Housing Selection Process 2023-2024
Room Selection Guide

Room Selection Guide Overview

This Room Selection guide provides information about options that appear within the Housing Self-Service Portal and how to select a room during the Room Selection Phase as an individual or group. If you have any questions regarding this phase after reviewing this guide, please email us at reslife@csuohio.edu.

Housing Selection Virtual Help Desk

The Department of Residence Life and Housing will provide a **Virtual Help Desk** during all room selection timeslots June 20-22nd from 9am to 4pm each day. Students can access the help desk via this Virtual Help Desk link. Students can also find the link on the Housing Self-Service Portal on the right side of the Room Selection pages.

Timeslots & Selection Leader Information

All students who were not assigned through a pre-selection process (ODS Accommodations, LLC Assignments) will receive a timeslot. This timeslot will indicate when you (or your Selection Leader) will be able to select an open room. If you do not select a room (for yourself or your group) during your selection timeslot, you will have one more opportunity to select on June 22. If you miss the Remaining Student Selection Process, you will need to be added to the Pending Assignment List and will not be assigned until July. You can view your timeslot in the email that was sent on June 16th and on your Housing Self-Service portal in the "Room Selection & Roommates" section. **After Monday, June 19th, only Selection Leaders will be able to see timeslots for Room Selection processes** as they will be the only person in your group who can select during your timeslot. Students who are going through the process "Solo" will be able to see their selection timeslot.

Selection Leader Designation & Responsibilities: The default Selection Leader has been designated as the first group member listed alphabetically by Last Name. The "Selection Leader" assigns everyone in the group. It is important for all group members to discuss various plans for housing if their first choice does not appear during their timeslot. Come up with a plan B, a plan C, and so on.

To change your Selection Leader, please follow these steps:

1. Decide as a Group who will be your Selection Leader. It should be a mutually agreed upon decision. Ensure that you elect the "most responsible" individual and someone who doesn't have an academic or personal commitment during your timeslot.
2. Once that is decided, the **current Selection Leader** will need to email reslife@csuohio.edu.
   a. **Subject Line:** "Selection Leader Change".
   b. **CC (Carbon Copy) field:** Include all roommates. (Essentially, everyone needs to know/confirm)
   c. **In the email:** Indicate who the new Selection Leader will be.
3. Don't wait until the day of your selection timeslot to make this request. Selection Leader change requests will be processed within one business day.
4. If there are circumstances where a Selection Leader cannot select a room during the DAY OF YOUR SELECTION TIMESLOT, email us at reslife@csuohio.edu.

Searching for a Room (Individual & Groups)

To participate in the Housing Selection Process, you will need:

- Access to a device with internet access (laptop/computer recommended, but phones/tablets are usable)
- An idea of what kind of room type you'd like to live in <u>or</u> specific hall
- A timeslot provided by the Office of Residence Life and Housing
  - o Emailed to students who successfully completed an Incoming Student Housing Application & Contract

IMPORTANT: Once you select **Submit Room Selection** **, you are LOCKED in for the year.**

As time increases after your timeslot, more students will be able to select a room for Fall. It is highly encouraged you move through the selection process as quickly and carefully as possible.
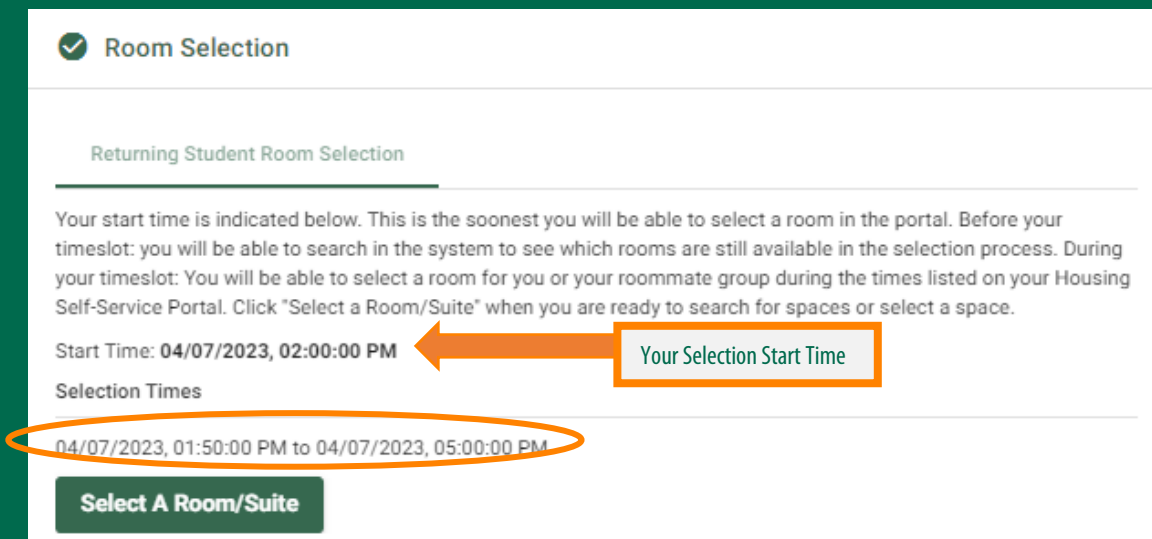
STEP #1: Locating Your Timeslot

