wait List – you will be notified via B-mail when there is an open room available. You will then have 24-hours to come to the area office and fill out the required paperwork. **If you do not respond within the 24-hour time period, your name will be removed from the wait list.**

### PLEASE NOTE:

- Being placed on the wait list does not imply or guarantee that you either can or will be accommodated.
- The existence of a wait list does not hinder or eliminate Residential Life's prerogative or ability to make non-wait list housing changes or assignments. Students who still have openings in their rooms will be able to request a roommate prior to the offices offering the space to students on the wait list.
- The housing wait list will be affected by the criteria you establish. If an opening cannot be offered to the person at the top of the list because of their criteria, the space will be offered to the first person whose criteria it meets. Those passed over will retain their position on the list.

# Wait List for Hillside

## OFFICE USE ONLY

Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

Date Emailed: \_\_\_\_\_

No Response OR

Reassigned to: \_\_\_\_\_

### PLEASE PRINT

Date: \_\_\_\_\_

Name: \_\_\_\_\_ B#: \_\_\_\_\_

Check any that apply:  Male Room  Female Room  Gender Inclusive Housing

Quiet Living  Break  Chem Free

Your **Current** Residence Hall and Room#: \_\_\_\_\_

Bmail: \_\_\_\_\_@binghamton.edu

Are you on any other Community Wait List?  yes  no

If yes, which Community or Communities: \_\_\_\_\_

I am requesting to be placed on the Wait List for **Hillside**. If you have a preference for which hall and/or room#, please list them below:

Hall: \_\_\_\_\_ Room#: \_\_\_\_\_

If there are any other specifications you wish to have considered, please state them below:

### I HAVE READ AND UNDERSTAND THE HOUSING WAIT LIST PROCEDURES.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of your current RD/CD/ARC/ACD: \_\_\_\_\_

**BINGHAMTON UNIVERSITY**  
RESIDENTIAL LIFE