Same Hall Different Bed Sign Up Phase
Thursday, February 9, 2017
7:00 a.m. – 11:59 p.m.

Reserve a different bed in the hall where you currently reside for Academic Year 2017-18.

- **Ames** (Few or no beds will be available, due to previous sign up phases)
- **Hathorn**
- **Johnson** (Rooms 101 – 116 are unavailable)
- **May** (Floor 4 only for Honors Program residents and their roommates)
- **Prucha** (Few or no beds will be available, due to previous sign up phases)
- **Stratton**

If you already have a room reserved for the 2017-18 academic year, you will be unable to reserve a room during this sign-up phase unless you first email reslife@uwrf.edu asking for your current room reservation to be canceled.

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Before the day of Same Hall Different Bed Sign Up

Step 1: Log into the Portal at: [http://go.uwrf.edu/hallportal](http://go.uwrf.edu/hallportal)

Step 2: Complete the Res Hall contract *before* the day of your room sign up phase.

Step 3: Seeking a specific roommate? You must mutually accept each other. Do this step before your room sign up day so that you don’t waste time completing this step at that time.

See roommate search links in the Portal at the bottom of the Roommate Search page. Can’t find your roommate? Then see “FAQ” instructions linked at the top of the page.

If you choose a room with two empty beds and do not bring-in a roommate to the other half of the room, then any student may reserve that remaining empty bed.

**Single Room Note:** you cannot choose a single room in Ames or Prucha if you have an accepted roommate.
On the day of Same Hall Different Bed Sign Up

Step 1: Search for a bed in your current hall

Search for beds open in your current hall

Your room is not reserved until you have chosen a bed and have continued to a page that confirms your room and roommate in the "Room Reservation Details" part of that page.

- May Hall: Will be a global living community, and will house CBE and Honors communities for 2017-18
- Stratton Hall: Is a Healthy Living Community - to view empty beds, you must choose "Yes" to the "Healthy Living Community" option on the "Living Learning Communities" page above.

Step-by-step instructions >>
Hall Floor Plans >>

Room Type:
- All Room Types -

Search

Step 2: Select a room. Check to see if a roommate is already in the room.

Select a room. Note: You’ll only see rooms that are for your gender

View "Room Details" to see if there is a roommate already in the room

Continue to reserve highlighted room

View more empty beds here...
Step 3: Reserve your bed (and reserve a bed for your roommate, if you have one)

You can't bring your roommate into your room like shown above if they already have a reserved a room somewhere else for next year. They must first email reslife@uwrf.edu asking for their room reservation to be canceled.

Step 4: Confirm your reserved room & roommate.

If you have an empty bed in your room after reserving a bed, then any student with your same gender may choose to reserve that empty bed.