New Student Room Selection Process Guide

1. New Student Room Selection is available to students who have completed a Spring Pontchartrain Hall application by Friday, December 9. The Priority New Student Room Selection Days are December 13-14, 2022.

2. You will be able to see your assigned room selection start time on your home screen of the Residential Life app. This is the time at which you will first be able to access the room selection process. Times are assigned in order of application date. Please note, you will be able to access the room selection process from this time until the process closes.

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 on the date and time of your selection time or after your selection time. (Be sure to log into your UNO email account first and visit myapps.uno.edu in order to gain access to the app.)

4. Choose “Select a Room/Suite.” This will bring you to the room selection process once your timeslot 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. Choose “Select from Room List” This will allow you to search for available rooms in multiple ways. You may search by Hall, by Floor or by Room Type. 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.

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 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 choose to cancel, you may cancel your application with no penalty before December 15. If you cancel after December 15, 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.