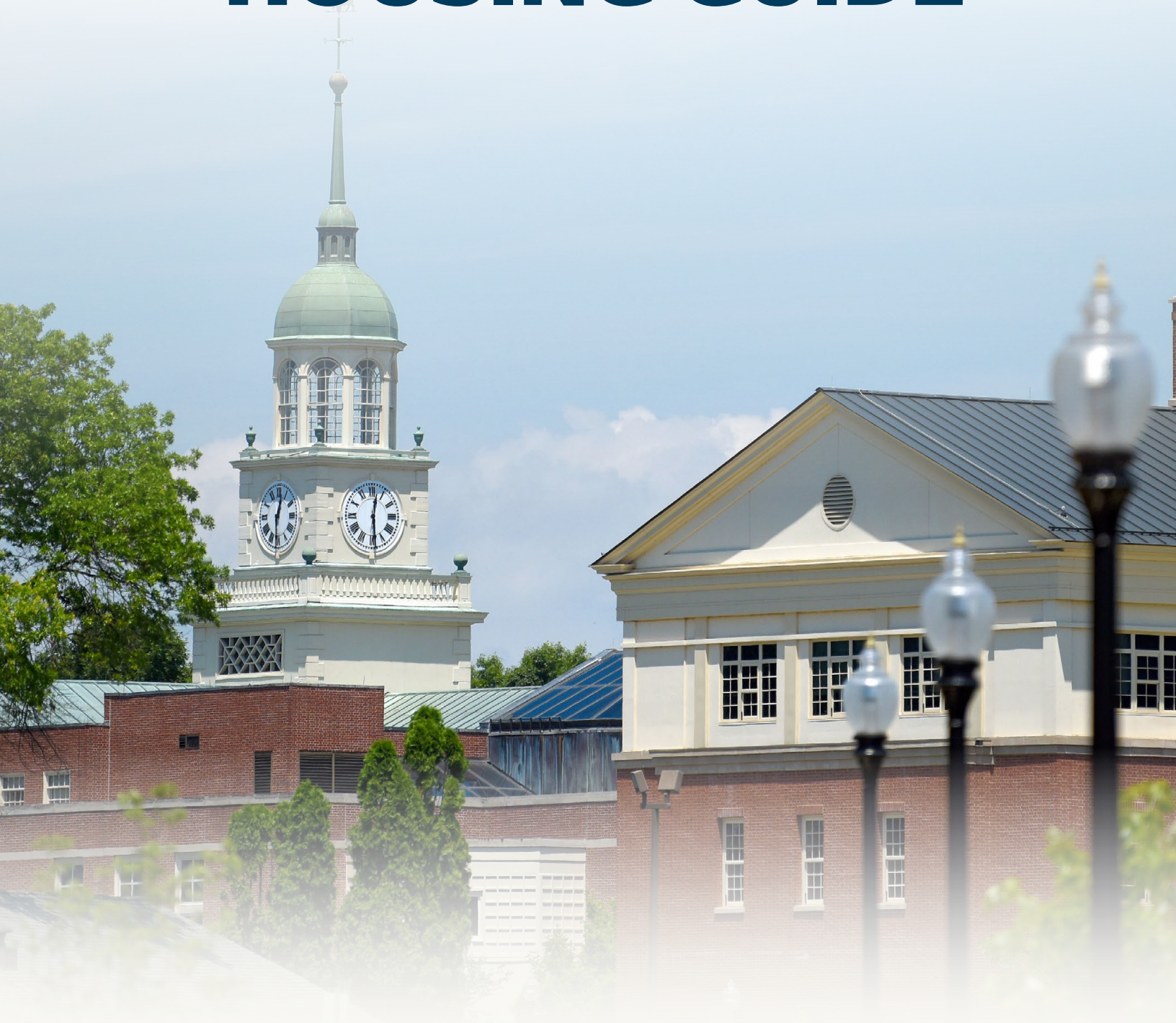
2024
SUMMER HOUSING GUIDE



Bucknell UNIVERSITY | Housing Services

INTRODUCTION 2

SUMMER APPLICATION 3

SUMMER BILLING 6

MOVING LOGISTICS AND EXPECTATIONS 6

STORAGE AND MOVING 8

FAQS: 8

LIFE ON CAMPUS DURING SUMMER 9

OTHER HELPFUL INFORMATION & RESOURCES 11

APPENDIX 13

INTRODUCTION

During the summer months, Bucknell's campus is home to over 10,000 students and guests. Students may require summer housing for various reasons including but not limited to research, summer classes, athletics, work, or internships. However, students are not required to be participating in an on-campus program to be eligible for summer housing. Large events such as alumni/reunion weekend, summer camps, conferences, and weddings also take place on campus during the summer. As a result, only specific/limited residential spaces are dedicated to housing for students who are staying the duration of the summer term. Housing Services traditionally offers air-conditioned single rooms and apartments for students during the summer months. Spaces are limited and students may not get their first choice of housing assignment (not all spaces will have private kitchen access). The 2024 summer term begins May 13 and ends July 26. Because of all of the activity on campus throughout the summer in addition to various renovation and construction projects, students may also be required to relocate more than once.

EXAMPLES OF SUMMER HOUSING ACTIVITIES	
Housing Services assists enrolled Bucknell students, such as:	*Events Management assists with guests of the University, such as:*
• Research programs • On-campus employment • Athletics • Summer Classes • International students • Local internships/employment • Students not returning home or not traveling over summer break • Launching place for summer abroad program	• Commencement ceremonies • Alumni/Reunion Weekend • Summer camps • Elementary and high school students, academic/athletics • Conferences • Weddings/other private events • University Guests

SUMMER APPLICATION

Students who are interested in summer MUST complete the summer housing application that is located on myHOME. The summer housing application will be available in early March and will be closed between Monday, May 6 through Friday, May 10, 2024. The application will ask your reason for summer housing and the dates you will need summer housing. The application will also contain important dates and timelines. Depending on your reason for needing summer housing, the application may ask different questions and your dates may already be determined by your program. The steps of the application are explained below.

