Mid-Year Room Draw Guidelines
2017-2018
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Welcome

Mid-Year Room Draw is the process through which upper-class students obtain housing for the spring semester. First-year students are not eligible to enter Mid-Year Room Draw as they are expected to remain in their housing assignments and Customs groups for the entire academic year. In the past, we have been able to house all returning students who requested campus housing. With that said, housing is not guaranteed to any returning student.

The Office of Residential Life and the Residential Life Committee work closely together to establish guidelines for the Draw. They are responsible for coordinating and running the process in order to make sure it is fair, clear, and as simple as possible. The Room Draw Guidelines establish the policy by which the Haverford community applies for and selects housing. However, the guidelines cannot cover every single circumstance that may arise regarding the room draw process. Working closely with the Office of Residential Life, the Residential Life Committee plays an active role in all aspects of housing and reserves the right, by virtue of Students’ Council appointment of the Co-Chairs, to adjudicate over such ambiguous cases and in keeping with the letter and spirit of the rules and Honor Code. The Office of Residential Life and Residential Life Committee strive to achieve decisions that are equitable and fair to the parties involved, as well as the Haverford community. All decisions made are final and binding.

If you have any questions, please contact us. Email the Residential Life Committee at hc.reslifecommittee@gmail.com and/or email the Office of Residential Life at hc-reslife@haverford.edu.

Good luck!

Emily Gorman & Sam Epstein
Residential Life Committee Co-Chairs

Nate Diehl
Assistant Dean of the College
Director of Residential Life

Michelle Leao
Assistant Director of Student Life
Overview

Students returning from Study Abroad, Study Away, a Leave, students currently living off campus, or students with campus housing who are seeking to change their housing for Semester II must participate in the Mid-Year Room Draw process to obtain campus housing in Semester II.

Students obtain their Semester II campus housing in one of three ways:

1. They may get pulled in to a vacant space by the students remaining in the group housing, floor plans, or doubles that has the vacancy.
2. They may enter Mid-Year Room Draw for housing and pick their housing during the Draw on Thursday, December 7. The Draw is conducted online at 9:00pm.
3. They may apply to live in Special Interest Housing if spaces are or are projected to become available.

Students returning from study abroad, study away, a leave, or currently living off campus and seeking Semester II housing must fill out and submit the online Mid-Year Room Draw: Returning and Name a Proxy Form by the deadline.

Students who agree to act as a proxy for another student must fill out and submit the online Proxy Confirmation Form by the deadline.

Students who currently have campus housing, are seeking to change their campus housing in Semester II and plan on getting pulled in to different housing must sign the hardcopy Pull-In Form by the deadline. If the student will be entering the Draw, they must sign up for the Draw on the designated day and attend the Draw.

Students who know they are leaving and will be giving up their Semester II housing must fill out the online Mid-Year Room Draw: Leaving Form by the deadline.

Students who currently have or will have a vacancy/vacancies in their group housing (floor group, house, hall group, suite, apartment, double) have the first opportunity to pull-in someone to fill the vacant space(s). To pull-in a student(s) the remaining students in that housing must fill out the hardcopy Pull-In Form by the deadline. Students being pulled in must confirm. Students who are on campus must sign the hardcopy form. Students not on campus can confirm that they will be pulled in by filling out the online Mid-Year Room Draw: Returning and Name a Proxy Form.
Calendar

Monday, November 6:
Mid-Year Room Draw Guidelines, information, applications and forms available online. Special Interest Housing (Cadbury, La Casa, 773 College Ave, Ira de A. Reid) applications are made available. Spaces are not guaranteed. All financial and library obligations must be met to be eligible to participate in Mid-Year Room Draw.

Monday, November 13 at 5:00 pm:
Deadline to submit Special Interest Housing applications.

