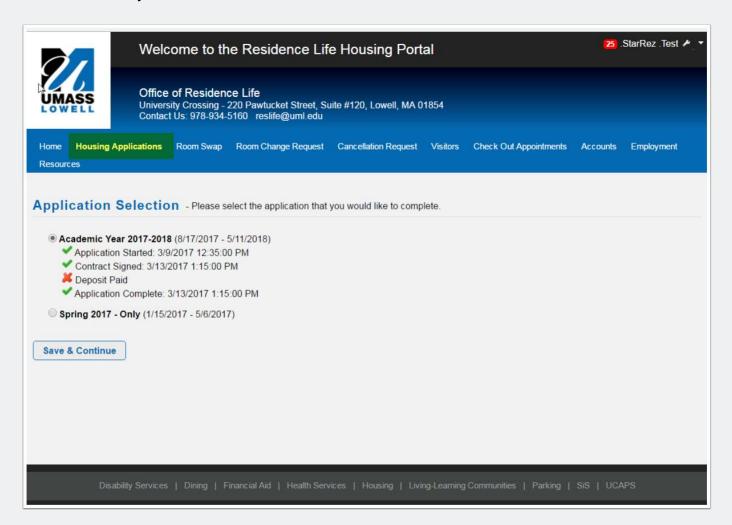
This is a guide to selecting a room on campus at UMass Lowell through the Room Selection Process

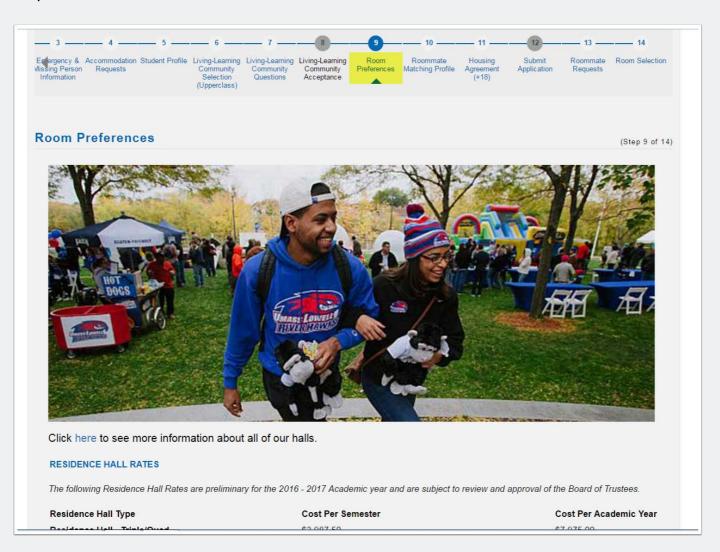
### Selecting a Room in Room Selection

Once your Application is complete and Room Selection is open - Select the Academic Year for which you wish to select a room. Then click Save and Continue.

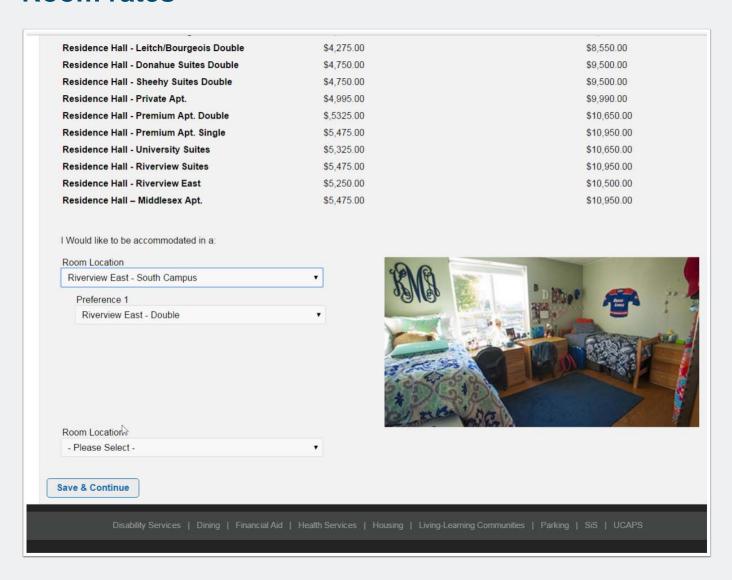


#### **Room Preferences - and Room Rates**

Be sure to familiarize yourself with the room rates for each residence hall! No one likes surprises on their bills!!



