Step 1: Decide Contract Type - Academic Year or Year-Round

- **Academic Year**
  August 29, 2020 to May 15, 2021
  Academic year housing contracts are for the entire academic year (including winter break).

- **Year-Round**
  May 22, 2020 to May 15, 2021
  Year-round housing contracts are for a continuous stay in one accommodation for the entire summer through the entire academic year (including winter break). Please see Year-Round FAQs online for more details.

Step 2: Online Re-Contracting and Room Retention:  [www.uwgb.edu/housing/recontract](http://www.uwgb.edu/housing/recontract)

- **Contracting Online:** You may contract online for housing beginning at 9:00 a.m. on Monday, November 18, 2019 and ending at 11:59 p.m. on Wednesday, March 25, 2020. There is no benefit to contracting earlier versus later, providing you contract online by the deadline. You must meet the deadline in order to receive your Selection Group date and time.

- **Room Retention:** If you like where you are living, you may keep your current room or apartment for next year when you contract online by March 2.

- **Housing Contracts:** Once you electronically accept the terms of your online Housing Contract, you are legally bound to fulfilling all of the contract terms and conditions. You may review the terms and conditions of the Housing Contract online.

- **Contracting Deadline:** The deadline for re-contracting is Wednesday, March 25, 11:59 p.m. Returning students who miss the contracting deadline may be accommodated in housing, space permitting.

- **Contracting Confirmation:** After you re-contract online, you will receive a confirmation email. We recommend you review and save the confirmation. If you do not receive a confirmation, contact the Office of Residence Life.

- **Advance Deposit:** If you are currently residing on campus, no additional deposit is needed. Your current $200 deposit will be used to secure housing for next year. Your deposit is nonrefundable if you contract for housing now and then later are approved to cancel your Housing Contract.

- **Assistance and Questions:** If you need assistance, please visit the Office of Residence Life (920) 465-2040.

Step 3: Form your Roommate Group Online

- You may create your roommate group online beginning Thursday, March 26. This is also the date that you will receive your Room Selection date and time by campus email.

- Decide who you want to live with. Talk to your friends and potential roommates now. In addition to current residents, you will be able to pull in new freshmen, transfer students or other UW-Green Bay students not living in housing.

- Everyone you want to live with must have completed the contracting process.

- Determine who in your roommate group has the best Room Selection date and time. The person with the earliest Room Selection date and time should be the one to create the group and the person to select housing for the group. Make sure this
person knows how the group would like to be placed, including bedroom spaces in the private bedroom and shared bedroom apartments. Detailed instructions can be found online.

- If you are the leader of the group, create a Roommate Group online after you have completed the re-contracting process. In addition to current residents, your roommate group can pull in new freshmen, transfer students, or other UWGB students not currently living on campus (must be contracted for 2020-21 housing). You may leave a Roommate Group at any time, and can only belong to one group.
- To create a Roommate Group, you will need the Campus ID number (or full name, spelled correctly) to add them to your group.
- You will receive an email with a link to accept or decline an invitation to a Roommate Group. The Group Leader can manage the group, invite others, and remove members from the group. You may leave a roommate group at any time and may only belong to one group.

Step 4: Prepare for Online Room Selection

- General Room Selection will occur online Tuesday, March 31 – Friday, April 3. Plan for your first three choices of housing. Click here to select your room or apartment online.
- Housing Options: Visit the building pages and 3-D/interactive floor plans to become informed of housing options and building floor plans. Be sure to discuss your choices with other members of your roommate group.
- Room Selection Priority Groups: Your Room Selection Priority Group will provide the date and time you may go online to select your room or apartment. Selection groups are determined by: a) the number of semesters in housing, b) credits earned, and c) a random number system to provide quality service. On Thursday, March 26, you will receive a campus email with your date and time for online Room Selection.
- Room Selection Priority Group Schedule: You will also find the Selection Schedule online beginning March 26. Determine who has the best room selection time in your group. This person should be the one to create your roommate group and select housing for your group. Make sure this person knows how the group wants to be placed!
- Special Housing Accommodations: Students who have disabilities requiring special housing accommodations, or family members with disabilities requiring special access considerations, should contact the Office of Residence Life (920-465-2040), housing@uwgb.edu by Wednesday, March 25 by 4:00 p.m.
- Studying Abroad: If you are planning to study abroad in the fall of the 2020-21 academic year and intend to return to University housing in spring of 2021, please contact the Office of Residence Life (920-465-2040), housing@uwgb.edu by Wednesday, April 3, 4:00 p.m. until Monday, April 6 at 11:59 p.m.
- Summer Housing: Summer housing contracting begins on April 7. Please note which buildings are open if you plan to contract for year-round or summer housing. Harden, Liebl, Haovers, and Pamperin halls are open for summer and offer year-round housing.

Step 5: Confirmation of Your Housing Assignment

- Confirmation Email: You will receive confirmation of your room assignment by campus email immediately after you select your apartment or room online. It is recommended you review and save this correspondence.
- Individual Room Changes: Students may make changes to their housing assignment online beginning at 5:00 p.m. on Friday, March 27 and ending at 11:59 p.m. on Monday, March 30.
- Room Change Waiting List: If after Room Selection, you decide that you prefer a different assignment, you may apply to the Room Change Waitlist. To do so, visit the housing web site and click on My Housing Page. If you have questions, contact the Office of Residence Life by calling (920) 465-2040 during the hours of 8:00 AM to 4:30 PM, Monday through Friday.
- Final Confirmation: In July, you will receive email notification and confirmation of your room or apartment assignment and the names of roommates living in your room or apartment as part of Express Check-In. You may check your roommate information by logging into My Housing Page.
- Questions: Please contact the Office of Residence Life with questions (920) 465-2040 or stop by the front desk, Monday-Friday, 7:45 a.m. – 4:30 p.m., email us at housing@uwgb.edu or visit our web site: www.uwgb.edu/housing