Your timeslot will be located under the "Room Selection" header on the homepage and will be visible by the end of day on Friday, June 16th. It's indicated in the example below with the orange circle. In this example, the student can only SELECT a space after April 7th @ 2:00 PM:

- AT/AFTER YOUR TIMESLOT: You will be able to select any open room which meets your search criteria

Important! You <u>must</u> select a room during your respective "Selection Times" timeframe. If you do not select a room (for yourself or your group) during your selection timeslot, you will have one more opportunity to select on June 22nd. If you miss the Incoming Student Selection Process, you will need to be added to the Pending Assignment List and will not be assigned until July. In the example below, this student must select during the circled times:

Click **Select A Room/Suite** to proceed to the next step of the process:

STEP #2: Searching for an Open Space <u>or</u> Selecting an Open Space

The next page will look slightly different depending on when your timeslot occurs. Each page has the same functionality. You will be able to search against our system for the following information. You can use one or two search criteria to determine open spaces:

- **Hall**
  - o Useful to identify large amounts of open rooms in a specific hall
  - o Upperclassmen halls will populate, but there will not be any rooms within the selection process
- **Room Type**
  - o <u>Very</u> useful to determine if there are any single units still available within the system or if you have an idea for a particular room type you'd like to live in (i.e. Fenn Double, etc.)

BEFORE YOUR TIMESLOT: You'll see "However, you are not eligible to select a room until" (See "Selecting a Room…" section for more information)

Important Message

The room selection process 'Returning Student Room Selection' is now active.
However, you are not eligible to select a room until 4/7/2023 at 02:05 PM (US/Eastern).

Click **Search Available Rooms** *to search for what rooms are still available*

DURING/AFTER YOUR TIMESLOT: You'll see "You have until"(See "Selecting a Room…" section for more information)

Your Room Selection

You are now eligible to select a room in the 'Returning Student Room Selection' process.
You have until 4/7/2023 at 05:00 PM (US/Eastern).

Click **Search Available Rooms** *to begin searching for rooms which are available to select*

Selecting a Room as an Individual (Solo)

STEP #1: Finding Your Room

Once you select your search criteria, you will see a screen which lists <u>all available beds</u> that fit your search. As an individual, you will be able to select <u>any open space</u> in either a single, double, triple within a room or suite. Solo students will be able to select single apartment units.

Available Rooms: (123)

