MUTUAL ROOM EXCHANGE
(aka MID-YEAR ROOM EXCHANGE)

1 USE THE RIGHT APPLICATION
Log in to MY HOUSING from www.udel.edu/reslife between NOV 16 and DEC 7. 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.

4 POST YOUR PREFERENCES
When you hit POST at the bottom of the ROOM PREFERENCES page, you are making your Winter/Spring 2016 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.

### Exact Matches
- Postings from students who preferenced your space, who are offering the space you preferenced

### Partial Matches
- Postings from students who have the space you preferenced, but your offered space doesn’t match their preferences
- Postings from students who preferenced your space, but are not offering a space that matches your preferences

### 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 waiting 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 listing was removed.</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/Spring 2016 and must remove all of your belongings from your current room assignment at the end of the Fall semester, leave the room in a condition appropriate for a new student; 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 fobs.

WHAT I'M Looking For
- Exact Matches
- Partial Matches: Your Preferences

WHAT They're Looking For
- Exact Matches
- Partial Matches: Your Preferences

FOUND A MATCH?
Send a message or make an offer.

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

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

Www.udel.edu/reslife

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