

Room Swap

Booking Selector

- ▶ Select the room you wish to swap.

[Home](#) [My Room Assignment](#) [Room Swap](#) [Manage My Dining](#) [On-Campus Housing Contract](#) [Housing Contract Cancellation](#) [Log Out](#)

Booking Selector

Please select a booking from the options below.

Fall 2021
(8/19/2021 - 12/18/2021)
Buchanan Hall Double Suite

SELECT

Spring 2022
(1/6/2022 - 5/7/2022)
Helser Hall Double Room No AC

SELECT

Room Swap Preferences

Room Swap Preferences

You are selecting preferences for a room to replace your current room: Buchanan Hall Double Suite for Fall 2021 8/19/2021 - 12/18/2021.

ADD PREFERENCE

Order	Location	Room Preference
1	<input type="text" value="---Please Select---"/>	<input type="text" value="---Please Select---"/>

You can add 4 more preferences.

Please add at least 1 preferences. Please

SAVE & CONTINUE

- Please Select---
- (Unallocated)
- Buchanan Hall
- East Campus
- Eaton Hall
- Frederiksen Court
- Friley Hall
- Geoffroy Hall
- Helser Hall
- Maple Hall
- Martin Hall
- Schilleter and University Village
- South Campus
- West Campus

Room Swap Preferences

You are selecting preferences for a room to replace your current room: Buchanan Hall Double Suite for Fall 2021 8/19/2021 - 12/18/2021.

ADD PREFERENCE

Order	Location	Room Preference
1	<input type="text" value="Friley Hall"/>	<input type="text" value="---Please Select---"/>

You can add 4 more preferences.

Please add at least 1 preferences. Please select at least 1 unique locations.

preferences for: Friley Hall

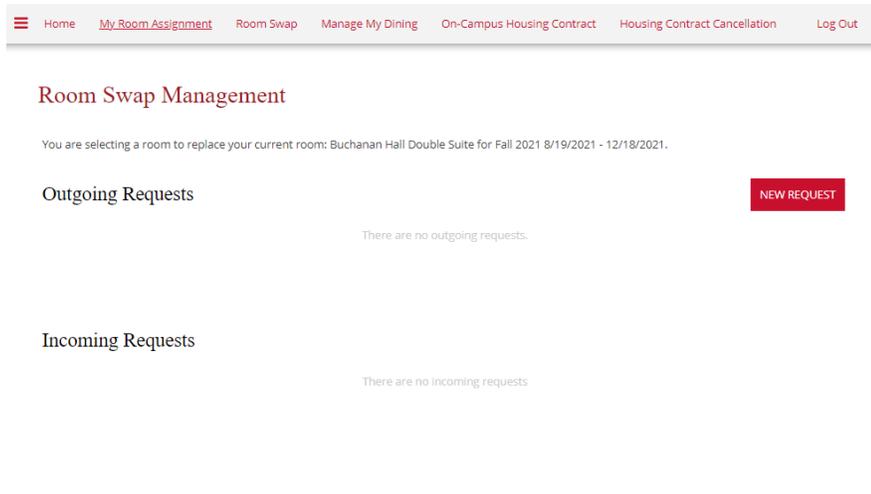
- Please Select---
- Please Select---
- WC Friley Double Room
- WC Friley Double Room A/C
- WC Friley Double Room A/C Substance Free
- WC Friley Double Room Substance Free
- WC Friley Single Room
- WC Friley Single Room A/C

SAVE & CONTINUE

Room Swap Preference Continued

- ▶ Click Add Preference
 - ▶ In Location select the Hall or apartment you want to swap into.
 - ▶ When you select a Hall, all the rooms that are available to you will appear.
 - ▶ Select the type of room you are looking for.
- ▶ You may have up to 5 preferences selected.
- ▶ Once done select Save and Continue.

