

Room Selection

More than...just a room! 



Room Selection Sign Up Directions

Step 1: Logging In

- Login with your PID and Access Code at your designated lottery time. You can always login after your lottery time, just not before. Students can select spaces up until midnight on the specific designated Room Selection Day.

Step 2: Entering as an Individual or Selecting Roommates

- If you choose to enter as an individual (and not select your roommate(s)), then click on the check box, "I do not want to select any roommates."
 - This does not mean that you won't have any roommates; it just means that you are entering the process by yourself and will choose a space just for you.

If you choose to live with roommates, you will need their Access Codes as well. As a reminder, individuals that use other student's access codes without their permission will be subject to disciplinary action and the cancellation of their 2017-2018.

IMPORTANT: *If someone is adding you as a roommate, you SHOULD NOT login. Doing so will create a record and once created, you cannot be added as a roommate.*

- Type in the Access Codes for your selected roommates and click on the "Add Roommate" button. You will receive an error message if you have entered the wrong information or are trying to live with students who do not match the criteria. **You must do this for EACH roommate with whom you wish to live!**
- Your selected roommates will appear in the box below under the heading, "Current Roommates."
- When you have added all of your roommates or wish to proceed through the process as an individual, click on the "Continue" button at the bottom.
- **NOTE: If you are added as a roommate, you should not login until after the current process is complete.**

Step 3: Selecting a Space

- You can select spaces/apartments that are allocated to your housing area and gender. If there are no longer any spaces/apartments that match your group number then you will have to modify your group before continuing.
 - Select the building you would like to live in (you can always select another one if you choose to).
 - Once you have chosen your building, you can select from the available apartments/rooms within the 2 categories: Empty or Partially Filled
 - Rooms that are being "Held" are rooms that other students are looking at.
 - Rooms that are "Partially Filled" have students already in spaces within the apartment or room. Click on the "Show All Occupants of Selected Apartment/Suite." You will be able to see the students who have chosen into the spaces and what space(s) are still available.
 - Once you click on an apartment, you will have **10 minutes** to select a space, assign your roommates, if you have them, and confirm your selection.
 - Your selected apartment is considered "Held" and no other student can select that space.
 - After an apartment/space has been selected, you can also view a typical room/apartment layout.
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- If you do not like the space/apartment you have chosen (before you assign you and your roommates to spaces), you may choose to select another apartment or building.
- Please pay attention to the listed rooms! The information will tell you if it's a single, double, or triple, and how many spaces are left.
 - Select the student from the dropdown menu to place them into a space.
 - Each person listed must be assigned to a space to continue.
- If you aren't able to select your space and assign roommates within the 10 minutes, you will be re-directed to select another building and start the selection process again.
- When you have made your decision and assigned everyone to a space, click on the "Assign Rooms" button.
- At the Room Assignment screen, you can review your assignments and choose to confirm the selection or go back to select another space. If you are ready to confirm your selection, click on the "Confirm Room Assignment" button. **Once you confirm your selection, your decision is final and you cannot make any changes to you or your roommate's assignments.**
- Upon completion, you and your group will receive an email with your assignment. The email will be sent to your UCSD email account.

Step 4: Roommate Information

- If you entered into the process as an individual or your group didn't fill up an entire apartment, you may login again to view the students who have selected into the open spaces within your apartment/room.
 - You can log into the Room Selection Portal to view your assignment and current roommates. This is available through May 24, 2017.
 - You can check with your Residence Life Office after the process is complete for further information if needed.
- Students are guaranteed a space on campus, not a particular apartment or room. If you would like to switch rooms or apartments (only if you selected or were pre-assigned to a space), please check with your Residence Life Office to see if they offer any options for Room Change Day.

*** Please note that room changes may not be available.**