Any Hall / Room Swap Sign-Up Phase
Thursday, February 16, 7:00 a.m. – Friday, May 12, 2017, 11:59 p.m.

These instructions are for residents without a 2017-18 room.

See Room Swap Instructions here if you already have a room for the 2017-18 academic year and want to move rooms:
http://go.uwrf.edu/hallportal

Sign-Up Halls:

- Ames (Few or no beds will be available)
- Hathorn
- Johnson
- May
- Prucha (Few or no beds will be available)
- Stratton
Before the day of Sign Up

Step 1: Log into the Portal at: 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 into 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 Sign-Up

Step 1: Search for a bed

Select a hall at the bottom of the page to view empty beds

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.

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 >>

Halls Open for Room Sign-up

AMES SUITES  (Required: Graduated high school at least 1 year prior to Fall 2017)
HATHORN HALL  (Required: Graduated HS at least 1 year prior to Fall 2017)
JOHNSON HALL  (Anyone)
MAY HALL  (Global Community, 3rd floor includes CBE Community, 4th floor Honors Community)
PRUCHA HALL  (All single rooms. Required: Graduated HS at least 1 year prior to Fall 2017)
STRATTON HALL  (Healthy Living Community)

Next screen, choose a floor

<table>
<thead>
<tr>
<th>Floor</th>
<th>Single - Beds</th>
<th>Double - Beds</th>
<th>Triple - Beds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1E Ha (101-125)</td>
<td>0</td>
<td>33</td>
<td>0</td>
</tr>
<tr>
<td>1W Ha (157-182)</td>
<td>0</td>
<td>31</td>
<td>0</td>
</tr>
<tr>
<td>2CE Ha (227-242)</td>
<td>0</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>2CW Ha (244-256)</td>
<td>0</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>2E Ha (201-225)</td>
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<td>22</td>
<td>0</td>
</tr>
<tr>
<td>2W Ha (257-282)</td>
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<td>30</td>
<td>0</td>
</tr>
<tr>
<td>3CE Ha (327-345)</td>
<td>0</td>
<td>27</td>
<td>0</td>
</tr>
<tr>
<td>3CW Ha (346-356)</td>
<td>0</td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>3E Ha (301-325)</td>
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<tr>
<td>3W Ha (357-382)</td>
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<td>23</td>
<td>0</td>
</tr>
<tr>
<td>GE Ha (001-025)</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GW Ha (055-082)</td>
<td>0</td>
<td>22</td>
<td>0</td>
</tr>
</tbody>
</table>

# of empty beds on this floor

Choose a floor, continue

Save & Continue
Step 2: Select a bed, view roommate already in room (if any), then Continue

What if my room is half empty?
If you have an empty bed in your room after reserving a bed, then any resident with your same gender may choose to reserve that bed at any time before May 12th. If the bed remains empty, Residence Life will assign a roommate to you.

Note: Dynamic rooms in Stratton and Johnson Halls...
All Stratton and most Johnson Hall rooms are “Dynamic Gender.” The male/female student who first chooses a bed in a dynamic gender room automatically turns the gender of both beds into their male/female gender.
Step 3: Reserve your bed

You can’t bring a roommate into your room like shown above if they already have a reserved room somewhere else for next year. They would need to use the “Room Swap” feature in the Portal to swap from their reserved room into your room. They should visit the Sign Up Web Page to find step-by-step instructions here: http://go.uwrf.edu/hallportal

Step 4: Confirm your reserved room & roommate.

Continue to next page....
Changing your room or roommate at a later date...

Anytime on or before May 12th, if you would like to make a room or roommate change, you may use the “Room Swap” feature in the Residence Hall portal to coordinate that move yourself.

IMPORTANT! Read Room Swap Instructions available on the Sign Up Web Page here: http://go.uwrf.edu/hallportal

Note:
South Fork Suites (SFS) beds are yet available on a first-come-first-served basis to students eligible for SFS. Those beds may be requested prior to March 1st by visiting the Residence Life Office. Students who are eligible for SFS for Fall 2017 have been out of high school at least 2 years prior to Fall semester. If you have 1 or more suitemates who you would like to room with, call us to see if we have a suite with multiple beds open.

Starting March 1st, all requests for SFS beds must be submitted through the online Portal using the Wait List Feature explained below.

Starting March 1st:
Hall Wait Lists: Starting March 1st, the Wait List feature will be turned-on in the Portal for the following halls. See the Sign Up Web Page for more information.

- Ames Suites (Double and Single Rooms)
- Prucha Hall (All Single Rooms)
- South Fork Suites
- Single Room in Traditional Hall
  (offered after start of Fall 2017 semester, only if space is available)