Room Swap Management



The screenshot shows a web application interface for Room Swap Management. At the top, there is a navigation bar with a hamburger menu icon and the following links: Home, My Room Assignment, Room Swap, Manage My Dining, On-Campus Housing Contract, Housing Contract Cancellation, and Log Out. Below the navigation bar, the page title is "Room Swap Management". A sub-header indicates the user is selecting a room to replace their current room: "Buchanan Hall Double Suite for Fall 2021 8/19/2021 - 12/18/2021". There are two main sections: "Outgoing Requests" and "Incoming Requests". Both sections display the message "There are no outgoing requests" and "There are no incoming requests" respectively. A red "NEW REQUEST" button is located to the right of the "Outgoing Requests" section.

- ▶ This page will show you any Requests from another student wanting to room swap with you.
- ▶ You will also see all the requests that you have selected in Outgoing requests
- ▶ To look for a room to swap, select New Request.

Room Swap Search

Room Swap Search

You are selecting a room to replace your current room: Geoffrey Hall Double Room with AC for Fall 2021 8/14/2021 - 12/18/2021.

My Preferences: Predefined
Their Preferences: Predefined

Location:

- Barton Hall
- Birch Hall
- Buchanan Hall
- Eaton Hall
- Fredericksen Court 11
- Fredericksen Court 12

Room Type:

- 2 Bedroom 1 Level Apartment
- 2 Bedroom 2 Person Pet Friendly Apartment FC
- Corner Double Suite
- Double Room No AC

Fall 2021
8/19/2021 - 12/18/2021
Fredericksen Court 63 Furnished 4
Person 2 Bedroom Shared
Bedroom
Currently booked By:

Room Details Send Message

REQUEST SWAP

GO BACK

Previous Next Last

- ▶ In this section you will see anyone who you match with when you selected preferences.
 - ▶ The two circles that have 2nd in them represent that the 2 apartments are both users 2nd preferred choice when looking for a room.
- ▶ If you see a room you want to swap with hit the Request Swap button.
 - ▶ This will send the other student an incoming request for that room.
 - ▶ Your outgoing Requests will show the room you have just requested.
- ▶ You can also view room details and message the student if you want to request more information before you start the swapping process.

Room Swap Search Continued

Room Swap Search

You are selecting a room to replace your current room: Frederiksen Court 63 Furnished 4 Person 2 Bedroom Shared Bedroom for Fall 2021 8/19/2021 - 12/18/2021.

My Preferences: Custom
Their Preferences: Custom

Location:
 Berton Hall
 Birch Hall
 Buchanan Hall
 Eaton Hall
 Frederiksen Court 111
 Frederiksen Court 111

Room Type:
 2 Bedroom 1 Level Apartment
 2 Bedroom, 2 Person Pet Friendly Apartment PC
 Corner Double Suite

Results:

- Room 1:** Fall 2021, 8/19/2021 - 12/18/2021, Geoffrey Hall Double Room with AC. Currently booked by: [User]. Includes "Room Details", "Send Message", and "REQUEST SWAP" buttons. Preference circles: 2nd and 3rd.
- Room 2:** Fall 2021, 8/19/2021 - 12/18/2021, Friley Hall Double Room with AC. Currently booked by: [User]. Includes "Room Details", "Send Message", and "REQUEST SWAP" buttons. Preference circles: 1st.
- Room 3:** Fall 2021, 8/14/2021 - 12/18/2021, Frederiksen Court 51 Furnished 4 Bedroom, 4 person Private Bedroom. Currently booked by: [User]. Includes "Room Details", "Send Message", and "REQUEST SWAP" buttons. Preference circles: 1st.
- Room 4:** Fall 2021, 8/14/2021 - 12/18/2021, University Village 110 Unfurnished 2 Bedroom Townhouse. Currently booked by: [User]. Includes "Room Details", "Send Message", and "REQUEST SWAP" buttons. Preference circles: 1st.
- Room 5:** Fall 2021, 8/14/2021 - 12/18/2021, University Village 140 Furnished 2 Bedroom Townhouse. Currently booked by: [User]. Includes "Room Details", "Send Message", and "REQUEST SWAP" buttons. Preference circles: 1st.