Monday, December 4 at 5:00 pm:
Deadline to fill out and submit forms to the Office of Residential Life.
- Leaving Form
- Returning and Name a Proxy Form
- Proxy Confirmation Form
- Pull-In Form
- Room Switching Form

Special Interest Houses: Applicants will be notified of acceptances, if open spaces were available.

Tuesday, December 5 from 9:00 am - 5:00 pm:
Sign up day for Mid-Year Room Draw. Students will sign up in Stokes 022. All students wishing to participate in Mid-Year Room Draw must sign up during this time. Applications will be available in Stokes 022.

As a reminder, class year is based on the information provided by the Registrar’s Office at the time of Mid-Year Room Draw. Juniors and Seniors who have not completed their PE requirement by Mid-Year Room Draw will be assigned sophomore status. Please contact Susan McCabe in the Athletic Department if you have questions about the PE requirement.

Wednesday, December 6 at 7:00pm:
Lottery numbers for Mid-Year Room Draw will be posted. Instructions about how to participate in the online Draw will be emailed to all students and proxies who signed up for Mid-Year Room Draw. The list of available housing will be posted at this time as well. Please note that other rooms may come available during Mid-Year Room Draw.

Thursday, December 7 at 9:00pm:
Mid-Year Room Draw will be conducted online. The Res. Life Committee will use a shared Google Document and Google Chat. Any student who wishes to watch or participate is welcome to join the Committee in the Office of Residential Life, Stokes 022. The entire Draw will take place online.

The Draw will start on time. Students who are late will lose their turn if they are absent when their lottery number is called. Students are asked to remain online until the end of the Draw. Questions cannot be asked during the Draw. The Res. Life Committee will take questions before and after the Draw.

Friday, December 8 at 9:00 a.m. through Tuesday, December 12 at 5:00 p.m.:
Room Trade Forms will be available online. The deadline to submit these forms is Tuesday, December 12 at 5:00pm.

Saturday, December 23 at 12:00pm:
Residence halls close for Winter Break. Students leaving their Semester I housing must complete their move before the residence halls close for Winter Break. Students are responsible for working with each other to make this possible. All students must be moved out by Saturday, December 23 at 12:00pm.
Policies
All actions involving housing and the Mid-Year Room Draw fall under the Honor Code.

Eligibility to Participate in Mid-Year Room Draw:
To be eligible to participate in Mid-Year Room Draw a student must:
- Be an upper-class student.
- Be formally enrolled at the College with an “active” status. Students who have been on Dean’s or College Leave must be formally re-admitted to be considered eligible to apply for on-campus housing. If students have questions, they should consult their Dean.
- Meet all financial and library obligations by the stated deadline. For questions concerning Student Accounts, contact Barbara Wilson, Business Office. For questions regarding library materials, please contact Dawn Heckert, Magill Library.
- Name a proxy by the stated deadline, if unable to be present at all of the necessary Mid-Year Room Draw procedures. The proxy must confirm their acceptance.

PE Requirement and Class Year:
Class year is based on the information provided by the Registrar’s Office at the time of Mid-Year Room Draw. Juniors and Seniors who have not completed their PE requirement by Mid-Year Room Draw will be assigned sophomore status. Please contact Susan McCabe in the Athletic Department if you have questions about the PE requirement.

Housing Accommodations:
Students who believe they will need housing accommodations, including air conditioning or no carpeting, are asked to contact the Office of Access and Disability Services and the Office of Residential Life. Please visit the Access and Disability Services website for information about and how to apply for a housing accommodation.