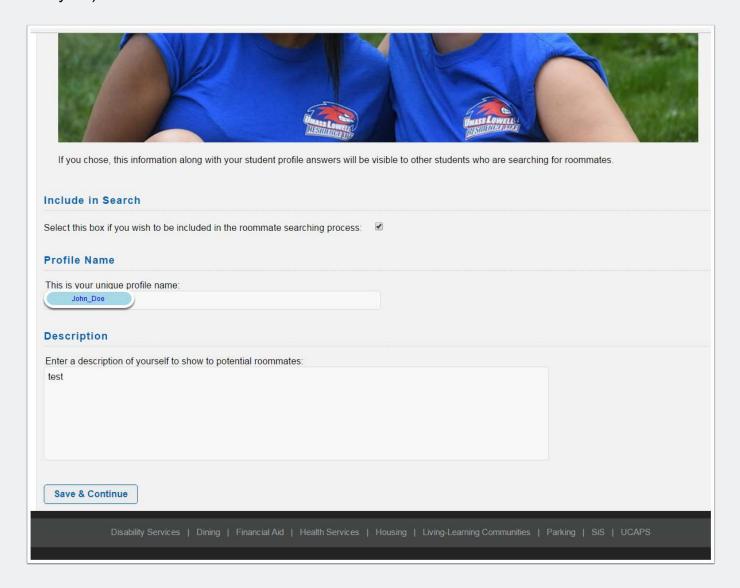
#### **Room rates**



#### Roommate

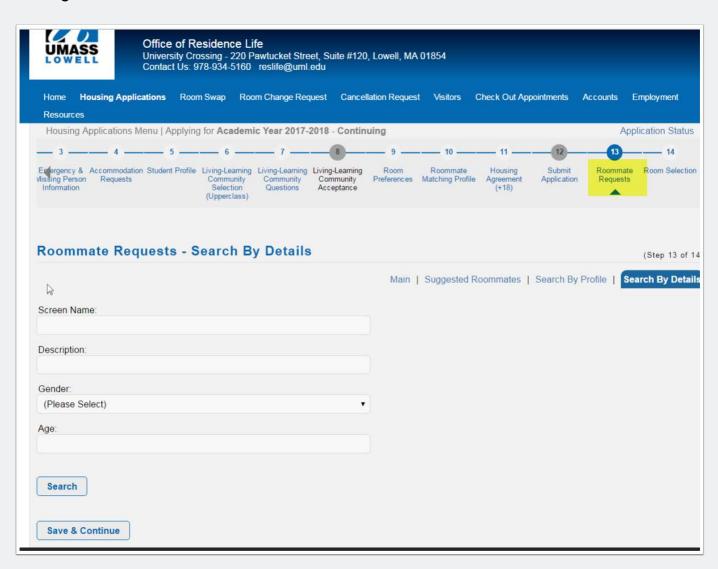
In your "Room Preferences" section of your application - you had the ability to include yourself in the roommate searching process. Be sure this is clicked if you want to pair

with others. You will be able to search for a friend by name (notice your unique profile name - it is the section of your email prior to @student.uml.edu, this is how friends can find you!)

