On this **Friday, February 24**, starting at 9:00 a.m. we will open Room Draw forms. You will have until **Friday, March 10** 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. **You MUST complete a form to pick a room 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 FORM DO I COMPLETE?**

1. 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.

2. 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. When completing the Change of House form, you forfeit the guarantee that you can stay in your current house. You cannot go back later and ask to remain in your current house.

**KEEP IN MIND IF YOU CHANGE HOUSE**

1. 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 (which was the quota process before last year). We will assign you a house based on a randomized priority order of class year and available spaces in those houses.

2. If you choose to change house, you HAVE to choose 5 houses. We know your 1st choice house is the most important but it does not benefit you to list the same house 5 times. You WILL be assigned a house no matter what. If we do not have a space open in one of your top 5 houses, we will have to assign you a house regardless. Everyone participates in Room Draw.

**STUDYING ABROAD/AWAY**

Students approved to study abroad next fall (or full academic year) will not participate in Room Draw. 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.

We will receive the confirmed list of students approved to study abroad in late March from the Office for International Study. Students approved to study abroad will NOT participate in Room Draw. We will send a confirmation email to students by March 24 to verify that you are in fact approved to study abroad and therefore not participating in Room Draw.
If students planning to study abroad change your plans, then we will work on finding you a space over the summer.

**ROOM DRAW: APRIL 4, 5, & 6**

You will be selecting a room online! You will be emailed your lottery number with a date and time to pick your room.

Room Draw selection times will still occur between the hours of 5pm to 10pm on April 4, 5, & 6.

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](http://www.smith.edu/reslife) as we continue to share details about next steps for Room Draw in April.

**WHAT ELSE DO I NEED TO KNOW?**

1. 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 Friedman 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. You will only see available rooms based on occupancy which means 1 student with no roommate selected will only see singles, 2 students selected as roommates will only see doubles, 3 roommates selected as roommates will only see triples (and so on).

Please keep updated by checking [www.smith.edu/reslife](http://www.smith.edu/reslife) and your email! Feel free to contact reslife@smith.edu with any questions!

Thanks so much!