



Room Selection 101

How to Navigate the UHS Room
Selection Process



Agenda

Planning Ahead
Room Selection Steps
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FAQs

Planning Ahead

1

Room Selection appointment timeslot emails will be sent by 5PM on Friday, March 25th. Please check your CPP email & Housing Portal.

2

Review theme buildings, floorplans & building/room type preferences

Consult with roommates

3

- Communicate a plan for your appointment time
- Appointments will be 24-hours long
- Students who miss their appointment will be placed on the Housing waitlist

4

Room Selection will begin after Spring Break

- 1st wave: April 5th
- 2nd wave: April 7th
- 3rd wave: April 11th

March 2022



Room Selection Information on Application Summary Page



Room Selection [Required]


You've received a room selection appointment timeslot! Please make sure to come back to your housing application during your appointment time below to select your building/room!

Your room selection appointment window will only be available for 24 hours. If you miss this appointment window, you will be placed on the waitlist.

Your Room Selection Appointment Information:

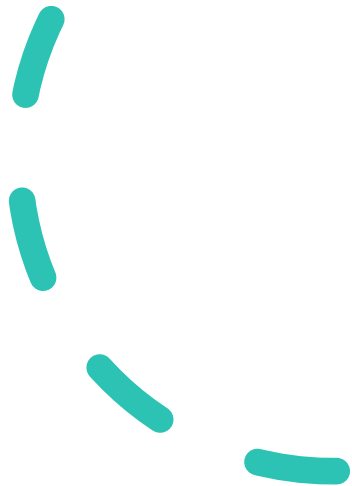
Opens: Tuesday, April 05, 2022 08:00 AM

Closes: Wednesday, April 06, 2022 08:00 AM

 Your room selection appointment window is open in **20** day(s).

Regarding Roommate Groups: If you are in a roommate group, only one student from the group needs to select/assign rooms on behalf of the entire group.

Regarding Traditional Halls: If you indicated on your application that you prefer to live in the Traditional Halls, UHS will contact you if/when a space becomes available in those buildings. You should still select a suite during room selection in the meantime. We will offer to swap you into your first preference at the Traditional Halls as they become available.



Room Selection Steps

1

Log in to your Housing Portal.
Navigate to the 2022/2023 Housing Application tab.

2

Click on the Room Selection Link during your appointment timeslot.

3

Choose your desired building and room space.
Select and add to your cart.

4

If you are in a roommate group, add your roommate's rooms to the cart too.

5

Assign yourself & your roommates to the room (beds)

6

Confirm Room Assignments

Initial Selection

- You will only be able to see buildings with available rooms.
- If necessary, you can expand the search in the next screen.

What you will see:

The screenshot displays a user interface titled "Initial Selection". Below the title, there is a prompt: "Select a building to start your search, you may expand your search to more buildings on the next page." A smaller note below reads: "Buildings not listed do not have any available rooms." Three building options are presented in a grid:

- Vista Bonita-60**: Community Theme: Campus Involvement. Includes a green "SELECT" button.
- Vista De La Luna-63**: Vista De La Luna-63. Includes a green "SELECT" button.
- Vista De Las Montanas-62**: Vista De Las Montanas-62. Includes a green "SELECT" button.

Below these, a fourth option is shown:

- Vista Del Sol-61**: Vista Del Sol-61. Includes a green "SELECT" button.

A mouse cursor is visible near the bottom right of the screen.

What you will see:

Room List

- List of all available rooms in your selected building.
- You can expand your search with the room type & building list to the left (can choose more than one option)
- Be sure to choose a suite with enough space to accommodate all your roommates (i.e., If you have four (4) roommates, you need a suite with four (4) available spaces)

