Room Selection Process Guide

1. 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.)

2. **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:
   - Returning students: begins June 4 at 9 AM and closes June 7 at 10 PM
   - New residents: begins June 15 at 9 AM and closes June 19 at 10 PM

3. 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.

4. Select “Select a Room/ Suite.” This will bring you to the room selection process once your time-slot begins.

5. 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.”

6. Select “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.
   a. Interested in living in a specific community? Be sure to search for a room/suite in the area assigned to that community:
      - Pontchartrain North 2nd Floor: Visual and Performing Arts
      - Pontchartrain North 3rd Floor: Honors
      - Pontchartrain North 4th Floor: Science, Technology, Engineering and Mathematics

7. 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.

8. To finish, select “Submit Room Selection.”

9. Once you have completed the process, you will be able to review your assignment on the home screen of your app.

**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.

**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 studenthousing@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 once you are assigned to a room.

**How were time slots generated?** The Office of Residential Life staff generated time slots based on the students’ application date. Students who were the first to apply have the first available time-slots. Priority numbers and group priority are not reflective of our current room selection process.

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