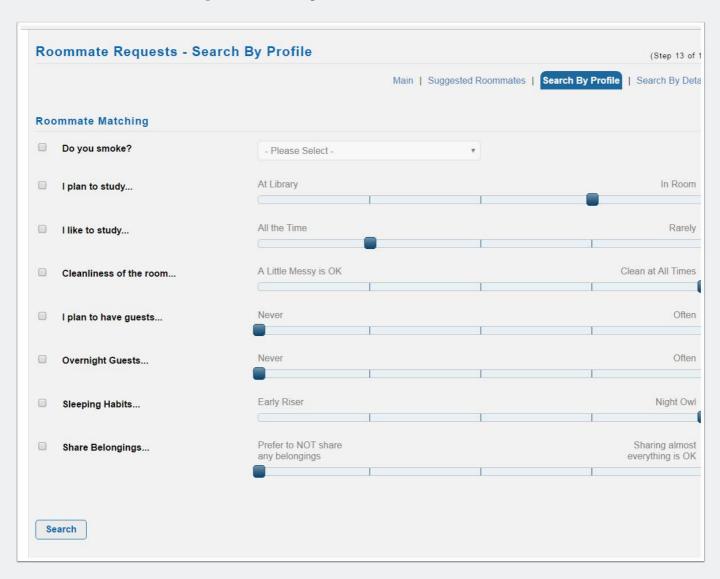


#### **Roommate Request by Details**

To search by student details, click "Search by Details" and enter those details you are looking for.

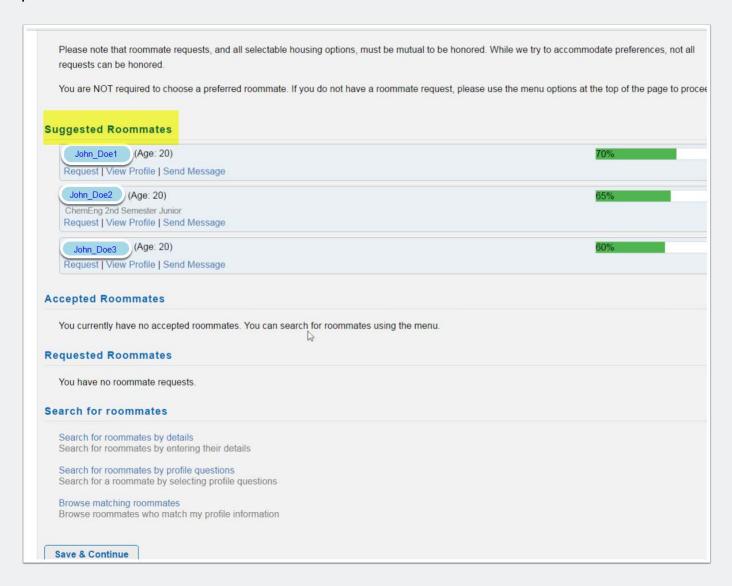


### Roommate requests by Profile



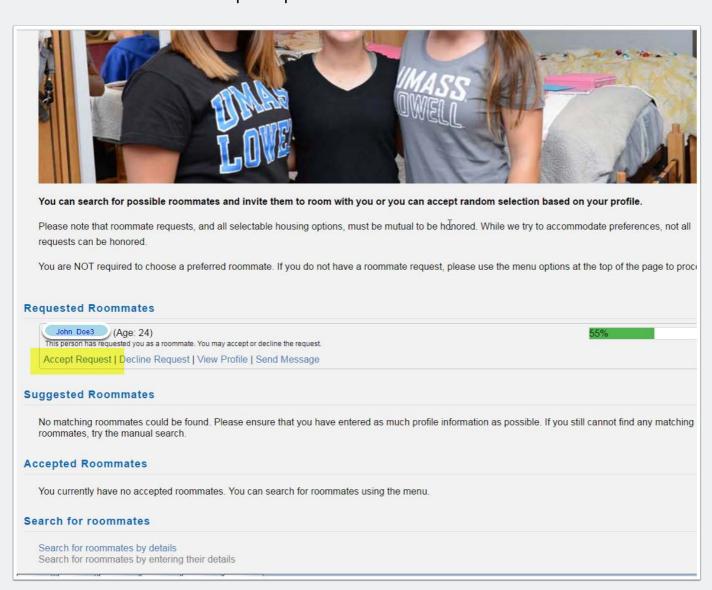
#### **Roommate Requests by compatability**

You are also able to find someone to room with based on your commonalities. The system pulls out some suggested matches for you based upon the information you provided in the Housing Application. Feel free to meet new people and discover potential roommates with this tool!



