

Room Swap Tutorial (During Housing Selection)

Updated 2/25/2021

1. Enter the Room Swap process by clicking on the header link or menu item titled "Room Swap"
2. Select the room assignment you would like to room swap out of

Room Selector

Please select the room you would like to swap out of from the options below.
Room swap functionality is only available for Fall 2021 room assignments before the semester begins.

Fall 2021
(8/18/2021 - 12/15/2021)
026-101 Triple

Select

3. Enter your first preference of area of campus and room type that you are open to room swap into in the two fields that will show automatically.
 - a. You will need to add at least 3 more preferences (4 total) by clicking "Add Preference" before you will be able to continue.

Room Swap Preferences

You are selecting preferences for a room to replace your current room: 026-101 for Fall 2021.

Add Preference

Order	Location	Room Preference	
1	---Please Select---		Delete

Please add at least 4 preferences. Please select at least 2 unique locations.

Save & Continue

Order	Location	Room Preference	
1	Commons	Commons Double	Delete
2	Campus East	Campus East Double	Delete
3	Hill	Hill Triple	Delete
4	Quad Living	Quad Double	Delete

4. After you fill out your 4 preferences and click “Save & Continue,” you will be taken to the Room Swap Management page. This is where you will be able to monitor any room swap requests that you send to another student or any requests that are sent to you. If this is your first time here, you will most likely not see any requests displayed on this page.
 - a. To submit a new room swap request, click “New Request”

Room Swap Management

You are selecting a room to replace your current room: 026-101 for Fall 2021.

Outgoing Requests

There are no outgoing requests.

Incoming Requests

There are no incoming requests.

New Request

5. This will take you to the “Room Swap Search” page where you will be able to see any other students that are open to swapping rooms and whose current room and room swap preferences meet yours. Students open to swapping rooms will show up on this page if the following conditions are met:
 - a. Their room type and area of campus matches one of your 4 preferences
 - b. Your room type and area of campus matches one of their 4 preferences
 - c. Their classification as a new or returning student matches your own
 - d. Their gender matches your own

Room Swap Search

You are selecting a room to replace your current room: **026-101** for **Fall 2021**.

My Preferences

Predefined ▾

Location

☐ 001

☐ 002

☐ 003

Room Type

☐ Bathroom

☐ Double

☐ Inventory

Their Preferences

Predefined ▾

1st 2nd

Fall 2021

003-B103 (Double)

Currently booked by:
John Smith

[Room Details](#) [Send Message](#)

[Request Swap](#)

1st 3rd

Fall 2021

001-A304 (Double)

Currently booked by:
Michael Jones

[Room Details](#) [Send Message](#)

[Request Swap](#)

[Previous](#) **1** [Next](#)

6. While classification (new student vs returning student) and gender filters will always apply to the results on this page, you can change the areas of campus and room types you are searching in by changing the drop downs underneath “My Preferences” or “Their Preferences” to read “Custom.” This will allow you to use the check boxes to indicate specific buildings or room types.
 - a. The check boxes on the left are used to indicate your preferences and the check boxes on the right are used to indicate the other students’ preferences.

My Preferences

Custom ▾

Location

☒ 001

☐ 002

☐ 003

Their Preferences

Predefined ▾

1st 3rd

Fall 2021

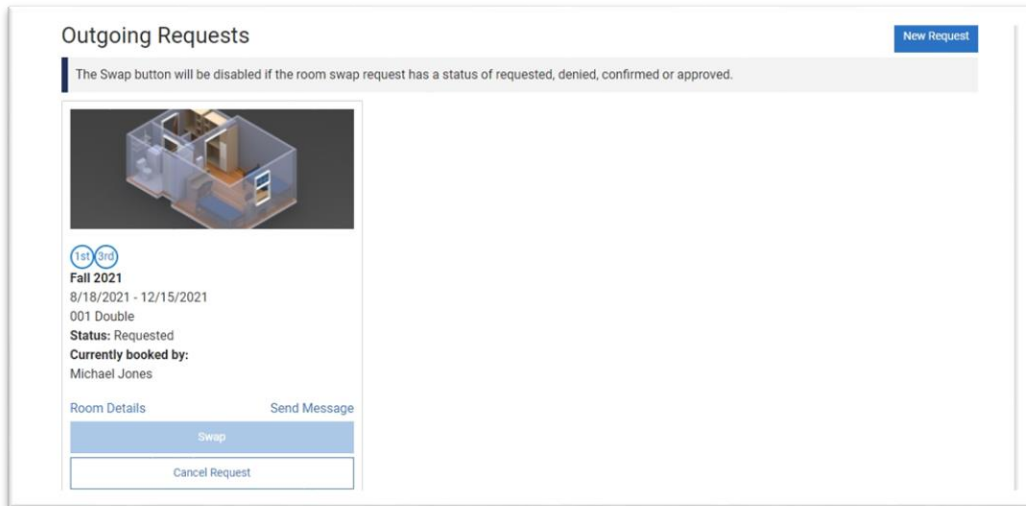
001-A304 (Double)