Reasons for Summer Housing

The reasons listed for summer housing include:

- Summer Athlete
    - For those who are only living on campus because of their athletic commitment (rehab, workouts, etc.).
- Summer Employment or Fellowship.
    - Students working on campus or conducting research through Bucknell University can pick this selection.
        - You will be asked to indicate a program coordinator who can confirm your participation in the program or your supervisor that can confirm you are employed on campus. Please indicate their name and email address.
        - Your coordinator will receive an automated email to confirm. The information they enter as verification MUST match the information you entered, including spelling of names. Please contact your coordinator once the application has been completed to confirm they received the email. If they did not, please contact housing@bucknell.edu.
        - The link sent to your coordinator via email does expire after two weeks. If the link expires, you will need to contact housing@bucknell.edu to have it refreshed and resent.
        - Once the verification is completed by your coordinator, it will be visible to you in this section on myHOME. Until this step is completed, any applicable credit for housing will **not** be applied to your B-bill.
- Summer Student Assistant (SSA)
    - Only those hired by Housing Services and Residential Education as a Summer Student Assistant should choose this reason.
        - You will be asked to indicate a program coordinator- in this case it is your supervisor who can confirm you are employed in Housing/ResEd. Please indicate their name and email address.
        - Your coordinator will receive an automated email to confirm. The information they enter as verification MUST match the information you entered, including spelling of names. Please contact your coordinator once the application has been completed to confirm they received the email. If they did not, please contact housing@bucknell.edu.
        - The link sent to your coordinator via email does expire after two weeks. If the link expires, you will need to contact housing@bucknell.edu to have it refreshed and resent.
        - Once the verification is completed by your coordinator, it will be visible to you in this section on myHOME. Until this step is completed, any applicable credit for housing will **not** be applied to your B-bill.
- Summer Classes/Miscellaneous
    - If you are taking classes or will be living on campus, select this option. There is not a credit applied for this reason during the summer.