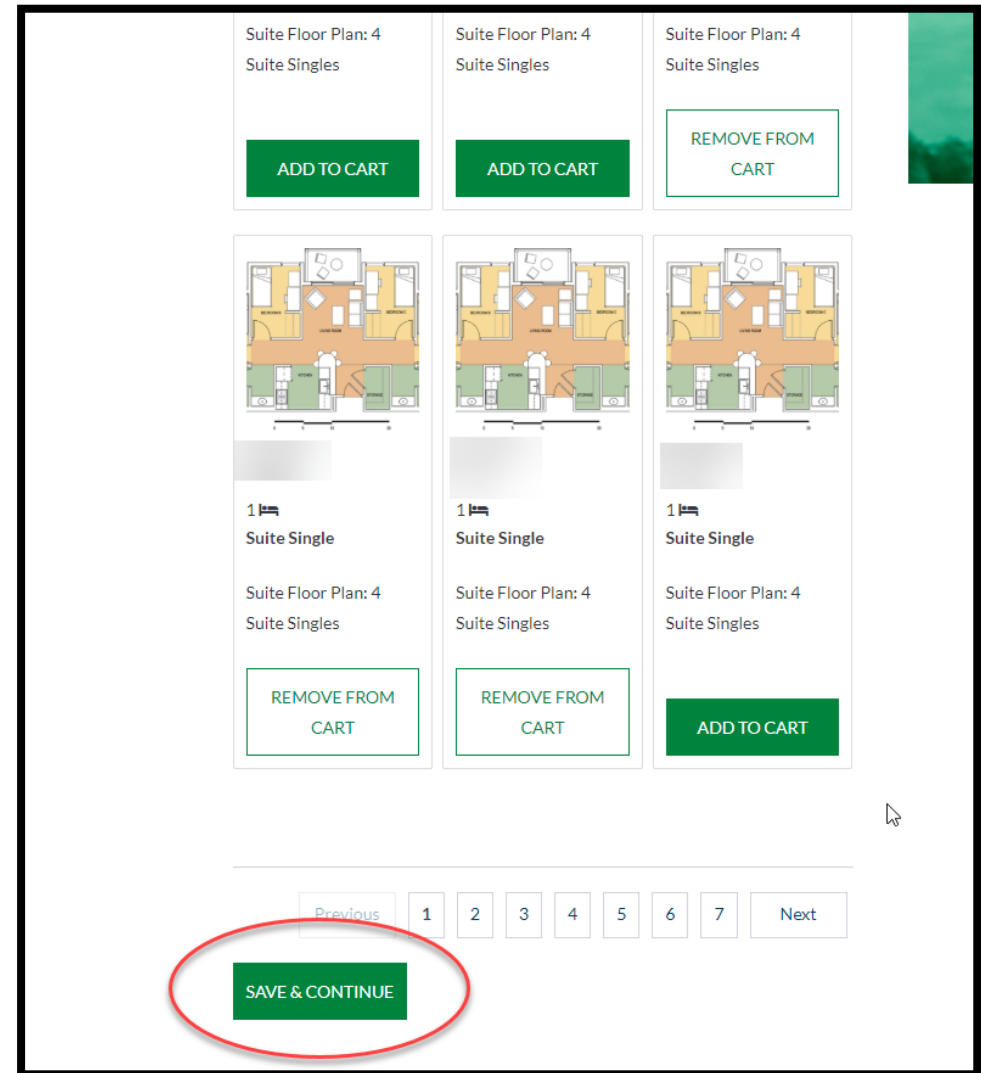
The screenshot displays a room selection interface. On the left, there are filters for 'Locations' and 'Room Types'. Under 'Locations', 'Vista De La Luna-63' is selected. Under 'Room Types', 'Suite Single' is selected. A list of room numbers is shown below, with 'Luna-63-101' through 'Luna-63-203' listed. The main area shows six room cards arranged in a 2x3 grid. Each card includes a floor plan image, the room number, the room type, and the number of available spaces. The top row shows rooms 101-A, 101-B, and 101-C, all with '1 Suite Single' and '4 Suite Singles' available. The bottom row shows rooms 101-D, 103-A, and 103-B, all with '1 Suite Single' and '4 Suite Singles' available. Buttons for 'REMOVE FROM CART' and 'ADD TO CART' are present on each card.

Room Number	Room Type	Available Spaces	Action
Luna-63-101-A	1 Suite Single	4 Suite Singles	REMOVE FROM CART
Luna-63-101-B	1 Suite Single	4 Suite Singles	REMOVE FROM CART
Luna-63-101-C	1 Suite Single	4 Suite Singles	REMOVE FROM CART
Luna-63-101-D	1 Suite Single	4 Suite Singles	ADD TO CART
Luna-63-103-A	1 Suite Single	4 Suite Singles	ADD TO CART
Luna-63-103-B	1 Suite Single	4 Suite Singles	ADD TO CART

Room List (cont.)

- Add your room spaces to your cart
- You MUST bring in ALL your roommates
- Anyone from your roommate group can assign the group
- If you need to make a change you can select "Remove From Cart"

What you will see:



