

Room, Bed Loft & Meal Plan Selection

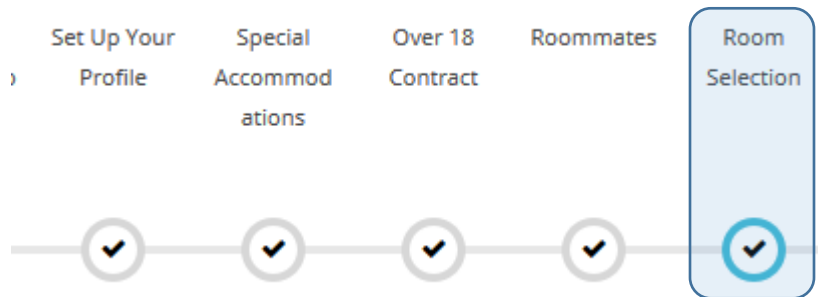
This portion is completed within your Housing Application accessed through Housing & Dining in e-Services.

1. Access your Fall Housing Application.
2. Click **continue** on your application.
3. You will automatically be taken to the last completed step in your app, often the Roommates page.

Continue forward until you reach Room Selection.

NOTE: If your roommate has already assigned a space to you, the Room Selection page will be replaced with Room Assigned. You may proceed to step 10 in this guide to select a bed loft, followed by Meal Plan.

- a. **TIP:** If a page has a checkmark underneath the title, you may click on the title to move to that page. If the page does not have a checkmark, click on the last page that is checked to easily move forward.



4. The first page in the Room Selection step is **Initial Selection**.
 - a. **Select any building** to narrow down your options. Choice can be changed on the next page.
5. The second page is **Available Rooms**. Here you will be able to search and view information about all of the rooms available to you for selection. If you don't see a room, it means that it is unavailable for selection.

TIP: Use the filters on the left to narrow down your selections. >>>>>

TIP: Each room tile will display the projected per semester cost, room number, residence hall name, room type, and will list any assigned roommates. >>>

TIP: Click on Show Room Info To access profile and messaging links for anyone already assigned to the space.

6. Once you have found the room you want, click **ADD TO CART**.

The screenshot shows a room selection tile. At the top is a bed icon. Below it, the text reads: 'Tamarack 1001', '2 < Indicates Room Capacity', '\$2717.00 per session', 'Tamarack 1001', 'Tamarack Hall', 'Double', and 'No Roommates are assigned'. At the bottom, there is a blue 'ADD TO CART' button and a 'Show Room Info' button.

Locations

- Oak Hall
- Tamarack Hall

Community Type

- All Female Floor
- Connections (BSU/NTC)
- Health Sciences
- Indoor Adventures
- Outdoors

NOTE: You will receive an error if you are part of a roommate pair and the room selected does not have enough space. If you wish to select a room without your roommate you must remove yourself from the pair on the Roommates page.

7. On the next page you will **Assign Room Spaces**.

NOTE: This step is very important if you are trying to room with someone. To be able to assign a space to a roommate, they must be in an accepted roommate pair with you.

Assign Room Spaces

Assign spaces to yourself and any applicable roommate group members on this page.

Your room space will not be reserved until you click **SAVE ROOM & CONTINUE** on the next page.

My Room



Kels
Age: 20
Gender: Female

Select Space

Select Space

Tamarack 1001 (2 total spaces, 2 available, 0 unavailable)

Tamarack 1001-1

Tamarack 1001-2

Click the drop down to select a space in the room for yourself.

In this example, -1 and -2 on Tamarack 1001-1 and 1001-2 indicate each space in the room. There is no difference between -1 and -2.

My Roommate Requests

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

ang
Age: 22
Gender: Female

Select Space

Now do the same for your roommate.

You will not be able to continue until you pick a space for them.

8. Click **Assign Spaces**.
9. On the next page, **review your selection**. To proceed with the selection, click **Save Room & Continue**. This will finalize your selection and take you on to the next step – Emergency Contacts.
10. Fill out your emergency contact information. Click **Save & Continue**.
11. On the Bed Loft page, **choose if you would like to rent a loft** (\$50/semester). Click **Save & Continue**.
 - a. **NOTE:** This will only select a loft for your bed. If your roommate would like a loft as well, they must enter their application and complete this step.
12. **Choose a Meal Plan** from the available options. Click **Save & Continue**.
13. **You're done!** You may exit your application.

The last page contains options such as making a room change, viewing a summary of your selections, and requesting an early arrival. Room changes and changes to your meal plan and bed loft can only be made online through August 1. To change your bed loft answer or meal plan, click on the page title.

mates Room Bed Loft Meal Plan Opt
Assigned Opt

