



GET EXCITED!!
(We are!)



FOR THE VERY FIRST TIME **YOU GET TO CHOOSE YOUR ROOM & ROOMMATE!**

- The Housing Selection Process is the process that YOU go through online to select the **LIVING SPACE of YOUR CHOICE AND - THE ROOMMATE OF YOUR CHOICE** for the coming academic year.
- IT IS ALL ONLINE AND . . .
It starts with updating your preferences and listing your roommates on May 15th.



USE A COMPUTER TO NAVIGATE THE PROCESS

- OUR APOLOGIES. Our current housing system does not interface with mobile devices.
SO SORRY. . .
- So for the last year, you will need to
- **USE A LAPTOP OR STANDARD COMPUTER** –
to make your selections online.



STEP #1 – UPDATE YOUR PREFERENCES!

STARTS MAY 15

- STEP ONE LOG ONTO THE PORTAL, CLICK ON HOUSING HOME.
 - **UPDATE YOUR PREFERENCES. - YOU CAN'T GO ON UNTIL YOU UPDATE AND CLICK NEXT TO PROCEED.** *
- (If you don't have any updates to make, at least click NEXT to proceed.)
- ACCESS, READ AND UNDERSTAND THE TERMS & CONDITIONS OF THE PROCESS.
 - LIST ANY ROOMMATES THAT YOU MIGHT WANT TO PULL INTO THE SPACE THAT YOU SELECT.
 - **REMEMBER YOUR ROOMMATES ALSO HAVE TO LIST YOU AS THEIR ROOMMATE CHOICE TO CONFIRM. ONLY CONFIRMED ROOMMATES WILL SHOW TO BE SELECTED AND PULLED INTO A SPACE STARTING MAY 22!**

*** YOU HAVE TO COMPLETE THE
HOUSING SELECTION PREFERENCES SECTION
TO SEE WHEN YOUR SELECTION TIME-SLOT STARTS.
THEN YOU WILL GO ON TO MAKE YOUR SELECTIONS
WHEN YOUR TIME-SLOT ROLLS AROUND.**

University Housing - My Home

John Smith (V000000001)

Spring Term - 2018

Fall Term - 2018

- [Housing Selection Preferences](#)
-

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IT ALL STARTS HERE:

<https://www.wou.edu/portal/>

USE THE LINKS ON THE LEFT SIDE TO NAVIGATE WITHIN THE PROCESS

STARTS MAY 15

<https://www.wou.edu/portal/>

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Preferences

John Smith (V00000001)

TERMS AND CONDITIONS:

By participating in the room selection process (*this includes being pulled in as a roommate*) you agree to University Housing's Terms and Conditions. Please visit the following [link](#) to review these in detail.

Contact Info

We will only use your information for WOU Housing or Dining related communicat

for all official communications.

Cell Phone Number:

Cell Phone Carrier:

WOU Email:

Requested Roommates (V-Numbers Only)

Please make sure that your expected roommate(s) are listed below. They must confirm this preference on thier end before they can be pulled (or pull you) into the room selection process. Each student is responsible for checking this portal to confirm their room selection has been made.

Roommate Preference #1 Billy Bob (V00000004) [confirmed]

Roommate Preference #2 V00000002 [unconfirmed]

Roommate Preference #3 Bonnie Hall (V00000005) [confirmed]

Meal Plan Selection

Please choose the mealplan option that works best for you. Meal Plans can be changed or added here until the change request deadline for the term you are applying for.

Meal Plan #1 (\$285 food dollars/term)

Meal Plan #2 (\$440 food dollars/term)

Meal Plan #3 (\$560 food dollars/term)

Meal Plan #4 (\$685 food dollars/term)

Meal Plan #5 (\$150 food dollars/term)

Your Meal Plan Choice:

Next >

IF YOU WANT TO CHOOSE, YOU HAVE TO COMPLETE BOTH THE STEPS TO THE LEFT.

- 1 Read & understand the Terms & Conditions for the process.
- 2 Complete your preferences. If you don't have any updates to make to your preferences, at least click through the blue "next" button to advance.

HOUSING RENEWAL TERMS AND CONDITIONS

By participating in the Housing Selection Process (this includes being pulled in as a roommate) you agree to the following Terms and Conditions.