Smoking Designations:

<table>
<thead>
<tr>
<th>Smoke Free Housing</th>
<th>Undesignated Smoke – Free Housing</th>
<th>Smoking Permitted Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>No smoking of any kind is permitted in:</td>
<td>No smoking of any kind is permitted unless upon consensus in:</td>
<td>Smoking is permitted and expected in:</td>
</tr>
<tr>
<td>• Barclay</td>
<td>• 710 College Ave.</td>
<td>• HCA #10 – 2nd floor only</td>
</tr>
<tr>
<td>• Cadbury House</td>
<td>• Drinker</td>
<td>• Lloyd</td>
</tr>
<tr>
<td>• Comfort</td>
<td>• Leeds</td>
<td>• Lunt – 1st, 2nd, 3rd floors only</td>
</tr>
<tr>
<td>• Jones</td>
<td>• Lloyd</td>
<td>• HCA # 10 – 1st floor only</td>
</tr>
<tr>
<td>• Gummere</td>
<td>• Lunt -1st, 2nd, 3rd floors</td>
<td>• HCA # 11, 14, 15, 18, 19, 23, 46, 50, 800, 808</td>
</tr>
<tr>
<td>• HCA #22, 26, 30, 31, 34, 35, 38, 42, 804</td>
<td>• HCA # 10 – 1st floor only</td>
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<tr>
<td>• Kim (including interior courtyard)</td>
<td>• HCA #10 – 2nd floor only</td>
<td>In the event that the designated smoke-friendly housing is not or does not stay entirely filled, it will revert to smoke-free undesignated.</td>
</tr>
<tr>
<td>• Tritton (including interior courtyard)</td>
<td>• HCA # 11, 14, 15, 18, 19, 23, 46, 50, 800, 808</td>
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<tr>
<td>• 773 College Ave</td>
<td>• HCA # 10 – 1st floor only</td>
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<tr>
<td>• La Casa</td>
<td>• HCA # 11, 14, 15, 18, 19, 23, 46, 50, 800, 808</td>
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<tr>
<td>• Yarnall</td>
<td>• HCA #10 – 2nd floor only</td>
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Violation: Students are required to self-monitor. Inability to adhere to the designation will require a mandatory discussion with the Office of Residential Life regarding housing privileges. This discussion may result in resolution, housing change to smoke-friendly housing or loss of campus housing.
Meal Plan:
Meal plan optional housing includes 710 College Ave., 773 College Ave., Ira de A. Reid House, and HCA. All other housing requires the student to be on the full meal plan.

Procedures – Before the Draw

Students returning from Study Abroad, Study Away, a Leave or off-campus:

- Returning students must fill out the Returning Student and Name a Proxy Form to let the Office of Residential Life know they are returning and are seeking on campus housing for Semester II. Students are asked to do so, as soon as possible, but no later than by the deadline stated in the Mid-Year Room Draw Calendar. Students who currently have on-campus housing should not fill out this form.
- Returning students who wish to participate in Mid-Year Room Draw but are unable to be present to participate in all of the necessary Mid-Year Room Draw procedures must fill out the Returning Student and Name a Proxy Form. Students are asked to do so, as soon as possible, but no later than by the deadline stated in the Mid-Year Room Draw Calendar.
- Your Proxy must confirm that they agree to be your proxy. Students who have accepted being a proxy for another student(s) must confirm that they will be a proxy by filling out and submitting the Proxy Confirmation Form by the deadline.

Students seeking to change their on-campus housing for Semester II:

- Students with Semester I housing may, before the Draw, try to obtain different housing in Semester II by reconfiguring/switching spaces within their group housing, by trading their housing, or by being pulled-in to a space. They would complete the Room Switching Form or the Pull-In Form.
- Students with Semester I housing may choose to explore their housing options in Semester II by entering The Draw. Students must sign up to enter the Draw. Signing up does not obligate the student to take a new room and students are not required to choose new housing when their lottery number is called. When it is their turn, a student may pass and retain their Semester I housing. If they choose to take new housing, they are giving up their Semester I housing and this space will then be placed into the Draw. Students who do choose to take housing during the Draw are obligated to move.
- Students who are required to, seeking to, or just wish to explore the possibility of changing their campus housing do not need to formally notify the Office of Residential Life that they are changing or seeking to change their housing until they take new housing.
- Students who are changing rooms must complete their move before the residence halls close for Winter Break on Saturday, December 23 at noon.

