1 **USE THE RIGHT APPLICATION**

Log in to MY HOUSING from www.udel.edu/reslife between NOV 17 and DEC 1.

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 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...

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 five (5) building/room type preference combinations.

4 **POST YOUR PREFERENCES**

When you hit POST at the bottom of the ROOM PREFERENCES page, you are making your Spring 2015 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.

**ALL POSTS**

Partial Matches: Your Preferences

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

Partial Matches: Their Preferences

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

Exact Matches

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

**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 Winter/Spring.</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.

**WHAT DO I DO NOW?**

Once you have a swapped offer, you have a new housing assignment for Winter 2015 and must remove all of your belongings from your current room assignment at the end of the Fall semester and check out of your current assignment with a Residence Life & Housing staff member in your residence hall, including turning in your keys and access fob. See your RA if you have any questions about end of the term process. Failure to vacate your current space properly could result in a late check-out fee ($150) and possible Student Conduct action.

If you have completed a Winter Session housing application, you should move in to your Spring assignment on the appropriate Winter Session move-in day.

If you are not living on campus during Winter Session, you should move in on the Spring semester move-in schedule.

See the Residence Life & Housing website for more information at www.udel.edu/reslife.

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