**Stay in Current Room 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 “Stay in Current Room” will be available beginning March 1st at 11:59 am and run daily until March 25th at 11:59 am.

It is important to understand that not all areas are areas that you can return to. When you log into BearPAWS to select housing, you must see an option that says “Stay in Current Room”. If you do not see that as an option then that means you cannot stay in your current room. Areas you cannot return to include First Year Experience (Bowman West and East), Draime Hall Extension floors 3 & 4, Knowles South Little East, all suites, apartments and townhouses.

In addition, if both you and your current roommate want to stay in your current room and each bring in a new roommate, that is not possible. Only you both are allowed back or one of you with a new roommate. Ties will be broken with individual housing priority numbers.

If your roommate is not returning to the room and you want a new roommate, you must still request “Stay in Current Room” and list the new roommate’s P# then the new roommate must list the building and your P#.

You will receive a confirmation e-mail on March 28 informing you whether you are approved to return to your room.

If for some reason, you are not approved to stay in your current room it is important that you now attend “Class Night” (March 30th) to pick your room.

(February 2016)

http://www.potsdam.edu/studentlife/ResHalls/RoomAssignments.cfm

E-mail address: reslife@potsdam.edu