Students leaving their Semester I housing:

- Students who know they will be leaving their Semester I housing are asked to fill out and submit the online Mid-Year Room Draw: Leaving Form as soon as possible. If you are not sure of your plans, please be in touch with Nate Diehl, Director of Residential Life.
- Students should talk to their roommates, suitemates, and/or apartment-mates. They need to know ASAP so they have the opportunity to arrange to pull-in another student to fill the open space. Students must confirm their pull-in before Mid-Year Room Draw.
- If students are leaving and going on Study Abroad, they should confirm their plans with the Study Abroad Office.
- If students are taking a College or Deans Leave or transferring from the College, they must notify their Dean, in writing, by December 1. Your Dean must know for many reasons, including the fact that if you are leaving school, they must issue the formal outgoing notice. If you are unable to meet the December 1 deadline.
Important Notes:

- Students who are leaving (giving up) their Semester I housing may not trade or give away their housing to another student.
- If the space you are leaving is a part of group housing, double-ups, or double rooms, the students remaining in this housing may fill that vacancy by pulling-in another student(s).
- If your room is a “true single” (defined as “one room furnished for one person that was offered in the “Singles” Draw (Round V) in Spring Room Draw”) then this space will be entered into the Mid-Year Draw in the “Singles” Draw.
- Spaces that remain open at the time of Mid-Year Room Draw will be entered into the Draw.
- If your plans change after you have given up your housing, please contact Nate Diehl, Director of Residential Life, immediately. It is unlikely that you will be able to return to your original housing, but every effort will be made to work out a new housing assignment.

Filling vacancies before Mid-Year Room Draw:

- If there is an existing vacancy or if someone in your group housing is moving out of their campus housing, for any reason, the remaining students may be able to pull-in someone to fill any opening(s) and/or students may be able to reconfigure/switch spaces.
- Spaces remaining after the deadline are placed into the Draw. Spaces that open up after the Draw and are not filled by the remaining residents via pulling someone in, continue to be considered part of the housing pool and are made available to eligible students throughout the academic year.
- If a vacancy exists in a floor group at HCA:
  o The remaining students have the option to pull-in a student(s) to fill the space(s).
  o If the remaining students cannot fill all of the vacancies in the floor group or apartment, they must reconfigure their living arrangements (condense down) in order to release a room, an entire apartment, or several apartments.
- If a vacancy exists in a floor group in the North Dorms or cluster group in Kim:
  o The remaining students have the first opportunity to fill the vacancy by pulling someone in by the stated deadline.
  o If the remaining students cannot fill all of the vacancies in the floor group, the remaining students must reconfigure their living arrangements (condense down) in order to release an entire suite/cluster or group of suites/clusters.
- If a vacancy exists in a 3-person apartment, that is not part of a floor group:
  o The remaining residents have the first opportunity to fill the vacancy by pulling someone in by the stated deadline.
  o If they are not able to fill the vacancy by the stated deadline the remaining residents, willingly agree to reconfigure their living arrangement in order to leave the single room open to be offered in the Draw or for a newly placed student during the year.
  o Students may choose to change their housing and move out of the apartment and into other available campus housing by getting pulled-in elsewhere or going through the Mid-Year Room Draw.
  o Students may stay and willingly agree to accept the placement of a student(s) into this housing either via the Draw or throughout the academic year (if needed).
- If a vacancy exists in a 2-person apartment, that is not part of a floor group:
  o The remaining residents have the first opportunity to fill the vacancy by pulling someone in by the stated deadline.
  o Students may choose to change their housing and move out of the apartment and into other available campus housing by getting pulled-in elsewhere or going through the Mid-Year Room Draw.
  o Students may stay and willingly agree to accept the placement of a student(s) into this housing either via the Draw or throughout the academic year (if needed).

