Room Selection Guide 2021-2022

Before Room Selection
Students can find and request a roommate upon completing the housing application and should form their roommate group by 5 p.m. CDT on April 5 for returners and 5 p.m. on May 3 for freshmen. **Incoming freshmen can form a roommate group of two people and returners can form a group of up to four people.** Once room selection begins, students should only make adjustments to roommate groups if the size of the group exceeds available space. Students can review their roommate selection under “Roommate Search and Selection” from the menu. For more information on requesting a roommate, review the Roommate Guide.

Log in
Log in to myHousing using your myBama username and password on the assigned date/time sent to your Crimson email. Log in date/time is based on housing application date, and only students who applied for housing by the room selection deadline will have access to room selection. You can log into room selection any time it is open after your initial log in time, but spaces decrease as time goes on.

From the housing home page, select the “**Online Room Selection**” button to start.

Welcome Suzy Smith!
It looks like your student status is: Freshman
If you are eligible for, Honors Housing; Engineering Housing in Bryant Hall; or the Business Community in Paty, and wish to choose one of those spaces, you should select that specific button to see only those housing options. If you do not wish to select from those options, you should select the button for Freshman Room Selection or Returner Room Selection. Once you select which you would like to participate in, the portal will only show options for that community.

**Room Selection:**

Once you pick a room and select Finish during room selection, your assignment will be complete and you cannot change it, so be sure that you understand the process. Select a room selection from the options listed below. Select "Freshman Room Selection" if you do not wish to select a space in a Living-Learning community space.

- Freshman Room Selection
- Honors Halls Room Selection Only

Review your account information to verify the term, academic year and roommate(s) selected are correct. If you would like to make changes to your roommate(s), select “I need to make change to my roommate Group”. If everything is correct, select Next.
Selecting and Reserving a Room

The next screen allows you to search for rooms and view available options either through visual maps or room tables. Switch between map and table view by clicking “Display Table” or “Display Map” in the top right. East Campus Community includes Bryce Lawn and the Highlands. North Campus includes Presidential Village I and II; Riverside; Lakeside; England; Paty; and Ridgecrest East. South Campus includes Tutwiler; Parham; and Burke East and West.

When viewing spaces, you will select from community (North, South, and East Campus), then building, floor, and room. The numbers in parenthesis represent available spaces for that option.

To narrow the options displayed, select specifications from the search box that fit what you are looking for and click Search.
Search Using Map View
When viewing spaces, you will select from a community (North, South and East campus), then building, floor, and room. The numbers in parentheses represent available spaces for that option.

After selecting your community, building and floor, the floor plan will come up with available rooms and beds in green and unavailable ones shown in red. Select the available room of your choice.
When reviewing spaces, students can click on an occupied bed space to review that student’s answers to the roommate matching questions and better inform their selection. Note that other students will continue selecting, so the longer you review available spaces, the more likely it is that someone else could select your desired space. If no answers are displayed, the student in that space did not complete the roommate matching questions.

Search Using Table View
To select using table mode, either select an area from “Available Rooms by Living Area” or, if the map is still displaying, select **Display Table** from the top right of the page. When you select a community, all available rooms will be listed by building for that area.
To view available bed spaces, click the arrow next to a room. When you find your desired room, click the lock to right of the room.

Complete Selection
Once students select a space through either map view or table view, they have 10 minutes to reserve space for themselves and their roommate(s). **You must assign your roommate(s) when you are on this screen. You will not be able to assign your roommate(s) later if you fail to do so on this screen.**

Once you have added yourself and all roommate(s) to the desired bed spaces, click **Next** to complete your selection. If you want to go back and review other options, select **Release Lock** to remove hold on the space and go back to the room search page.
A summary will show both your personal booking and that of your roommate. Review your bookings and select Finish to complete your selection. **Be absolutely sure that this is the assignment that you want, before you click Finish.** Once you complete your assignment, you cannot select another space during online room selection.

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<thead>
<tr>
<th>Building</th>
<th>Rm #</th>
<th>Bed Space</th>
<th>Term</th>
<th>Rate Info.</th>
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</thead>
<tbody>
<tr>
<td>Lakeside East</td>
<td>LAKEE-0301</td>
<td>LAKEE-0301A</td>
<td>2021 Fall</td>
<td>$4500.00 Term</td>
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<tr>
<td>Lakeside East</td>
<td>LAKEE-0301</td>
<td>LAKEE-0301A</td>
<td>2022 Spring</td>
<td>$4500.00 Term</td>
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</table>

**Roommate(s):**

<table>
<thead>
<tr>
<th>Building</th>
<th>Rm #</th>
<th>Bed Space</th>
<th>Term</th>
<th>Rate Info.</th>
</tr>
</thead>
</table>

**Confirmation of Selection**

Now that you have reserved the beds, you will see the confirmation page. If you assign a roommate during room selection, they do not have to do anything to confirm their housing assignment.

**Room Selection Successful!**

You have completed the room selection process. An email has been sent to your UA Crimson email address confirming the details of the room assignments that you made. Your pulled-in roommates will also receive a confirmation email, if you selected a room for them as a group.

If you have any questions, please contact us.

**Return to The Housing Portal Menu**

You can view the information above at any time by logging back into your housing application and clicking the **View Application Status** button.
**Troubleshooting**

The following information may be helpful to you during online room selection should you encounter an error message while attempting to select a space. Most issues that will arise will pertain to *eligibility* and *availability*.

*How do I know which buildings I am eligible for?*

*What will it look like if I am not eligible for a space?*

*What will it look like if my roommate is not eligible for a space?*

*What happens if I accidentally pick the wrong space and click Finish?*
How do I know which buildings I am eligible for?
The following grid shows which buildings students are eligible for, based on gender, academic year, declared major, as well as several other details. If you anticipate needing housing during winter or spring break, please confirm which buildings remain open during those break periods.

Please note: all students intending to live together as roommates must both be eligible for the building. An eligible student cannot pull in a roommate who is not eligible for that space.

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<th></th>
<th>Blount</th>
<th>Bryant</th>
<th>Bryce Lawn</th>
<th>Burke East &amp; West</th>
<th>Highlands</th>
<th>Lakeside East &amp; West</th>
<th>England Hall</th>
<th>Paty</th>
<th>Presidential I &amp; II</th>
<th>Ridgecrest East</th>
<th>Ridgecrest West</th>
<th>Ridgecrest South</th>
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**What will it look like if I am not eligible for a space?**
When searching, only halls that a student is eligible for will show as available options.

**What will it look like if my roommate is not eligible for a space?**
You may be eligible for a space that your accepted roommate cannot be pulled into or select for themselves.

When you attempt to click Reserve Beds, you will see an error message similar to the one shown below. This means that your roommate is not eligible for that space.

To make the most of your time in online room selection, check your eligibility, along with any roommate, before you log in and brainstorm a few different options that you and your roommate are eligible for.

**What happens if I accidentally pick the wrong space and click Finish?**
Once you click Finish, that is your assignment. You can no longer move around and HRC staff cannot move you. Be sure that you want a space before your click the Finish button.