Buddy list us on Skype or AIM: HALLHOUSINGHELP
Welcome

- The information contained within these slides will guide you through Online Room Selection. Please follow along carefully and pay attention to the dates and guidelines listed within these pages. Remember: you must be registered as a full-time student (12 credits or more unless graduating) to select a room. Good luck as you choose your home at The Hall for next year!
Important Dates

- **March 5th** - Priority Point totals were emailed to all students eligible for Room Selection.
- **March 19th** - Room Selection for students accepted into the Turrell Manor Servant Leadership Program.
- **March 26th** - Room Selection for students accepted into the Sophomore Discovery Program.
- **March 26th** - Lottery number times will be emailed to all students eligible for Room Selection.
- **April 8th & 9th** - Room Selection for students eligible to retain their current room assignment* and pull-in a roommate.
  - Only residents of Cabrini, Neumann, Serra, Ora, and Xavier (except 3rd floor tower) with 28 or more Priority Points may retain their room.
  - Students with 25 or more Priority Points qualify to be “pulled-in” to a retained room.
- **April 12th-16th** - Open Room Selection for all eligible students featuring all remaining rooms in Cabrini, Neumann, Serra, Xavier, and Ora Manor.
Video: How to Choose a Room Online

- Want to see how Online Room Selection works?
  - Check out our example video on YouTube.
- Then be sure to follow the step-by-step instructions in this guide.
Room Selection: Where to Begin

- Room Selection takes place online, through your Housing Profile on PirateNet.
- To access your housing profile, log on to PirateNet and click on the Offices and Services tab. It’s there where you’ll find your Housing Profile.
This is your Housing Profile

Here you can view your current room assignment, roommate, dining plan, Room Selection lottery time, and future room assignments, as well as change your meal plan, pick a roommate, and participate in a Room Selection lottery.
**Roommate Pull-In**

- If you wish to pick (or “pull-in”) a roommate(s) of your choice, you and your desired roommate(s) must have 25 or more Priority Points.
  - Priority Points were emailed to all eligible students on Friday, March 5th.
  - You don’t have to pick a roommate to choose a room.
- Prior to your Room Selection time, you will need to use your Housing Profile to select who you wish to room with and they must also select you.
- Please see the next slide for Roommate Selection instructions.
**Roommate Pull-In Instructions**

- From your Housing Profile, click the button on the left side called “Roommates/Suitemates.”
- In the blank boxes, type as much of the information as you know to find your desired roommate and click “Request Student as Roommate.”
- If your roommate qualifies to be pulled-in, you’ll receive a message that says “Your roommate request has been saved” and your Housing Profile will update. Remember, if they do not have 25 or more Priority Points, they cannot be pulled-in.
Roommate Pull-In Instructions

- Your requested roommate will receive an email letting them know you have selected them to be a roommate. If they want to be your roommate, they need to repeat the process to request you. Roommate selections are not complete until the word “MATCHES” is shown under the roommate’s status.

- Repeat this if you wish to request a second roommate. (Note: you can only select up to 2 roommates.)
Room Selection Lotteries

- This is when you’ll actually pick your room. It’s very similar to buying concert tickets or airline tickets online.
- You may be eligible for multiple room lotteries. You can view the room lotteries you’re eligible for under “My Future Room Selection Process” on your Housing Profile.
Room Selection Lottery Instructions

- When it is your lottery time, click on the button on the left side called “Room Selection” in your Housing Profile.
  - You cannot enter a lottery before your designated lottery time but you can enter a lottery anytime after your designated time that is still within the time frame of the lottery.
- Click the button that says “Select a room/suite” and then click “Find Available Rooms” to view all rooms that are available during this lottery.
- A list of rooms will appear containing the room number, room type, and number of available beds in each room. Scroll through the list to find your desired hall and room.
  - If a room you want does not appear, it is no longer available.
  - Room rates for 2010-2011 have not yet been determined so the room costs will be listed as $0.00.
- Click the “Select Room” button next to the room you wish to choose.
  - The “Select Suite” button is not available during our room lotteries even though the button is there.
Once you select your room, you’ll need to assign yourself to a bed. Pull down the drop down box next to an available bed in that room and select your name. If you have pulled-in a roommate(s), pull down the drop down box next to the other available bed(s) and select their name(s). If you have not pulled-in a roommate and there is still an empty bed in the room, make sure the drop down box says “Leave Empty.” Someone will be able to choose that space later. Once you are sure this is the room you want, click “Submit Room Selection.” You will not be permitted to change your room assignment until Room Change Day in the Fall tentatively scheduled for Wednesday, September 15th, 2010.
Room Selection Lottery Instructions

- Once you have submitted your room selection, you’ll come to a confirmation screen. This means you are done with Room Selection - congratulations!
- You will also receive a confirmation email and will be able to view your future room assignment and future roommate on your Housing Profile.
- You may now log out of your Housing Profile and you are done with Room Selection.
Frequently Asked Questions

- I chose a friend to room with me but they have not yet confirmed my request.
  - Make sure to contact your friend beforehand and agree in advance that you would like to room together. If you find your friend is not responding, you may want to remove them as a roommate request to better your chances of getting a room.

- Who do I contact if I have further questions about the process?
  - HRL professional staff will be available in their office in your Residence Hall as well as in 68 Duffy Hall.
  - You can also IM us on our screenname “HallHousingHelp” on AIM or Skype.

- What if I am not available to log on during my lottery time?
  - There is no proxy process. You will have to sign in to your lottery as soon as possible after your lottery time. The lottery process will have continued and room availability will become more limited however as long as the lottery is open, you may still choose from what is left. The housing lottery times are listed in your Housing Profile along with your specific lottery time.

- If my roommate already pulled me in to the other bed in their room, do I have to do anything during my lottery time?
  - No, as long as the assignment shows up on your Housing Profile, you are all set for a room assignment.

- Once I pick my room online, am I all set?
  - Yes. Please make sure you are registered as a full-time student (12 credits or more unless you are graduating), your balance is paid, and there are no holds on your account by the time move-in weekend is here.