Filling vacancies by pull-in:

- Any enrolled and eligible upper-class student, whether living off campus, with Semester I campus housing, or returning to the College may be pulled-in by the remaining students to fill an open space or spaces in their group housing.
The remaining students may pull-in someone to fill a currently vacant space or a space that will be opening up once that space has been officially vacated. A space is officially vacated when the student currently occupying the space has formally confirmed that they are leaving to Study Abroad, Study Away, or notified the Office of Residential Life that they are leaving/giving up their campus housing. Students cannot be pulled into spaces before those spaces have been officially vacated.

Students cannot pull someone in if one of their roommates/suitemates is entering the Draw because your roommate's housing will not available until they choose another room. If they choose new housing in the Draw, their old housing is then automatically placed into the pool of available rooms for those participating in the Draw.

The remaining students must fill out and submit a Pull-in Form (pdf) by the stated deadline. Students may only sign their own names and must name a proxy to act on their behalf if unable to. The Pull-In Form (pdf) is a hardcopy form that can be downloaded or picked up at the Office of Residential Life. If you do submit the form, the vacant space(s) will be offered in the Draw. The default is to place any space known to be vacant (the space is currently vacant or a student is confirmed to be leaving) in the Draw. In this case, if a student chooses that space in the Draw they do not have to give it up, even if one of the remaining residents had planned to occupy the room.

Students being "pulled-in" who are on campus must sign the Pull-In Form. Students who are unable to sign the form because they are not on campus must confirm their acceptance to be "pulled-in" by filling out the appropriate section on the Mid-Year Room Draw: Returning and Name a Proxy Form or having their Proxy sign the form for them.

A “pull-in” is not complete, and cannot be finalized, until everyone involved has confirmed their acceptance to pull or be pulled-in. The default is to place any space known to be open in the Draw.

Room switching in your housing group:
Student may switch spaces within their group housing if all remaining students are in agreement and if the following rules are adhered to. If the space vacated is a single, those remaining may reconfigure spaces within the house or floor group, but the open space must remain a single. If the vacancy occurs in a double, those remaining should reconfigure/switch spaces within the house or floor group, to leave open a single room as the open space.

To make a switch, students need to fill out the Room Switch Form (pdf) by the stated deadline. Students may only sign their own names and must name a proxy to act on their behalf if unable to. Any student who chooses to switch spaces is not permitted to move back to their old room after the Draw, even if it is still available.

Special Interest Housing - Cadbury, La Casa, Ira Reid, QHouse:
Space(s) that open up in Special Interest Housing for Semester II are filled by individual applications. Applications and information can be found on the Office of Residential Life website.

Community Housing:
Vacancy(s) that open up in Community Housing for Semester II are to be filled by the Community House. New Community House residents are asked to write up a paragraph for the Residential Life Committee stating why they wish to live in this Community House and agreeing to the conditions of the House.
Procedures – During the Draw

Sign-up:

- Mid-Year Room Draw sign-up is scheduled for Tuesday, December 5, from 9:00am to 5:00pm in Stokes 022. To sign up, students fill out all applicable Mid-Year Room Draw application forms. Application forms will be available in the Office of Residential Life, Stokes 022.
- Fill out separate Mid-Year Room Draw Application forms for each category of housing that you are eligible for (proper number of applicants) and wish to try for. Make sure that you (or your Proxy) sign up for every housing category in which you are interested in to enhance your chances of getting housing you want. You will not be able to participate in the Draw for any category for which you have not signed up.
- Know your class year for Room Draw. Class year for Mid-Year Room Draw is based on the information provided by the Registrar’s Office at the time of Mid-Year Room Draw and the Athletics Department (Juniors and Seniors who have not completed their PE requirement by Mid-Year Room Draw will be assigned a sophomore priority category of #3). Questions about the PE Requirement should be directed to Susan McCabe, Athletics Department.
- Please make sure to have the names and signatures of the proper number of applicants to be eligible (e.g., three for a three- person apartment) for that housing category you are applying for. If a group application, fill out each application completely with the names of all applicants on the front of the application and the signatures of all applicants (or their Proxy) on the back.

