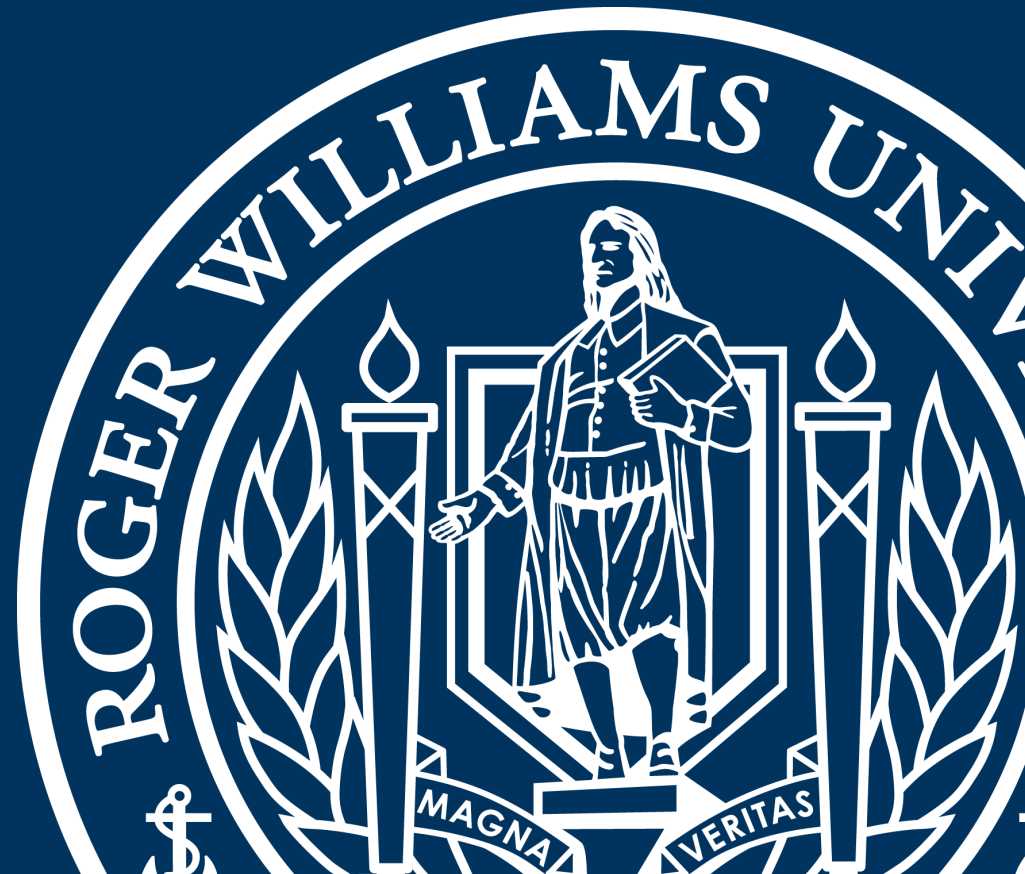


# FIRST YEAR HOUSING CONTRACT COMPLETION *ACADEMIC YEAR 2023-2024*

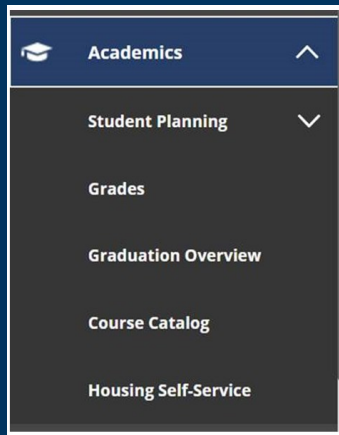
## **Welcome to your new home!**

Congratulations on your acceptance to Roger Williams University! This short guide will walk you through the steps to complete your housing application. If you have any questions, please contact the Department of Residence Life & Housing at 401-254-3161 or via email at [rwuhousing@rwu.edu](mailto:rwuhousing@rwu.edu)