- I will be eligible to update my preferences, browse room choices and make my selection or be pulled into a space, and make changes to that reservation for Fall Term 2018 until 5 pm, Tuesday, July 31, 2018.
- I may use this process to sign-up for a specific room for next year and/or select (a) roommate(s). If I choose, or am pulled into a room or apartment by someone else, I am committing to a housing reservation for Fall Term, 2018.
- I understand that I must be registered for and attend classes for Fall, 2018 (6 credit hours for graduate students, 8 credit hours for undergrad students) to be eligible to live on campus at Western Oregon University.
- I understand that I will be financially responsible for the fees associated with my selected housing reservation according to the Terms and Conditions of the 2018-2019 University Housing and Campus Dining Contract and the 2018-2019 Room and Board Rates. Due dates are posted online in the Academic Calendar.
- I understand that upon receipt of my residential contract this summer, I am responsible for the information contained within said contract and agree to electronically submit my contract by the contract deadline, 5 pm, August 10, 2018 to hold my specific hall/room/roommate selection(s) and avoid being assigned elsewhere.
- I also understand that if my plans change, I may cancel my housing reservation. To do so, I must:
 - a.) Submit my cancellation request in writing. (email is acceptable: housing@wou.edu) NOTE: WOU has a [First-Year Live-in Requirement](#). If you graduated from high school in 2018, you may only cancel your housing reservation if you are withdrawing from Western Oregon University.
 - b.) To avoid cancellation fees, submit my cancellation request prior to the cancellation deadline for the term which I am applying for.
- I understand that University Housing may move students to meet the occupancy needs of the program, and that it is my responsibility to check my WOU Portal throughout the summer for any updates or changes to my housing assignment.

WHAT IT MEANS:

1

THIS PROCESS IS OPTIONAL. IF YOU PREFER TO NOT CHOOSE YOUR LIVING SPACE AND/OR ROOMMATE(S), THE UNIVERSITY HOUSING TEAM WILL PROCESS ALL HOUSING AND ROOMMATE PLACEMENTS THAT HAVE NOT BEEN MADE PRIOR TO THE JULY 31, 2018 DEADLINE.

2

FIRST-YEAR STUDENTS! WESTERN OREGON UNIVERSITY HAS A FIRST-YEAR LIVE-IN REQUIREMENT. IF YOU DO NOT SELECT A SPACE TO LIVE, NO WORRIES! WE WILL FIND A SPACE FOR YOU BASED ON THE CRITERIA IN YOUR HOUSING APPLICATION AND THE DATE WHICH WE RECEIVE YOUR COMPLETED APPLICATION (YOUR PRIORITY DATE).


3

TRANSFER STUDENTS! IF YOU DO NOT CHOOSE A ROOM OR APARTMENT IN THE PROCESS OR ARE NOT PULLED INTO A ROOM OR APARTMENT, YOU TOO WILL BE PLACED BASED ON THE CRITERIA IN YOUR HOUSING APPLICATION AND THE DATE WHICH WE RECEIVE YOUR COMPLETED APPLICATION (YOUR PRIORITY DATE). HOWEVER, AS A TRANSFER STUDENT, IF YOUR HIGH SCHOOL GRADUATION DATE IS PRIOR TO 2018, YOU ARE NOT REQUIRED TO LIVE ON CAMPUS. IF YOUR PLANS CHANGE AND YOU CHOOSE TO CANCEL YOUR HOUSING PLEASE BE AWARE OF CANCELLATION DEADLINES AND CONTACT HOUSING ASAP.

NO MATTER WHAT GROUP YOU FALL INTO – PLANS CHANGE!

IF you find that your plans have changed and you will not be attending Western Oregon University and wish to cancel your housing reservation, please contact University Housing ASAP

housing@wou.edu

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Preferences

John Smith (V00000001)

TERMS AND CONDITIONS:

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Contact Info

We will only use your information for WOU Housing or Dining related communications. Please note that your WOU Email address will be used for all official communications.

Cell Phone Number:

Cell Phone Carrier:

WOU Email:

Requested Roommates (V-Numbers Only)

Please make sure that your expected roommate(s) are listed below. They must confirm this preference on thier end before they can be pulled (or pull you) into the room selection process. Each student is responsible for checking this portal to confirm their room selection has been made.

