Room Swap:
Change Your 2017-18 Room/Hall/Roommate
Thursday, February 16, 7:00 a.m. – Friday, May 12, 2017, 11:59 p.m.

- Ames (Few or no beds will be available)
- Hathorn
- Johnson
- May
- Prucha (Few or no beds will be available)
- Stratton

Are you and/or your roommate moving rooms?
Each resident moving must individually log-in and follow these instructions.

IMPORTANT!!!

Are you planning to swap room/roommates with someone else?
You won’t want to perform that room/roommate swap while a large number of other students are logged into the Residence Hall Portal. They could take a temporarily empty bed involved in your room swap while someone in your party is attempting to reserve it.

Follow these precautionary steps to ensure a successful room swap:
1. WAIT until a few days after the Room Swap phase opens to coordinate the moves. There will be fewer students logged into the Residence Hall Portal at that time.
2. Make sure that all individuals involved in the room swap are logged in at exactly the same time and are communicating with each other at the exact time of the room swap, through the whole process.
3. PERFORM YOUR ROOM SWAP QUICKLY BY:
   a. The FIRST student involved in the room swap must temporarily reserve a random empty bed (preferably in the desired hall), which will free-up a bed for the room swaps to begin (see instructions with screen shots starting on Page 2 below).
   b. Now all room moves for everyone else involved in the room swap can happen.
   c. After room moves are complete, the FIRST person who had temporarily moved into a random bed may now room swap into their desired bed.
Step 1: Log into the Portal at: http://go.uwrf.edu/hallportal

Continue on next page...
Step 2: Search for a new bed
(Only residents who already have a 2017-18 bed reserved will see “Room Swap” at the top)

Read, then choose a hall here

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 (151-182)</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>
<td>0</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>2W Ha (257-282)</td>
<td>0</td>
<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>
<td>0</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>3W Ha (357-382)</td>
<td>0</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>GE Ha (001-025)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GW Ha (058-082)</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 3: Select a bed, view roommate already in room (if any), then Continue

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 4: Reserve your bed
You cannot bring-in a roommate into your room using Room Swap. They must log in and use the Room Swap feature to reserve the empty bed in your room.

Step 5: Confirm your reserved room & roommate.

Continue on next page...
Future Room/Hall/Roommate Swaps:
At any time before May 12th, you may swap rooms/halls/roommates using the above instructions.

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 here: http://go.uwrf.edu/hallportal

- 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)