

Hall Re-Application and Campus Re-Application Processes

Important Notes: How to select a Standard Double or Triple Room in Anderson, Hughes, Loenard, Letts and McDowell Halls

- Pull-Ins should go through Room Re-Application with their intended roommates (the “Pullers”), based upon the Puller’s current residency status/priority for their floor or hall.
- Individuals who do not participate in the earliest stage of Room Re-Application for which they are qualified may do so at any time **prior to March 24th**, however they will no longer have the same level of priority and choices may be limited.
- Once you have successfully selected a space (or a space has been selected for you) an email confirmation will be sent to your AU email account as well as to any Roommate Preference(s) who are in the same space. If any/all persons involved in the process do not receive an email confirmation, contact Housing and Dining Programs immediately.
- Once a space has been selected, an individual may not participate in any subsequent part of the process.
- After spaces are selected, individuals can check their assignment (selection) via the my.american.edu portal from time of selection through April 11, 2009.
- Priority for permanent triple rooms (in Hughes and McDowell) go to students who can fill the rooms. Although space can be selected online by less than three people such students may be consolidated later if all spaces are not filled. [See item 1, page 2]

Hall Re-Application and Campus Re-Application

1. Register and obtain your Room Re-Application Permit online by visiting your my.american.edu portal in the “Life@AU” section. See page 3 for more information on obtaining your permit.
2. Determine your room selection time. (See schedule on below and on page 10.)
3. On the appropriate day and time, log-in to your my.american.edu portal and click on the “Life@AU” section and follow the appropriate Hall Re-Application link or Campus Re-Application link.
4. Carefully read everything and provide the necessary information. If your desired roommate indicated you as her/his Roommate Preference, you will have the opportunity to select the other space in the room for her/him. (Carefully read Important Notes above.)

<u>For Standard Double and Triple Rooms in Anderson, Letts, Leonard, McDowell, and Hughes Halls:</u>		
<u>Hall Draw</u>		Online at my.american.edu (see page 4)
Resident with Pull-in:	Friday, March 20 th	According to schedule below
Resident Alone:	Saturday, March 21 st	According to schedule below
<u>Campus Draw</u>		Online at my.american.edu (see page 4)
Resident with Pull-in:	Monday, March 23 rd	According to schedule below
Resident Alone:	Tuesday, March 24 th	According to schedule below

<u>Schedule</u>			
Resident with Pull-in:		Resident Alone:	
90+ credits (Senior)	7:00am to 9:30 am*	90+ credits (Senior)	7:00am to 9:30 am*
60 to 90 credits (Junior)	10:30am to 2:30 pm*	60 to 90 credits (Junior)	10:30am to 2:30 pm*
30 to 59 credits (Sophomore)	3:30pm to 8:00 pm*	30 to 59 credits (Sophomore)	3:30pm to 8:00 pm*
0 to 29 credits (Returning Freshmen)	9:00 pm to 6:00 am*	0 to 29 credits (Returning Freshmen)	9:00 pm to 6:00 am*