Roommate Prefe

Roommate Prefe

Roommate Prefe

Roommates

Roommate Preference #1 Billy Bob (V00000004) [confirmed]

Roommate Preference #2 Billy Bob [unconfirmed]

Roommate Preference #3 Bonnie Hall (V00000005) [confirmed]

Meal Plan Sele

Please choose th

Meal Plan #1 (\$285 food dollars/term)

Meal Plan #2 (\$440 food dollars/term)

Meal Plan #3 (\$560 food dollars/term)

Meal Plan #4 (\$685 food dollars/term)

Meal Plan #5 (\$150 food dollars/term)

Your Meal Plan Choice:

ONLY ROOMMATES WHO HAVE BEEN CONFIRMED WILL BE PULLED IN!
TO BE "CONFIRMED" BOTH YOU AND YOUR ROOMMATES NEED TO
MUTUALLY LIST ONE ANOTHER
ROOMMATE #2 ABOVE – Billy Bob – WILL NOT SHOW UP AS A
ROOMMATE OPTION IN THE SELECTION PROCESS BECAUSE HE IS NOT
CONFIRMED. (He did not list John Smith as a roommate choice in
his preferences).



YOUR SELECTION TIME!

PLAN AHEAD – once you know when your time slot starts
- **for best selection** – get in asap to make your selection(s)!

**ONCE YOU COMPLETE THE HOUSING
SELECTION PREFERENCE SECTION, YOU WILL
SEE WHEN YOUR SELECTION TIME SLOT
BEGINS – PLAN AHEAD! GET IN THERE!**

MAY 15 – PREFERENCES. MAY 22 – SELECTION STARTS.

- **ONCE YOU HAVE COMPLETED YOUR PREFERENCES, YOU WILL BE ABLE TO SEE YOUR DESIGNATED SELECTION TIME SLOT. IT IS IN YOUR BEST INTEREST TO GO IN AS EARLY AS YOU CAN TO MAKE YOUR SELECTION. EVERY INCOMING STUDENT WHO APPLIES BEFORE JULY 22 WILL HAVE THE OPTION TO CHOOSE. THE LONGER YOU WAIT TO MAKE YOUR SELECTION, THE MORE LIMITED YOUR SELECTIONS MAY BE.**
- **TALK TO YOUR ROOMMATE: IF YOUR CHOSEN ROOMMATE HAS A BETTER TIME SLOT, HAVE THEM PULL YOU IN DURING THEIR EARLIER TIME SLOT. REMEMBER, IF YOUR ROOMMATE IS GOING TO PULL YOU INTO A SPACE, IT IS STILL YOUR RESPONSIBILITY TO CHECK TO MAKE SURE THAT YOU DID GET PULLED INTO THAT SPACE BY YOUR ROOMMATE. CHECK YOUR WOU EMAIL. CHECK THE PORTAL!**

BY CLICKING "MAIN PAGE" on the left nav panel or by clicking on your Name/V# - you will return to the main page.



Western Oregon
UNIVERSITY

University Housing - My Home

John Smith (V00000001)

Spring Term - 2018

Fall Term - 2018

- [Housing Selection Preferences:](#)
- [Resubmit Housing Selection Preferences](#)
- [Housing Selection](#) Starts: 10:00 am, 5/23/18, ends at 7/31/2018
-

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Logout

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Room Layouts

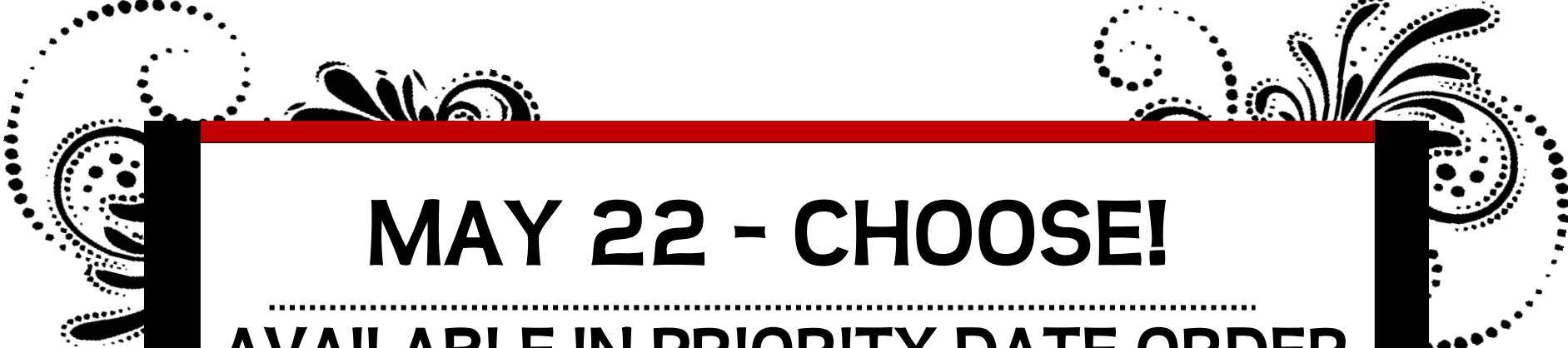
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Your selection time-slot start date and time will show up here once you have submitted your preferences.



