USE THE RIGHT APPLICATION

Log in to MY HOUSING from www.udel.edu/reslife between AUG 3 and AUG 14. On the STUDENT HOME page, select MUTUAL ROOM EXCHANGE from the navigation at the top of the page.

POST YOUR CURRENT ASSIGNMENT

Select your assignment from the drop list. Your room will not be available for other students to see in Mutual Room Exchange until you complete the next step ... 

DEFINE YOUR PREFERENCES

You must select at least one building/room type preference in order to participate in Mutual Room Exchange. You will not be bound by these preferences, but your preferences allow other students to see your preferences to determine if their space meets your needs. Select up to five (5) building/room type preference combinations.

POST YOUR PREFERENCES

When you hit POST at the bottom of the ROOM PREFERENCES page, you are making your Fall 2015 space available for swap and your preferences visible to other students participating in Mutual Room Exchange.

LOOK FOR A MATCH

You can select from tabs at the top of the MUTUAL ROOM EXCHANGE page. Below is a handy reference guide to Exact Matches and Partial Matches. Alternatively, you can choose to SEARCH ALL POSTS, which ignores any preferences that you defined on the ROOM PREFERENCES page.

PARTIAL MATCHER - MY PREFERENCES

Postings from students who have the space you preferenced, but you offered a space that doesn’t match their preferences.

PARTIAL MATCHER - THEIR PREFERENCES

Postings from students who preferenced your space, but are not offering a space that matches your preferences.

EXACT MATCHER

Postings from students who preferenced your space, who are offering the space you preferenced.

YOUR OFFERS

STATUS MEANING

OFFERED The listed space has been offered and is awaiting acceptance.

ACCEPTED The listed offer has been accepted and is awaiting final approval from the student for completion.

SWAPPED You have a new assignment for Fall 2015.

CANCELLED The offer was cancelled.

REJECTED The offer to exchange spaces was declined.

Check the Mutual Room Exchange app regularly to view availability and to keep track of offers you have made or offers you have received. Note that exchanges are not complete until an offer has been ACCEPTED by one student and SWAPPED by another.

WHAT DO I DO NOW?

Once you have a swapped offer, you have a new housing assignment for Fall 2015. Please note that as part of the final room exchange approval process, Residence Life & Housing reserves the right to reverse any improper room exchanges.

Questions? Contact your Residence Hall Coordinator or contact Residence Life & Housing at reslife-housing@udel.edu or (302) 831-HOME (4663).

Send a message or make an offer.