Qualifications:
• Fill out this form if you want to be placed on the wait list when a vacant space is available.
• Fill out this form if you want to request a room swap with another student.
• If you are experiencing an apartment mate conflict, please speak to your RA/CD before completing this form.

Procedures:
1. Print this form. Fill out page 2 for Wait List or page 3 for Room Swap.
2. For Wait List form, 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 Area 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 25, 9:00 a.m. through April 29, 5:00 p.m.
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 spring wait list continues through April 29.
• 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.
• 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

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 Residential Life
Room Swap
for Hillside

Fill out this form if you are swapping a room IN Hillside.

PLEASE PRINT

Date: ____________________________________________

Current Resident Name: ____________________________________________________________

Current Resident Bmail: ________________________________________________________:@binghamton.edu

Hillside Hall you are moving out of: _____________________________________________ Room#: __________________________

Signature of Current Resident: ______________________________________________________

By signing this agreement, you are giving Binghamton Residential Life permission to give your room to the new resident listed below.

is swapping rooms with:

New Resident Name: ________________________________________________________________

New Resident Bmail: ________________________________________________________:@binghamton.edu

Where are you moving from? Community: ____________________________________________

Hall: _____________________________________________ Room#: __________________________