Important Notes:

- Students are not obligated to take a space in a housing category just because they signed up for that housing category. Students may always pass when their lottery number is called in that housing category but only if they know and are assured that they will be able to obtain housing later in the Draw.
- Students without Semester I housing, who are seeking Semester II campus housing MUST choose housing during the Draw. They cannot pass and leave the Draw without housing.
- Students with Semester I housing are not obligated to give up their housing to enter the Draw nor are they obligated to choose new housing when their lottery number is called. When it is their turn, a student may pass (retaining their Semester I housing), or they may choose to take new housing and by doing so, give up their Semester I housing. This space will then be placed into the Draw. Students who do choose to take housing during the Draw are obligated to move.

Group Housing Options:

- Students applying for group housing of any sort (e.g., hall groups, floor groups, suites, doubles, 2-person apartments, or 3-person apartments) must fill out the application form as a group, have the correct number of students for that group housing option, and fill out additional group forms for each housing option/category they are seeking.
- At this time, we do not know what group housing will be available. If group options open up by the Draw, they will be offered first. If they do not, we will discard all applications in these categories and start the Draw with the single spaces.
- What happens if there are fewer applicants for the housing category of three-person apartments than the number of three-person apartments available? The apartments will be offered to the applicants for two-person apartments according to their lottery numbers. The third open bed may be filled by the students who took the apartment or will remain available for any eligible student to choose in the Draw or for the Office of Residential Life to fill during the year if needed. In the latter case, the two students would need to double up into the double room and leave vacant the single room.
- What happens if there are fewer applicants for the category of two-person apartments than the number of two-person apartments available? Similarly, if they are not filled under the category of two- person apartments, the apartments will be offered to the applicants for singles, according to lottery numbers. The open bed may be filled by the student who took the apartment or will remain available for any eligible student to choose or for the Office of Residential Life to fill during the year if needed.
• What happens if there are fewer applicants for the category of suites or floor groups? In these cases, if no groups of the proper size apply, the spaces in suites and hall groups will be offered as singles.

Priority and Lottery Numbers:
The order in which students pick their Semester II housing in the Mid-Year Room Draw is different than for the Spring Room Draw. Priority is determined, first, by the category of student seeking campus housing, and, second, within each category by a student’s priority number (based on class year) and when more than one student or group of students has the same priority number, lottery numbers are assigned.

Categories of Student Seeking Campus Housing:
1st - (highest category): Students currently in housing, who due to a prior special agreement with the Office of Residential Life or due to a change in the status of a mixed gender apartment, are required to move out of their Semester I housing.
2nd: Students returning from International Study Abroad, Study Away, Exchange, Dean’s Leave, College Leave or juniors with housing who wish to apply with friends who are returning. These students must get permission from the Director of Residential Life to be in this category.
3rd: Students with campus housing who were housed from the Deferred Housing Assignment List.
4th: Students who are living off-campus and wish to obtain campus housing.
5th: Students with campus housing not housed from the Deferred Housing Assignment List.
6th: Fifth year students

Priority Numbers:
Students within each of the above categories will then be assigned a priority number based on their class year. Students applying as part of a group will have a group priority number assigned that is equal to the average of the individual priority numbers of the group. Seniors receive a priority number of 1. Juniors receive a priority number of 2. Sophomores receive a priority number of 3.

Lottery Numbers:
When there is more than one student in a category with the same priority number, a computer-generated randomizer will assign each student a lottery number that will determine the order in which they will pick their housing.

Posting of Instructions, Available Housing, and Lottery Numbers:
Specific instructions about how to participate in the online draw will be emailed to students and their proxies. Specific rooms/housing available at the beginning of the Draw will be posted by 7:00pm on Wednesday, December 6. Please note that other housing may open up during the Mid-Year Room Draw. Priority and lottery numbers will be assigned and posted by 7:00pm on Wednesday, December 6. Lottery numbers will be posted online, accessed via a link that will be shared with all students and their proxies who signed up for the Draw. Lottery numbers will also be posted outside of the Office of Residential Life, Stokes 022.

