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Stay tuned to your SHU email for all Room Selection updates
Congratulations!

- You are qualified to participate in Room Selection 2018-2019! The information contained within these slides will guide you through Online Room Selection. Please follow along carefully and pay attention to the dates and guidelines listed within these pages. Good luck as you choose your home at The Hall!

Remember: you must be registered as a full-time student for Fall 2018 (12 credits or more unless graduating) to select a room.
## Important Dates

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<th>Room Lottery</th>
<th>Who’s Qualified</th>
<th>Roommate Match Period</th>
<th>Room Lottery Times</th>
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<tr>
<td>Sophomore Discovery Program - Females</td>
<td>Female students who have been accepted to the Sophomore Discovery Program</td>
<td>Tuesday, April 3rd all day</td>
<td>Wednesday, April 4th 10am-12:00pm</td>
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<td></td>
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<td>Wednesday, April 4th During lottery</td>
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<td>Sophomore Discovery Program – Males</td>
<td>Male students who have been accepted to the Sophomore Discovery Program</td>
<td>Tuesday, April 3rd all day</td>
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<td></td>
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<td>Wednesday, April 4th During lottery</td>
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<tr>
<td>Turrell Manor Returners</td>
<td>Students who have been accepted to return to Turrell Manor</td>
<td>Not applicable</td>
<td>Thursday, April 5th 10am-12pm</td>
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<td>Turrell Manor Newly &amp; All Accepted</td>
<td>All students who have been accepted to live in Turrell Manor</td>
<td>Not applicable</td>
<td>Thursday, April 5th 1pm-3pm</td>
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<tr>
<td>Bed Retain</td>
<td>For students with 30 Priority Points or more who wish to retain their current bed in Cabrini, Serra, Neumann (2nd &amp; 3rd floors), Xavier (except SDP), or Ora Manor. Students may pull-in a friend as a roommate</td>
<td>Monday, April 9th - Thursday, April 12th During Lottery</td>
<td>Thursday, April 12th 9:30am-4:30pm and Friday, April 13th 9:30am-4:30pm</td>
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<tr>
<td>Open Room Selection (30-40 Priority Points)</td>
<td>For all students who qualified for Room Selection and have between 30 and 40 Priority Points. Students may pull-in roommates or suitemates with any amount of points.</td>
<td>During room lottery times</td>
<td>Week of April 16th (Exact times to be determined after previous room lotteries have completed.)</td>
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<tr>
<td>Open Room Selection (29 or less Priority Points)</td>
<td>For all students who qualified for Room Selection and have 29 or less Priority Points. Students may pull-in roommates or suitemates with any amount of points.</td>
<td>During room lottery times</td>
<td>Week of April 23rd (Exact times to be determined after previous room lotteries.)</td>
</tr>
</tbody>
</table>
A Note about Room Lotteries:

- There are multiple room lotteries occurring during the month of April. Your Housing Profile will list all those for which you qualify as it gets closer to the date of the lottery.
- You can only participate in one lottery so once you pick your bed and complete your room selection, you will not be allowed to enter another room lottery.
Video Overview

Roommate/Suitemate Matching  Selecting a Room

Click on each square to start the video. If you require the captions to these videos, please contact SHUHousing@shu.edu.
Room Selection: Where to Begin

- Room Selection will take place online, through your Housing Profile on PirateNet.
- To access your housing profile, log on to PirateNet and click on the Profile and Finances tab. It’s there where you’ll find your Housing Profile.
This is your Housing Profile

Here you can view your current room assignment, roommate, dining plan, Room Selection lottery time, and future room assignments. You can also change your meal plan, pick a roommate, and participate in a Room Selection lottery.
Roommate/Suitemate Pull-In

• You may wish to pull in a roommate or suitemate of your choice.
  • You don’t have to pick a roommate to choose a bed.