MAY 22 - CHOOSE!

.....
AVAILABLE IN PRIORITY DATE ORDER

3 PM – 9 PM: MAY 22-31

All Hours: JUNE 1 - 5 PM, JULY 31

ONCE YOUR START TIME ROLLS AROUND AND YOU ENTER INTO THE SYSTEM TO MAKE YOUR SELECTION THERE IS NO TIME-LIMITATION ON YOU TO MAKE THOSE SELECTIONS – UNTIL THE SELECTION DEADLINE. *(However, remember, the longer you wait, the more start-times are starting behind you and your selection options may become more and more limited.)*

ONCE STARTED, YOU CAN ACCESS THE SYSTEM AS OFTEN AND AS LONG AS YOU WANT TO MAKE SELECTIONS OR ANY CHANGES THAT YOU WANT TO YOUR SELECTION OR PREFERENCES – UNTIL THE SELECTION DEADLINE:

***SELECTION – CHANGES – DEADLINE:
5:00 PM, TUESDAY, JULY 31, 2018***



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University Housing - My Home

John Smith (V00000001)

Spring Term - 2018

Fall Term - 2018

- Housing Selection Preferences:
 - ~~Resubmit Housing Selection Preferences~~
 - **Housing Selection** (ends at 5 pm, 7/31/2018)

• RETURN HERE TO CHANGE ANY OF YOUR PREFERENCES
IF YOU CHOOSE TO UPDATE LATER

Room Search

John Smith (V00000001)

You are not currently assigned to a room in this term.

If you choose or are pulled into a room

- Remember that, if you do not fill the suite/room of your choice, only students of **your gender** may fill any spaces that are vacant within your suite/room.
- Room Selections can be changed or added here until the change request deadline for the term you are applying for.

Please remember to select any requested roommates below before moving on to choose a room.

Requested Roommates

- ☒ Include Billy Bob (V00000004)
- ☒ Include Bonnie Hall (V00000005)

**TO PULL IN REQUESTED ROOMMATES, YOU MUST CLICK THE BOX
NEXT TO THEIR NAME!**

*** - ROOMMATES WITHOUT A CHECK NEXT TO THEIR NAME
WILL NOT BE PULLED INTO THE ROOM -**

**WHEN
CHOOSING
REMEMBER TO
PULL IN YOUR
CONFIRMED
ROOMMATES
BY
CLICKING THE
BOX NEXT TO
THEIR NAME**

Building (or Area)

Advanced search

Leave blank to see all available rooms.

Room Type

Ackerman Live-Learn Community

Search



Room Search

John Smith (V00000001)

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If you choose or are pulled into a room

- Remember that, if you do not fill the suite/room of your choice, only students of **your gender** may fill any spaces that are vacant within your suite/room.
- Room Selections can be changed or added here until the change request deadline for the term you are applying for.

Please remember to select any requested roommates below before moving on to choose a room.

Requested Roommates

☒ Include Bonnie Hall (V00000005)

TO PULL IN REQUESTED ROOMMATES, YOU MUST CLICK THE BOX NEXT TO THEIR NAME!

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BARNUM ROOM TYPES AVAILABLE :

- TRIPLE

ACKERMAN ROOM TYPES AVAILABLE :

- SINGLE
- DOUBLE

Building (or Area)

ACKERMAN ▼

Advanced search

Leave blank to see all available rooms.

