

Room Selection 101

How to Navigate the UHS Room Selection Process



Agenda



Planning Ahead



Plan Ahead

1

Room selection appointment timeslot emails will be sent starting Thursday, March 14th. Please check your CPP email & Housing Portal

2

To be considered for a room selection appointment, students must:

- Pay or Defer initial payment by **March 10th**
- Pay all outstanding Fall 2023 (and prior terms) by **March 10th**
- Create roommate groups by **March 10th** (*roommate group is optional step for those interested*)



Plan Ahead

3

Review building floorplans and room type preferences

Consult with roommates

- Communicate a plan for your room selection appointment time
- Room selection appointment timeslots will be 24-hours long
- Students who miss their appointment will be placed on the Housing waitlist (No exceptions!)

4

Room Selection will begin before Spring Break

- 1st wave: March 20th
- 2nd wave: March 22nd
- 3rd wave: March 26th

5



Room Selection



Room Selection

Application Summary

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: Thursday, March 16, 2023 08:00 AM

Closes: Friday, March 17, 2023 08:00 AM

 Your room selection appointment window is open in **15** 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

Step by Step Process

1

Log in to your Housing Portal.
Click on the 2024-2025 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

Room Selection

Initial Selection

You will only be able to see buildings with available rooms

If necessary, you can expand the search in the next screen

Initial Selection

Welcome to Room Selection!

To begin your room selection search, please select a residential suite building. You will be able to view the available suites/room spaces for that building in the following page. You can expand your search by room type or building(s) as well.

Please Note: UHS will release suite room spaces during each room selection wave. If you do not find a specific suite then it is either already selected or it was not released during your room selection wave.

Vista Bonita-60

Vista Bonita-60

SELECT

Vista De La Luna-63

Vista De La Luna-63

SELECT

Vista De Las Estrellas-54

Vista De Las Estrellas-54

SELECT

Vista De Las Montanas-62

Vista De Las Montanas-62

SELECT

Vista Del Sol-61

Vista Del Sol-61

SELECT

Room Selection 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)

Room List

- Room Type**
- Suite Double
 - Suite Single
- Suites**
- Sol-61-105
 - Sol-61-117
- Attributes**
- ADA-Shower





Sol-61-105-A
1 

Room Type:
Suite Single

Suite Floor Plan:
2 Suite Singles, 1 Suite Double

[ADD TO CART](#)





Sol-61-105-B
1 

Room Type:
Suite Single

Suite Floor Plan:
2 Suite Singles, 1 Suite Double

[ADD TO CART](#)





Sol-61-105-C
2 

Room Type:
Suite Double

Suite Floor Plan:
2 Suite Singles, 1 Suite Double

[ADD TO CART](#)




Sol-61-117-A
1 


Room Type:
Suite Single

Suite Floor Plan:
4 Suite Singles

Additional Features:
ADA-Shower

[ADD TO CART](#)




Sol-61-117-B
1 


Room Type:
Suite Single

Suite Floor Plan:
4 Suite Singles

Additional Features:
ADA-Shower

[ADD TO CART](#)



Sol-61-117-C
1 

Room Type:
Suite Single

Suite Floor Plan:
4 Suite Singles

Additional Features:
ADA-Shower

[ADD TO CART](#)

Room Selection

Room List

Add your room spaces to your cart

You **must** bring in **all** your roommates

Anyone from your roommate group with an appointment timeslot can assign the group

If you need to make a change you can select **Remove From Cart**



Luna-63-123-C



Room Type:
Suite Single

Suite Floor Plan:
4 Suite Singles

REMOVE FROM CART



Luna-63-123-D



Room Type:
Suite Single

Suite Floor Plan:
4 Suite Singles

REMOVE FROM CART

Previo...

1

Next

SAVE & CONTINUE

Room Selection


Bed Assignments

Assign yourself and your roommates to their specific room (bed)

Tip: Confirm if anyone from your roommate group is interested in a Suite Double

Assign Beds

My Room



Your name will be shown here

Luna-63-123-C1

My Roommates

Below are your current roommates. You can assign beds to all of them.

Your roommate(s) name(s) will be shown here

Luna-63-123-D1

[GO BACK](#) [ASSIGN BEDS](#)



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 the same room spaces too!

Room Selection

How long do I have to complete the process?

Room Selection

Confirm Room Assignments

Confirmation

Your room selection is not complete until you click Confirm Assignments below.

Luna-63-123-C (Vista De La Luna-63)

1. Luna-63-123-C1: Sanchez,

Luna-63-123-D (Vista De La Luna-63)

1. Luna-63-123-D1: Ramos,.

GO BACK

CONFIRM ASSIGNMENTS

Next Steps



Next Steps

1

Select your meal plan
for next year

2

Review & sign the
2024-2025 Housing
Contract

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 Housing Portal and select Option #1

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.

The link is available on the Application Summary page.

The Room Change Tool will be available between
April 8th to July 15th

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 room 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 for a Suite Double 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 room selection appointment timeslot will be placed on the Housing waitlist

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

Students will be contacted as room spaces become available throughout the Spring, Summer, and even into the 2024-2025 academic year

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

Students who have a room assignment must cancel by July 22, 2024, to avoid any financial penalties

Students must cancel through the cancellation link on the Application Summary page

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

Students who have a room assignment must cancel by July 22, 2024, to avoid any financial penalties.

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

Thank you

University Housing Services



Phone

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E-mail

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CPP Housing Portal

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