

PSU- Office of Residential Life Spring 2023 Important Information February 1, 2023

Greetings,

We hope your first weeks on campus have been positive and that you are actively engaging in your residential community. The spring room freeze ends on Monday, February 6th and the following is important information regarding vacancies, buyouts, reassignments, the waitlist, and live-off eligibility.

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/request a preferred roommate by completing the Room Change Request form available through your Area Coordinator/Community Director. Your Area Coordinator/Community Director will then connect with you and/or your preferred roommate(s) (*who must also complete this form*) to initiate 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 see Residential Policies & Procedures under [Forms & Policies](#) on the Residential life web page.

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](#) for further information.

Reassignments/Room Change: If you are interested in a change/reassignment please contact your Area Coordinator/Community Director to discuss your request.

Waitlist: 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 waitlist by completing the active waitlist form on the Residential Life web page under [Forms & Policies](#).

The current pre-spring waitlist will expire on February 6th. Students who wish to maintain their name on the waitlist will need to **submit a new request by completing the “Spring 23 Waitlist”**. Students who submit a request for the same room type with the same roommates will not lose their place in line. 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 notify you, via PSU email and/or cell phone, if you are next on the waitlist and an appropriate space becomes available.

Live-Off Eligibility Requirements: Plymouth State University believes there is a 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 as space allows.** This policy is reviewed annually and adjusted to best meet the needs of the campus and community at large.

For the 2023-2024 academic year, students meeting one of the following criteria are released from the above obligation:

- Students who turn 21 on or before September 1, 2023
- Students who have earned (completed) 64 or more Plymouth State University credits by the end of the Winter term (January 31, 2023) as documented by the Plymouth State University official registrar records

Exceptions requiring additional information:

Students who do not meet the criteria above, but meet any of the criteria below should visit our [website](#) and complete the appropriate forms to be **considered for release:**

- Students **commuting from a home owned by a parent/guardian or while living with a parent/guardian within a 30-mile commute of campus.** *Exceptions for commuting from outside the commutable distance or commuting while living with a relative require additional information/permissions/class consolidations.*
- Students who can show evidence of **2 or more years of FULL-TIME military service** to be completed on or before September 1, 2023
- Students **participating in an educational program outside of the Plymouth area** (e.g., internship, student teaching)
- Students **changing status** (i.e., marital, part time, or online)

Exceptions requiring additional information and committee review:

Students who do not meet any of the above criteria, but feel they have a **unique and unanticipated situation or hardship** may visit our [website](#) and complete the appropriate form requesting release to live off campus. Note: this is a lengthier process that requires supporting documentation and review by the release committee. **Completed forms must be received by February 15, 2023, to be considered for notification prior to the Returning Student Housing Selection process.** Submissions will continue to be reviewed in the order they are received but may take up to 30 days for response.

**As stated in previous communication, students should not sign an off-campus housing contract or lease for the next academic year (2023-2024) unless they meet one of the above requirements. A signed off-campus lease alone is not justification for release.*

Housing Selection:

Mark your calendars for **February 8th 7:00 p.m. – 9:00 p.m. in Merrill Place** for our annual housing selection kickoff event “**Open House X-travaganza!**” Information regarding the housing selection process for the 2023-2024 is available now on our web page, will be posted in the residence halls, and provided in a series of emails. Watch your PSU email for more information and/or visit our web page- “Apply for Housing”.