Hello,

We hope your first few weeks on campus have been positive and that you are actively engaging in your residential community. Below is important information regarding **vacancies**, **buyouts**, **reassignments**, **wait lists**, and the **live–on policy**.

**Vacancies/Open spaces:**

If you have an open space in your assigned room, now or at any point during the academic year, you are encouraged to "pull-in" a preferred roommate by setting up an appointment with your Community Director, ASAP, to start the room change process. If you do not have a roommate in mind, please know that Residential Life may assign another student to the available space at any time throughout the academic year. Additional information can be found under [Frequently Asked Questions](#) on the Residential Life web page.

*Our typical procedure for students seeking an alternative space is to provide them with a list of available spaces for which they are eligible. Those students will then work together with their Community Director to set up meet and greets with the current occupants of the rooms with the available space. Your name, profile information and PSU email may be shared with prospective roommates. Once the student chooses their preferred reassignment, the student(s) with the vacancy will be notified via email of their new roommate's arrival.*

*Please know that, even though the room change process is common practice, some students prefer to move without a meeting or it may be necessary to assign a student to an available space on short notice, or at times when prior notice is not possible. Therefore, please be sure the available bedroom space is "roommate ready," which means that one desk, chair, wardrobe/closet, dresser and bed are empty and/or available for immediate use by another student.*

**Buy out your room:**

If you have a vacancy in your assigned room and you prefer to NOT have an additional roommate, you may buy out your room for $900/space. This offer is available for this semester (fall), in limited quantities, for students with vacancies residing in double or triple rooms and shared bedroom apartments. If you are interested in buying out your room, please contact the [Housing Coordinator](#) for further information.

**Room Changes:**

Please complete the Room Change Request form under [Important Docs and Info](#) on the Residential Life web page. Your Community Director will contact you to discuss your request. For the fall semester, first year students are eligible for room changes within any FYRE residence hall (Belknap, Blair, Geneva Smith, Grafton, and Pemi). Upper division students are eligible for ResNorth reassignments (Mary Lyon, Merrill Place, Langdon Woods and University Apartments).

**Wait list:**
If you are interested in a single room or a new assignment with preferred roommate(s) please add your name to the wait list by completing the Fall 19 wait list application on the Residential Life web page under Important Docs and Info. The current wait list will expire on Friday 9/13/19. Students on the current list will need to complete a new wait list form if they are still interested in a potential reassignment. Please know that single rooms are limited and priority goes to students with a documented disability and then to those based on ranking/seniority. The Housing Coordinator will be sure to notify you, via PSU email and/or cell phone, if you are next on the wait list and an appropriate space becomes available.

Live-on Policy:

Plymouth State University believes there is significant educational value from the experience offered to students living in our Residence Halls. In keeping with this belief, all full-time matriculated students are required to live on campus if space is available. This policy is reviewed annually and adjusted in order to best meet the needs of the campus and community at large. Do not sign an off-campus lease before you confirm your eligibility for the upcoming academic year. The new live-on policy will be announced later this fall.

Please contact your Community Director if you have any questions.

Warm regards,

The Office of Residential Life