

**ALL FORMS ARE TO BE PRINTED OFF AND TURNED INTO THE STUDENT DEVELOPMENT OFFICE.**

**INSTRUCTIONS FOR COMPLETING THE HOUSING REQUEST FORM**

**Off-Campus Request Forms may be obtained in the Student Development Office**

**-EVERY returning student, whether resident or commuter, needs to complete a form. You must meet the handbook policy requirements to live off-campus. (See on-line student handbook. ) Off-campus request forms are available in the Student Development Office.**

-If a resident student, each person in your group needs to complete their own form, listing each other as roommates. **Please do not list people who have not agreed to be your roommate.**

-First consideration will be given to complete groups. If someone from your group does not return or withdraws, the Residence Life staff reserves the right to add students or to make alternative assignments for the remaining group members. Since there is the possibility that those students could be split, **please indicate three choices under "Dorm Preference."**

-Ohio and Wilson are reserved for freshmen, who will be given priority when room assignments are made.

**-All assignments are tentative until date of arrival.** Students interested in their room assignment may check their student web beginning **August 1**. If available earlier, a mass e-mail will be sent.

-Once the Housing Request form is submitted, requests for changes must be submitted in writing to the Director of Housing.

**-Housing priority will be considered by seniority, record of campus citizenship, credit hours obtained, and payment of the \$100 advance deposit** (payable in Student Accounts by April 30).

-If requests for Volkman or Wilson Halls cannot be filled, students will be placed in Lindner Tower. If fewer than three roommates are listed, roommate assignments are at the discretion of the residence Life staff.

**-Please print your request form and turn it into the Student Development Office in the Upper Commons by Thursday, April 1, 2010. Requests turned in after this date go to the bottom of the priority pile.**



<b>Office Use Only</b>  Res. Hall _____ Rm# _____  \$100 Advance deposit paid ____
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## On Campus Housing Request Form

***Off campus housing forms are available in the Housing Office***

Last Name

First Name

Judson ID#

Cell Phone Number

E-mail Address (please state one that you use often)

Number of credit hours anticipated through May 2010:

Today's Date

**I will live on-campus:** (You must complete the dorm preference information below)

Fall Semester 2010  Spring Semester 2011

### Dorm Preference

Please choose 3 options with a dorm and room number that you would like to reside in. You may choose up to 4 roommates per option. **PLEASE LIST ROOMMATE NAMES ALONG WITH THEIR ID# IN THE SAME BOX. ALL ROOMMATES MUST EACH FILL OUT THEIR OWN FORM!**

**First Option:**

Wilson  Ohio  Lindner Tower  Volkman Room #:

Roommate Name(s) and ID# (example: Jon Doe #000000)

Please complete BOTH sides of this request form

**Second Option:**

Wilson  Ohio  Lindner Tower  Volkman Room #:

Roommate Name(s) and ID#

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Third Option:**

Wilson  Ohio  Lindner Tower  Volkman Room #:

Roommate Name(s) and ID#

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please write information here that may help us understand your housing request:

