



Room Selection

2023-2024 Guide

The Department of Residence Life and Housing offers various room types during the Housing Selection process. This *Selecting Your Room Guide* provides information about these options, timelines, and how to successfully create choose your space. If you have any questions regarding any of these processes after reviewing this guide, please email us at rwuhousing@rwu.edu or join the Housing Help Desk (via Zoom) during your Housing Selection date.

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Overview: Important Information & Dates

All students that completed their Returning Student Housing Application by Friday, April 7th are eligible to participate in the room selection process with their rising class year. All students that submitted their Returning Student Housing Application after Friday, April 7th will be able to select their room for the Fall starting Thursday, April 28th.

All students eligible to participate in Phase Three of the Housing Selection Process, Room Selection will have a notification present in the Message section of their Housing Self Service Portal.

Housing Selection: Phase Three - Room Selection

You will be participating in Housing Selection as a **Rising Junior** in the **General pool**. If you have any questions concerning this information, please reach out to rwuhousing@rwu.edu.

Some important information regarding this process:

- All participants of the room selection process will only be able to select rooms in which they can fill.
- Housing Selection timeslots are generated randomly by class year for students who have paid the housing deposit and completed their housing contract by the advertised deadlines.
- All students in a group will have access to the Room Selection Portal. It is very important that only one person goes into the portal to physically choose the room for the group
- You will have access to the Room Selection portal from the date and time of your Housing Selection Timeslot until April 28th unless the portal is closed for maintenance.
- Students in the Single or Triple Room Selection process that do not assign themselves to a single or triple room, will automatically added to the General Room Selection Process

Important Dates:

- March 10th-20th – Continued Occupancy Selection
- March 21st – Single Room Selection
- March 23rd – Triple Room Selection
- April 14th – Housing Timeslots sent to RWU email
- April 17th-25th – General Selection Dates for students that met the extended deadline
- April 27th-28th – Room selection portal open to all students
- April 19th and 26th – Room Selection Portal Closed for Maintenance]

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Single or Triple Request Housing Eligibility

- Student(s) must have completed their Housing Contract by Friday, March 10th
- They must have designated a single or triple room in their living requests, depending on the type of room they are looking for
- Students planning for a triple room must also be a fully matched group of three (3) by Monday, March 20th
- Single rooms are available in all buildings across campus. Single efficiency apartments are only available in North Campus Residence Hall and the Bayside 400s.

Pairs & Groups Housing Eligibility

The size of your roommate grouping will determine which rooms are available to you during the Housing Selection process in mid-April. You may be asked to re-configure/split-up your group to be accommodated.

- Available for a particular group size
- Available as *a group* but group members may not necessarily share a bedroom, but will share common area or entrance

-----GROUP SIZE-----

Community	2	3	4
Almeida Apts.	●	●	○
Baypoint	●		
Bayside	●	●	○
NCRH	●	●	○
Stonewall	●	●	
Willow	●	●	

Residential Community Configuration Notes and Information

- **Almeida Apartments:** Four (4) residents per apartment *or* three (3) residents per apartment
- **Baypoint:** Two (2) residents per room, students are encouraged to select rooms next to their friends
- **Bayside:** Two (2)-, four (4)-, five (5)-, or six (6)- residents per apartment. 5 and 6 person apartments are very limited. It should be noted that single rooms may not be available during selection due to SAS accommodations or Continued Occupancy.
- **NCRH:** Two (2) or three (3) residents per room in three (3)-, four (4)-, six (6)-, or ten (10)-person apartments/suites. It should be noted that single rooms may not be available during selection due to SAS accommodations or Continued Occupancy. Groups of 5 may need to place one student in a double by themselves and another student may pick that open vacancy in that space.
- **Stonewall & Willow:** Two (2) or three (3) residents per room. Groups larger than 3 can select Stonewall & Willow and be within the same general vicinity to each other (if available) but be in different rooms

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Group Leader Responsibilities

