Part 1 – Registration and group formation starts ................................................................. Oct. 18
You can register and form your groups early! But you MUST register before midnight the day BEFORE your registration starts.

Priority Points .................................................................................................................. Oct. 18-Nov. 1
Students who register for housing by agreeing to the housing license between Oct. 18 and Nov. 1 will be awarded 15 Priority Points. Priority Points will be added to academic credits that are used in determining time slots for room selection. Priority Points will be given to every student who registers between Oct 18 and Nov 1, so groups of students will accumulate points. Registering does not obligate you to continue the housing process.

Registration and group formation continues ................................................................. Nov. 2-Feb. 10

Learning Community applications due in area offices ...................................................... Jan. 25
The following Learning Communities are accepting applications: Hinman Public Service, Dickinson CoRE and Entrepreneurial LC. Visit the Community website to apply. If you are a student returning to the Hinman Public Service; CIW Politics, Law and Society or International Relations; Dickinson CoRe or Entrepreneurial LCs, please check your email as you will be contacted directly by the Community. Students who are applying into the learning communities must register in order to sign the University Housing License. If you are accepted into the Learning Community, you will not participate in the online housing process. Staff will place you in a room within the Learning Community. Students will be notified of their acceptance into the Learning Community prior to the start of room selection. For more information about learning communities: binghamton.edu/residential-life/communities/lc.html

Part 2 – Room selection .................................................................................................... Feb. 11 - Feb. 22
Students will choose a room/flat/suite/apartment.

Cancellation Deadline ..................................................................................................... March 7, 2019
All students who cancel housing will be assessed a $200 cancellation charge. Housing cancellation requests will not be accepted after March 7, 2019 unless a student is transferring, withdrawing, or studying abroad. Please contact the Community office of your 19-20 housing to cancel. Please note that the housing license covers the ENTIRE academic year. Spring semester cancellations are not permitted (unless you are leaving the University).

To access online housing sign-up and to view available bed spaces:
reslife.binghamton.edu/housing
The online housing process consists of TWO separate parts:

1. **Registration and group formation:** Oct. 18 - Feb. 10
2. **Room selection:** Feb. 11-22

To access the online housing process: reslife.binghamton.edu/housing

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**Part 1. Registration** – begins Oct. 18. All students MUST register before room selection starts in February. **You must register by midnight the day before your priority.**

- **Log onto the housing sign-up system** using your Binghamton University account username and password.
- **READ and SIGN the University Housing License.**
- **Optional Specialty Housing Agreements** – Gender Inclusive, Break Housing, Chem Free and/or Quiet Living:

  - If you plan to live in one of these spaces, you must sign the agreement for your specialty housing choice. If signing up as a group, **ALL members of the group must sign the SAME specialty housing agreements.**
    - If you accept one of these optional agreements (except for Gender Inclusive) and later decide not to sign up for one of these rooms, you do NOT have to rescind your acceptance.
    - If you accept the Gender Inclusive Housing agreement and later opt not to live in Gender Inclusive Housing, you must return to the Gender Inclusive Housing request page and remove your request by choosing “none of the above.” Gender Inclusive Housing is offered in pre-designated suites, flats, rooms and apartments on campus. If you choose this option, you will only be able to see Gender Inclusive Housing rooms. Students who choose Gender Inclusive Housing should understand that the room as well as the flat, suite, apartment is gender inclusive for the academic year.
  - Chem Free rooms are available in ALL the traditional communities.
  - Quiet Living is in Susquehanna Apartments Community.
  - Those needing Break Housing must select rooms in the Apartments Community, Delaware (Newing), Mohawk (CIW) or Windham (Mountainview). **NOTE: Break Housing is a higher room rate than non-break housing. Please check our housing rates before choosing this option:** binghamton.edu/residential-life/housing/rates.html

- **Group Formation** if you plan to sign up with a group of 2 or more people, continue to the steps below:
  - Choose a GROUP LEADER. The Group Leader will create a group and invite others to join the group.
  - All GROUP MEMBERS must accept the invitation to join the group.
  - Once everyone has joined the group the group leader needs to “verify group.” The Group Leader can also “delete group” should plans change.
  - If you join a group and then change your mind you can opt to “leave the group.”
  - The Group Leader can be changed, but be sure the Group Leader meets the requirement for the priority you are selecting your room under.
  - If you are considering a specialty housing option be sure everyone in your group signs the agreement(s). Everyone in the group must sign the SAME optional Specialty Housing Agreements.
  - Joining a group does not relieve you of responsibility for your housing. If your Group Leader is placing you in a bed, you need to go back into the housing portal and make sure you were properly housed. Likewise, if you were originally part of a group and then withdrew from the group, you need to make sure that you were not signed up by mistake. It is your responsibility to verify that your housing is correct.
  - If you plan to select a room in Newing, your group should not be larger than 2 people (3 if you want to select a triple room).