## STEP #1: Logging into your Housing Self-Service

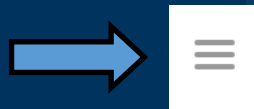
- From the Roger Central homepage, locate “Housing Self-Service” tab on the left side under the “Academics” tab. You will be redirected to the self-service homepage (see screenshot below on left)
- Under the “Forms & Applications” tab, click the application indicated by the red box below.
  - ***If you cannot access any application, please contact the Department of Residence Life and Housing at 401-254-3161 or via email at [rwuhousing@rwu.edu](mailto:rwuhousing@rwu.edu) with “First Year Contract” as the subject line and a staff member will assist you as soon as possible***



*Location of the Housing Self-Service page is found here under Roger Central tabs*



*Click the icon that looks like this to open the main menu*



*Click the application listed in the red box above to begin filling out your application*

## STEP #2: Reviewing & Signing the Housing Contract

- The first section that you will see provides information on the placement process for you at RWU.
- The last section is the beginning of the Housing Contract. **Please read and review the entire Housing Contract.** **NOTE: This contract is mutually binding for both the University and the student for the entire academic year, including winter intersession.**
- After you have reviewed the contract, provide your electronic signature at the bottom of the page and click “continue” to fill out the placement questionnaire.

Consent - Housing Contract

2023-2024  
Housing Contract  
Department of Residence Life and Housing

Thank you for paying your deposit and expressing interest in obtaining housing for the 23-24 academic year. The first step to obtaining housing is reviewing and signing the contract below the solid black line.

**Please take time to review all of the terms and conditions of this entire contract.** Similar to an off-campus lease agreement, signing this contract is a financial obligation and responsibility between you and the University.

As a reminder, once you sign this contract there is no refund of the housing deposit. So, if you have questions about the contract, please email [rwuhousing@rwu.edu](mailto:rwuhousing@rwu.edu) **before** signing this document.

**If you are under 18-years old:** Please review this with your parent/guardian, you as the student should sign below, and complete your entire application. Additionally, your primary parent/guardian indicated in your Housing Contract will receive an email to [verify parental consent](#), if this final step is not completed before First Year Housing Selection begins, you will not be eligible to select your space and your contract will be voided automatically.

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

This is the official and legally binding contract for your Housing Assignment. It is important to review this contract before continuing and signing.

If you agree, sign your name in the box below.  
If you do not agree, [exit the application here](#).

Clear

Continue >>

Provide electronic signature

## STEP #3: Filling out the Questionnaire

### List of Questions

Preferred First Name

Pronouns

Gender Identity

About Me

Confirming Intended Major

Introvert/Extrovert

Level of Optimism

Exercise Preferences

Smoker/Non-Smoker

Attitude toward alcohol use

TV & video streaming preferences

Study location

Noise level for studying

Sleep time

Wake-up time

Cleanliness level

Temperature preferences

High school extra curricular activities

Music preferences

Gaming Preferences

Weekend engagement level

Overnight guest preferences

### My Information - Housing Contract

What is your preferred first name? \*

Roger

5 of 300 characters

Please provide the best number we can reach you at (i.e. mobile phone) \*

123456789

Pronouns: \*

He/Him/His

To which gender identity do you most identify? \*

Male

Please indicate who you would be most comfortable living with. \*

Someone of the same gender identity as my own

### Helpful Hints for Completing the Housing Questionnaire

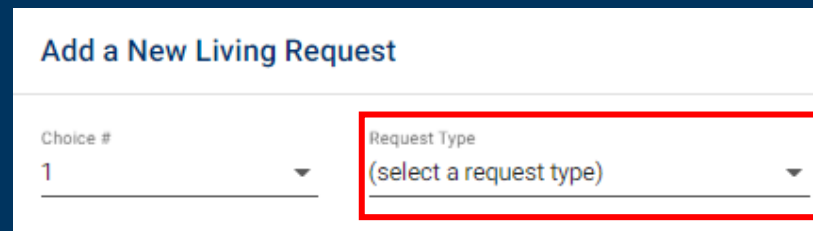
- **Complete this yourself:** Do not have a family member log in and complete it. Only you truly know yourself.
- **Reflect on each question:** Although your first instinct is probably the right answer, take time to think about each question and the long-term effects of each one.
- **Be honest:** You will likely be happier if your answers represent your preferences, not what you perceive your answers “should be.” The only “right” answers are those that best reflect you and your needs.
- **Made a mistake?** Don't worry! You'll be able to go back in and edit your responses.