Edge - ED-507

Room Type: Edge 1-Bedroom - A
Spots: 1
Suite: ED-507 Spots: 1

Select Room/Suite
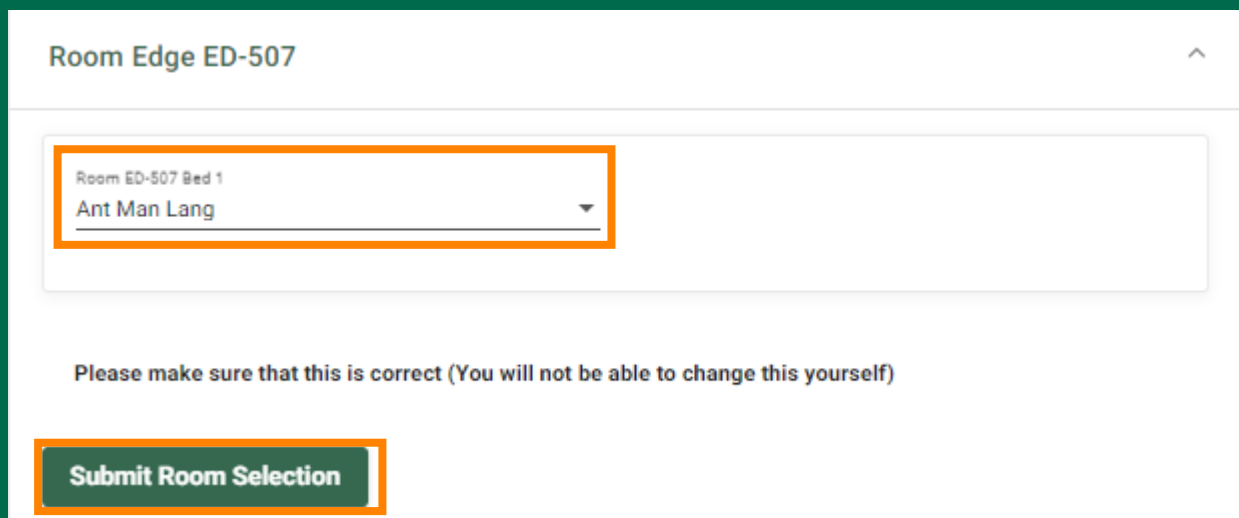
Edge - ED-515A

Room Type: Edge 2-Bedroom - 2D
Spots: 1
Suite: ED-515 Spots: 1

Select Room/Suite

Once you have determined the room you would like to select,
Click **Select Room/Suite** to proceed to the next step

STEP #2: Selecting Your Room
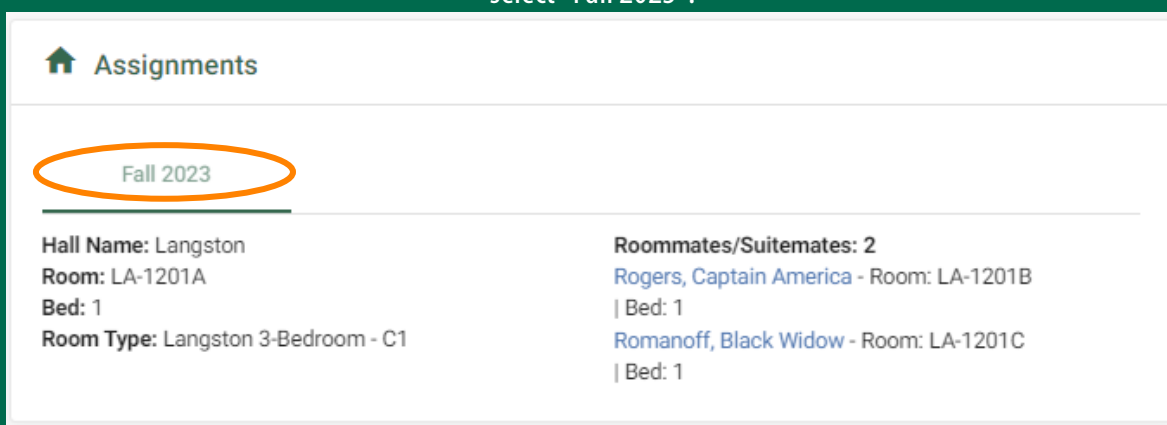**In this example the student, "Ant Man", selected "Edge 507":**

Some helpful tips and hints:
- It genuinely doesn't matter which bed you assign yourself in as a SOLO
- You will be able to see the names of those students already assigned to the space
- **If you are having difficulty selecting a room, please visit the Housing Selection Virtual Help Desk during normal business hours.**

IMPORTANT: Once you select, you are LOCKED in for the year.

To confirm your fall assignment, you can review the "Assignments" section of your Housing Self-Service homepage (be sure to select "Fall 2023".

I'm unhappy with my Fall assignment, can I change it?
Once you click the "Submit Room Selection" button, you are assigned to that room for the Fall. We will be opening up a **Room Change Waiting List** in Housing Self-Service **in July**. The Housing Operations team will work through the **Room Change Waiting List** in July.

Selecting a Room as a Group (Pairs, Groups 3+)

STEP #1: Finding Your Room

Once you select your search criteria, you will see a screen which lists <u>all available beds</u> that fit your search. As a group, you will be able to select <u>any open spaces for you and your group members</u> within a unit.

Available Rooms: (678)

Edge - ED-104A

Room Type: Edge 2-Bedroom - 2A
Spots: 1
Suite: ED-104 Spots: 2

Select Room/Suite

Edge - ED-104B

Room Type: Edge 2-Bedroom - 2A
Spots: 1
Suite: ED-104 Spots: 2

Select Room/Suite

Once you have determined the unit you would like to select, click   Select Room/Suite   to proceed to the next step

STEP #2: Selecting Your Beds/Rooms for Your Group Members

In this example students, "Captain America" and "Black Widow", and "Hulk" selected "Langston 1201":

Room Langston LA-1201C

Room LA-1201A Bed 1
Captain America Rogers

Room LA-1201B Bed 1
Black Widow Romanoff

Room LA-1201C Bed 1
Hulk Banner

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

Submit Room Selection

IMPORTANT: Once you select, you are LOCKED in for the year.

Submit Room Selection

I'm unhappy with my Fall assignment, can I change it?

Once you click the "Submit Room Selection" button, you are assigned to that room for the Fall. The **Room Change Waiting List** will open in Housing Self-Service **in July**. The Housing Operations team will work through the **Room Change Waiting List** in July.