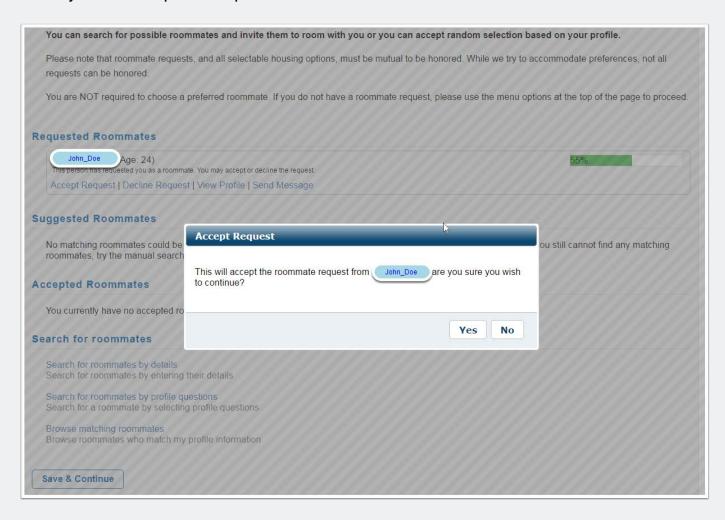
### **Accepting a Friend's Roommate Request**

To successfully create a roommate match - ALL roommates much request/accept each other (anyone who does not accept the roommate request will prevent the match from being complete). To accept the request, log into the Housing Application and click on Roommate Requests at the top of the page. Scroll down to see "Requested Roommates" and click "Accept Request".

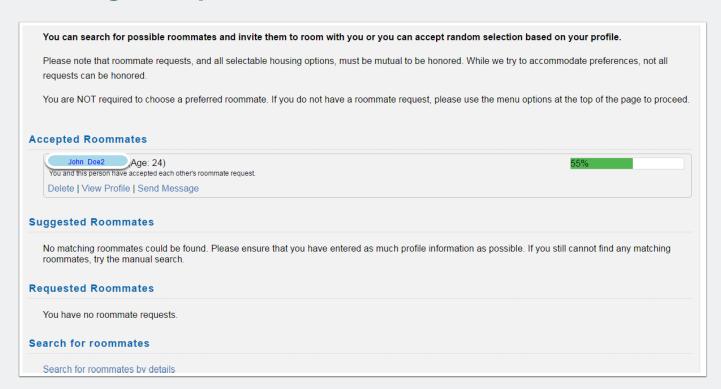


### **Confirm your Acceptance**

Click "yes" to accept the request.

