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.
• Super-Occupied residents do NOT need to fill out this form unless they wish to move to a different community.
• 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 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 CIW area office – Onondaga Room110.
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.
• Priority for available spaces will go to students assigned Super-Occupancy rooms.
• 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. After all residents assigned to Super-Occupancy rooms have been offered space, 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 College-in-the-Woods

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 College-in-the-Woods. 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: __________________________

OFFICE USE ONLY

Date Received: _____________ Time: _____________

Date Emailed: ____________________________

□ No Response OR

Reassigned to: ____________________________
Room Swap
for College-in-the-Woods

Fill out this form if you are swapping a room IN College-in-the-Woods.

PLEASE PRINT

Date: __________________________________________

Current Resident Name: __________________________________________

Current Resident Bmail: ____________________________@binghamton.edu

CIW 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#: __________