NEW STUDENT ROOM SELECTION INFORMATION

ROOM SELECTION WEEK

• JUNE 10 – 14, 2013

ROOM SELECTION GENERAL INFORMATION

• Prior to room selection week all students who have successfully completed Step 1 and Step 2 of the Housing Application process BY May 15, 2013 will be sent an email to their “La Verne” email account informing them of their room selection window.

• Room selection times are generated on a 24-hour clock. Consequently
  - Times before 12:00 are AM times (i.e. 11:00 = 11:00AM)
  - "12:00" times are Noon (i.e. 12:15 = 12:15 Noon)
  - Times after 12:00 are PM times. To figure out PM times, subtract 12:00 from your time. For example 13:45 = 1:45 PM (13:45 - 12:00 = 1:45)

• Upon a room selection window opening, a student will be able log into the housing application portal and select their room for next year. In order to best take advantage of their room selection time, students are encouraged to select their room soon after their time opens.

• The criteria used to determine “room selection times” was date and time of completion of STEP 1 (initial application start date) AND STEP 2 (application/activity fee payment date)

• Room Selection Wizard vs. Rooms Available Wizard
  - Rooms Available Wizard – It is used to see what rooms are available to choose from prior to the “Room Selection Wizard” or “room selection window” opening. It is very similar to the “Room Selection Wizard” except student cannot chose rooms on it.

  - Room Selection Wizard – it is used to select and confirm rooms for next year. Once open, the "room selection wizard" (i.e. room selection portion) will stay open until the room selection process is complete.

• Prior to “room selection window” opening, students should make sure to complete all sections of the application leading up to room selection portion (i.e. meal plan, roommate profile, etc.)

ROOMMATE SELECTION PAGES

• The on-line housing application process is set up to help students IDENTIFY possible roommates for next year only. It is meant to serve as an aid for individuals who may not have a roommate in mind or identified. It DOES NOT guarantee students will be placed with a person.

• The only way a student can guarantee that a person becomes their roommate is to select the same room during their room selection window.
• The Student Housing and Residential Education office cannot guarantee two individuals will be roommates even if they sent requests to each other. The reasons for these are:
  a) Individuals may change their mind through the process. We are not able to hold individuals to roommate agreements in room selection
  b) Depending on when applications where completed, room selection times may be drastically different. In order to be fair to all, it is important to honor when individuals completed their applications vs. desires to be roommates.
  c) Some individuals have requested multiple individuals to be roommates.

• If you have someone in mind who you would like to be roommates with, prior to room selection, you should:
  a) Talk about your room selection windows. If your selection times are drastically different, consider looking for other possible roommates or just choosing a room and letting a roommate choose you.
  b) Reflect and talk with your intended roommate about what is more of a priority to you. Being in a specific room/complex or being roommates together. Depending on your choice, it will be important to let them know and plan ahead.

USING THE ROOM SEARCH WIZARD

• Once logged into the housing application module, make your way to the section “13. Rooms.” Click on the “Room Search Wizard” link (note this link will only be available to you once your room window opens)

• Click on the link of the complex/Building (i.e. Vista, Oaks, Stu-Han, Brandt) you are interested in living in.

• On the new page, you will the floors/section in the building with a listing of the types of rooms still available in that area. Highlight the room/floor you would like to live in and click on “save and continue” at the bottom of that page

• On the new page you will see a listing with rooms available. Each listing will have the following description “room name – gender of the room – # of spaces open/spaces available” or for example “Oaks– M201 – M – 2/2”. To select a room, highlight that room and click on “save and continue” at the bottom.

• On the new page, you will see a timer that gives you five minutes to confirm your room selection. To confirm your selection, click on the drop down box and select one of the spaces available and then click on “reserve” space at the bottom.

• You will next be guiding to a confirmation page, if everything seems right, click on “save and continue” in the next few pages to confirm your space. Please note that you will also receive an email confirming your space selection.

CHANGING YOUR ROOM SELECTION

• If you want to change your room selection, go to section “13. Rooms” and find the "cancel room" link (top right hand corner). Once on that page click on cancel rooms to cancel your reserved room. **Note - this will only cancel the room you have selected not your application.**

• Once you have canceled a room you can go back to the “room search wizard” to select a new room.
QUESTIONS

Should you have any questions, please contact our office at housing@laverne.edu or call (909) 593-3511 x4792.

Respectfully

Student Housing and Residential Education Office
University of La Verne