Move-In Date:

The summer housing term begins on Monday, May 13, 2024. The date that you select for this question is the day *in which you intend to move in*. Please note that the dates you select will reflect the dates you are billed for. Some programs provide a summer housing credit for their students — please see the summer billing details section for more information. Summer housing is billed at a weekly rate from Sunday-Saturday.

- If your intended move-in date does **not** match the start date for your summer program, you need to indicate the date you plan to move in and not the date your program starts. For example, if your program begins on a Monday at 8 a.m. and you would like to arrive on Sunday to unpack/prepare, your move in date should be Sunday.
- If you are on campus at the end of the spring semester and planning to stay on campus until your summer program starts, you can indicate May 13, 2024 as your move-in date.

Move-Out Date:

Students are expected to move-out by the date indicated on your application or by July 26, 2024, whichever comes first. A request can be made in the application to stay past July 26. There are specific reasons which will be approved such as being a part of an early arrival group or international student. Because of the large time gap between the end of the summer term and the start of the fall term, students not approved, will not be permitted to stay past July 26. There are no exceptions.

- The room should be returned to the condition it was when you moved in and the door should be shut/locked when you leave.
- Your key should be returned to Housing Services. Housing Services is open during the summer from 8 a.m.–4 p.m. weekdays. When Housing Services is closed, there is a mail slot near the door in Vedder to drop off your key. Your BU ID will allow you access to the entrance of Vedder Hall. If you have lost your key, please email Housing Services so a lock change can be initiated. You will be charged $75 for a lock change, which will be applied to your B-bill.
- Once a key has been returned, any items left behind will be discarded as the room will be prepared for a new resident.
- If you are moving out and would like to store your items until move-in weekend, Dorm Room Movers has scheduled pick-up and drop-off dates for students who sign up for their service. Please navigate to the 'Storage' section of the Summer Housing Guide to find out additional information.

Summer Housing Locations:

Because of the many different activities occurring on campus during the summer months, only specific/limited residential spaces are available to students for summer housing. Air-conditioned single rooms and apartments are available. Spaces are limited and students may not get their first choice of housing assignment (not all spaces will have private kitchen access). All summer housing options are air-conditioned.

Students who are staying during the summer can select their room. The below housing locations are available to choose from. Based on the availability of spaces, you may not be able to select your top choice.

Please note: Some programs are housed together and Housing Services will provide an assignment on your behalf.

- 125 Strohecker Farm Lane
- 51 Strohecker Farm Lane
- Fran's House
- Gateway Malesardi
- Gateway Silbermann
- Kress Hall
- Roberts Hall
- Seventh Street House
- South Campus Apartments, building 1
- South Campus Apartments, building 2
- Taylor Street House
- Trax Hall
- Ziegler House

Detailed information about each of these spaces for summer can be found here.

- A map highlighting the locations of each of the summer locations can be found here.

Room Assignment Process/Room Selection

- Students have the opportunity to choose their summer housing and who they live with, similar to Housing Selection for the academic year.
    - The summer housing application will close on Monday, May 6-May 10 to prepare for the room selection process.
    - Students with approved accommodations through the Office of Accessibility Resources will receive a housing placement that meets their approved accommodation needs by the first week of May. The student can still go through selection to pick a space or be pulled into a space with friends. If this occurs, the provided space will be utilized for another summer student.
    - Summer room selection will take place on Thursday, May 16.
    - For detailed information regarding how to complete room selection on myHOME, please see the appendix to this document which includes detailed instructions and screenshots.

Summary Page:

This page will populate once your summer housing has been completed. It will show you your room assignment and room-mates (if applicable).