Mid-Year Room Draw – How it Works:
• Mid-Year Room Draw will take place on Thursday, December 7, at 9:00pm.
• The Res Life Committee will conduct the Draw online using a shared Google Document and Google Chat.
• A list of the housing spaces available at the start of the Draw will be posted by 7:00pm the day before the Draw. To help participants select their new housing, the list of available spaces and floor plans will be made available on the day of the Draw.
• The Draw will begin with the offering of available housing group options from largest to smallest. There is no guarantee that any or all of the housing options listed below will be available and offered. All options depend on where spaces open up.
• The order of housing options offered in the Draw will be five-person options, 4-person options, three-person options, two-person options, doubles, and singles.
• Students choose their housing in order of their lottery number for each housing option.
• For each housing option offered, students will choose their housing in order of their lottery number for that option. The Draw for that option will continue either until all the housing available in that option has been taken or every lottery number for that option is called. The Draw will follow the same procedure for each housing option.
• It is important to note that the format of the Draw will change once the Draw reaches the first student who has Semester I campus housing. If such a student with Semester I housing selects new housing, that student automatically gives up their Semester I housing, and this housing is then added to the available housing pool and is made available to students to select.
• At this point, the Residential Life Committee will go back to the beginning of the lottery list for that housing category. In order of lottery number, the Chairs will ask if any student who has already selected housing would like to trade for the housing that just has become available.
• If a student selects new housing, their previously selected housing will be returned to the housing pool. The next student on the lottery list for that housing category has the option of selecting the newly available housing. The Residential Life Committee will continue down the priority/lottery list to see if any student would like to switch their previously taken housing for the newly available housing. This process will continue until either there are no more housing options available or everyone has finalized their housing. Once a student has chosen housing, the student will not be eligible to choose from subsequent housing option categories offered in the Draw.

Pass Rule:
Students may pass on a particular housing option without penalty during the Mid-Year Draw in order to take housing in a subsequent housing option offering. However, students who do not have campus housing and are seeking Semester II campus housing must take housing at some point during the Draw.

Procedures – After the Draw
Trading Rooms:
During the Room Trade period, Friday, December 8 @ 9:00am - Tuesday, December 12 @ 5:00pm, like groups may trade (i.e., a three-person apt. for a three-person apt., or a five-person hall group for a five-person hall group). Individuals may trade any housing provided they are from the same class. Students who know that they are leaving their Semester I campus housing may not participate in room trades. Students may only arrange a trade with a Bryn Mawr student if both Directors of Residence Life approve.

The Room Trade Form (pdf) is a hardcopy form and may be downloaded or picked up at the Office of Residential Life. All trades must be approved by the Director of Residential Life.

Once Mid-Year Room Draw is completed and the trading period has ended, there will be no more room trades until Semester II. If you feel you need to change your room after you return to school in Semester II, please contact the Office of Residential Life.

Vacancies after Mid-Year Room Draw:
• If a vacancy occurs in your suite, hall group, floor group, or house and you want to reconfigure/switch spaces within your group, please notify the Office of Residential Life, via email, no later than 5:00pm, Monday, January 8, 2018.
• If a vacancy occurs in a suite, hall group, apartment, double, floor group, or house after the Draw the remaining students are able to pull in a student to fill it. (This excludes Special Interest Housing where spaces will be filled only after consultation with the appropriate Dean or faculty resident.)
• If you do not have someone in mind to fill the vacancy, please feel free to check with the Office of Residential Life to see if they know of students who are looking for housing and who might want to fill this opening.
• Any open spaces that remain after Mid-Year Room Draw, will continue to be considered part of the housing pool and available to the Office of Residential Life to use to house eligible students throughout the academic year, if needed.