ROOM RESERVATION INFORMATION

<table>
<thead>
<tr>
<th>Date</th>
<th>2020-21 Room Reservations</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 11-12</td>
<td>Returning Southwest Hall same room reservations</td>
</tr>
<tr>
<td>Beginning November 13</td>
<td>Southwest Hall reservations for returning students with 30 or</td>
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<td></td>
<td>more credits or 19 years of age or older <strong>at the time you submit</strong></td>
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<td></td>
<td>the $150 and E-contract.</td>
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<tr>
<td>February 17-19</td>
<td>Returning students same residence hall room reservations</td>
</tr>
<tr>
<td>Beginning February 20</td>
<td>Returning students with 60 or more credits begin reservations</td>
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<tr>
<td>Beginning February 24</td>
<td>Returning students with 30-59 credits begin reservations</td>
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<tr>
<td>Beginning February 27</td>
<td>Returning students with 15-29 credits begin reservations</td>
</tr>
<tr>
<td>Beginning March 2</td>
<td>Returning students with less than 15 credits begin reservations</td>
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**ATTENTION:** Please note that college credits earned in high school do not count towards the above credits for room reservations. Regardless of credit status, we are pleased to be able to offer multiple choices of housing options. Our priority is the success of our students, and our residence hall communities are targeted to support students based on years in college rather than credits earned.

**ACCOUNT HOLD:** Students that have a hold on their PASS account are unable to submit an e-contract until the hold is removed. Please log into PASS to determine the reason.

**NOTE:**
- Students view only available spaces for their gender.
- **IMPORTANT:** Current students must place themselves in a bed. **If you are the group leader, you must also place your roommate(s) in a bed.**

**February 17-19, 2020**
- Current students submit $150 prepayment and online E-contract for same space.
- Roommate requests are not available during same space reservations.
- Beginning February 20, residents may request roommate(s) based on their credit window. Current students may reserve with each other for the same room/suite and do not need to use the roommate group process.
• **ONLINE PROCESS** - Log into your PASS account and click on “Housing/Meals” to reserve a residence hall space. Please be aware that a residence life and meal contract are started when you click Apply. If you do not plan to be in the halls or on a meal plan, do not click the Housing/Meals tile.
• If you are unable to access the tile, please change to another browser as Firefox or Chrome is preferred.

**RESIDENCE LIFE INFORMATION**
• The $150 prepayment is required when submitting the on-line contract.
• **IMPORTANT:** Students are unable to view residence hall spaces unless the $150 payment is paid. **DO NOT** submit the $150 prepayment if you do not wish to be in a contract next fall.
• If students are interested in moving to another residence hall/room, they must follow the room reservation schedule.

**MEAL PLAN INFORMATION**
• There is no prepayment for a meal plan.
• If you select a meal plan and do not proceed with the e-contract, a meal plan charge is placed on your PASS account. If you wish to remove the meal plan, please contact the Meal Access Office at mao@uwplatt.edu or call 608.342.1404.
• Commuter Meal Plan: These plans are for off campus students only. If you will not be in the residence halls, you must select this option.

**2020-21 RESIDENCE HALL ROOM RENT:**
The Board of Regents approves rates in July for the upcoming academic year. There may be a 2-4% increase.
• **Traditional Room** (double occupancy) - $2045 per person per semester or $4090 per year.
• **Renewed Traditional** (Melcher Hall and Porter Hall) - $2260 per person per semester or $4520 per year.
• **Cooper Living Learning Center** (Agriculture Living Learning Community) - $2045 per person per semester or $4090 per year.
• **Elevated Traditional** (Dobson Hall) - $2315 per person per semester or $4630 per year.
• **Rountree Commons** (semi-suite style) - $2895 per person per semester or $5790 per year.
• **Bridgeway Commons** (semi-suite style) - $2900 per person per semester or $5800 per year.
• **Southwest Hall** (suite style) - $2980 per person per semester or $5960 per year.
IMPORTANT: Students must choose a residence hall based on their financial situation.

- When a student moves into their fall residence hall, you are unable to room change between tiers.
- Students in the traditional halls may transfer to the suite halls.
- Students in Bridgeway, Cooper, Rountree or Southwest may not transfer to the traditional halls.