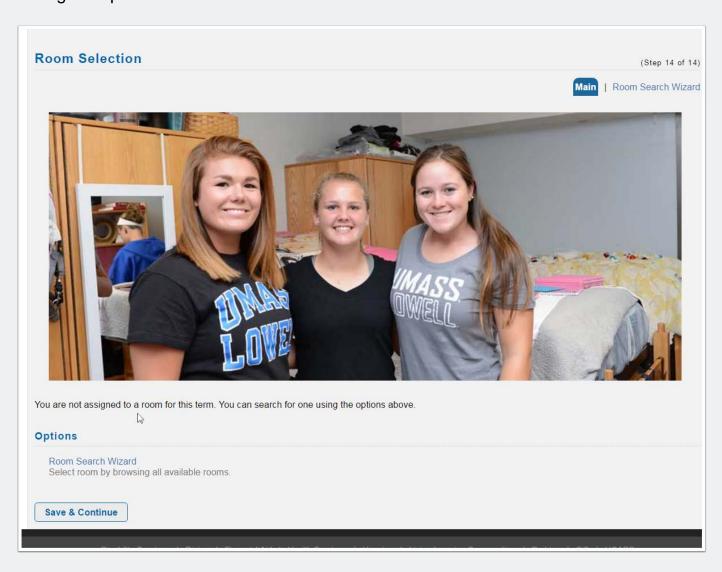


### **Viewing Accepted Roommates**



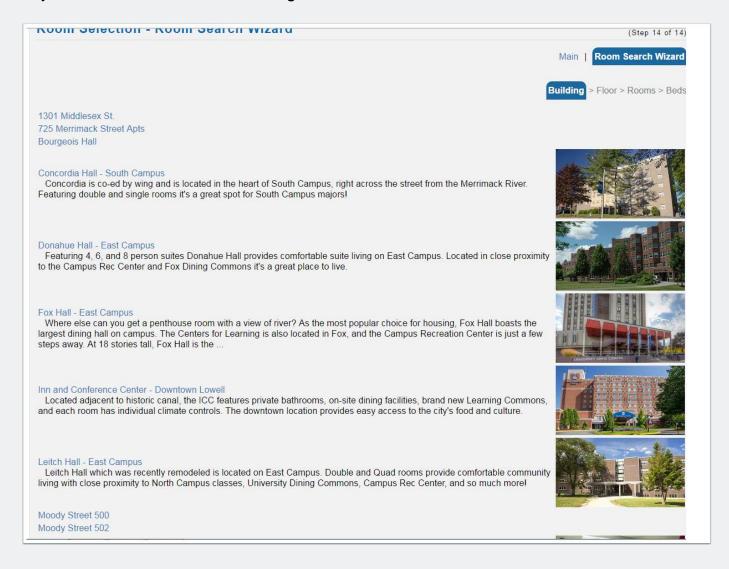
### **Selecting your Room**

Once you have completed the roommate section of the Application - proceed to the Room Selection portion. You want to click on "Room Search Wizard" to guide you through the process.

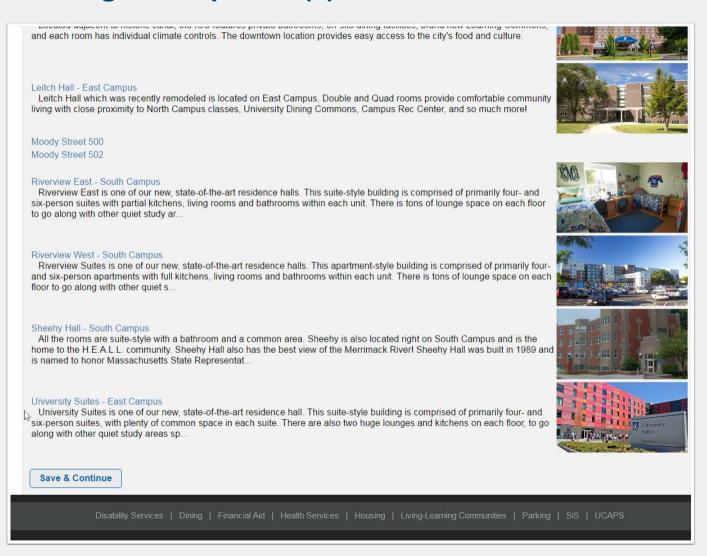


### **Building Descriptions**

Knowing the building you want to room in prior to room selection will certainly move the process along faster. The first part of the Wizard is to select the building. Click on the building link to see available rooms within that building. If you do not see any rooms that means either there are no rooms left in the building or you do not meet the criteria for any rooms available in that building.



