

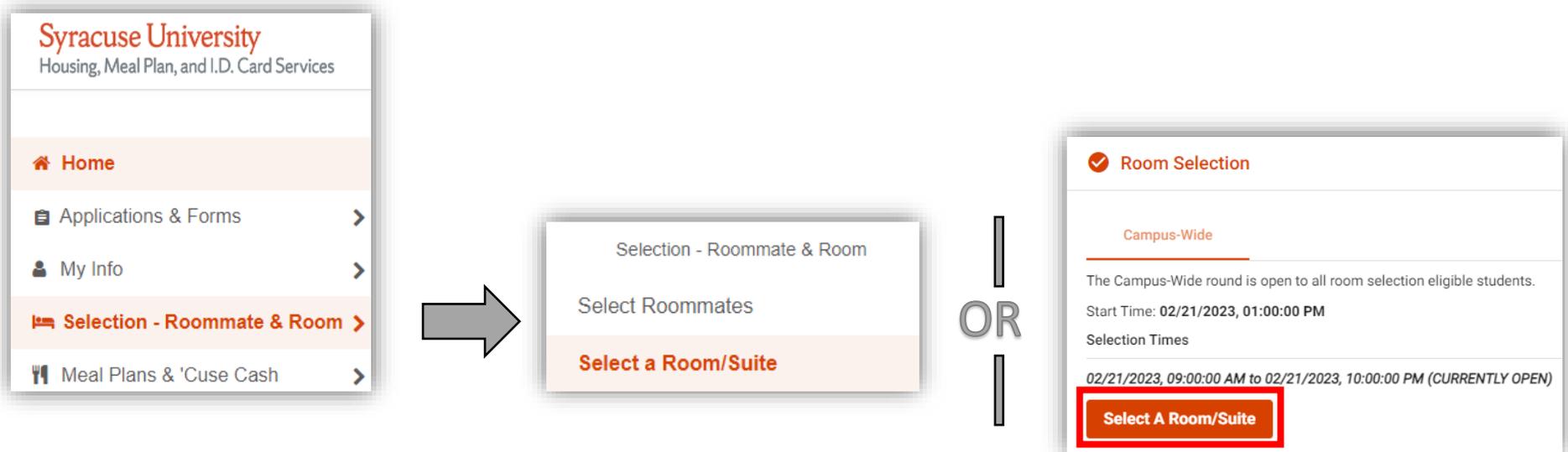
# HOW TO SELECT YOUR ROOM DURING ROOM SELECTION

Prior to your selection time:

- Connect with your roommate(s), if applicable, to determine who has the earliest time for selection. The person within the group with the earliest time does not have to be the one completing the room selection, but that person will have the best opportunities for the group.
- Have a list of potential rooms ready when selection time comes so you can easily locate rooms to choose from, including back-ups.
- Only one person should select the room. As soon as the first person in the matched group completes room selection, the process will close for all individuals in the group.
- Talk with your group about contingency plans if you are trying to select a multiple person suite and they are no longer available. Know how your group will break down into smaller groups.
- If your group needs to split, then everyone will need to make the changes in group configuration by removing/accepting one another into the new group configuration, following the same roommate matching process as before.

## Access the 'Select a Room/Suite' Section of the Housing Portal

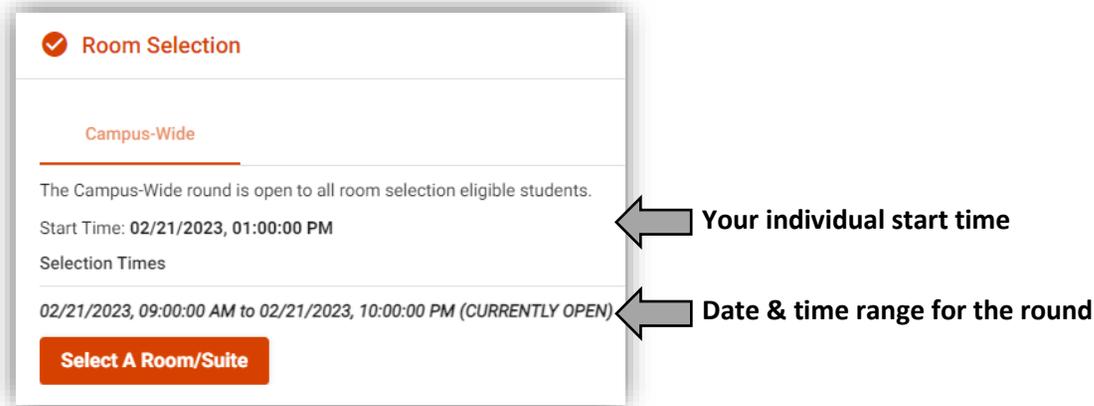
- Log into the Housing Portal (via MySlice > Student Records > Housing and Meal Plans)
- Choose 'Selection – Roommate & Room' from the Navigation Menu **OR** use the Room Selection Menu on the main screen
- Choose 'Select a Room/Suite'



## Solutions to Common Problems:

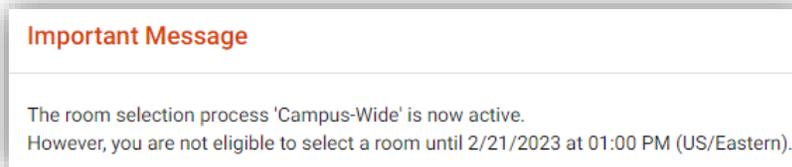
---

- Important: selection start times vary between students. Do not mistake your selection time with the date/time range for the round!



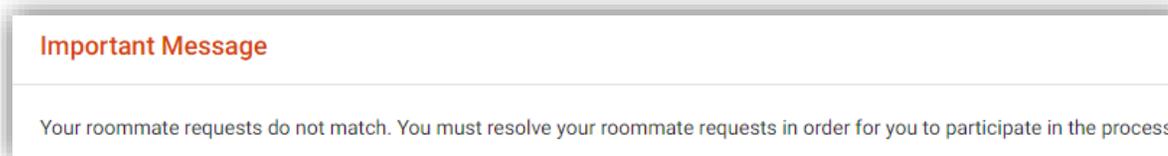
The screenshot shows a 'Room Selection' window with a 'Campus-Wide' section. It includes a start time of 02/21/2023, 01:00:00 PM and a selection time range from 02/21/2023, 09:00:00 AM to 02/21/2023, 10:00:00 PM (CURRENTLY OPEN). A 'Select A Room/Suite' button is visible at the bottom. Two arrows point to the start time and the date/time range, with labels 'Your individual start time' and 'Date & time range for the round' respectively.

- If you click the 'Select a Room/Suite' button before your start time, you will see a message letting you know your start time has not been reached. However, you are still able to search for available rooms.



The screenshot shows an 'Important Message' box with the text: 'The room selection process 'Campus-Wide' is now active. However, you are not eligible to select a room until 2/21/2023 at 01:00 PM (US/Eastern).'

- Unmatched roommate request warning - Roommate group sizes control what rooms you can see when you search. You can see your roommate group size in parenthesis next to the section header. If you have incomplete roommate requests, meaning the person you requested did not confirm and add you, you will see a warning that you need to resolve your requests to participate.



The screenshot shows an 'Important Message' box with the text: 'Your roommate requests do not match. You must resolve your roommate requests in order for you to participate in the process.'

You must either delete the request, dropping the potential roommate, or contact them and have them complete the group by confirming your request.

**Only once the group is fully matched are you able to participate.**

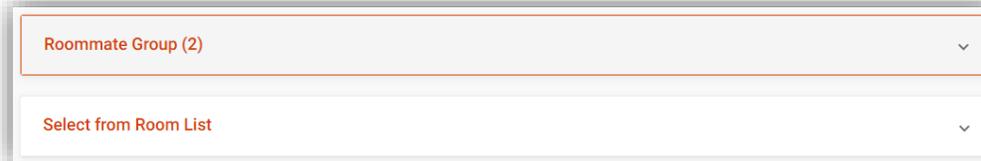
---

*Remember: Room options will only display for the size of your roommate group. You may need to adjust your group size if no rooms are available for your group.*

## Roommate Group Size

Within the 'Select a Room/Suite' section, you will see your roommate group information, including your group size on the main page. Your group size is what controls the room options you see when searching.

In the example below, the roommate group contains 2 students: You and your roommate. This will allow you to see any 2-person rooms when searching. No singles or 3+ rooms will display in your search. To see single rooms only, you would need to fully remove your roommate request.

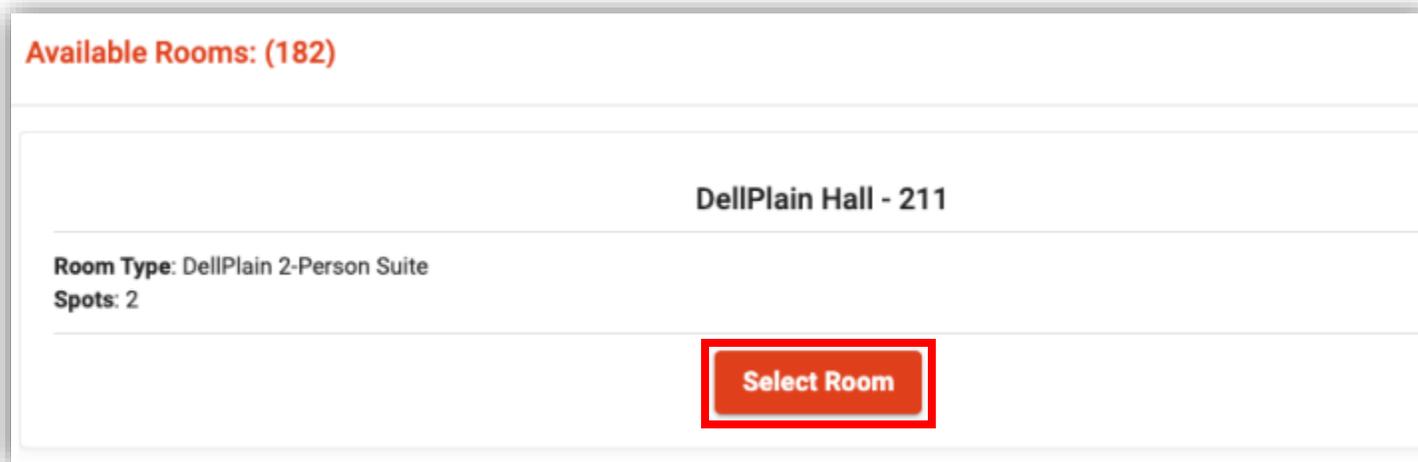


The image shows a user interface for selecting a roommate group. It consists of two stacked dropdown menus. The top dropdown menu is currently selected and displays the text "Roommate Group (2)" in red, with a small downward arrow on the right side. The bottom dropdown menu is unselected and displays the text "Select from Room List" in red, also with a small downward arrow on the right side.

## Room Search

Within the 'Select from Room List' section of the page you will be able to search for available rooms. If applicable, you can use a filter to further refine your search (not all Room Selection rounds have filters available).

The list of available rooms will load and the total number of rooms in your search results is displayed at the header. You will be able to see the room type and location details and select the room.

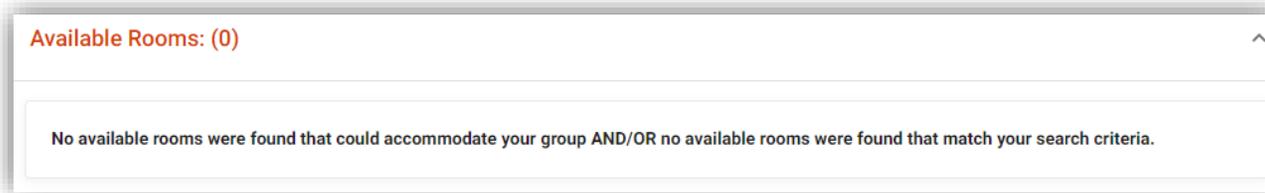


The image shows a search results interface. At the top, it displays "Available Rooms: (182)" in red. Below this, there is a horizontal line. Underneath the line, the location "DellPlain Hall - 211" is centered. Another horizontal line follows. Below that, the room details are listed: "Room Type: DellPlain 2-Person Suite" and "Spots: 2". A final horizontal line is present. At the bottom of the interface, there is a red button with the text "Select Room" in white, which is highlighted with a red border.

*Remember: Room options will only display for the size of your roommate group. You may need to adjust your group size if no rooms are available for your group.*

## Room Search – No Results Found

If your search returns no results, the message below will display. This may mean that you need to adjust your roommate group size to locate additional room options. Remember, room options only display for the size of your group.