Room Type



Ackerman Live-Learn Community



Search



ACKERMAN COMMUNITIES AVAILABLE FOR HOUSING SELECTION:

- GLOBAL CONNECTIONS
- SUSTAINABILITY
- OUTDOOR ADVENTURE
- HEALTH SCIENCES
- CREATIVE ARTS
- FUTURE EDUCATORS
- ASL
- CRIMINAL JUSTICE
- HONORS – RESTRICTED – CONTACT UNIVERSITY HOUSING
- TRANSFER

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Room Search Results - Page 1

[John Smith \(V00000001\)](#) > [Select Room](#)

Room Search in progress...

<< [Previous Page](#) | [Next Page](#) >>

[Return to Search Criteria](#)

Name
ACKERMAN 1st Floor - Taylor
ACKERMAN 2nd Floor - Arbuthnot
ACKERMAN 2nd Floor - Gilmore
ACKERMAN 2nd Floor - Taylor
ACKERMAN 3rd Floor - Arbuthnot
ACKERMAN 3rd Floor - Gilmore
ACKERMAN 3rd Floor - Taylor
ACKERMAN 4th Floor - Arbuthnot
ACKERMAN 4th Floor - Gilmore
ACKERMAN 4th Floor - Taylor

CLICK ON YOUR FLOOR CHOICE TO SELECT

ONCE YOU SELECT THE AREA
WITHIN A BUILDING THAT YOU
WANT TO SEE, YOU WILL BE
DIRECTED TO SELECT THE FLOOR
OF YOUR CHOICE AND THEN, THE
ROOM ON THAT FLOOR THAT YOU
WANT.

ACKERMAN FLOOR 3

sustainability

Taylor Wing

Faces West
Towards the Coast Range

Gilmore Wing

Faces East
Towards Parking Lot H
Housing Offices located on
ground floor off of the lobby

ARBUTHNOT - FLOOR THREE:
RESTRICTIONS:

COMMUNITY: ASL (American Sign Language)

ALL SELECTIONS ARE MADE
LIVE & IN REAL TIME!

RECYCLING
DROP

asl community

Arbuthnot Wing

Faces South
Towards The Grove



Room Search Results - Page 1

John Smith (V00000001) > [Select Room](#)

Room Search in progress...

[<< Previous Page](#) | [Next Page >>](#)

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Name
LANDERS 1st Floor - Pod 1
LANDERS 1st Floor - Pod 3
LANDERS 2nd Floor - Pod 2
LANDERS 2nd Floor - Pod 3
LANDERS 3rd Floor - Pod 4
LANDERS 3rd Floor - Pod 5

**NOW NARROW YOUR SEARCH BY
CHOOSING THE FLOOR YOU WANT**

- Click on a space to select it. Then click the "Submit" button to acknowledge that selection.
- **You are free to make changes in your selection from your start time until 5 pm, July 31. NOTE: Any changes made once your first selection has been submitted and confirmed WILL NOT INCLUDE YOUR ROOMMATES.**
- University Housing may need to adjust your selection. You will be notified first.

THESE ARE THE ROOM(S) THAT ARE AVAILABLE WITHIN THE BUILDING & FLOOR THAT YOU SELECTED

—
IN THIS CASE, LANDERS HALL, 1ST FLOOR.

Select room for:

☒ All - Self and Roommates
or individually

☐ Self - John Smith

☐ Roommate 1 - Billy Bob

Expected start DATE: 12/23/2018

Expected end DATE: 12/23/2018

Facility information:

Name: _____

Spaces

Occupant information:

Name: _____

Gender: _____

Color legend:

Available

Unavailable

Selected

AVAILABLE SPACES WILL SHOW UP AS ORANGE COLORED SPACES. (8 rooms in Pod 1 below-left.)

← ONCE YOU MAKE YOUR SELECTION THE COLOR OF THAT SPACE WILL CHANGE TO PURPLE.