If you are intending on participating as a group, you will need to elect a GROUP LEADER. This decision should be mutually agreed upon amongst all group members and this person should be available during your Housing Selection Timeslot. You will not need to indicate it through Housing Self-Service portal. After determining your GROUP LEADER, they must accomplish the following:

1. Confirm with the group to determine what building and room type the group would like to be placed in and who will be direct roommates (if applicable)
2. Determine two to three alternate building and room types the group would be interested in living in if their top choice is unavailable
3. Log into the Housing Self-Service Portal during their Selection Timeslot
4. Place all members of the group into housing for the Fall 2023 term.
5. Receive confirmation email that your room has been selected.

Housing Self-Service Tutorials: How to Search Available Rooms

STEP #1

- Log in to Housing Self-Service
- Scroll down to “Room Selection” on the Welcome page
- Click “Select a Room/Suite”

✓ Room Selection

Tutorial Room Selection

Your start time is indicated below. This is the SOONEST you'll be able to select a room in our portal. BEFORE your timeslot: you'll be able to search in our system to see which rooms are still available in the selection process. AFTER your timeslot: You will be able to select a room for you or your roomamte group during the times listed below in your Housing Self-Service page. Click 'Select a Room/Suite' when you are ready to search for spaces or select a space.

Start Time: 03/31/2001, 01:50:00 PM

Selection Times

03/31/2022, 01:50:00 PM to 03/31/2022, 10:00:00 PM

Select A Room/Suite

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STEP #2

- Double check that all requested roommates are showing on your screen
If they are not there, you can add the student missing through the Roommate Selection Portal or call the Housing Selection Help Desk

Roommate Group (4)	
	Name
	You
	Duck, Donald
	Geef, George
	Williams, Roger

STEP #3

- Expand the “Select from Room List” Drop down
- Complete the fields you would like to prioritize in your room selection
- Click “Search Available Rooms”

Select from Room List

Air Conditioning

☒ (no filter) ☐ Yes ☐ No

Campus Area

Campus Area
(no filter)

Carpet

☒ (no filter) ☐ Yes ☐ No

Floor

Floor

Hall

Hall
(no filter)

Kitchen Type

Kitchen Type

Room Accessibility

Room Accessibility

Room Type

Room Type
(no filter)

Wing

Wing
(no filter)

Search Available Rooms

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STEP #3

1. View the number of rooms available according to your filters above
2. The spots available in that particular room
3. The number of spots available that that particular apartment/suite

Available Rooms: (33) 1

Almeida Apartments - 211

Room Type: Almeida Apt. (Larger Double)

Spots: 2

Suite: Almeida 211 Spots: 4 3

Housing Self-Service Tutorials: How to Select your Room

STEP #1

- Follow Steps 1 -3 in the previous section

STEP #2

- Look through the list of rooms available and determine if there is a space that fits your preference
- Change your filters under the “Select from Room List” drop down until you find a room you would like to live in

STEP #3

- When you find a room you would like to live in, click “Select Room/Suite”

Bayside - 103A

Room Type: Bayside Double

Spots: 2

Suite: Bayside 103 Spots: 4

Select Room/Suite

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STEP #4

- Place your group within the room/apartment/suite
- You can change where someone is placed using the dropdown arrow
 - *Be aware that roommates read across, therefore Mickey and Donald will be roommates and George and Roger will be roommates*

Room Bayside 103A

Room 103A Bed A Mickey Mouse	Room 103A Bed B Donald Duck
Room 103B Bed A George Geef	Room 103B Bed B Roger Williams

STEP #6

- Once you have double checked that everyone is in the correct room, click "Submit Room Selection"

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

Submit Room Selection

STEP #7

- Check your email for confirmation that your room has been secured for the Fall

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.

If you are having difficulty searching and selecting your rooms: please email us at rwuhousing@rwu.edu, visit us at the Department of Residence Life and Housing in CSD 120, or call the Housing Help Desk via Zoom!