SUMMER BILLING

- **Weekly rate** – Summer housing is charged at a weekly rate of $175.00, with the week being from Sunday through Saturday.
- **How it's calculated** – The bill is calculated based on the summer start date and end date that you list in your summer housing application. The summer housing cost is not prorated for partial weeks. Any partial week stay will be charged at the full-week (Sunday-Saturday) rate.
    - For example – If your program begins on a Monday but you want to move in early on Saturday, you will be charged for the entire week because Saturday is a part of the previous weekly billing cycle. Likewise, if your program ends on a Saturday, but you do not move out until Monday you would still be charged for the entire week because the billing cycle started on Sunday.
    - For a visual representation of what a summer billing week looks like, please click here.
- **What shows on your B-bill** – All students receive a summer housing charge on their B-bill. If you are part of a program that covers all or part of your summer housing, or if you are employed on campus and working at least 20 hours per week, that will be credited back to your B-bill by the Bursar. If approved for a credit, the summer housing application must be complete. This includes approval from the program coordinator and agreeing to the Summer Housing Agreement. Students are still responsible for the taxes on their room.
- **Who to contact if you have questions about your bill** – Bursar should be your point of contact if you have any questions about your bill. They can be reached by email at bursar@bucknell.edu or by phone at 570-577-3733. Summer office hours for the Bursar's office are Monday through Friday from 8 a.m.–4 p.m. and they are located in Marts Hall.

MOVING LOGISTICS AND EXPECTATIONS

Preparing for your summer move:

- Pack any items in boxes that you are not needing immediately.
- Keep an eye on your email for your summer housing assignment and moving dates.
- Be ready to move more than once. Residential spaces are utilized for various campus events and conferences over the summer. Construction projects will also be ongoing in several residential buildings. Students may be required to move more than once during the summer if their assigned housing space is impacted.
- Timeline:
    - Relocating to a new assignment for summer is dependent upon where your spring room assignment is, where your summer assignment is, what your summer dates are, and what other summer programs or construction/renovations are happening in those areas at the same time.
    - If your summer housing dates begin the week after final exams end (Monday, May 13 through Saturday, May 18) you are permitted to stay on campus or keep your items in your room from spring, please be mindful that due to construction, you may be required to relocate until your permanent summer housing assignment is ready.

  - The buildings available for summer housing change each year, based on different events occurring and renovations/construction projects on campus. There are some apartment spaces available, but not everyone will have an apartment during the summer. If you do get an apartment space, *those are not typically ready for summer housing students until mid-June*. This means you could either stay in your spring assignment until your summer apartment is ready, or you may have a temporary summer assignment in a different area until your summer apartment is ready. Apartments have a capacity of four students. Unfortunately, we are unable to accommodate apartments with less than four students. Any vacancies not filled may be filled by Housing Services.
  - Students needing to stay past July 26, will need to provide justification within the Summer Housing Application. Appropriate reasons for staying past July 26 include, international student, unable to leave because of home situation, fall related employment (i.e. admissions tour guide, Orientation Leader, etc), fall athletic camp. Only students who experience unavoidable problems with their summer research. A program coordinator's vacation plans are not an approved reason. All other students will be required to depart by July 26. There are no exceptions.
  - Students who are **NOT** living on campus for fall semester are expected to move out of campus housing no later than July 26.
- Approved housing accommodations will still be honored for summer housing.
- Failure to move from your assigned room as required at the conclusion of the spring semester or throughout the summer will result in a charge of $100.00 per day and all costs associated for the removal of items.
- Do NOT leave belongings unattended when you are moving to prevent theft of your belongings.
- All keys need to be returned to the Office of Housing Services by the dates communicated by Housing Services. Housing Services is located in Vedder Hall. If the office is closed, please use the mail slot in the office door. Your BU ID will provide 24/7 access to the front door of Vedder.
  - Failure to return all room keys properly upon departure will result in a $75 lock replacement charge per key per room.
  - Possession of a key indicates the space is being utilized by the individual who is responsible for it and the weekly rate will be applied until the key is received by Housing Services.
  - Once a key is returned, staff will begin to transition the room for the next resident. Any items left behind will be considered abandoned and discarded or donated.

