**MUTUAL ROOM EXCHANGE**

1. **USE THE RIGHT APPLICATION**
   Log in to MY HOUSING from www.udel.edu/reslife between APRIL 18 and APRIL 24.
   On the STUDENT HOME page, select MUTUAL ROOM EXCHANGE from the navigation at the top of the page.

2. **POST YOUR CURRENT ASSIGNMENT**
   Select your assignment. Your room will not be available for other students to see in Mutual Room Exchange until you complete the next step ...

3. **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 two (2) building/room type preference combinations for a higher probability of finding matches.

4. **POST YOUR PREFERENCES**
   When you hit POST at the bottom of the ROOM PREFERENCES page, you are making your Academic Year 2017-2018 space available for swap and your preferences visible to other students participating in Mutual Room Exchange.

5. **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.

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**YOUR OFFERS**

<table>
<thead>
<tr>
<th>STATUS</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFERED</td>
<td>The listed space has been offered and is awaiting acceptance.</td>
</tr>
<tr>
<td>ACCEPTED</td>
<td>The listed offer has been accepted and is awaiting final approval from the other student for completion.</td>
</tr>
<tr>
<td>SWAPPED</td>
<td>You have a new assignment for 2017-2018.</td>
</tr>
<tr>
<td>CANCELLED</td>
<td>The offer was cancelled.</td>
</tr>
<tr>
<td>REJECTED</td>
<td>The offer to exchange spaces was declined.</td>
</tr>
</tbody>
</table>

Note that exchanges are not complete until an offer has been ACCEPTED by one student and SWAPPED by another.

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**CONGRATULATIONS!**

Once you have a swapped offer, you have a new housing assignment for Academic Year 2017-2018.

Still have questions? See the Residence Life & Housing website for more information at www.udel.edu/reslife/roomchanges.

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

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Send a message or make an offer.