



Policy Title: Room Assignment Policy – 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**

Purpose

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

Scope of Policy

This policy pertains to all first-year applicants to residence

Definitions

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

1. “First year students”: means the student is entering their first year of undergraduate education
2. “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.
3. “Modified lottery system”: A predetermined number of rooms are held for returning residents, Living Learning Communities, student athletes, exchange students, and students who have submitted requests for accessibility or special accommodations. These rooms are assigned before those of applicants in other categories based on room preference indicated in their residence applications. All remaining residents eligible for a guaranteed space in residence (see Domestic First Year Guarantee Policy & International First Year Guarantee Policy) are assigned next using a randomized process based on room preference indicated in their residence applications. All remaining residents are assigned using a randomized process based on residence type rankings indicated in their residence applications.

Policy Statement

Housing and Residence Life assigns first year students within all assignment categories using a modified lottery system to assign rooms. Whenever possible roommates selected during the self-selection process will be honoured during the assignment process. This may cause a resident to be ineligible for a specific LLC so residents are encouraged to ensure they have selected a roommate based on their community preference.

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 using the modified lottery system

Review By

Review every January

Commented [MV1]: Do we mention housing guarantee for first year students?

First come first serve basis (single/double). Noted deadline?

Roommate selections - are determined by questionnaire or by their choice (friend)

Commented [LC2R1]: We have a different policy that addresses the guarantee, this one is just the way we actually do the assigning. I think we can add some information about roommate selections in the procedure - I can do a bit of work on that part



University
of Windsor

Policy Title: Procedures for Implementing Policy on Room Assignments – 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

Scope

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

Procedure

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

Formatted: Font: (Default) Calibri