**After you have completed the questionnaire, click “continue” to add you “Living Preferences”**

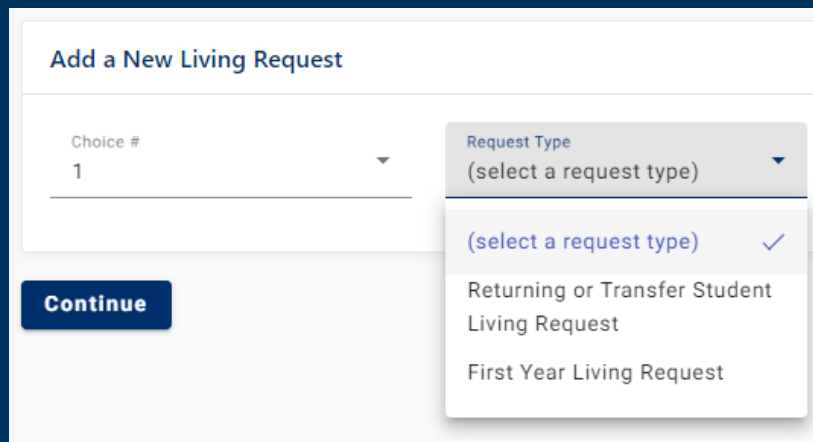
## STEP #3: Completing your Living Preferences

All students will be able to choose their specific room for the Spring 2024 term through our Housing Selection Portal in January. Choosing your room yourself will provide you the best chance of receiving your top choice. If you miss the Housing Selection period or wish not to participate, we will use these requests to place you by Friday, January 19th.

1. Click the Request Type Drop down menu and Choose “First Year Living Request” to view all First Year Housing Living Options. If you are a Transfer Student that would like to live with Upper-classmen students, you will need to choose “Returning or Transfer Student Living Request Living Request”.

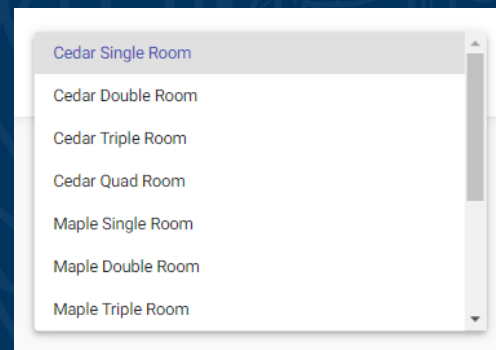


The screenshot shows the 'Add a New Living Request' form. The 'Choice #' dropdown is set to '1'. The 'Request Type' dropdown is highlighted with a red border and shows '(select a request type)'.



The screenshot shows the 'Add a New Living Request' form with the 'Request Type' dropdown menu open. The menu options are: '(select a request type)' (checked), 'Returning or Transfer Student Living Request', and 'First Year Living Request'. A 'Continue' button is visible below the form.

2. Once you have chosen your Request Type, you will be able to choose from the drop down menu after the equal sign which building and room type are your first, second, and third choice to live in for the Spring.



The screenshot shows a dropdown menu with the following options: Cedar Single Room, Cedar Double Room, Cedar Triple Room, Cedar Quad Room, Maple Single Room, Maple Double Room, and Maple Triple Room.

## STEP #3: Completing your Living Preferences (cont.)

- Once you have finalized your request, click the “Add” button to submit.



- To create additional requests, click the drop down menu under “Choice #”, to submit a second and third request.



- You can view all of your requests at the top of the page. You can change any requests by clicking the trash can icon and then completing steps 1-3.

Choice #	Request Name	Value	
1	FY Living Request	Cedar Single Room	
2	FY Living Request	Maple Single Room	
3	FY Living Request	Stonewall Single Room	

- After you have finalized your living requests, click “submit” at the bottom of the page to complete your Housing Application.

### Helpful Hints for Completing the Living Requests:

- If you submit a single room as one of your requests , you will automatically be entered into the Single Room Selection