- ▶ If you want to expand your search beyond the 5 preferences, you selected. You can select the drop-down box and choose custom.
 - ▶ This will allow you to search based on the type of room and location of the room
- ▶ The Circles in the first 2 show that my current room is the 2nd and 3rd choice for these 2 students while their rooms are not on my preferred list.
 - ▶ Same with the remaining 3 rooms neither of the students has the rooms listed as preferred, but we are still able to room swap if both parties consent.
- ▶ Just like before, when you find a room or rooms you want to try and swap with, just select the request swap button below.

After selecting a room.

Room Swap Management

A Room Swap request has been sent to

You are selecting a room to replace your current room: Frederiksen Court 63 Furnished 4 Person 2 Bedroom Shared Bedroom for Fall 2021 8/19/2021 - 12/18/2021.

Outgoing Requests NEW REQUEST

The Swap button will be disabled if the room swap request has a status of requested, denied, confirmed or approved.



Fall 2021 2nd X

8/14/2021 - 12/18/2021
Geoffroy Hall Double Room with AC
Status: Requested
Currently booked by:

[Room Details](#) [Send Message](#)

SWAP

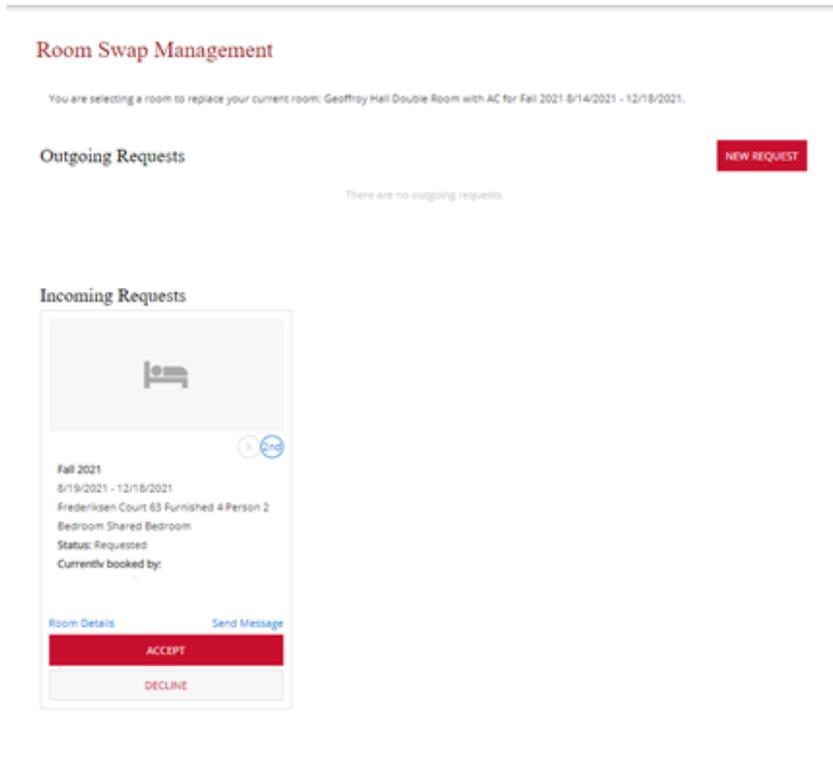
CANCEL REQUEST

Incoming Requests

There are no incoming requests

- ▶ You will be brought back to the Room Swap Management Page.
 - ▶ In portal the student that you requested a room swap will receive a message from StarRez letting them know that they have a new request to view.
- ▶ Now you wait for them to log in a press the swab button on their end.

Accepting Incoming Requests



Room Swap Management

You are selecting a room to replace your current room: Geoffroy Hall Double Room with AC for Fall 2021 8/14/2021 - 12/18/2021.

Outgoing Requests NEW REQUEST

There are no outgoing requests.

Incoming Requests


Fall 2021
8/19/2021 - 12/18/2021
Frederiksen Court 63 Furnished 4 Person 2
Bedroom Shared Bedroom
Status: Requested
Currently booked by:
[Room Details](#) [Send Message](#)
ACCEPT
DECLINE

- ▶ Once someone selects your room for a swap you will receive an incoming request asking you to accept that room swap.
 - ▶ You are still able to message the student and look at room details.
- ▶ After you hit accept it will be sent one final time to the student who initiated the room swap.
 - ▶ They will also receive a message in Portal when someone has accepted the request.