W
S ● N
E

POD 1

116 117 118 119

115

114

113 112 111

POD 2

211 212 213

214

215

219 218 217

216

POD 3

313

312

311

314 315 316

317

318

319

POD 4

419

418

417

416 415 414

411

412

413

POD 5

511 512 513

514

515

516

519 518 517

POD 6

616

615

614


613 612 611

617 618 619

LANDERS HALL FIRST FLOOR

→ TO THE RESIDENTIAL SERVICE CENTER

STANDARD SINGLE ROOM
 COMMUNITY STUDY ROOM
 COMMUNITY RESTROOMS / SHOWERS
 MAIN LOBBY / CATWALKS


Western Oregon UNIVERSITY

Select room for:

- ☐ All - Self and Roommates or individually
- ☐ Self - John Smith
- ☐ Roommate 1 - Billy Bob

Expected start date: 9/16/2018

Expected end date: 12/8/2018

Clear Selection

Submit

Cancel

Facility information:

Name: 119

Spaces

- 1 - Self - John Smith
- 2 - Billy Bob

Occupant information:

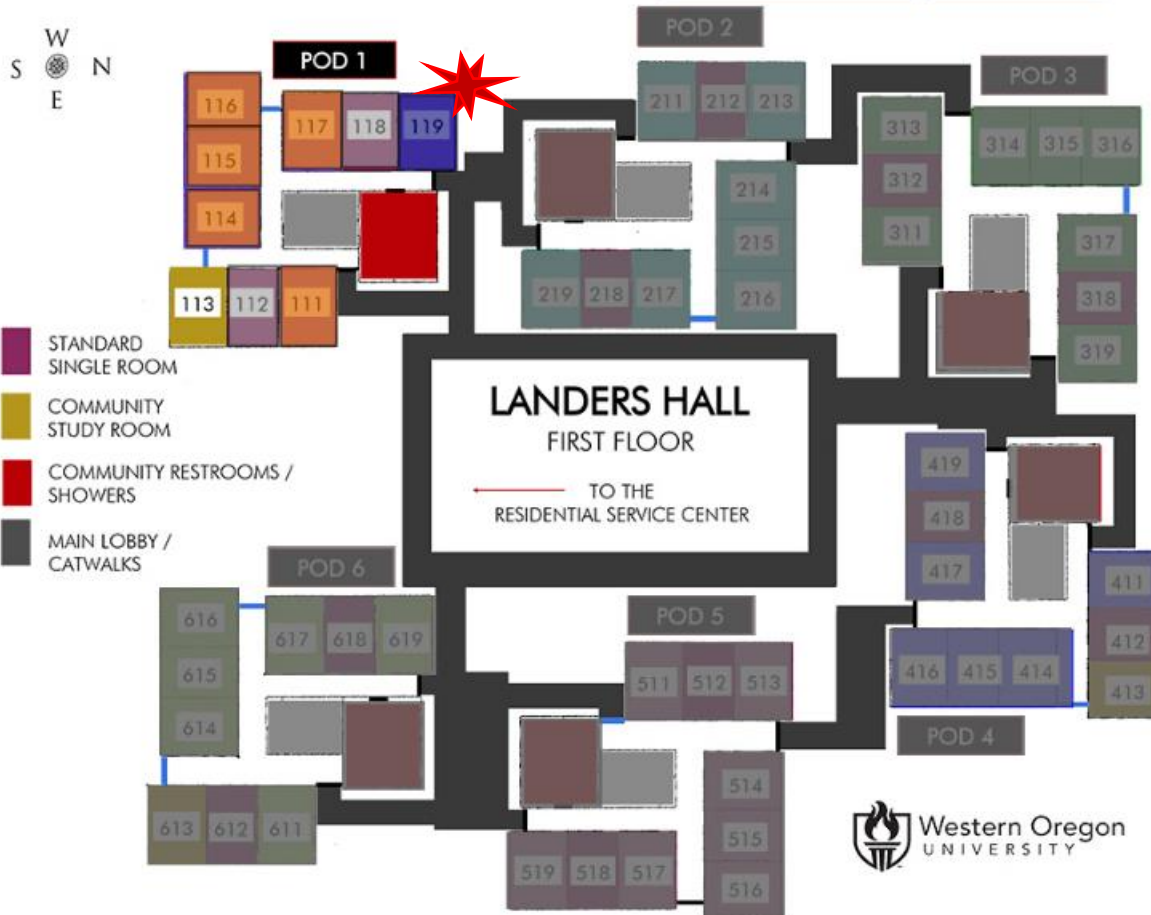
Name:

Gender:

Color legend:

- Available
- Unavailable
- Selected

- Click on a space to select it. Then click the "Submit" button to acknowledge that selection.
- You are free to make changes in your selection from your start time/date until 5 pm, May 31. **NOTE: Any changes made once your first selection has been submitted and confirmed WILL NOT INCLUDE YOUR ROOMMATES.**
- University Housing may need to adjust your selection. You will be notified first.



