

## Returning Student Apartment Selection Instructions for the 2023/2024 Academic Year

**Start Date**: Your specific room selection date will be e-mailed to you. You may begin following process at 7:00AM on your start date. The open selection period dates will range from April 12 through April 28.

**Location**: Sign into the SIS system. Browse to Housing Information, On-Campus Housing Application/Contract, Housing Contract Button (the same steps you took to complete the housing contract). Under the heading "2023/24 Academic Year" click on Group #- Apartment Selection. Below is an example. If you completed a December Graduate contract, this link will appear under the "FALL23" Term.

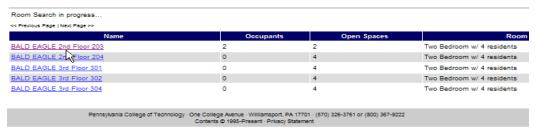
## 2023/24 Academic Year

- New Student Full Year Housing Contract
- : You began an application but did not submit it. Select this link to continue.
- Returning Student Full Year Housing Contract
- : Select this link to begin this contract or form
- Group 1 Apartment Selection (ends at 10/21/2022 6:59 AM)

Next, click on the Room Selection link. To search for available spaces, use the drop down list to select a building. Click Search to view available rooms. Below is an example of the drop down list.



The search will display the room number, the number of occupants already in the room, the number of spaces available, and the room layout. Below is an example of the search results.



The full list of available apartments that will be available for upperclassmen to select from will sent out to residents prior to the start of the open selection period. As you look for apartments that you would like to select from, be sure to have alternative choices in case your first choice is full when you go to sign up.

To select a specific apartment, click on the room that you are interested in that appeared in the search results from the previous step. A new window will be displayed that will contain information about any occupants of the room. If you would still like to select this room, click on "Select This Room". You should immediately receive a confirmation e-mail containing your selected apartment. Within a day, your apartment and roommate information should appear in the SIS. Below is an example of selecting a room.

		Room				Number of Occupants			Open Spaces
Select Thin Room	BAL	D EAGLE 2nd	Floor 203		2			2	
Occupant Details for BALD I	EAGLE 2nd Flo	oor 203							
Occupant Details for BALD I			Cleanliness	Sleeping Habits	Study Habit	Smokes	Watches Sports	Academic School	Major
Occupant Details for BALD I Room BALD EAGLE 2nd Floor 203			Cleanliness	Sleeping Habits	Study Habit Music TV on	Smokes No	Watches Sports Yes	Academic School	Major Graphic Design

The roommate information comes from the preferences you completed when you filled out your housing contract. You may go back in to the SIS and change your preference until April 10 by going to the same area you went to complete the housing contract.

You may change your selected apartment by following the same procedures above as often as you like up until April 30. However, apartment availability and options will change over time. After the first date for your group to select an apartment, you will be part of all subsequent groups. For example if you were in group #4 on your first day to select an apartment the group #4 link will appear for you. On the following day a group #5 link will appear. This is the link you would go in to change your apartment selection.

If you have questions or would like further information on this, contact:

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