

Returning Student Room Selection Process Guide

1. Returning Student Room Selection is available to students who lived in Pontchartrain Halls during the Spring 2022 semester and have completed a Fall 2022 Pontchartrain Hall application by Friday, April 1. The Priority Returning Student Room Selection Days are:
 - Day 1 (Monday, April 4): **Claim your current room.** Log on any time after 9 AM.
 - Day 2 (Tuesday, April 5): **Claim a room in your current building.** Log on any time after your assigned selection time. Selection Times are assigned by application date.
 - Day 3 (Wednesday, April 6): **Honors Community Claims their room.** Log on any time after your assigned selection time. Selection Times are assigned by application date.
 - Day 4 (Thursday, April 7): **STEM Community Claims their room.** Log on any time after your assigned selection time. Selection Times are assigned by application date.
 - Day 5 (Friday, April 8): **Visual and Performing Arts Community Claims their room.** Log on any time after your assigned selection time. Selection Times are assigned by application date.
 - April 11-22: **Open Returner Room Selection.** Log on to select an available space.
2. On the date of your chosen process listed above, Log into the Residential Life App (Be sure to log into your UNO email account first and visit myapps.uno.edu in order to gain access to the app.)
3. On Day 1, you will be able to log in beginning at 9 am to reserve your current suite. **On all other priority room selection days, you will be able to see your assigned room selection start time on your home screen of the app.** This is the time at which you will first be able to access the room selection process. Please note, you will be able to access the room selection process from this time until the process closes. Currently scheduled room selection processes are listed above. You will only be able to access room selection processes for which you qualify. For example, only students who selected “STEM Living Learning Community” on their application will be able to select a space during the STEM Community process. **Please note: your room will be available for others to select starting on Tuesday, April 5 if you have not claimed it on Monday, April 4.**
4. Once in the app, you will see “Room Selection” on your home screen. You can access the process here or visit “Room Selection or Roommate Matching” from the menu on the left side of your screen.
5. Choose “Select a Room/ Suite.” This will bring you to the room selection process once your time-slot begins.
6. If you are in a roommate group and wish to select the room assignment for everyone in the group, you will need to select all of the students in the roommate group under “Roommate Group.”
7. Choose “Select from Room List” This will allow you to search for available rooms in three ways. You may search by Hall, by Floor or by room type/size. Be sure to change the other searchable fields to “no filter” when you conduct a new search so you will be able to see all available rooms in your search.
8. When you have found the suite you are interested in, you will be able to select a bed for yourself and your roommate match if you are in a roommate group.
9. To finish, select “Submit Room Selection.”
10. Once you have completed the process, you will be able to review your assignment on your home screen.

Frequently asked questions

Why can't I get into the Residential Life app? Be sure to be logged into your UNO email in the same browser before accessing the app. If you still are unable to get in, you may have to clear the cache and history from your web browser as sometimes old data is stored and will cause problems with access as the system will time out after 30 minutes of inactivity.

Why can't I access the room selection process? Is the time currently before your assigned time slot or after room selection closed? You will only be able to access the room selection process from your time slot until the process closes. You must have a completed application in order to be assigned a room selection time slot.

Why can't I find a particular room? The system is set up to only show you available rooms you are eligible for that fit the search criteria. If someone has already selected a particular room, it will no longer show as available. If someone of a different gender has selected a room in a suite, that suite will no longer show as available to you.

What should I do if I have changed my mind about the room I selected? Please email our team at ResidentialLife@uno.edu for our assistance.

What if I only want to live in a one bedroom unit and none are currently available? Unfortunately, our halls have a limited number of one bedroom units and we understand many students are interested in these units. While we hope you will not chose to cancel, you may cancel your application with no penalty before July 1. If you cancel after July 1, a \$50 cancellation fee will be added to your account. You may want to consider selecting a two bedroom or four bedroom option and add yourself to our one bedroom waitlist, you will be able to add yourself to our one bedroom waitlist within the Residential Life app.

I have an additional question that is not listed. Please contact our staff at ResidentialLife@uno.edu for our assistance.