Finalizing the room swap.

Room Swap Management

You are selecting a room to replace your current room: Frederiksen Court 63 Furnished 4 Person 2 Bedroom Shared Bedroom for Fall 2021 8/19/2021 - 12/18/2021.

Outgoing Requests NEW REQUEST



Fall 2021
8/14/2021 - 12/18/2021
Geoffroy Hall Double Room with AC
Status: Accepted
Currently booked by:

[Room Details](#) [Send Message](#)

SWAP

CANCEL REQUEST

Incoming Requests

There are no incoming requests

- ▶ Once both parties have agreed that they wish to swap rooms with each other. The student that started the request will now have a swap button appear.
- ▶ Once Selected you will be directed to a Room Swap Confirmation page.

Room Swap Confirmation

Room Swap Confirmation

Room To Swap
Fall 2021
8/19/2021 - 12/18/2021
Frederiksen Court 63 Furnished 4 Person 2 Bedroom Shared Bedroom

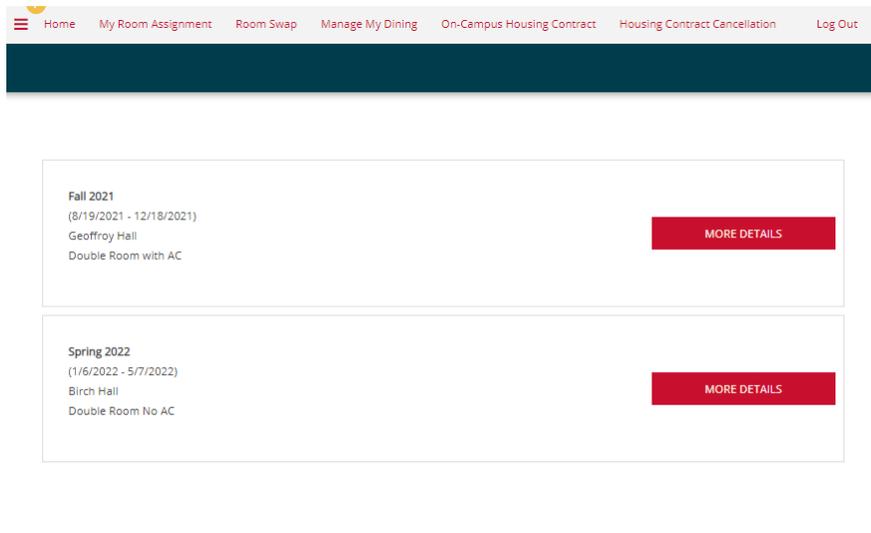
New Room
Fall 2021
8/14/2021 - 12/18/2021
Geoffroy Hall Double Room with AC
Currently booked by:
.....

This booking matches my 2nd preference.
My booking doesn't match their preferences.

[GO BACK](#) [SAVE & CONTINUE](#)

- ▶ This is the final step in the room swap process
- ▶ It will verify that the student that started the room swap process is swapping from their current room to the requested room.
 - ▶ Hit save and continue and the swap will be completed.
- ▶ Both parties will receive a portal message that the swap was completed.

My Room Assignment



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes a hamburger menu icon, a home icon, and several menu items: Home, My Room Assignment, Room Swap, Manage My Dining, On-Campus Housing Contract, Housing Contract Cancellation, and Log Out. Below the navigation bar, there are two main content areas, each representing a room assignment for a specific semester. Each area contains the semester name, dates, building name, room type, and a red button labeled 'MORE DETAILS'.

Semester	Dates	Building	Room Type	Action
Fall 2021	8/19/2021 - 12/18/2021	Geoffroy Hall	Double Room with AC	MORE DETAILS
Spring 2022	1/6/2022 - 5/7/2022	Birch Hall	Double Room No AC	MORE DETAILS

- ▶ Afterwards when you click on My Room Assignment the newly swapped room will appear. You can click in to view more details.