



## Reservation procedures

You must apply for admission to the university before you submit your reservation for housing. Space will not be guaranteed unless you are formally admitted to WOU and are registered for classes.

Housing reservations are accepted beginning October 1 for the following academic year. Your priority date will be the date that your reservation and processing fee are received in our office. **Space is limited and fills quickly. Reserve your space early.** Reservations received prior to October 1 will be dated October 1.

For more information about the residence halls, please visit our website <http://www.wou.edu/housing/>. If you still have questions, please call University Housing at 503-838-8311, toll free at 1-877-877-1593, opt. 4, or by email at [housing@wou.edu](mailto:housing@wou.edu).

## Choosing a roommate

**WOU offers the option of using electronic roommate matching to help you find your perfect roommate. Look for an email from University Housing about how to join and find your perfect match with My College Roomie!** If you already know your roommate, indicate your chosen roommate by listing that person's name and student ID number on your reservation form.

**To be placed together the person you request must also request you to validate the roommate selection. You must also both make the same building selection.** If you don't have a preferred roommate or choose one, a roommate will be assigned to you.

## The residential community

Because of the educational value of on-campus living, all single first-year students without dependents who enter WOU within one year of high school graduation are required to spend their first year living on campus. Many returning and transferring students also choose to live on campus for convenience, safety, available services, and varied activities.

WOU offers a variety of accommodations for on-campus living. Rooms, suites and apartments are primarily set up for occupants of the same gender, but there are units that are gender inclusive (and other spaces by request). Availability of specific options is subject to demand and facility designation. All residence halls are tobacco-free communities.

## The Residence Halls

This document provides you with basic housing information, but **you will have the opportunity to select the hall, room and roommate of your choice online!** Look for information regarding Room Selection to be sent to your WOU email account in late Spring/early Summer. For descriptions, more details and room tours, go online to <http://www.wou.edu/housing/rooms-and-maps/>

## Residence hall furnishings

Each room is furnished with the following:

- Desk
- Chair
- Wardrobe/closet
- Storage drawers
- Extra-long single bed (36" x 80")
- Bookshelf or shelves
- Garbage can/recycle bin
- Microwave-Refrigerator

All rooms have wireless access and are also hard-wired for computer hookups.

## Meal Plan Information

Residential Meal Plans are required for each student each term. When selecting your meal plan, keep in mind, residential students enjoy up to a 30% discount (unless otherwise specified) for prepared food purchased at the Valsetz Food Court.

NOTE: Overhead costs are built into purchases made at Valsetz Dining, but not at other campus restaurants. Expect to pay full retail here. Unused food dollars roll over into the next term, but are not refunded at the end of the academic year.

- Meal Plan #2 is the most popular plan.
- A minimum of \$20 can be added at any time
- Written meal plan change requests are accepted only for the following term (Once the term begins, you cannot change your meal plan for that term).
- Students living in the Arbor Park complex have complete kitchens within their apartments and are therefore **not required** to select a meal plan.

## Canceling the contract

If you leave the residence halls, and continue to attend classes at WOU, your account will be charged a cancellation fee (*\$10 per day, subject to change*) for the remainder of the academic year for breaking your contractual agreement with the university. If you withdraw from WOU during the academic year you will be released from this contractual obligation.

### REMEMBER -

**You will have the opportunity to select your choice of Hall, Room and Roommate online in late Spring/early Summer prior to your arrival on campus. Use the links below for detailed information.**

- <http://www.wou.edu/housing/rooms-and-maps/>
- <https://www.wou.edu/housing/basic-housing-information/>

**- FOR THIS AND OTHER INFORMATION CHECK YOUR WOU EMAIL OFTEN -**

QUESTIONS? More Information? Call 503-838-8311 or toll free 1-877-8771593, opt. 4

# Western Oregon University 2022-23 Housing Reservation

A \$50 non-refundable processing fee is required to process your reservation and is valid for this academic year only.

LAST NAME	FIRST NAME	M.I.	WOU ID NUMBER
WHAT YEAR DID YOU GRADUATE HIGH SCHOOL? _____ BIRTHDATE _____ CELL _____			
CELL PHONE CARRIER _____		EMAIL _____	
IF FAMILY MEMBERS ARE INTERESTED IN RECEIVING IMPORTANT INFORMATION FROM UNIVERSITY HOUSING PLEASE LIST A VALID EMAIL ADDRESS			
FAMILY EMAIL _____			
STREET/PO BOX _____		CITY _____	STATE _____ ZIP _____
GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Trans <input type="checkbox"/> Other Please define "other" _____			

## Reservation Request for:

Fall 2022  Winter 2023  Spring 2023

## Contract Options:

Yearly contract: \$50 non-refundable processing fee

## Specific roommate requests:

Please give the full name and student ID number (V# if known) of your preferred roommate(s). Your chosen roommate must also request you.

### #1 Roommate name and V# (if known):

\_\_\_\_\_  
\_\_\_\_\_

### #2 Roommate name and V# (if known):

\_\_\_\_\_  
\_\_\_\_\_

## Voluntary information:

Please note information that should be considered for room or roommate assignments\*.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*NOTE: **Disability accommodation requires additional documentation.** Contact the Office of Disability Services for more information. <http://www.wou.edu/disabilityservices/>

### PLEASE NOTE: Your Reservation May be Cancelled if:

- You fail to register for classes prior to the term for which you have reserved your space.
- You have not checked into campus housing by the end of the first day of classes.
- You have not made prior arrangements with University Housing for a later arrival.

All assignments are made based on reservation date (the date that we receive your request and reservation fee) and space availability.

Send completed reservation and processing fee(s) to University Housing, 345 Monmouth Ave. N, Monmouth, OR 97361.

Make checks payable to Western Oregon University. If more convenient, fax reservation to 503-838-8968 then telephone your VISA/DISCOVER/MASTERCARD payment to 503-838-8311.

Student's Signature

Today's Date

\* For those applying for fall term - after room selection closes, please note that information about hall assignment, roommate and contract information will be available to you on your WOU Housing Overview page prior to Move-In Day. If you apply late and are unsure of your assignment, please contact the Office of University Housing prior to your arrival on campus. If you are applying for winter or spring terms, you will receive your building assignment when you arrive on campus at the beginning of the term that you have submitted your reservation request for.