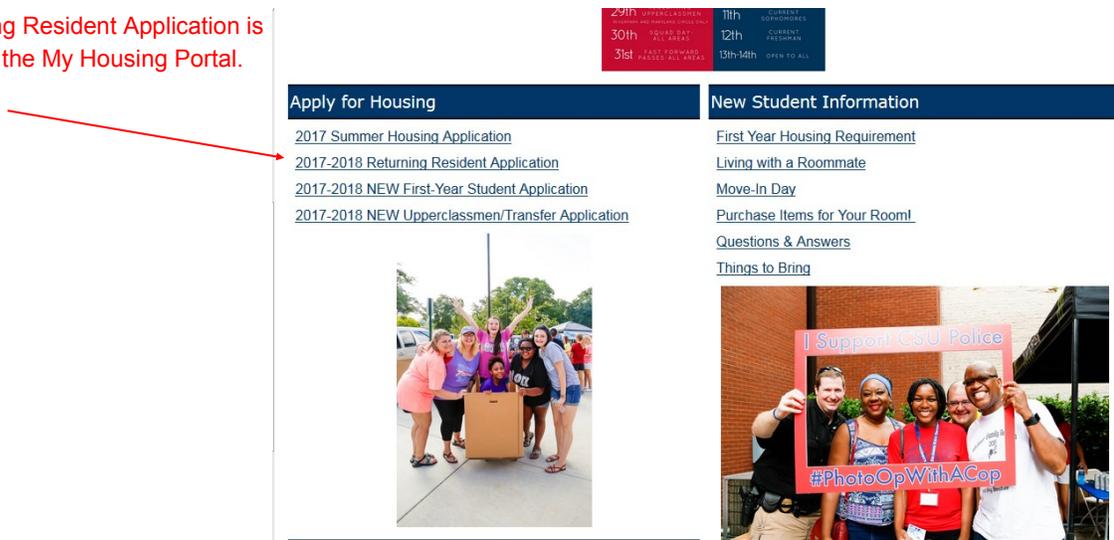# 2019-2020 Returning Resident Room Selection Instruction Sheet

All residents and roommates that plan to participate in room selection MUST have completed the 2019-2020 Returning Resident Application **at least 24 hours** before their room selection category is scheduled to go. All applications can be found on the My Housing Portal.

The Returning Resident Application is located on the My Housing Portal.

After completing the Returning Resident Application, you will be eligible to participate in Room Selection during your assigned time.

Reclaim: January 15th-25th
Full Year (Summer 19/Fall 19/Spring 20): January 28th-30th
Fast Forward Passes: February 4th-6th
Current Grads/Seniors/Juniors: March 4th-5th
Current Sophomores: March 6th
Current Freshmen: March 7th
All: March 8th-July 17th

The link to the Room Selection process will be posted at the top of the My Housing Portal. Room Selection will open every day at 8:00 am and close every day at 11:59 pm. Students who are not eligible to participate in Room Selection will receive a 'No Access' message when clicking on the link.

The first page of the process will remind you that you have FIVE MINUTES to complete Room Selection. You will also see a list of important roommate information. Once you are ready to begin, click 'NEXT STEP' at the bottom of the page.

Residence Life
An Experience Like No Other
COLUMBUS STATE UNIVERSITY

Welcome [[Profile..Full_Name]] to the 2017-2018 Room Selection Form!

This form is for CSU students who already reside on-campus and would like to continue their stay through the 2017-2018 academic year.

This form allows current housing residents the opportunity to choose their living space and meal plan for 2017-2018 academic year. Also, if they choose to do so, this process will allow residents the ability to select a limited number of roommates.

Please Note: The 2017-2018 Room Selection Form is a TIMED process! All residents will have 5 minutes from the time they start the application, to complete the application (a countdown will appear at the top of the screen when the time begins).

