





# Concordia University Wisconsin

## Office of Residence Life and Student Conduct

### Room/Hall Preference Request

Print Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Gender \_\_\_M \_\_\_F

#### POLICIES

- This sheet must be submitted with the Residence Hall and Food Service Agreement.
- If you list a roommate(s), the Office of Residence Life (ORL) will attempt to honor your request. Your name must also appear on your roommate's Preference Request in order to be considered a valid request. The ORL will not reserve space or assign rooms until ALL roommates requesting one another have completed their housing agreements and submitted their housing security deposits.
- The ORL retains the right, at any time, to assign a student to any room, to assign roommates to any student, and/or to accept or deny housing to any student. Conduct and GPA standards may be required to live in certain halls in addition to seniority.
- Students wishing to occupy a room together must request a room in which they can fill the occupancy. For example, 2 people cannot request a 3-person room. You will either be assigned another roommate or another room. In some circumstances it may be possible to overbook a room; however, you must get approval from the ORL.
- Please sign below and complete the bottom portion of this sheet.

I have read and understand the statements above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### INSTRUCTIONS

1. The ORL will assign rooms based on the total number of fall and spring semesters you and your roommate(s) have accumulated in CUW Housing and the date the completed housing application was received. **Please rank at least 3 halls, in case you are unable to get into your hall of your first choice.**
2. List your roommate choice and the total number of semesters each of them has lived in the residence halls at CUW.
3. Combine the total number of semesters between all listed roommates and enter that number in the box provided. Listing false information will result in a forfeiture of housing seniority.

<p><u>Women's Halls</u> (Rank in order of preference from 1 to 8.)</p> <p><input type="checkbox"/> <b>Augsburg</b></p> <p><input type="checkbox"/> <b>Heidelberg</b></p> <p><input type="checkbox"/> <b>Katharine</b></p> <p><input type="checkbox"/> <b>Regents</b></p> <p><input type="checkbox"/> <b>Wartburg</b></p> <p><input type="checkbox"/> <b>Woodmere Apartments</b> (not available to first year students)</p> <p><input type="checkbox"/> <b>Coburg</b> (if available)</p> <p><input type="checkbox"/> <b>Guest House</b> (if available)</p>	<p><u>Men's Halls</u> (Rank in order of preference from 1 to 7.)</p> <p><input type="checkbox"/> <b>Augsburg</b></p> <p><input type="checkbox"/> <b>Peace Center</b></p> <p><input type="checkbox"/> <b>Regents</b></p> <p><input type="checkbox"/> <b>Wittenberg</b></p> <p><input type="checkbox"/> <b>Woodmere Apartments</b> (not available to first year students)</p> <p><input type="checkbox"/> <b>Coburg</b> (if available)</p> <p><input type="checkbox"/> <b>Guest House</b> (if available)</p>
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<p><u>Room Choices</u> (if a specific room is preferred)</p> <p>1. Hall _____ Room # _____</p> <p>2. Hall _____ Room # _____</p> <p>3. Hall _____ Room # _____</p> <p>4. Hall _____ Room # _____</p>	<p><u>Roommate Choices</u> (if specific roommate(s) preferred)</p> <p>1. Name _____ # of semesters _____</p> <p>2. Name _____ # of semesters _____</p> <p>3. Name _____ # of semesters _____</p> <p>4. Name _____ # of semesters _____</p> <p>5. <i>Your name</i> _____ # of semesters _____</p>
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\_\_\_ **Prefer Single Room**

\_\_\_ **Prefer Roommate**