HERE, ROOM 119 HAS BEEN
SELECTED.

(The Selection is now PURPLE)
THE SELECTION NOW SHOWS UP
UNDER "Facility information"
and in this case has pulled in a
roommate: Billy Bob.

CONTINUE BY CLICKING THE
"Submit" button TO finalize
your selection for yourself and
any roommate(s) that you
may be pulling into the room
with you.

DID YOU SEE THAT ON THE PREVIOUS SLIDE?

NOTE: Any changes made after your first selection has been submitted and confirmed WILL NOT INCLUDE YOUR ROOMMATES.

In other words . . . If you choose a room, pull your roommate(s) into that room with you – and later on decide that you want to move to a different room or a different hall and go back into the system, and choose that different space . . .

YOUR ROOMMATE WILL NOT GO WITH YOU TO THE NEW SPACE!



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University Housing - My Home

John Smith (V00000001)

Spring Term - 2018

Fall Term - 2018

- Housing Selection Preferences - MUST BE SUBMITTED:
 - Resubmit Housing Selection Preferences - MUST BE SUBMITTED
- ~~Housing Selection~~ (you may change your room until 9/15/18)
- Room: LANDERS 1st Floor - Pod 1 118 (9/16/2018 - 12/8/2018)

CHECK IT OUT!

The hall and room that you have
selected will show up here!

NOTE: This is a live link – you will be able
to see who else has selected the same
space – or who you pulled into the
room yourself!



YOU SHOULD RECEIVE AN EMAIL CONFIRMATION!

Hi John Smith,

Your room reservation for 2018-2019 has been received! THANK YOU - We appreciate YOU!

Your Reservation Details: (keep a copy for your records)

Name	John Smith
Hall & Room Reserved:	LANDERS 1st Floor - Pod 1 119
Contract & Rate Year:	2018 - 2019

If you have any questions regarding your reservation please contact University Housing. housing@wou.edu

** If you made a mistake and need to change your reservation, please log back into the system and make your change.

** Due to any number of reasons your roommate(s) may change; so please feel free to login to the portal periodically throughout the summer to monitor your roommate situation.

CANCELLATIONS: If your plans change and you will not be attending Western Oregon University and need to cancel your housing reservation, please contact University Housing as soon as possible. Please be aware of cancellation deadlines to avoid paying cancellation fees. housing@wou.edu

We look forward to housing you at WOU!

University Housing
[345 Monmouth Ave N](mailto:housing@wou.edu)
Monmouth OR 97361

tel: 503-838-8311, fax: 503-838-8968
Monday-Friday, 8 a.m. - 5 p.m.
housing@wou.edu
<https://www.wou.edu/housing/>



REGARDLESS OF WHETHER YOU SELECT A ROOM YOURSELF OR YOU ARE PULLED IN BY A ROOMMATE WITH AN EARLIER PRIORITY DATE THAN YOURSELF, YOU SHOULD RECEIVE AN EMAIL CONFIRMATION AT YOUR WOU EMAIL ADDRESS.

- **IF YOU DO NOT – YOU HAVE NOT BEEN PLACED! – CONTACT UNIVERSITY HOUSING IMMEDIATELY!**
- **OR IF YOU RECEIVE A CONFIRMATION EMAIL AND YOU DID NOT SELECT A ROOM, CONTACT HOUSING AS WELL.**



QUESTIONS?

WE CAN HELP!

1

CHECK OUT OUR FAQ PAGE! If you have a question or encounter a problem, chances are you are not alone – start here: <https://bit.ly/2JMJnmE>

2

CONTACT UNIVERSITY HOUSING –
WE KNOW ALL ABOUT HOUSING SELECTION – WE INVENTED IT!
OFFICE HOURS ARE 8 AM – 5 PM, MONDAY – FRIDAY.
PHONE: 503-838-8311
EMAIL: housing@wou.edu

3

UNIVERSITY HOUSING STAFF IS ON HAND DURING OFFICE HOURS (8 a.m. to 5 p.m. – M-F) TO HELP YOU IF YOU ENCOUNTER ANY PROBLEMS !