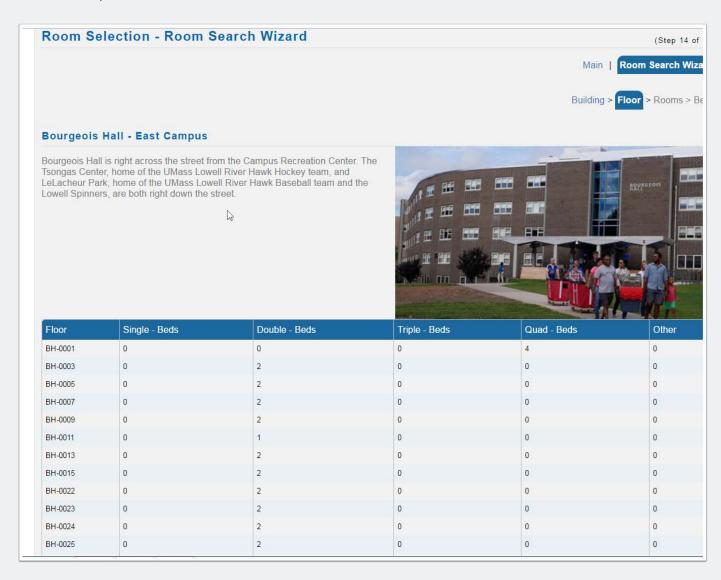
### **Building Descriptions (2)**



### Finding your room

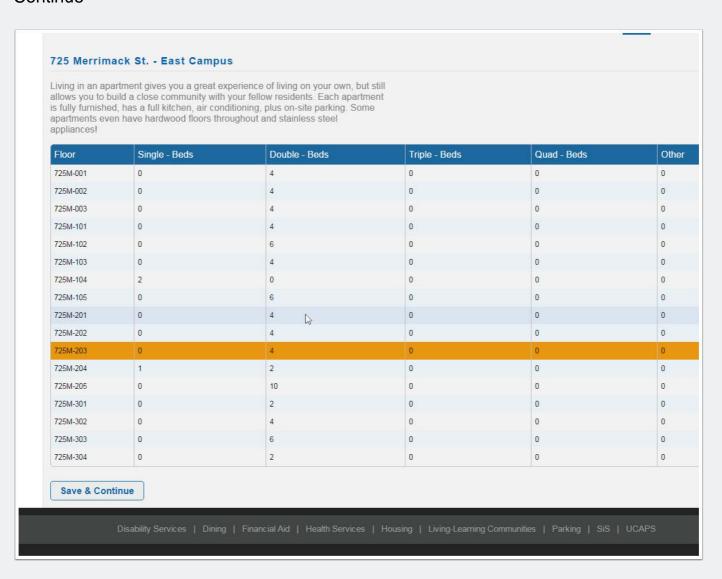
Once you click on the desired building, you should see all of the open rooms in a chart. (Please note, based on location, you may not meet the requirements to live in certain

rooms - this will filter in the next step). (i.e. LLC locations, gender differences between rooms, etc).



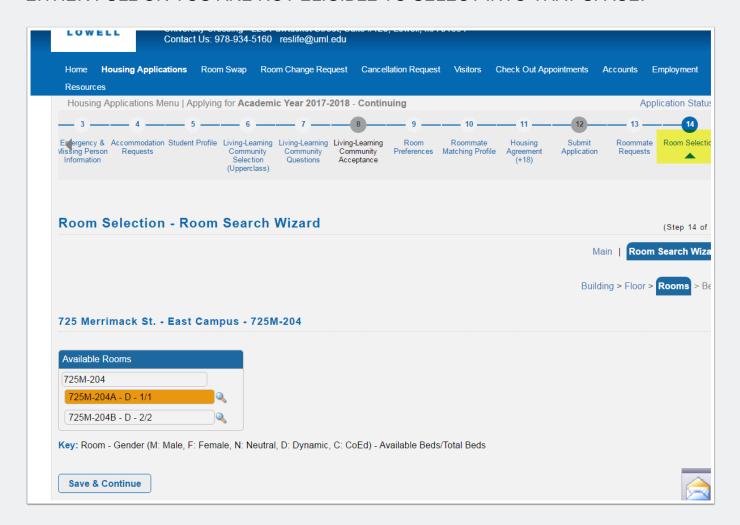
### Selecting the room

To select a room, highlight the row of the room you wish to select and click "Save and Continue"