- **Individual students** if you plan to sign up alone, you can skip group formation and just register yourself.
Please Note:

- Throughout the housing process, communication will be sent exclusively through **YOUR B-MAIL**. Please check your B-mail often for updates.
- You can make **ONLY ONE selection** during the process. Once your room selection is made, the process is complete. You cannot go back and change your room selection during this process. A room change process will take place following room selection.
- If you fail to select a room, you will not be guaranteed on-campus housing.
- Remember, available beds may change between priorities. Make sure to review the available beds before the start of your priority to make sure your selection is still available.
- In order to form a group, all members of the group must have registered by logging into the housing system and signing the housing license.
- Off-campus students can participate but can’t be a group leader unless they are signing up in Priority 9.

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**Part 2. Room selection** – selection of room, suite, flat or apartment in one of our Residential Communities:

**Apartments Community:** Hillside and Susquehanna is **Feb. 11-13 (Priorities 1 – 4)**.

**Traditional Communities:** CIW, Dickinson, Hinman, Mountainview and Newing, is **Feb. 14-21 (Priorities 5 – 9)**.

**Determine Your Priority**

Your PRIORITY for room selection is based on where the members of the group currently live, where they want to live, and whether the group can completely fill a corridor double/suite/flat/apartment.

The time window an individual or Group Leader will be able to select a room is based on the average completed total credit hours* for the individual or group.

- **Room selection for individuals** – if you are selecting a room as an individual, you must still register. You will select your room using Priority 4 for the Apartment Communities. Room selection for Newing singles will begin in Priority 5. All other individuals who wish to select a room in the traditional communities, use Priority 9.
- **Room selection for groups** – if you are selecting a room with a group of 2 or more people, you will need to register, assign your Group Leader and form your group. Group Leaders will be in charge of signing up their entire group based on the Priority that fits their needs. Group members should check their housing to be sure they were properly housed.

* **Credit Hours:** Students will need to know their total credits earned to find the average credit hours. In-progress credits DO NOT count. Check your credits through Transcripts in BU Brain. Priority points will be added to total credits earned for each student. Group averages will be rounded to the nearest whole number.

**Room selection process**

It is best to start your room selection as soon as your time slot allows. If you don’t complete your room selection within the allotted time, you will have to select your room during the next time slot within your priority or the next priority for which you or your group meets the qualifications.
### Apartments Community

**Hillside and Susquehanna**

**Priorities 1 – 4, Feb. 11 and 13, Priorities 8 and 9, Feb. 20 and 21**

#### PRIORITY 1

**Keep your apartment in Hillside/Susquehanna**

Group Leader fills their current apartment with a group who currently live in the Group Leader’s community.

**Select room:** Mon., Feb. 11

10 a.m. – noon

**THIS IS A FILL PRIORITY**

#### PRIORITY 2

**Pull people into your community in Hillside/Susquehanna**

Group Leader fills any apartment in their current community with a group that lives anywhere on campus.

**Select room:** Mon., Feb. 11

1 – 4 p.m.

**THIS IS A FILL PRIORITY**

#### PRIORITY 3

**Sign up anywhere within Hillside/Susquehanna**

Group Leader fills any available apartment in Hillside or Susquehanna with their group. Group can currently live anywhere on campus.

**Select room:** Tues., Feb. 12

- 9 a.m. – 10 a.m. **61+ credits**
- 10 a.m. – 11 a.m. **31-60 credits**
- 11 a.m. – noon **0-30 credits**

**THIS IS A FILL PRIORITY**

#### PRIORITY 4

**Sign up anywhere within Hillside/Susquehanna**

Sign up alone or with a group for any remaining beds.

**Select room:** Wed., Feb. 13

- 9 a.m. – 10 a.m. **61+ credits**
- 10 a.m. – 11 a.m. **31-60 credits**
- 11 a.m. – noon **0-30 credits**

**THIS IS AN OPEN PRIORITY**

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### Need help?

**Sign-up Difficulties?** Call Residential Life immediately at 607-777-2028 or 607-777-2322. If you call after your priority has closed you won’t be able to select a room until your next eligible priority. If you reconfigure your group once your priority has started, make sure to call Residential Life immediately for assistance.