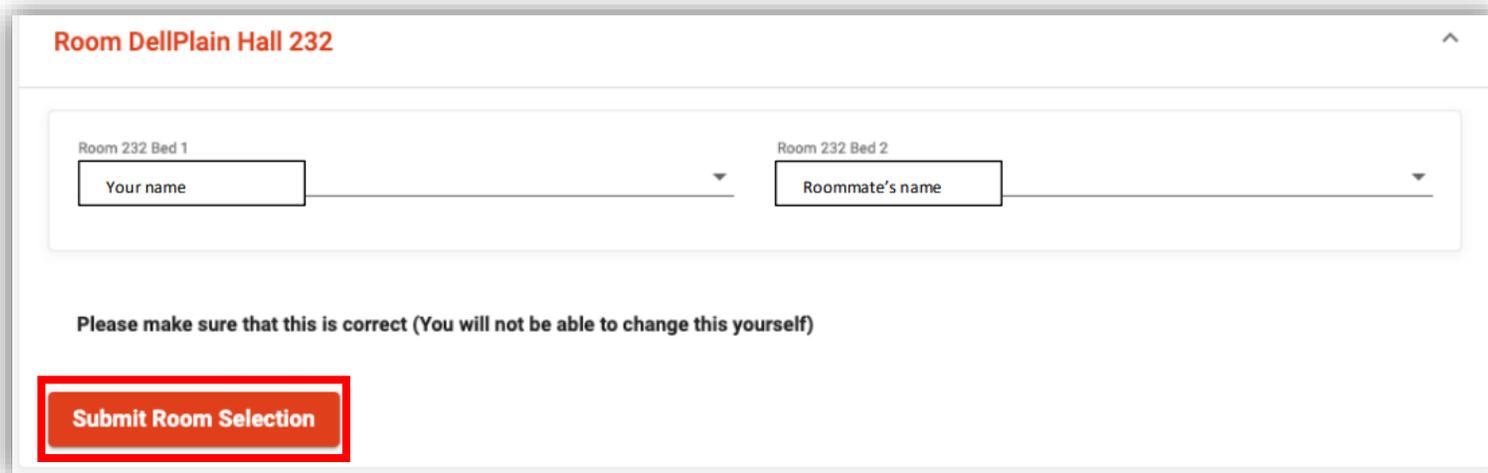
Available Rooms: (0) ^

No available rooms were found that could accommodate your group AND/OR no available rooms were found that match your search criteria.

## Finalize Selection & Submit

If you are selecting a room for other students in your roommate group, you will also need to determine who is assigned to which space within the room. Your group should discuss the plan prior to room selection. This is especially important for suites and apartments where the layout is more unique than a standard double room and specific keys to bedrooms are based on your bed assignment. You will assign each member of your group to a specific bed and then submit your selection by clicking on 'Submit Room Selection'.

**Important! Before clicking 'Submit' verify the room and bed assignments are correct. Once you confirm and submit you are done and changes are unable to be made for selections made in error.**



Room DellPlain Hall 232 ^

Room 232 Bed 1  
Your name

Room 232 Bed 2  
Roommate's name

Please make sure that this is correct (You will not be able to change this yourself)

**Submit Room Selection**

*Remember: Room options will only display for the size of your roommate group. You may need to adjust your group size if no rooms are available for your group.*

## Confirmation Message

If your selection goes through successfully, you will receive a confirmation message and you and your roommate(s) will receive an email confirming your room assignment. You will also be able to see your assignment on the main self-service home page of the Housing Portal, as well as any roommates that are part of your assignment.

### Your Room Selection

Congratulations! Your room selection process is complete! Your room assignment has been saved. You and your roommates will receive a confirmation e-mail shortly.

### 🏠 Assignments

Fall 2021

---

<b>Hall Name:</b> DellPlain Hall	<b>Roommates/Suitemates:</b> 1
<b>Room:</b> 232	Roommate's name    Room: 232
<b>Room Type:</b> DellPlain Large Split Double	

In the event that the room you chose is no longer available when you submit your selection, you will receive an error message and you will need to return to the search process and select a different room.

*Remember: Room options will only display for the size of your roommate group. You may need to adjust your group size if no rooms are available for your group.*