RESIDENCE LIFE E-CONTRACT:

- **All residence hall E-contracts are academic year contracts.**
  - When a student submits the E-contract, it is legally binding.
  - No cancellations of E-contract are permitted unless you no longer attend UW-Platteville.
  - $150 prepayment is due at the time of room reservation.
    - Pay on-line via credit card or
    - Submit a check/money order to the Department of Residence Life, 120 Royce Hall, 1 University Plaza, Platteville, WI 53818-3099.
    - **Please be aware that UW-Platteville will no longer accept $100 bills for those students paying in cash.**
- The E-contract is considered legally binding once a resident has check-marked the box agreeing to contract terms and submitted the $150 prepayment.
- **Residents should not reserve if they are unsure of housing plans for next year. It is imperative that they are sure as they will be held to their E-contract, despite signing a lease with an off-campus entity.**
- Freshmen and sophomore students that do not submit the E-contract are contacted in March to verify their compliance with the residency requirement for 2020-21.
- The Department of Residence Life does not offer one semester contracts. Students participating in a university sponsored program (study abroad, co-op, internship, student teaching) or active military service for the spring semester of 2021 will not be held to their E-contract. We will confirm your involvement to ensure compliance.

**ATTENTION:** Students that submit the E-contract for 2020-21 and then are in a university sponsored program for the fall must notify Residence Life. The $150 residence life prepayment will be deferred from fall to spring. Students that have a fall university sponsored program are required to return to the residence halls when they return for the spring semester. Our office will not know what spaces are available until the semester break of 2020-21.
ROOMMATE REQUESTS:

- **Helpful Information**
  1. If you know your specific room, hall, and roommate(s), you do not need to use the roommate group process. Communicate with your roommate(s) and submit the E-contract at the same time without creating a group.
  2. In order to search for a roommate or send someone a request to join your group, they must also have a completed application.
  3. Do not create a roommate group until you are ready to commit to that roommate request. You will not be “searchable” once you have created and/or accepted a roommate request.
  4. You and your roommate should have similar living preferences, especially as it relates to if you would like to live in a traditional hall, suite style hall, etc.
  5. Do not have a roommate in mind? That’s ok! The questions you answered helps find one for you. However, you can also use one to two of those questions to search for a roommate match! With new applications being completed daily, you can also check back later.

    **If the requested roommate does not accept within seven days, the request is automatically removed.**

- **How to Complete a Roommate Request**
  Roommate preferences are completed by making roommate groups. Please note that all traditional hall rooms are double occupancy so your group size is limited to two people (yourself and one other).

  All roommate requests must be mutual. Additionally, roommate requests are not guaranteed and are accommodated on a space-available basis.

  1. Designate one person as a group leader.
  2. The group leader should visit the Roommate Request section to create a unique group name and a unique password.
  3. Provide that group name and password to your desired roommate.
  4. Your desired roommate **MUST** have a completed housing application.
  5. Your desired roommate must revisit the Roommate Request section, click “Join a Roommate Request” and type in the group name and password.
  6. The group leader must log back in and accept the request to join the group in the Roommate Request section.
  7. The group leader must also verify the group. This informs our office that your group is set.

Only ONE person of your roommate group should make a group. This is because you cannot be part of a different group once you have already made a group of your own.
• Verifying your Roommate Group is Complete

The main reason roommate requests are not accommodated is typically due to roommates groups not being complete. If you are the group leader of your roommate group, you will need to revisit this page BEFORE the deadlines and make sure your roommate has joined your group and that you have accepted their request to join.

ELIGIBILITY REQUIREMENTS FOR SOUTHWEST HALL:

• Students must have 30 or more credits OR be 19 years of age or older at the time they submit their E-contract and $150 prepayment.

• Only students with 60 or more credits are eligible to live on 6th floor of Southwest Hall.

• If Southwest Hall is not an available hall preference to you:
  o When you are 19 years of age or obtain 30 or more credits, you may reserve a space in Southwest Hall pending availability.

• Students with less than 60 credits are required to be on a meal plan.

GENDER INCLUSIVE HOUSING:

• Students interested in living in a gender inclusive suite, meaning suites mixed by gender, may reserve an available space.

• Gender inclusive housing is only available in Southwest Hall.

• There must be a group of four to be in a gender inclusive suite.

• Residence Life does not provide names of students to groups that do not have four persons.

• When a student logs in, they view only available spaces for their gender.

• Each person must submit their own contract and reserve an available space.

• When all four people have reserved a space, you may remain in the suite you reserved if space is available or Residence Life will move the group of four to another open suite if space permits.

• When you have a group of four and all have submitted the $150 prepayment and reserved an open space, please come to Residence Life, Royce Hall. Each person must sign the gender inclusive agreement.

New freshmen are not eligible to live in Southwest Hall unless approved by the department. Students can live as they are comfortable by sharing space with men and women. For example, three women could live with a man, or two women and two men could live together etc. This is not required, so if you are not interested in this option, you do not have to reserve with a mixed gender group. There are same gender suites in Southwest Hall for students to choose as well.