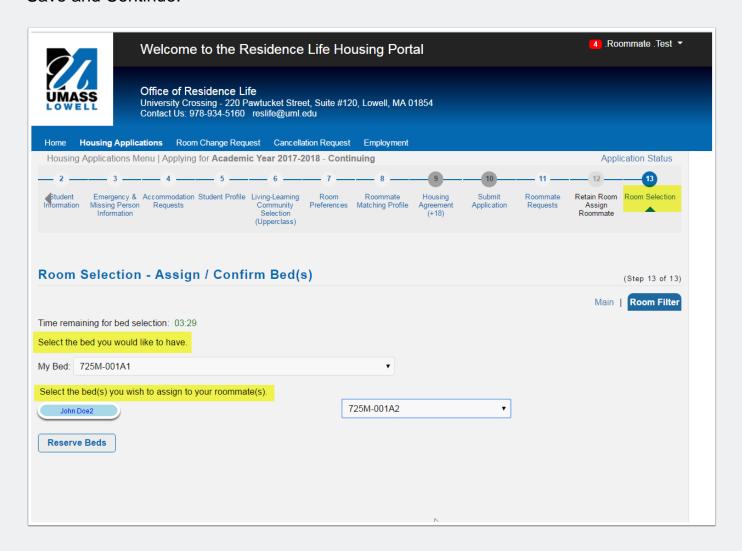
### **Selecting the Bed**

The next page will show you the available beds in that room. You are able to place yourself and your selected roommate(s) (if you selected any at the Roommate Selection section) into beds within the room. If you did not select roommate(s), you will be able to place yourself into a bed and all other beds in the room will remain "open" until someone else selects them. IF YOU DO NOT SEE ANY AVAILABLE BEDS, THE ROOM IS EITHER FULL OR YOU ARE NOT ELIGIBLE TO SELECT INTO THAT SPACE.



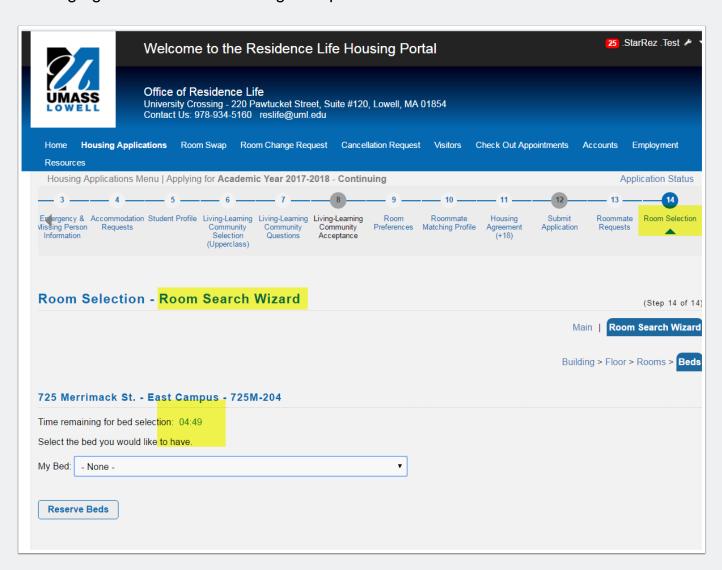
#### Placing yourself AND a Roommate

If you had previously created a roommate match - you will put yourself in a bed and your roommate(s) in beds at this step. Once you are satisfied with who is in each bed, select Save and Continue.



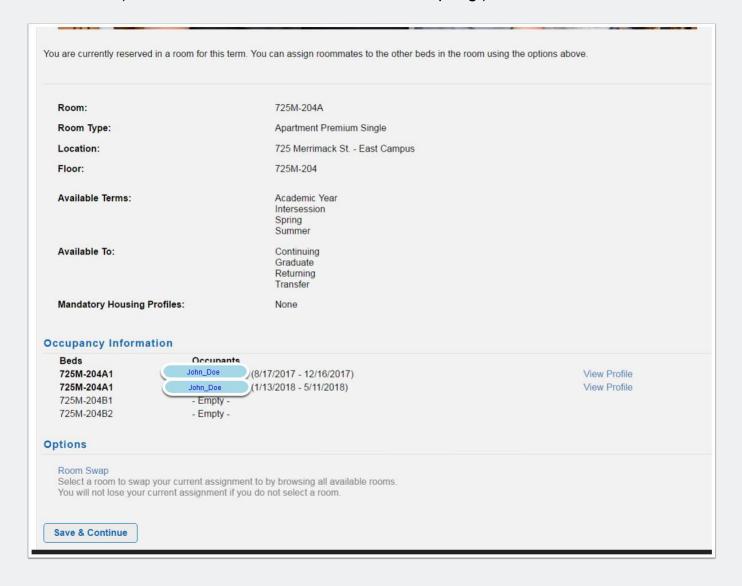
### **Bed Selection Timing**

You will have a certain amount of time to physically select the bed for yourself and your roommates. Once that time has passed, you will need to go back and select the building again and continue through the process from there.



