We hope your first weeks on campus have been positive and that you are actively engaging in your residential community. The following is important information regarding vacancies, buyouts, reassignments, and the wait-list.

**Vacancies:** If you have an available space/bed in your assigned room, now or at any point during the spring semester, you are encouraged to “pull-in” a preferred roommate by setting up an appointment with your Community Director 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. For more information, regarding vacancies please visit [Frequently Asked Questions](#) on the Residential Life web page or the lease and policy information under [Important Docs and Info](#).

*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/space will be notified via email of their new roommate’s arrival.*

*Please know that, even though the above is common practice, some students prefer to move without a meeting. On occasion, it may be necessary to assign a student to an available space on short notice, or 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/space in your assigned room and you prefer not to have an additional roommate, you may buy out your room for $900/space. This offer is available for this semester (spring), 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](mailto:reslife@plymouth.edu) for further information.

**Reassignments/Room Change:** If you are interested in a change/reassignment to another room or building/area, 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 spring semester, first year students are eligible for room changes in our traditional residence halls. 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, a room type that is not currently available, or an open room (double, triple, apt or suite) with a preferred roommate(s) please add your name to the wait-list by completing the form on the Residential Life [web page](#) under [Important Docs and Info](#). The current “Pre-Spring” waitlist will expire on February 7th. Students who wish to maintain their name on the waitlist will need to submit a new request by completing the “Spring 20” waitlist. Students who submit a request for the same room type with the same roommates, will not lose their place inline. 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.

**Coming Soon- Housing Selection** information, for the upcoming academic year 2020-21, will be available in early March. Please visit our web page for the 2020-21 Live-on policy to determine your eligibility for housing options.

Please contact your Community Director if you have any questions.

Warm regards,

**Office of Residential Life**
Speare Administration Building  |  17 High Street, MSC 42  |  Plymouth, NH 03264
e:  [reslife@plymouth.edu](mailto:reslife@plymouth.edu)  |  ph:  (603) 535-2260  |  fax:  (603) 535-2726