Before you begin, be sure to have the following information for each of your roommates:
○ Roommates CSU ID Number
○ Roommates Residence Life Pin
○ Roommates Meal Plan Choice

WE ENCOURAGE ALL RESIDENTS TO THOROUGHLY READ EACH SECTION OF THIS PROCESS. PLEASE MAKE SURE TO TAKE A MINUTE AND REVIEW THE HOUSING CONTRACT!

Questions?
Call the CSU Residence Life Office
706-507-8710
Richelle Keilholz (Systems Administrator)
706-507-8712

Roommate Selection

You may select housing with one, two, or three other students. The logged in student will complete selection for all members of the group. Each member of the group must have already completed a 2017-2018 Returning Resident housing application to be eligible for this process.

Click the green "+" button to select your roommates. You will need their CSU ID# and their roommate pin number to add them to your group. Each student sets their own pin number, so you will need to communicate with your roommate(s) if you do not know a pin number. If they have forgotten their pin, they can reset it by visiting the CSU Housing Portal.

Please Note: Students participating in Full Year Day, will not be able to pull in any roommates.

Booking Terms

	Term	Start	End
☑	2017 Fall	08/08/2017	12/12/2017
☑	2018 Spring	01/01/2018	05/15/2018

Select Roommates

		Roommate
⊗	📝	Jane Doe
⊗	📝	Samantha Jones
⊕		

The next page will allow residents to select a limited number of roommates. To add a roommate, click the green + sign. To remove a roommate, click the red x sign. When pulling in roommates, you will need to have their student ID # and their Residence Life PIN number. Once you have added your roommates, click 'Next Step'.

If you do not wish to add any roommates, click 'Next Step'.

Select Roommates

Roommate
⊕

Roommate Search Criteria

University ID: 909100209 *

Found: Test Student
Residence Life Pin: ●●●● *

Cancel   Search   Select

Previous Step   Save Progress   Next Step

Once a student locks their room assignment for themselves and their roommates, they will have **FIVE MINTUES** to complete the process before the lock is released.

Lock Status

You have not created a lock.

Room Selection

Please choose your room assignment for the 2016-2017 academic year. If you have chosen to pull-in roommates, only rooms that can accommodate the group will appear. To lock a room, click on the lock button that appears next to the bedspace. **If no rooms appear, you will need to drop one or more of your roommates from the previous step to see all single rooms available.**

Search for rooms

Room Type: ▢

🔍 Search ✖ Cancel

Available Rooms by Living Area

▾ Campus: (136)
  ▾ Community: River Park (136)
    Floor: Columbus Hall 2nd floor (29)
    Floor: Columbus Hall 3rd floor (26)
    Floor: Columbus Hall 4th floor (27)
    Floor: Columbus Hall 5th floor (26)
    Floor: One Arsenal Place 1st floor (28)

Search Results

> River Park > Columbus Hall > Columbus Hall 2nd floor   Display Map

Available Rooms

Building: **Columbus Hall**

▾ Room: CH-2A (5 available)
  Bed Space: CH-2A-1a
  Bed Space: CH-2A-1b
  Bed Space: CH-2A-2a
  Bed Space: CH-2A-2b
  Bed Space: CH-2A-2c
▸ Room: CH-2B (4 available)
▸ Room: CH-2C (4 available)
▸ Room: CH-2D (4 available)
▸ Room: CH-2E (4 available)
▸ Room: CH-2F (4 available)
▸ Room: CH-2G (4 available)

◂ Previous Step ▸ Next Step

Only apartments that can accommodate the number of roommates in your group will appear. If you would like more options, you will need to click 'Previous Step' and delete one or more roommates.

Click on the arrow next to the community to see what is available.

Once you click on a floor, the search results will appear to the right.

Lock Status

You have not created a lock.

