The time is almost here to LEAP into a new Room Draw!

**On Monday, February 29 starting at 9:00 a.m. we will open Room Draw forms. You will have until Friday, March 4 at 11:59 p.m. to complete the forms and decide if you want to remain in your house or change houses for next year.**

**TO ACCESS FORMS**

You will log into Portal -> click on Residence Life Self-Service -> login with your Smith credentials again -> go to “Applications” on the top menu and select EITHER the “Remain in House” or “Change of House” form. **Do not complete both, pick one!** Click Here for screenshot instructions.

**WHAT IS DIFFERENT?**

1. There are two separate forms.
   a. We used to have one form called the “House Decision Form” but now you fill out the appropriate form based on your specific choice.
   b. If you want to remain in your current house (or last assigned house for students who are on leave) then please complete the **REMAIN IN HOUSE form**.
   c. If you want to change your house (or last assigned house for students who are on leave) then please complete the **CHANGE OF HOUSE form**.

2. There are no more quotas!
   a. Students who would like to change houses will be able to pick their top 5 houses and do not need to worry about spaces available only for specific class years.
   b. We will assign you a house based on a randomized priority order of class year and available spaces in those houses.
   c. If you choose to change house, you HAVE to choose 5 houses but you are able to pick the same house 5 times if you really want that specific one. Our new form offers you more flexibility on what you want to choose.

3. Students approved to study abroad next fall (or full academic year) will not participate in Room Draw.
   a. If you are currently applying and planning to study abroad, you can still fill out the Remain in House or Change of House form next week.
   b. We will receive the confirmed list of students approved to study abroad in late March from the Office for International Study.
   c. Students approved to study abroad will NOT participate in Room Draw. We will send a confirmation email to students by March 23 to verify that you are in fact approved to study abroad and therefore not participating in Room Draw.
   d. If students planning to study abroad change your plans, then we will work on finding you a space over the summer.

4. You will be selecting a room online!
a. Our plan is to use our new program which allows room selection to occur online. This means our plan is to provide you a lottery number with a date and time to pick your room.

5. Room Draw selection times will still occur between the hours of 5pm to 10pm on April 5, 6, and 7.

   a. We will have more information about all these details in March! We will host drop in hours every Friday (all day) in Clark Hall, “How to Survive Room Draw” sessions every Friday with snacks, along with more FAQs on our website! Please stay tuned to our emails and our website at www.smith.edu/reslife as we continue to share details about next steps for Room Draw in April.

WHAT IS THE SAME?

1. You still get lottery numbers! Lottery numbers are randomized in priority order of class year.
2. Students who change houses will get assigned to a house and then once all students are assigned to houses, we randomize lottery numbers in priority order of class year.
3. We always have to hold spaces for entering first-years and transfers in every house (except special interest areas like Tenney, Hopkins, and Paradise Road Apartments).
4. You can still have a proxy pick a room for you, although this is much less likely a problem with an online system. We will have professional staff available during all Room Draw times that can assist your proxy.
5. You can pre-select roommates or select a roommate on the spot. You can only choose roommates assigned to the same house.

Please keep updated by checking www.smith.edu/reslife and your email! Feel free to contact reslife@smith.edu with any questions!

Thanks so much!