**If you experience any difficulty while choosing your room, CALL Residential Life IMMEDIATELY.** Emails may not be answered in a timely manner.

If calling after hours or emailing, give your name, phone # and description of the problem.
<table>
<thead>
<tr>
<th>PRIORITY 5</th>
<th>PRIORITY 6</th>
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<tbody>
<tr>
<td><strong>Keep your current room/suite/flat</strong>&lt;br&gt;Group Leader fills their current room/suite/flat with a group who currently live in the Group Leader’s community.</td>
<td><strong>Fill a different corridor double/suite/flat in your current community</strong>&lt;br&gt;Group Leader fills any corridor room/suite/flat in their current community with a group who currently live in the Group Leader’s community.</td>
</tr>
<tr>
<td>Select room: Thurs., Feb. 14&lt;br&gt;9 a.m. – 11 a.m.</td>
<td>Select room: Fri., Feb. 15&lt;br&gt;1 – 5 p.m.</td>
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<th>PRIORITY 7</th>
<th>PRIORITY 8</th>
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<tbody>
<tr>
<td><strong>Pull people into your community</strong>&lt;br&gt;Group Leader fills any corridor room/suite/flat in their current community with a group who currently live anywhere on campus.</td>
<td><strong>Fill a corridor double room/suite/flat anywhere on campus</strong>&lt;br&gt;Group Leader fills any corridor room/suite/flat in any community with a group who currently lives anywhere on campus.</td>
</tr>
<tr>
<td>Select room: Tues., Feb. 19&lt;br&gt;9 a.m. – 10 a.m.</td>
<td>61+ credits&lt;br&gt;10 a.m. – 11 a.m.</td>
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<th>PRIORITY 9</th>
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<tbody>
<tr>
<td><strong>Sign up anywhere</strong>&lt;br&gt;Sign up alone or with a group for any remaining beds.</td>
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</tr>
<tr>
<td>Select room: Thurs., Feb. 21&lt;br&gt;9 a.m. – 10 a.m.</td>
<td>61+ credits&lt;br&gt;10 a.m. – 11 a.m.</td>
</tr>
<tr>
<td><strong>THIS IS AN OPEN PRIORITY</strong></td>
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**Students who sign up in priorities 5 and 6 are guaranteed to return to their community.**

Room selection for apartments will re-open in Priorities 8 and 9.

If you miss Priority 9, you will not be guaranteed on-campus housing.
Frequently Asked Questions:

What are my chances of getting a single? Most singles on campus are either in the Apartments or in Dickinson flats. There are a very limited number of free-standing single rooms in Newing. Singles are available on a first come-first served basis based on the housing priorities. For apartment singles use Priorities 1–3 if signing up with a group to fill an apartment, or priority 4 if signing up as an individual. For Newing singles use priorities 5–9. For Dickinson singles use priority 5–8 if signing up with a group to fill a flat, or priority 9 if signing up as an individual.

What if I am not available during or miss my sign-up time? The Leader of any group should be someone who is going to be available during the designated Priority time. However, a Leader or an Individual can sign up in any later Priority that matches the groups composition. Please understand the longer you wait, fewer rooms/suites/flats/apartments will be available.

How are the credit hours determined? The credit hours of the group are determined by taking the average completed credit hours of all the group members. Credit hours are those you have earned and therefore do not include the credits you are taking this semester or credits you have not yet transferred to Binghamton. Check your credits through transcripts in BU Brain. We will round to the nearest whole number. Priority Points are added to your credit hours for students who completed part 1 before Nov. 1.

What if I want to sign up for my current room/suite/flat/apartment but not with my current room, suite, flat or apartment mate(s)? If you and your current room/suite/flat/apartment mate(s) are not planning to room together again, you should talk and decide which one of you is going to keep your current space. Having this conversation early will allow everyone to plan and make the best possible housing decisions.

If I sign the Chem Free or Quiet Living Specialty Housing Agreement, does that mean I must live in a Chem Free or Quiet Living Community? No, agreeing to the Chem Free and Quiet Living agreements in the housing application only makes you eligible to live in those communities. You will still be able to choose the housing option you prefer based on what is available during your priority.

I’m not able to choose a Specialty Housing option? If you are receiving a “profile error” then one or more members of your group have not completed the appropriate agreement for that space. Make sure you have signed the specialty housing agreement. If you’re signing up as a group, make sure that ALL MEMBERS have signed the same specialty housing agreements or you won’t be able to sign up for those options.