Important reminders:

- You will likely have to move more than once over the summer: There are multiple events that occur over the summer including graduation, reunion, conferences, programs, as well as large renovation projects that put buildings offline. While we will always try to minimize room changes, it is not guaranteed that spaces will not be used throughout the summer for other purposes.

STORAGE AND MOVING

The university does not assist students with moving their personal items or offer storage to students. However, Dorm Room Movers is a storage and delivery company that serves Bucknell University students and will be able to assist with all storage needs. There will be several pick-up and drop-off dates available throughout the summer months.

FAQS:

1. When will I know what my summer housing assignment is?
    a. You may know your summer assignment before you arrive to campus, but it is possible you won't know until you arrive. Students who participated in summer room selection for summer room selection will know their room assignment.
2. Do you offer assistance for moving items into my summer room?
    a. Unfortunately, at this time we do not have the ability to assist individuals with moving their belongings due to the large volume of students moving.
3. I want to stay on campus for all or part of the summer, how do I request this?
    a. Complete the summer housing application on myHOME.
4. My plans have changed and I need to arrive later/earlier. What do I need to do?
    a. Please update your start/end date on your summer housing application so that you are billed for the appropriate timeframe.
5. Do you have storage for my stuff?
    a. The university does not offer storage to students. However, Dorm Room Movers is a storage and delivery company that serves Bucknell University students and will be able to assist with all storage needs.
6. What if I leave campus, but keep stuff in my room. Would I still be charged?
    a. Yes, actively having items in your room is considered as occupying your housing space and you may be charged the summer housing rate for this.
    b. If you leave items in your room after your assigned departure date, your items will be considered abandoned and discarded.
7. Will my space be air-conditioned?
    a. For your comfort, all summer housing is located in air-conditioned spaces.

After-hours arrivals

- If you arrive outside of office hours (8 a.m.–4 p.m., Monday–Friday), you will need to contact the Summer Student Assistant (SSA) on duty to collect your key at 570-412-3736. They are available until 11 p.m.

LIFE ON CAMPUS DURING SUMMER

Dining & Meals

- Bucknell Dining is open on a limited basis over the summer. Open locations and hours will be published by Dining here. Meal plans are not available over the summer and students must use Dining Dollars, Campus Dollars, credit card, or cash. Dining can be reached via email at dining@bucknell.edu. Any changes to the summer hours or schedule are announced on Instagram @bucknelldining.
- B-Eats, a food pantry for students experiencing food insecurity, is available Monday - Friday 8 a.m.–8 p.m. and located on the 2nd floor of the Elaine Langone Center. For questions about B-Eats, please contact the Dean of Students Office at deanofstudents@bucknell.edu. There are also food pantries available in the local community such as the Union County Food Hub and the Lewisburg Little Pantry.
- Students are also able to use Campus Dollars at select establishments off campus. For a list of off campus locations that accept Campus Dollars, please click here.
- If your summer room assignment does not include a kitchen, there is a microwave for public use located in the Bison. There are also community microwaves and kitchens located in each residence hall. The Bison does sell convenience store items and some other "On-the-go" items that can be purchased and prepared in your room or residence hall at a later time.
- There will be MicroFridges available for rental for the summer term. Please visit MyMicrofridge.com for more information.

Summer Staff

The Housing and Residential Education Office is open Monday through Friday from 8 a.m.–4 p.m. and is located in Vedder Hall, Suite 126. After hours and on weekends, there is a Summer Student Assistant (SSA) on call to assist and they can be reached at 570-412-3736.

Lockouts

- During business hours, please come to the main Housing & Residential Education Office in Vedder Hall, Suite 126
- In the evening, please contact the SSA on duty at 570-412-3736. They will handle lockouts from 4 p.m. until 11 p.m. on weekdays and until 1 a.m. on weekends just like during the school year.
- Overnight, If you are locked out outside of the above hours contact Public Safety at 570-577-3333.

