

# SINGLE ROOM APPLICATION PROCESS

Changes and Procedures for Fall 2008

Students desiring a single room not based on an ADA reasonable accommodation are encouraged to sign-up for one of the apartment spaces. Single rooms are only granted to those approved for ADA reasons.

Please read the following information carefully prior to completing the single room application:

- ◆ **Single room applications are due by March 7, 2008.**
- ◆ The paper applications are available in the Office for Campus Life and on the website at [www.guilford.edu/housing](http://www.guilford.edu/housing).
- ◆ **Students applying for a single room are still required to complete the online housing application in Bannerweb for fall 2008. The Single Room Application is a separate paper process from the online housing application.**
- ◆ Students who have special needs and are requesting an accommodation are required to complete and submit a Disabilities Disclosure Form along with current supporting documentation from a qualified professional in accordance with the *Guilford College Student Handbook* under the **“Americans with Disabilities Act: Disclosure and Request for Reasonable Accommodations (ADA).”**
- ◆ Students who currently have singles based on ADA as a reasonable accommodation and will need the same accommodation for Fall 2008, may not need to submit new supporting documentation, **but will still need to submit a new application by the deadline for the fall term.**
- ◆ Due to the increased demand for campus housing, the **small** single rooms in the traditional residence halls (Milner, Bryan, English and Mary Hobbs) and the substance free house will only be available to students approved for single room accommodations under the ADA. These small singles are no longer available to students who do not fit the special needs criteria.
- ◆ The small single rooms in the traditional halls will be utilized first then the houses and lastly, the apartments. Only if absolutely necessary and at the complete discretion of Residence Life, will any double rooms in the traditional halls be used.
- ◆ Students who are granted an approved single room, but desire an apartment, must go through the same process as other students wanting an apartment. If you do not get an apartment room through the lottery, then you will be assigned one of the traditional hall pre-designated single rooms.
- ◆ You will be notified by email if you are approved or not approved for a single room. Assignments will be made after the lottery selection week in April.
- ◆ Students who are newly admitted or readmitted after the March 7th deadline may still submit an application. However, if approved, personal room preferences may be limited.
- ◆ Inquiries about the Single Room Process should be emailed to [kgray2@guilford.edu](mailto:kgray2@guilford.edu). ADA related questions should be emailed to [kgarner@guilford.edu](mailto:kgarner@guilford.edu).