Room Selection

Please choose your room assignment for the 2016-2017 academic year. If you have chosen to pull-in roommates, only rooms that can accommodate the group will appear. To lock a room, click on the lock button that appears next to the bedspace. **If no rooms appear, you will need to drop one or more of your roommates from the previous step to see all single rooms available.**

Search for rooms

Room Type: ▢

🔍 Search ✖ Cancel

Available Rooms by Living Area

▾ Campus: (136)
  ▾ Community: River Park (136)
    Floor: Columbus Hall 2nd floor (29)
    Floor: Columbus Hall 3rd floor (26)
    Floor: Columbus Hall 4th floor (27)
    Floor: Columbus Hall 5th floor (26)
    Floor: One Arsenal Place 1st floor (28)

Search Results

> River Park > Columbus Hall > Columbus Hall 2nd floor   Display Map

Available Rooms

Building: **Columbus Hall**

▾ Room: CH-2A (5 available)
  Bed Space: CH-2A-1a
  Bed Space: CH-2A-1b
  Bed Space: CH-2A-2a
  Bed Space: CH-2A-2b
  Bed Space: CH-2A-2c
  Room: CH-2B (4 available)

Room Number:	CH-2B
Room Type:	CHDBL
Room Type Alias:	CHDBL
Room Descripion:	Columbus Hall Double
Use 1:	NO ACTION
Use 2:	NO ACTION
Room Gender:	U

By clicking the blue hyperlink, you will be able to see what type of room you are choosing.

In most areas, bedrooms with an "a" or "b" after the bedroom number are shared or double rooms.

Once you are ready to select a room, click on the YELLOW LOCK BUTTON.

Lock Status

You have not created a lock.

Room Selection

Please choose your room assignment for the 2016-2017 academic year. If you have chosen to pull-in roommates, only rooms that can accommodate the group will appear. To lock a room, click on the lock button that appears next to the bedspace. **If no rooms appear, you will need to drop one or more of your roommates from the previous step to see all single rooms available.**

Search for rooms	Search Results
Room Type:	> River Park > Columbus Hall > Columbus Hall 2nd floor Display Map

Search Cancel

Available Rooms

Building: **Columbus Hall**

Room: CH-2A (5 available)
- Bed Space: CH-2A-1a
- Bed Space: CH-2A-1b
- Bed Space: CH-2A-2a
- Bed Space: CH-2A-2b
- Bed Space: CH-2A-2c

Room: CH-2B (4 available)

Room Number:	CH-2B
Room Type:	CHDBL
Room Type Alias:	CHDBL
Room Description:	Columbus Hall Double
Use 1:	NO ACTION
Use 2:	NO ACTION
Room Gender:	U

Available Rooms by Living Area

- Campus: (136)
  - Community: River Park (136)
    - Floor: Columbus Hall 2nd floor (29)
    - Floor: Columbus Hall 3rd floor (26)
    - Floor: Columbus Hall 4th floor (27)
    - Floor: Columbus Hall 5th floor (26)
    - Floor: One Arsenal Place 1st floor (28)

If you would rather see available rooms on a map, click the 'Display Map' button on the right side of the screen.

from the previous step to see all single rooms available.

Search for rooms	Search Results
Room Type:	> River Park > One Arsenal Place > One Arsenal Place 1st floor Display Table

Search Cancel

Available Rooms by Living Area

- Campus: (136)
  - Community: River Park (136)
    - Floor: Columbus Hall 2nd floor (29)
    - Floor: Columbus Hall 3rd floor (26)
    - Floor: Columbus Hall 4th floor (27)
    - Floor: Columbus Hall 5th floor (26)
    - Floor: One Arsenal Place 1st floor (28)

Rooms that are outlined in RED are no longer available. Rooms that are outlined in GREEN are available and you can lock the bed space by clicking on the bed icon within the apartment.

Previous Step   Next Step

Preview Feature - Mozilla Firefox

https://rms.columbusstate.edu/RunFeature/RunFeature?ftl=Xac1459f8-a7d9-4913-b2d8-b5313a594da4

Lock Status

04:56   Bedspace CH-2A-1a will be unavailable to others while you process your booking.

