Single Room Request Process

A $50 deposit is required to access the housing process via BearPaws.

Deposits can be paid with cash or check at the Office of Students, Raymond Hall 4th floor, Monday through Friday from 8:00 am to 4:30 pm, with a credit/debit card, ACH/electronic check on line, or through their CASHNet eBill.

- Click on Make Payment at top of CASHNet portal page
- Click on Room Deposit
- Click on Checkout
- Input payment information

Selection in BearPAWS for “Single Room” requests will be available beginning February 16th at 11:59 am and run daily until February 29th at 11:59 am.

After paying the $50.00 deposit, students should log into their BearPAWS account and agree to the housing license. This will take you to the Preference Page. Students will see an option in the drop down box to select a single room. Students will not be able to select as specific building at this time.

Students will receive a confirmation e-mail on March 2 informing you whether you are approved for a single room.

If you are approved for a single room, you will have the option of having this accommodation in either a standard double room or a double room within a suite. Students should follow the “Class Night” process to sign up for a double room or the “Suite Process” for a suite. If you are interested in a suite, the program will recognize your single in order to make the suite a complete group.

Students may also use their approved single to “Stay in Current Room” where applicable. Student should follow that process and instructions to obtain this housing option.

(February 2016)
http://www.potsdam.edu/studentlife/ResHalls/RoomAssignments.cfm
E-mail address: reslife@potsdam.edu