



**Policy Title:** Room Assignment Policy – Beyond First Year Students

**Date Established:** Historical policy

**Office with Administrative Responsibility:** Housing and Residence Life

**Functional Area:** Admissions

**Approver:** Director, Lynn Charron

**\*Revision Date(s): February 8, 2024, October 2024, January 2026**

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### ***Purpose***

This policy pertains to the methods used to assign residence rooms that are designated as beyond first year types.

### ***Scope of Policy***

This policy pertains to all beyond first year applicants to residence.

### ***Definitions***

The definitions below are specific to the development and maintenance of this policy

1. “Beyond First Year Students”: Residents who have completed their first year of their undergraduate degree and/or who have received recognition as completing the first year of their undergraduate degree, including but not limited to transfer students, graduate students, professional school students
2. “Returning residents”: Residents who are living in residence at the time of application for the following year.
3. “Modified first come first served”: Returning residents are provided with the opportunity to select their own room from rooms that are predetermined to be used as beyond first year spaces. All other beyond first year students will be assigned on a first come first serve basis based on their room preference indicated on the application and availability of beyond first year spaces. Students who have submitted an accommodation or unique needs request may be placed first if it is determined that their accommodation or unique need would present an extreme hardship in finding accommodations outside of residence.
4. “Assignment Categories”: The types of groups we use to determine room types and assignment order. These include domestic first year, international first year, beyond first year, returning residents, Living Learning Communities (LLC), student athletes, exchange students and students who have submitted an accommodation or unique needs request.

### ***Policy Statement***

Housing and Residence Life assigns beyond first year student within all assignment categories using a modified first come first serve basis based on availability of beyond first year room types.

Applications that are not complete will not be considered for room assignment.

### ***Roles and Responsibilities***

1. The Director is responsible for:
  - a. Determining how residence spaces will be designated each year (ex. Beyond first year spaces, first year spaces, LLC spaces etc.).
2. The Admissions Secretary is responsible for:
  - a. Assigning the students based on the categories

### **Review By**

Review every January



**Policy Title:** Procedures for Implementing Policy on Room Assignments – Beyond First Year Students

**Date Established:** Historical Procedure

**Office with Administrative Responsibility:** Housing and Residence Life

**Functionality Area:** Admissions

**Approver:** Director

**Revision Date(s):**

- January 2026

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### **Scope**

These procedures apply to the implementation of the Policy on Room Assignments for beyond first year students.

***Procedure***

1. The director determines which residence building(s) the beyond first year students will be housed.
2. The admissions secretary assigns based on availability in the designated building(s).