Room Selection

Please choose your room assignment for the 2016-2017 academic year. If you have chosen to pull-in roommates, only rooms that can accommodate the group will appear. To lock a room, click on the lock button that appears next to the bedspace. **If no rooms appear, you will need to drop one or more of your roommates from the previous step to see all single rooms available.**

Current Locks

Bedspace "CH-2A-1a" is locked for you. Press the Release Lock button below to release this booking.

Room: CH-2A

Bed Space: CH-2A-1a Test StudentTwc

Release Lock

Once you have clicked a bed space, the count-down will begin at the top of the screen.

You will be able to choose which room you and your roommates would like to be in by clicking the drop down button. If you are ready to continue, click 'Next Step'.

If you would like to choose a different room, you can release the lock. Once you release the lock, the countdown will stop and you will be taken to the previous screen.

Previous Step   Next Step

Lock Status

04:11   Bedspace CH-2A-1a will be unavailable to others while you process your booking.

Meal Plan Selection

Please select your meal plan and the meal plans for everyone else in your group. MEAL PLANS ARE REQUIRED FOR ALL STUDENTS LIVING ON-CAMPUS! Everyone will have their own section below.

Here are your meal plan options:

Student Classification	All Access Plan + $250 Cougar Cash	Cougar 170 Plan + $550 Cougar Cash	Cougar 110 Plan + $550 Cougar Cash
First-Year Student (>30 Credit Hours)	Eligible	Not Eligible	Not Eligible
Sophomore (30-59 Credit Hours)	Eligible	Eligible	Not Eligible
Junior (60-89 Credit Hours)	Eligible	Eligible	Eligible
Senior (90 Credit Hours or More)	Eligible	Eligible	Eligible
Graduate/Non-Degree Seeking Student	Eligible	Eligible	Eligible

If you are a Senior or Graduate student and would like to have the Block 90 meal plan, please complete a Meal Plan Change Request

Plans for Test StudentTwo

Type	Plan
➕	

Add/Edit Plan

Plan Type: Meal ▾ *

Plan: UNLM Meals +$2 ▾ *ⓘ

🔄 Cancel   ✅ Select

The meal plan selection process is similar to the roommate selection process. You will click the green + sign and use the drop down menu to select a meal plan for you and your roommates. Once you are finished, click 'Next Step'.

Lock Status

03:33   Bedspace CH-2A-1a will be unavailable to others while you process your booking.

Room Selection Summary

Our records show you will be selecting the following housing and meal choices for the 2016-2017 academic year:

Your Assignment:
CH-2A-1a
UNLM Meals +$250 Cougar CashUNLM Meals +$250 Cougar Cash

Your Roommate Assignment(s):

If this information is correct, please select the 'Finish' button below. If this information is incorrect, please click "previous" and return to the selection step to change your assignment.

Before clicking the 'Finish' button, please make sure you have read and completely understand the terms of the housing contract. By booking a room assignment, you are agreeing to all the terms and conditions listed in that signed document.

◀ Previous Step   ✔ Finish

The next page is confirming your room assignment and meal plan. If you are satisfied with your choices, click the 'Finish' button.

COLUMBUS STATE
U N I V E R S I T Y

Congratulations [[Profile..Full_Name]]!

You have successfully completed the 2017-2018 room selection process! We are excited that you have chosen to reside on-campus once again!

Please make sure to check your CSU email account, as all fees will be posted July 1, 2017.

Please review your signed housing contract for terms and conditions associated with housing cancellations.

The Housing Cancellation Form is located on the
My Housing Portal and must be completed in order to successfully cancel housing.

If you have any questions, please contact Residence Life at 706-507-8710 or housing@columbusstate.edu.

The final page you will see is the confirmation that you have completed the 2019-2020 Returning Resident Room Selection process. Both you and your roommates will receive emails confirming your bookings.