Mail Services

Students can receive mail on campus during the summer by using their existing C#. Packages are delivered to the ELC. More information about how to receive mail and send packages can be found here. You can reach Student Mail Services at studentmail@bucknell.edu or 570-577-3256. The ELC will not accept perishable deliveries (such as groceries or InstaCart orders). There is also a Post Office in downtown Lewisburg on 3rd Street.

Library & Information Technology Services

L&IT supports all of the internet and technology use on campus as well as research. The Help Desk is available Monday through Friday between 8 a.m.–4 p.m. in the Bertrand Library. The Help Desk is also available at 570-577-7777.

Parking

Campus parking is managed by Public Safety. Click here for more information about requesting a parking permit. For questions about parking, contact parking@bucknell.edu.

Events & Programs

The CAP Center & Residential Education will be hosting weekly events! Check your email for dates, times and locations. You may also find upcoming CAP Center events here. You can contact Residential Education at resed@bucknell.edu or the CAP Center at capcenter@bucknell.edu for more information or to suggest an event! For other events happening in the surrounding communities, please visit lewisburgpa.com or visitcentralpa.org.

KLARC Fitness Center

The KLARC fitness center is available for students to use on campus during the summer. There are many fitness options available. The hours are limited, but the schedule is available here.

Transportation Options

- **DownTown Shuttle Service:** The downtown shuttle operates on a limited schedule during the summer period. The DownTown Shuttle does a loop of campus as well as to various locations in the surrounding community at no cost to students. The summer schedule will be published here in April.
- **Rabbit Transit Stop Hopper:** A publicly funded shuttle service that is available to campus and the local community. It is a low cost option that is comparative to Uber. Operates from 6:30 a.m.–6:30 p.m. $2 per ride. Click here to schedule a ride.
- **Bison Bikes:** Outdoor Education & Leadership has bikes available for students over the summer. Click here to learn more and make a reservation.

Card Services

Every student on campus for the Summer Period must have a Bucknell ID card (BUID). Card access is limited to your assigned residential area and applicable academic/administrative buildings you may need. To request access to an academic space, please contact your program coordinator and they can request access through Card Services on your behalf. For other card access issues or questions, Card Services can help. To view card services hours and location please visit their website.

OTHER HELPFUL INFORMATION & RESOURCES

Public Safety

Public Safety staff is available **24/7** for support or assistance. Public Safety can help with questions, emergencies, safety concerns, overnight lockouts, etc. Public Safety can be reached at 570-577-3333.

Student Health

Bucknell Student Health is available during the summer during limited hours to assist with health related concerns or illness. When Bucknell Student Health is open for student visits during the summer session, the health care services are limited to residing students, studying, or doing research at Bucknell. You can reach Student Health at 570-577-1401.

- **May 13–24:** By phone only (no appointments), 8:30 a.m.–noon, Monday–Friday
- **Week of May 29:** Closed
- **June 3–June 7:** By phone only (no appointments), 8:30 a.m.–noon, Monday–Friday
- **June 10–July 19:** By appointment, 9:30 a.m.–11:30 a.m., closed July 4
- **July 22–Aug. 23:** By phone only (no appointments), 8:30 a.m.–noon, Monday–Friday
- **Aug. 26: Regular hours resume**

Student Health is closed at other times during summer, but on-call and emergency support are available by phone for students with acute needs. If you have acute needs, please call Public Safety at 570-577-3333 to get in touch with the on-call provider. If you are experiencing a medical emergency please call 911 or Public Safety.

Counseling & Student Development Center

The Counseling & Student Development Center is currently offering mental health services for summer students by video and in-person appointments.

- **Schedule an appointment:** Call 570-577-1604 to schedule an Initial Assessment appointment or online at bucknell.edu/counseling.
- **Same-day Phone Appointments:** Phone appointments are available first-call, first-serve, Monday–Friday, 1– 4 p.m.
- **Crisis Services:** Call 570-577-1604 and indicate that this is an emergency.

*Support remains available **24/7** for urgent mental health needs by calling 570-577-1604 and choosing option 2 to connect to the on-call counselor.