Assign Beds

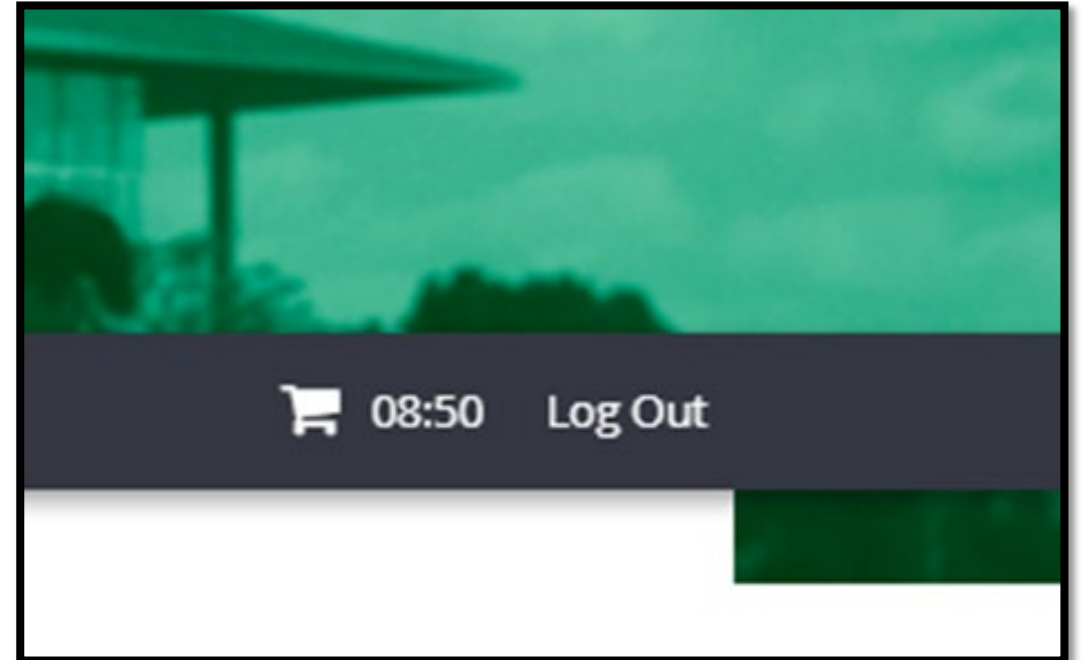
- Assign you and your roommates to their specific room (bed)
- Plan ahead: Particularly if someone in your roommate group wants a Suite Double

What you will see:

The screenshot shows a web interface titled "Assign Beds". Under the heading "My Room", there is a bed icon and a form for user information. The form includes a name field with the placeholder "Your name will show here", an "Age:" field, and a "Gender: Male" dropdown. A "Select Bed" dropdown menu is open, showing a list of bed options: "Bonita-60-103-B (1 total spaces, 1 available, 0 unavailable)", "Bonita-60-103-B1", "Bonita-60-103-C (1 total spaces, 1 available, 0 unavailable)", "Bonita-60-103-C1", "Bonita-60-103-D (1 total spaces, 1 available, 0 unavailable)", and "Bonita-60-103-D1". Below the "My Room" section is the "My Roommates" section, which states "Below are your current roommates. You can assign beds to all of them." and contains two identical boxes. Each box has a placeholder "Your Roommates email will show here" and a "Select Bed" dropdown menu. At the bottom left of the interface is a green button labeled "ASSIGN BEDS".

How Long Do I Have to Complete the Process?

- Students have 10 minutes to complete the process before rooms are removed from the Cart
- Your rooms are not secure until you have completed the process... other students may be holding your same spaces too!



Almost Done...

- Confirm Room Assignments

Confirmation

Information

Luna-63-104-B, Luna-63-104, Vista De La Luna-63

1. Luna-63-104-B1: Bre

Luna-63-104-C, Luna-63-104, Vista De La Luna-63

1. Luna-63-104-C1: Freddy

Luna-63-104-D, Luna-63-104, Vista De La Luna-63

1. Luna-63-104-D1: Tim

due

nters

CONFIRM ASSIGNMENTS

Next Steps

1

Select your meal plan for next year.

2

Review & sign the 2022/2023 Housing License Agreement.



Room Selection

Frequently Asked Questions



What if I was placed in the wrong room within my suite? Or want to swap rooms with another assigned resident?

- Both students need to submit a Fall Room Change Request form on their CPP Housing Portal.
- Housing will do its best to accommodate room change requests, but they are not guaranteed.
- Students are responsible for coordinating the room swaps, UHS will not interview or communicate on a student's behalf.

What if I want to move into another empty room?

- Students that would like to move to an empty room in the Residential Suites can use the Room Change Tool on their Application Summary page.

What if I did not complete my contract or pick my meal plan?

- Your room space is not secure until you sign the Housing contract.
- UHS will force meal plans for students who do not select a meal plan. We will assign the lowest meal plan option.
- Students who do not complete the process are at risk of losing their space for someone on the waitlist.

What if I want a Suite Double but only Suite Singles are available?

- Suite Double rooms are the most limited room spaces in the Residential Suites.
- To ensure a room for next year, we advise you to select from the Suite Single rooms available.
- You can submit a Room Change Request form afterwards.

What if I never selected a room, but my Housing Portal shows that I already have a room?

- One of the members in your roommate group assigned you to a room space.

What if I missed my room selection appointment timeslot?

- Students who missed their appointment window will be placed on the Housing waitlist.

What if I did not receive a room selection appointment timeslot?

- Students will be contacted as spaces become available throughout the Spring, Summer, and even into the 2022/2023 academic year.

What if I decide to live off campus or at the Village?

- Students who have a room assignment must cancel by July 11, 2022, to avoid any financial penalties.
- Students must cancel through the cancellation link on their Application Summary page.

What if I found alternative housing and would like to be removed from the waitlist?

- Students on the Housing waitlist can cancel at any time without any financial penalty.



Thank you

University Housing Services

Phone: 909-869-3307

E-mail: housing@cpp.edu

CPP Housing Portal:

<https://cpp.starrezhousing.com/StarRezPortal/F07E78A0/15/40/Home-Home>