Currently booked by:
Michael Jones

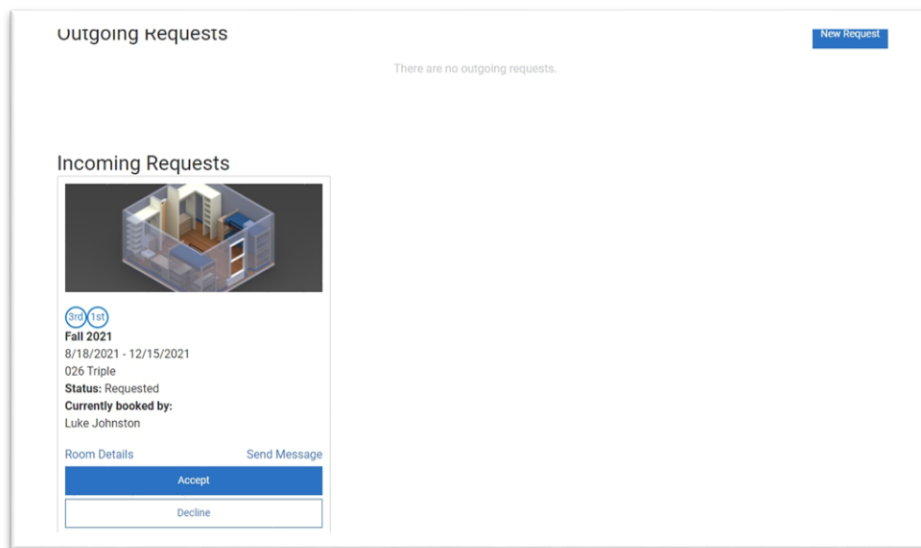
[Room Details](#) [Send Message](#)

[Request Swap](#)

7. To request a swap, click “Request Swap” on the card of the room you would like to swap into
8. This will send an email to the student currently in that room asking if they would like to accept your swap request. You can see any outgoing swap requests on your Room Swap Management page.



9. The student you have requested a room swap with will be able to see your request on their own Room Swap Management page under the “Incoming Requests” section.
 - a. They can either click “Accept” or “Decline” on the card showing to them



10. You will receive an email with their decision. If they choose to accept your request, you will receive an email telling you to return to your Room Swap Management page to finalize the room swap.
11. Once you have returned to the Room Swap Management page you will be able to see the accepted request in your “Outgoing Requests” section.
 - a. To finalize the request, click “Swap” on the card.

Outgoing Requests



1st3rd

Fall 2021
8/18/2021 - 12/15/2021
001 Double
Status: Accepted
Currently booked by:
Michael Jones

[Room Details](#)[Send Message](#)

[Swap](#)

[Cancel Request](#)

12. This will take you to a confirmation page where you can review the room information one more time before confirming your desire to complete the room swap.

Room Swap Confirmation

Room To Swap

Fall 2021
026-101 Triple

New Room

Fall 2021
001-A304 Double
Currently booked by:
Michael Jones

This room matches my 1st preference.
My room matches their 3rd preference.

[Go Back](#)

[Save & Continue](#)

13. Upon clicking “Save & Continue” you will be taken to a final confirmation page that will tell you that your room swap is complete.

Room Swap Complete

The room swap has successfully completed.

14. *Note: If you are a part of a roommate group with other students, you will not be able to re-assign those students to your new room through the room swap process. You will need to return to the Housing Selection process and follow the roommate assignment instructions there.*