

# Using a Proxy Form for Doubles/Suites/Quads/Triples: A How-To Guide

## Students wanting to select a Quad together



Student 1



Student 2



Student 3



Student 4

Student 1 has the best lottery number, but is unable to participate in Zoom housing selection at the necessary time of quads selection, so student 4 is going to be the representative for the group to select their quad. ResEd staff would have no way of knowing to let Student 4 into zoom to select housing before other students with a lottery number better than Student 4 – oh no! Not to worry, Student 1 just needs to submit a Proxy Form listing Student 4 as their Designee to select housing.



Student 1

\*Completes Proxy Form listing Student 4 as Designee



Student 4

\*Joins Zoom for Quad Selection and is let in at the time that Student 1 would have been, thus using the best lottery number available to Students 1-4 to select their quad. Sad News – at this point in Quad Selection all of the quads have already been taken. No worries – Students 1 & 3 decide to be roommates in a double, and same with Students 2 & 4

## Roommate Pair for a Double Room



Student 1



Student 3

\*Student 1 fills out a **new** Proxy Form (even though they already filled one out before quad selection). This form lists Student 3 as their Designee to select housing for them. Student 3 then joins Zoom for Double Selection and uses Student 1's lottery number to select a fantastic double for Student 1 & Student 3 to be roommates – yay!

## Roommate Pair for a Double Room



Student 2



Student 4

\*Student 2 joins Zoom for Double Selection using their lottery number to select a fantastic double for Student 2 & Student 4 to be roommates – yay!