Facilities

Do you have a maintenance issue or question? Please fill out a work request to the facilities team. The link is available on the left side of your myHOME screen. You will need to be connected to the Bucknell network. Please make sure your building and room number are correct and indicate if the staff has permission to enter your room or if you would like to be present. If you wish to be present, please include your availability. If this is not provided, there will be a delay in addressing your request. For emergencies during business hours, please contact 570-577-1911 or facilities@bucknell.edu. For emergencies after hours, please contact Public Safety at 570-577-3333.

Bursar

For questions about summer billing or your B-bill, please contact bursar@bucknell.edu or call 570-577-3733. Bursar can also assist with adding Campus Dollars or Dining Dollars to your BUID.

Payroll

If you are working on campus over the summer and have questions about your paycheck or benefits, please contact Payroll at payroll@bucknell.edu.

Student Employment

If you are working on campus over the summer and have questions about the employment process, please contact Student Employment at student.employment@bucknell.edu.

APPENDIX

Welcome to Summer Room Selection!

The following is a step-by-step guide of helpful information for you to complete the summer room selection process. To participate in summer room selection, you will access myHOME during your time slot (or, if you are in a roommate group, the person with the earliest time slot will select on behalf of the group). You will only be able to select buildings/spaces that are available for summer housing.

Time Slots

Each student who is eligible to participate in summer housing selection will receive a time slot.

There will be 40 students assigned to each time slot. Students will have 30 minutes until the next time slot starts, adding another 40 students (and their applicable roommate groups) to the amount eligible to select the same spaces. Time slots are assigned randomly and will be available on May 8. Summer room selection will occur on Thursday, May 16 between 9 a.m.–2 p.m.

Accommodation Requests

For students who have an approved housing accommodation through Office of Accessibility Resources (OAR), you will be provided a room assignment that matches your need(s) as established by OAR. Students who have an accommodation will have a space reserved for them prior to room selection, but will also receive a time slot to pick a room. If a student selects a room during their time slot, or agrees to be a part of another room/is pulled in as a roommate during another student's time slot, they will forfeit the housing assignment reserved for them. If you have an approved accommodation and are going through room selection, please reference this document of helpful building information.

Finding Roommates/Blocking

The "**Roommate Selection**" section is available prior to your time slot. You are not required to have a roommate group to go through selection. If you are planning to select a single room for yourself during your time slot, you do not need to complete this section. To skip, you would not confirm or send any roommate requests just click "**Save & Continue**" at the bottom of the screen.

In order for your future roommates to be able to search for and request you, a summer application must be started for each person and they must also be eligible to participate in summer room selection. You can search for roommates by name using the "**Search for Roommates**" link. You can search by name or and send a request to join a group. As a reminder, if someone is not eligible for summer room selection, they will not be visible in the roommate search section.

When you have found a roommate, you can click "**Add to Group**" to request that student. If the student is already a part of another roommate group, you should be able to choose whether to join their group or start a new group. Once you send a request, they will automatically get an email asking them to log into myHOME and accept the request. Whoever initiates the roommate group will be designated as "**Group Leader**". Once the group is established, it will be connected to the group leader with a unique code (in the example screenshot, the group name is ASHLEY2629aa6958). The "**Group Leader**" status can be changed to a different student by the Group Leader at any point. The student with the first time slot of the group is able to choose spaces for the group– this can be the group leader or someone else.

A student can remove themselves from a group at any time. The Group Leader is also able to remove students from the group. Any time a change is made to the group, all members receive email notification. The maximum number of students that can be added to a roommate group is four. Once a group is full, you will not be able to search for additional roommates.

All roommate requests need to be mutual in order for room selection to occur. This is necessary in order to select any multi-person space, such as Bucknell West, Gateways, Roberts, and South Campus Apartments and including any doubles, triples, or quad spaces. Since this step is necessary, it is highly encouraged to complete this prior to the start of your time slot.

