STEP ONE: Attend an RSP Info Meeting at one of the following locations. All meetings start at 7:30 p.m.
- Monday, Feb. 16 in the Corey Union Function Room
- Tuesday, Feb. 17 in Corey Union Room 301-303
- Wednesday, Feb. 25 in Corey Union Room 301-303
- Thursday, Feb. 26 in the Corey Union Function Room
- Sunday, March 1 in the Corey Union Function Room
- Tuesday, March 3 in Corey Union Room 301-303

STEP TWO: Pay your $150 Room Deposit by 4 p.m. Wednesday, March 4 at Student Accounts Office at 323 Miller Building between 9 a.m.-4 p.m. OR online. Choose the Pay Room Deposit Online option under Residence Life and Housing on the Student tab on myRedDragon.

STEP THREE: Submit Online RSP Housing Form and Full Group Form by midnight on Friday March 6, 2015
- Log in to your myRedDragon
- Select the “Student” tab, under Residence Life and Housing, select “Housing Forms for Continuing/Returning Students”.
- Select “Room Selection Process (RSP) Form”.
- Review the RSP Information PowerPoint.
- Answer all questions as prompted and read the Room and Board License. Print a copy of the form then select submit. By selecting “submit” you are providing your electronic signature and agreeing to the policies of the Room and Board / West Campus Licenses.
- You will receive your Housing ID. This will be needed when you choose your room.

STEP FOUR: Choose your room online by April 14, 2015
- Log in to your myRedDragon
- Select the “Student” tab, under Residence Life and Housing, select “Housing Forms for Continuing/Returning Students”.
- Select “Room Selection Process (RSP) Form”.
- Select “Choose Your Room”.
- Follow all the instructions listed on the screen. If you chose a roommate you will be prompted to enter their Housing ID. Once you have selected a specific room there will be a five minute lock on it. Room availability will diminish as you are selecting, because other students are selecting at the same time. Use the refresh button to continue the lock for a limited period of time.
- When you reach the final review page, select final submit only when you are sure of your choice.
- Print a copy of your room assignment.

“I am looking for suite/apartment/quad-mates”
When selecting a room in a suite, apartment, or quad you may select the box that states “I am looking for suite/apartment/quad-mates”. This lets potential room/suite/quad-mates know that you do not have someone in mind you’d like to live with. This information shows on the Rooms Available list.
(Someone is still able to sign up for a room in the suite/apartment even if it is not checked.)

Changing/Swapping Rooms during RSP
- Up to four changes can be made to your room assignment.
- Changes must be completed by 4 p.m. on April 14, 2015.
- You can only make changes to your assignment, not your roommate’s.
- Changes can only be made when your time ticket is active.
- To swap a room: Use the “Swapping Room” feature to change rooms:
  - Select “Choose Your Room”.
  - Select “Use this if ‘swapping’ rooms with someone”.
  - You will be temporarily unassigned online.
  - Only one person needs to use this feature.

Room Change/Swap Day after RSP
On June 10 and 11, 2015 you will be given one final opportunity to make any last room swaps. This opportunity is only for students who have already selected a room during the Room Selection Process or Missed Deadline Selection.

Selecting “FINAL SUBMIT”
Selecting the “FINAL SUBMIT” button on the Final Review Page means you are bound by the Room and Board License to live on campus for the 2015-2016 academic year (both fall and spring semesters).

Important –DeGroat Hall
Please note that DeGroat Hall, which will be open during the fall 2015, will be closed for renovation during the spring 2016 semester. All fall DeGroat students will be reassigned to another hall for the spring 2016 semester.
**Full Group Selection**

- **Full Group**: Any group that has enough people to occupy the whole suite/quad/apartment/deluxe room and wishes to sign up to live together. (Example: To sign up to live in a six person suite, you must have six people in your group.)
- Fifty percent of all suites, quads, and apartments are available during Full Group Selection.
- You must meet all deadlines first to go through Full Group Selection.
- You must fill out the Full Group form by **midnight on March 6, 2015**.
  - Only one person in the group needs to fill out the Full Group Form.
  - Obtain the full names and Housing IDs of each person in your group and designate one person to fill out the form. Any group that does not fill out the Full Group form by the March 6 deadline cannot participate in Full Group Selection.
  - **Changes are not permitted** once you submit the form. If there is a change to your group that happens after the form is submitted, (example: someone withdraws from school) your group will be bumped back into their regular time tickets.
- Each person participating in Full Group Selection will receive the same time ticket information as the others in your group. You will need to select as roommate pairs (one person cannot pull everyone in the group into the suite/quad/apartment/deluxe room when selecting).
- When selecting a suite, quad or apartment you can change from one suite or apartment to another, but you CANNOT change the members of your group.
  - If you change your group everyone will be removed from Full Group Selection and your entire group will be bumped back into your regular time tickets.
- Residence Life and Housing will inform the Full Groups that made it into the Full Group Selection. If you select during Full Group Selection, you cannot select during regular selection.
- If you are unable to select a suite, quad, apartment, or deluxe room during Full Group Selection you will select based on your regular time tickets.
- Time tickets will be available for those closed out of Full Group Selection at noon on Monday, March 30, 2015.

**Frequently Asked Questions**

**What if I miss a deadline?**
If you miss any of the deadlines listed you will not select during regular RSP. You will select during Missed Deadline Selection, **April 28- Friday, May 4, 2015**, provided that you have completed all necessary steps by then, and if space is available.

**Is the $150 room deposit refundable?**
For continuing students moving off campus or withdrawing after the room deposit is paid, the policy is: Residence Life and Housing must receive written notification by May 1, 2015 for full $150 refund; by July 1, 2015 for $100 refund, and by August 1, 2015 for $50 refund. Starting on August 2 there is no refund of the $150 room deposit. Students with waivers will be billed the amounts listed above based on the date they notify Residence Life and Housing that they are moving off campus.

**Can I check my room assignment once I’ve completed RSP?**
You should check your room assignment and can do so at any time by going to the Residence Life and Housing section on the Student tab in myRedDragon and selecting “Check your room assignment”.

**Who is eligible to select a room?**
Any SUNY Cortland students currently living on campus or at West Campus Apartments and any students doing field work, student teaching, internship, or studying abroad with their last Cortland address as a residence hall.

**What is the time ticket based on?**

**Credit Hours**: Each student’s credit hours toward graduation as of December 2014.

Students with the most credit hours choose first. **Dean’s List Points**: An extra 3 points will be added to your total credit hours for each semester you have been on the Dean’s List at SUNY Cortland.

**Can I move on campus again after moving off campus?**
You can contact Residence Life and Housing to place your name on a waiting list for on-campus housing.

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**Harassment**
When a student selects a room they have the right to not be harassed by any other student who may have wanted that room. Please note that any harassment of another student including sending abusive or threatening messages by any means will be processed through the student conduct office and could result in the forfeit of your on-campus housing assignment (according to the College Code B-10– Electronic Use Policy and C-1-Harassment).

**Request for Medical or Disability Housing Accommodations**
SUNY Cortland is committed to upholding and maintaining all aspects of the Federal Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. If you are a student with a disability and would like to request housing accommodations, please contact the Office of Disability Services in Van Hoesen Hall room B-1. or call 607-753-2066 before the RSP Deadlines. Any information regarding your disability will remain confidential and will only be shared with your permission.

**Room Consolidation**
Residence Life and Housing reserves the right to reassign any students without a roommate. Students are consolidated within the residence hall they chose during RSP. Consolidation usually takes place during the summer as spaces open up.