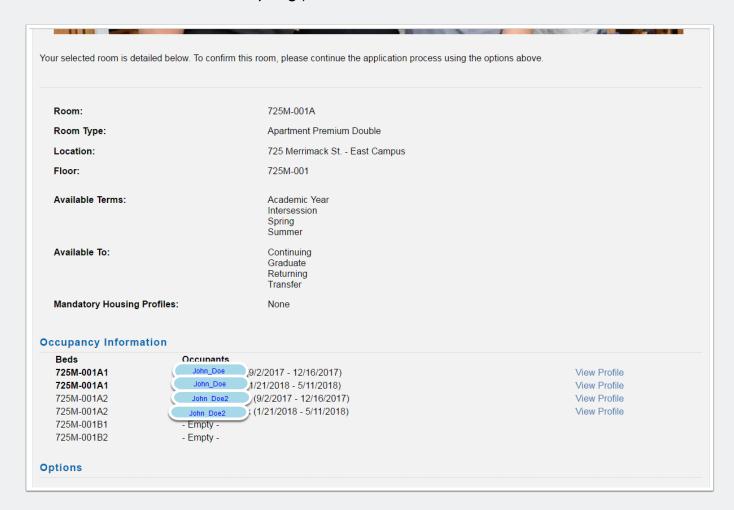
#### **Overview of Selection**

Once you've placed yourself into a bed, you'll see an overview of what you selected. If you did not place roommates in beds, the system reminds you that you can do that by selecting the correct options to do so. Click Save and Continue to confirm and select this space. (Note that it shows two semesters listed. The housing contract is for ONE FULL YEAR). Your bed is reserved for Fall and for Spring.)



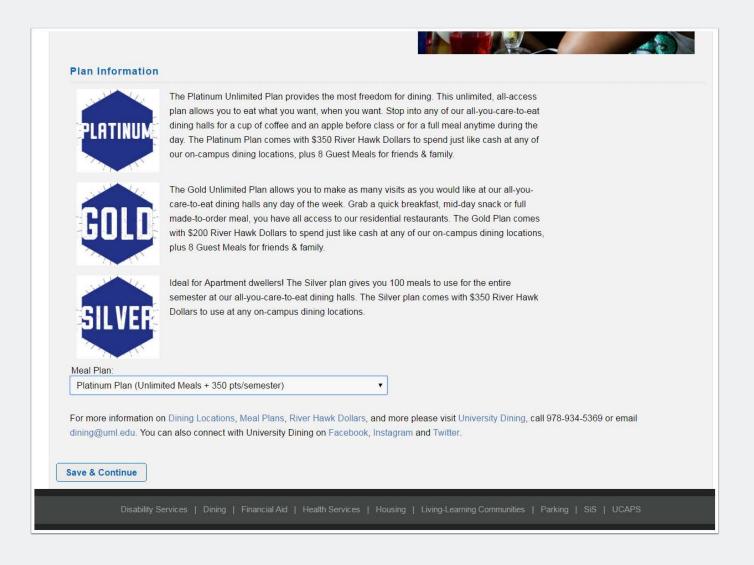
#### **Overview of Selection - With Roommate**

The image below shows the overview if you have selected a roommate. (Note that it shows two semesters listed. The housing contract is for ONE FULL YEAR). Your beds are reserved for Fall and for Spring.)



#### **Meal Plan Selection**

The next section allows you to pick a meal plan. If you are in a space that requires a meal plan (Riverview East, Sheehy, Concordia, ICC, Fox, Donahue, Bourgeois, Leitch and Traditional Perkins units) you must select a meal plan. Otherwise this section is optional. Click Save and Continue to proceed. NOTE THAT ALL ROOMMATES MUST SELECT THEIR OWN MEAL PLAN. Even if your roommate picked your room, you must go in and select your own meal plan. Those students in "Meal Plan Required" spaces that do not select a meal plan by May 1, 2017 will be assigned the Platinum Meal Plan.



#### **Confirmation of Selections**

The last page confirms and outlines your selection! Congrats you are a 2017-2018 resident of UMass Lowell! We can't wait to see you back next year!

