

Room Selection Guide for Roommates

Below is a guide to help you think through some common questions that will allow your group leader to pick the best option for your group based on remaining room availability at time of your room selection.

Things to keep in mind while completing this form

- Have all roommates completed and mutually preferred each roommate on the contract?
- If a roommate is in a CAT Community, which hall is required?
- Have any roommates selected break housing? *Only available in Marlatt, Moore, Wefald, & West Halls*
- Is everyone in agreement on room type and price? Use the online Explore Your Options worksheet to review all the available room types and prices.
- What is your plan if there is not a room type available to accommodate your group size? (i.e. a group of 4 and no more 4 person suites available) If you need to break into smaller groups, who would be the new group leader(s)?
- Who has the earliest selection date and time? Is that individual willing to be the group leader? Who will select the room for your group?

STEP ONE: Once everyone has completed the contract, fill in the following columns:

	Roommate 1	Roommate 2	Roommate 3	Roommate 4
<i>Name:</i>				
<i>Contract date:</i>				
<i>All roommates preferred?*</i>				
<i>CAT Community hall:</i>				
<i>Breaks selected:</i>				
<i>Selection date/time:</i>				

*Any roommate who is not mutually confirmed by all members will not be included in the group reservation. Please make sure all roommates are confirmed on everyone's contract prior to your group leader's room selection time.

STEP 2: Who will be the group leader? _____

STEP 3: What is our hall, room type and floor preferences?

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Top Hall Choices</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>	Top Hall Choices						<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Top Room Choices</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>	Top Room Choices						<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Floor Preference</th> </tr> </thead> <tbody> <tr> <td>____ Lower Floors</td> </tr> <tr> <td>____ Upper Floors</td> </tr> </tbody> </table>	Floor Preference	____ Lower Floors	____ Upper Floors
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STEP 4: What is most important to our group if we do not get our top preferences?

Please rank:

<i>My Roommates</i> ()	<i>Hall</i> ()	<i>Room Type</i> ()	<i>CAT Community</i> ()
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STEP 5: What hall would we pick based on preference and what is the cost of each preference?

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Top Preferences														
Semester Room Cost (Per Person)														

Room Selection Guide for Roommates (Example)

Below is a guide to help you think through some common questions that will allow your group leader to pick the best option for your group based on remaining room availability at time of your room selection.

Things to keep in mind while completing this form

- Have all roommates completed and mutually preferred each roommate on the contract? **No; Shelley needs to preference all roommates.**
- If a roommate is in a CAT Community, which hall is required? **Yes; Shelley needs any hall in the Kramer Community and Lainen needs Marlatt Hall.**
- Have any roommates selected break housing? *Only available in Marlatt, Moore, Wefald, & West Halls* **Yes; Goodnow not eligible**
- Is everyone in agreement on room type and price? Use the online Explore Your Options worksheet to review all the available room types and prices.
- What is your plan if there is not a room type available to accommodate your group size? (i.e. a group of 4 and no more 4 person suites available.) If you need to break into smaller groups, who would be the new group leader(s)? **See notes below in the light gray box in the lower right hand corner.**
- Who has the earliest selection date and time? Is that individual willing to be the group leader? Who will select the room for your group? **Lainen; because she is in a CAT Community.**

STEP ONE: Once everyone has completed the contract, fill in the following columns:

	Roommate 1	Roommate 2	Roommate 3	Roommate 4
Name:	Kara	Heather	Lainen	Shelley
Contract date:	November 2 nd	November 2 nd	December 1 st	February 28 th
All roommates preferred?*	Yes	Yes	Yes	No
CAT Community hall:	N/A	N/A	Marlatt	Kramer Community
Breaks selected:	No	No	Yes	No
Selection date/time:	5/2 @ 3:00 PM	5/4 @ 3:30 PM	4/18 @ 3:30 PM	4/18 @ 4:30PM

*Any roommate who is not mutually confirmed by all members will not be included in the group reservation. Please make sure all roommates are confirmed on everyone's contract prior to your group leader's room selection time.

STEP 2: Who will be the group leader? Lainen

STEP 3: What is our hall, room type and floor preferences?

Top Hall Choices
Marlatt
Goodnow
Wefald
Haymaker
West

Top Room Choices
2 Person x 2 Person Suite (2x2)
4 Person Private Suite (4PP)
(2) Traditional Doubles
(2) Traditional Private Doubles (TP)
(2) 2 Person Private Suites

Floor Preference
<u> </u> Lower Floors
<u> x </u> Upper Floors

STEP 4: What is most important to our group if we do not get our top preferences?

Please rank:

My Roommates (2)	Hall (4)	Room Type (3)	CAT Community (1)
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STEP 5: What hall would we pick based on preference and what are the costs?

Top Preferences
Marlatt 2 Person x 2 Person Suite (2x2)
Marlatt 4 Person Private Suite (4PP)
Marlatt (2) 2 Person Private Suite (2PP)
Goodnow 2x2 (Not a valid option...see notes)
Goodnow 4PP (Not a valid option...see notes)

Semester Room Cost (Per Person)
\$3,565.00 + Meal Plan
\$3,345.00 + Meal Plan
\$3,725.00 + Meal Plan
(Not a valid option...see notes)
(Not a valid option...see notes)

NOTES:

Due to break housing and the CAT Community selected by Lainen, Marlatt Hall is the only option.

To consider Goodnow Hall, you need to remove Lainen from the group and Shelley becomes the group leader only if all roommates are confirmed by Shelley.

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