Blocking

Blocking is picking multiple rooms for multiple people. The maximum number of students who can be part of a block is four. The block does not have to be four (could be three, or two), nor does it have to be single sex. The block can pick a variety of spaces, such as 4, 3, or 2 singles, 2 doubles, single or a double, etc. The block does not need to be on the same floor but should be in the same building.

Gender & Room Assignments

Rooms are designated co-ed in the Gateways, South Campus Apartments, Bucknell West (the Mods) and Roberts Hall; thereby permitting any student of the appropriate class year, regardless of their gender identity, to select a room and roommates of any gender. Double rooms in any location require the gender identity of both occupants to match. The gender identity of the first occupant will require the remaining space in the room to be assigned students with the same identified gender.

How to Choose a Room

On Monday, May 6, 2024 students eligible for summer room selection will receive their time slot. On Friday. May 10, 2024 the "**Rooms Available**" tab will be visible on the main page of myHOME. In this area, you can view what spaces are available prior to and throughout room selection. The page will need to be refreshed as time slots progress to review what spaces have been selected in live time. When you click "**Rooms Available**", you will need to select the dates for the summer term so the available rooms show correctly. From there, you will search by building or by room type.

When your time slot begins, you should log into myHOME, click on "**Housing & Meal Selection**", then "**Summer 2024**" and the "**Room Selection**" section should be visible to you on the left side of the screen. You should progress through the steps and review the spaces available. You must fill the capacity of the room, apartment or suite. For example, you cannot select a double alone or pick an apartment with only three people.

Once you start the '**Room Selection**' section, you will select the space for yourself and any roommates starting with the building, then you will be guided to select specific room(s), then beds.

You will begin by choosing a building you would like to see. From there, you will be able to see all available rooms in that building. You will need to select the number of rooms which match the number of people in your roommate group (for example, if you have a roommate group of 3 people and want a triple, you would select one triple room. If you have a roommate group of 3 people and you would like a double and a single, you would select a double room and a single room). If you do not have the correct number of students to fill the capacity of a space, you will not be able to move forward. Each room has a bed icon with a number next to it- that is how many beds are in that room. In this example, a double in Carey House says "**2**" while the single rooms say "**1**".

To search in multiple buildings, use the checkbox menus on the left side. You can also search by floor/area. This is particularly useful for Bucknell West (mods) if you are looking for a specific number but this is also helpful if you are trying to narrow down to live near friends in a specific location. You can also narrow down by room type or you can select a room type to search across all buildings. Please note certain room types can be tied to specific spaces. For example, "1 Single BRM Suite" would refer to a single bedroom within a suite in Roberts. "2 Double BRM APT" refers to a mod. "4 Single BRM APT" refers to South Campus Apartments or Gateways that have four single bedrooms.

To select a space, click "add to cart". Once you add spaces to your cart, you will have a 3 minute timer to complete the process. Once spaces are added to your cart, they are not able to be seen or selected by other students. If you have not chosen a bed for yourself AND placed the appropriate roommates in their beds prior to the time expiring, you will need to start the search over again.

On the next page, you will choose a bed for yourself and a bed for your roommates. In a single room, one bed space will be available. In a double, there will be two bed spaces. You would need to place yourself in one and your roommate in the other (this essentially represents sides of the room). In an apartment, the "room" you select would be the apartment number while the "beds" refers to the bedrooms in the apartment.

Next to your name, use the dropdown menu to select which bed you would like to be placed in the room you selected. Then, do the same for each of your roommates. The dropdown menu will show you the beds available and the beds already taken by you or your roommates. In image 1, Ashley chose two single rooms in Carey House. Ashley chose room 111 for herself. When she selects a room for her roommate Stephen, it shows which space Ashley chose in the dropdown menu which means Ashley should choose the other available space for Stephen. **If you do not do this step, your roommates will not be added**.

Once you select the beds, click "Assign Beds" to go to the next screen to confirm.

On the final screen, you can review your choices, **once you click "Confirm" you are done and you WILL NOT be able to change it**. Once this step is completed, all members of the roommate group will receive a confirmation email.