

QUICK REFERENCE SHEET FOR FALL ROOM SIGN UP

Here is a summary of options for you during room sign up. You still need to read the room sign-up newsletter for all the pertinent information.

REMEMBER: Full-time students must live in a Drake residence hall during any period of University enrollment within two years following high school graduation. Exceptions include individuals who are married or live within a 45-mile radius of Drake University with their parent(s)/legal guardian and have completed the Commuter Application, and received, written approval from the Office of Residence Life to live off campus as a commuter student.

*For the purpose of housing sign up, The Office of Residence Life defines Sophomore as: current first year students who have previously lived on campus in a Drake University residence hall and/or students who are in their second year beyond high school graduation.

SIGNING UP FOR NON-SINGLE ROOMS

You **must** have the right number of roommates for the room you want. (i.e.; counting you, 1 for a double room, counting you, 2 for a triple room and counting you, 3 for a four-person room) The number of residents must match the total occupancy of the room in order to sign-up. Sign-up occurs during the sign-up period of the roommate with the earliest housing registration/Lottery time slot. **Roommates must have a Verified roommate group prior to room selection.**

Fall roommate currently abroad?

- If you want a student who is currently abroad as your roommate, please complete your Housing & Meal Plan application and create a verified roommate group with the individual currently abroad after they have filled out their Housing & Meal Plan application.

Fall roommate transferring into Drake?

- You may request a transfer student who is within two years of high school graduation, as your roommate; however, the request must be mutual, and a verified roommate group must be completed.
- If the new student has not submitted their deposit and housing & meal plan application as of 4:30 pm February 20, 2025, you will need to find a new roommate or you will be consolidated with another roommate less student.

Roommate(s) cancel?

- **You will need to find someone else, who does not already have a housing assignment, or the Office of Residence Life (ORL) will/may assign someone to the vacant room space.**

Want an International Roommate?

- If you would like to live with a new international student, please e-mail housing@drake.edu in the Office of Residence Life by 4:30pm, February 28, 2025, to make the request.

SINGLE ROOM INFORMATION

* For the purpose of housing sign up, The Office of Residence Life defines **Sophomore as: current first year students** who have previously lived on campus in a Drake University residence hall and/or students who are in their second year beyond high school graduation.

****Lottery Number Does Not apply, during single room sign up, assignments are made on a first come, first served basis till rooms are filled****

I am currently a **Sophomore*** in a single room for medical reasons or requesting to begin the process for a single room for medical reasons.

- Sign up online from 10:00am-3:00pm on Tuesday, February 25, 2025, **with prior documentation on file with SDS as outlined in the Housing Newsletter.**

I am required to live on campus and would like to sign-up for a single room.

- Registration begins at 5:00 p.m. **Online**, Thursday, February 27, 2025, to make a request for a single room, if available.

I am not required to live on campus (beyond two years out of high school graduation) and would like to sign-up for a single room.

- Registration begins at 9:00 a.m. **Online**, Friday, March 28, 2025, to make a request for a single room, if available.

When no more single rooms are available, students may submit a request to housing@drake.edu and request to be placed on the “single room wait list”. Please put single room waitlist request in the subject line. These lists are in effect for all the Academic Year 2025-2026.

STUDYING ABROAD FALL 2025

I am a Sophomore going abroad.

- Since you are required to live on campus, you need to turn in the housing contract, **please click on “Spring Only” in the special housing needs sections of the online application.**

I am beyond two years out of high school graduation and will **not** be living on campus in the Fall of 2025.

- You need to cancel your housing by completing the “Application Cancellation” in the portal at my.drake.edu, click on “Student Home”, click on “Campus Resources” then click on the fork&knife icon, “Housing & Meal Plans”, by 4:30 p.m., May 1, 2025, to have your housing deposit refunded less any room damage fees.
- If you wish to live in the residence halls for the Spring 2026 semester, **please click on “Spring Only” in the special housing needs sections of the online application.** We will make assignments based on availability and notify you via email if we are able to accommodate your request.

BEYOND TWO YEARS OUT OF HIGH SCHOOL GRADUATION SIGNING UP WITH SOPHOMORE

The only students beyond two years out of high school graduation who are eligible to sign up with a Sophomore are those **REQUIRED to live on campus because of a room and/or board specific grant or**

scholarship (i.e.; Alumni Room/Board Scholarship) A student beyond two years out of high school graduation, who is required to live on-campus (**should complete the "Residence Hall 2025-2026" Housing & Meal Plans Application**) will then receive a housing registration/lottery time slot via email. You will have an opportunity to sign-up online in the normal room selection process, Medical Single Room and Single Room sign-up, February 25 & 27 and Regular Room sign-up March 6th & March 7th. **Student Financial Aid will verify those students who do meet this requirement. If you believe you have met these requirements but have not received a housing registration/lottery time slot by February 20, 2025, by Noon, please contact housing@drake.edu immediately.**

SOPHOMORE FRATERNITY OR SORORITY RELEASE

As a sophomore, you must be released through the Director of Fraternity and Sorority Life to live in your Greek House. For inquiries regarding Greek releases, you may contact Liz Cadwell, Director of Fraternity and Sorority Life, elizabeth.cadwell@drake.edu.

GRADUATING OR BEYOND TWO YEARS OUT OF HIGH SCHOOL GRADUATION **MOVING OFF-CAMPUS**

Notify the Office of Residence Life by completing the "Application Cancellation" for the Academic Year 2025-2026 Application in the portal at my.drake.edu, click on "Student Home", click on "Campus Resources" then click on the fork&knife icon, "Housing & Meal Plans", by 4:30 p.m., May 1, 2025, to have your housing deposit refunded less any room damage fees.

*Subject to change by the University