What if our group is too large for the space that is available? The Leader may decide to remove members from the group by assigning only some of the members. The unassigned person would then have to be invited to join another group or select their room as an individual. (Example: If you have a group of 6 and you house 4 of your group members in a 4 person flat, you will not be able to house the other 2. In this case, it is strongly encouraged that you tell these group members, so they can join another group or sign up alone.)

What if our group is too small to fill the space we want? Groups that cannot completely fill a suite/flat/apartment sign up in Priority 4 for the Apartments and Priority 9 for the traditional communities.

What if no space is available where I want to live? You will need to select a different hall and/or community where space is available to ensure that you/your group is housed for 2019-2020. There will be a room change process following room selection, but space will be limited. Watch your Binghamton email and Residential Life web page for details.
**How do I sign up for Graduate Student housing?** Graduate student housing is only available in Adirondack House in the Apartments Community (Hillside). Graduate students can select their room in Priorities 1 – 4.

**What if I want to live with someone who is currently in a SUNY sponsored study abroad or NSE program?** The study abroad or NSE student is considered a current resident of the residential community in which they resided in the fall 2018 semester. If they did not live on campus during fall 2018 they will not be able to be a Group Leader and will only be able to sign up during priorities in which group members can currently live any place on campus (Priorities 8 or 9).

**Can I live with an off-campus student or a student being readmitted?** Please email your specific request to reslife@binghamton.edu. Upon request the off-campus student will be made eligible to participate in the housing process. Off-campus students cannot be Group Leaders and will only be able to select a room during priorities in which group members can currently live any place on campus (Priorities 8 or 9).

**I am currently an off-campus student, can I still sign up for on-campus housing?** Please contact Residential Life at: reslife@binghamton.edu and we will make you eligible to participate in housing sign-ups. Off-campus students cannot be Group Leaders and will only be able to select a room during priorities in which group members can currently live any place on campus (Priorities 8 or 9).

**What if I want to sign up as a group with a new, incoming fall 2019 freshman or transfer student?** Unfortunately we are unable to hold a space for fall admits.

**Can I live with a new spring 2019 student?** New spring 2019 students are eligible to participate in this housing process and will be able to select rooms with other returning students during room selection in February.

**What is Gender Inclusive Housing?** Gender Inclusive Housing seeks to provide an environment that is welcoming to all gender identities and is not limited to the traditional gender binary (male and female). Students who choose this option will be permitted to have roommates, flatmates, and suitemates regardless of gender identity. Gender Inclusive Housing is offered in all six residential communities. Please note, if you sign the GIH agreement and then choose not to live in GIH, you must return to the Gender Inclusive Housing request page and remove your request by choosing “none of the above.”

**Can I select a different room once I have signed up?** There will be a room change process following room selection. Watch for details on your Binghamton email and the Residential Life web page. Please note that space will be very limited during the room change process.

**I missed housing sign-ups, can I still live on campus?** The housing sign-up process will re-open after room selection ends. Based on availability, residents that missed the returning student sign up process may select a room as an individual. Please note that if you do not select a room by the end of Priority 9, you are no longer guaranteed on-campus housing.

**Can I cancel my housing?** Once you select a room you are committed to living on campus for the entire 2019-2020 academic year. If you select a room and then change your mind you have until March 7, 2019 to cancel. All students who cancel their housing after selecting a room will incur a $200 cancellation charge. Cancellation requests received after the March 7 deadline will be denied unless you are leaving the University or studying abroad. For complete information regarding the cancellation policy see the University Housing License.

**What if I’m considering study abroad?** In order to be sure that you have housing, you will need to sign up. If you study abroad, you will be able to cancel your housing and the $200 cancellation charge will be waived.
Living on campus is the best way to make friends and build connections that will last a lifetime. You are our #1 priority and no one is better at creating a community than we are. Our new housing process allows you plenty of time to find the right community, the best friends to live with and the perfect home away from home.

**Oct. 18–Feb. 10:** Part 1 – Registration. Students can sign the housing license, apply for a learning community and begin to form groups (for rooms/suites/flats/apartments). Registering does not obligate you to continue the housing process.

**Oct. 18–Nov. 1:** Start the registration process before November 1 by agreeing to the housing license and earn 15 Priority Points. These points can help you and your group receive an earlier time slot within your priority during room selection in February.

**Feb. 11–22:** Part 2 – Room selection. Students will choose a room/flat/suite/apartment.

For more information: bit.ly/oncampushousing