



University  
of Windsor

**Policy Title:** Room Assignment Policy – First Year Students

**Date Established:** Historical policy

**Office with Administrative Responsibility:** Housing and Residence Life

**Functional Area:** Admissions

**Approver:** Director, Lynn Charron

**\*Revision Date(s):** February 8, 2024, October 2024

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### ***Purpose***

This policy pertains to the methods used to assign residence rooms that are designated as first year types.

### ***Scope of Policy***

This policy pertains to all first-year applicants to residence

### ***Definitions***

The definitions below are specific to the development and maintenance of this policy

1. “First year students”: means the student is entering their first year of undergraduate education
2. “Assignment Categories”: The types of groups we use to determine room types and assignment order. These include domestic first year, international first year, beyond first year, returning residents, Living Learning Communities (LLC), student athletes, exchange students and students who have submitted an accommodation or unique needs request.
3. “Modified lottery system”: A predetermined number of rooms are held for returning residents, Living Learning Communities, student athletes, exchange students, and students who have submitted requests for accessibility or special accommodations. These rooms are assigned before those of applicants in other categories based on room preference indicated in their residence applications. All remaining residents eligible for a guaranteed space in residence (see Domestic First Year Guarantee Policy & International First Year Guarantee Policy) are assigned next using a randomized process based on room preference indicated in their residence applications. All remaining residents are assigned using a randomized process based on residence type rankings indicated in their residence applications.

### ***Roles and Responsibilities:***

1. The Director is responsible for:

- a. Determining how residence spaces will be designated each year (ex. Beyond first year spaces, first year spaces, LLC spaces etc.).
2. The Admissions Secretary is responsible for:
  - a. Assigning the students based on the categories using the modified lottery system

***Policy Statement***

Housing and Residence Life assigns first year students within all assignment categories using a modified lottery system to assign rooms.

Applications that are not complete will not be considered for room assignment.

***Review By***

Review every January