• Prior to your Room Selection time and during the appropriate roommate matching time during your lottery, you will need to use your Housing Profile to select who you wish to room with and they must also select you.
  • In other words, if Jane wants to live with Mary, Jane must request Mary AND Mary must request Jane so the word “MATCHES” appears under the roommate request section.

• Please see the next slide for Roommate Selection instructions.
‘Mate Pull-In Instructions

- From your Housing Profile, click the option in the black bar called “Room Selection.”
- Click “Roommate Selection” in the drop down menu.
- Select the term “Fall 2018” and click submit.
- In the blank boxes, type as much of the information as you know to find your desired roommate and click “Begin Search.”
- If your roommate qualifies to be pulled-in, you’ll receive a message that says “Your roommate request has been saved” and your Housing Profile will update. Remember, if they did not qualify for Room Selection, they cannot be pulled in as a roommate/suitemate.
If your requested roommate/suitemate agrees to be your roommate, they need to repeat the process to request you. Roommate selections are not complete until the word “MATCHES” is shown under the roommate’s status.

To accept your request, your roommate should click the green square.

Repeat this if you wish to request a second roommate/suitemate.

(Note: you can only select up to 2 roommates for Bed Retain and up to 6 for Open Room Selection)
Room Selection Lotteries

- This is when you’ll actually pick your room. It’s very similar to buying concert tickets or airline tickets online.
- You may be eligible for multiple room lotteries. You can view the room lotteries you’re eligible for under “Room Selection” on your Housing Profile.
- Your room lottery pick time is noted in the circled area which will appear as “Your Start Time” on your Housing Profile.
- The selection times are the times the lottery will be open.

Test Lottery

Test Lottery for HRL Use only.

Your Start Time: Mar 27 at 5:00:00 PM
Your Priority #: 0
Your Group Priority #: 0

Selection Times:

- Mar 27 from 5:00 PM to 10:00 PM
- Mar 28 from 9:00 AM to 10:00 PM
- Mar 30 from 9:00 AM to 10:00 PM

Select a Room/Suite
When it is your lottery time, click on the button that says “Select Room/Suite” in your Housing Profile.

- You cannot enter a lottery before your designated lottery time but you can enter a lottery anytime after your designated time that is still within the time frame of the lottery.

- **Click the button that says “Select a room/suite” and then click “Find Available Rooms” to view all rooms that are available during this lottery.**

- A list of rooms will appear containing the room number, room type, and number of available beds in each room. **Scroll through the list to find your desired hall and room.**
  - If a room you want does not appear, it is no longer available or does not accommodate your matched roommates. If no beds are listed as available in a room, that room is also not available.

- **Click the “Select Room” button next to the room you wish to choose or Select Suite if you wish to fill the entire suite.**

- In the example below “Spots 2” indicates open beds in the room. “Spots 7” indicates open beds in the suite.
Once you select your room, you’ll need to assign yourself and your roommates/suitesmates to a bed. **Pull down the drop down box next to an available bed in that room and select your name.**

- If you have pulled-in a roommate(s)/suite(s), pull down the drop down box next to the other available bed(s) and select their name(s). **Be careful not to skip this step and have the wrong suitmates assigned to the wrong beds in the wrong rooms.**
- If you have not pulled-in a roommate(s)/suite(s) and there is still an empty bed in the room, make sure the drop down box says “Leave Empty.” Someone will be able to choose that space later.

Once you are sure this is the room you want, **click “I Agree - Submit Room Selection.”**

- You will not be permitted to change your room until Room Change Day in October 2018.
Room Selection Lottery Instructions

- Once you have submitted your room selection, you’ll come to a confirmation screen. This means you are done with Room Selection - congratulations!

- You will also receive a confirmation email and will be able to view your future room assignment and future roommate on your Housing Profile under Room Assignments >>> Fall 2018. Save this email for your records.

  - If you do not receive this email or cannot view your housing assignment information on your Housing Profile, call us at 973-761-9172 IMMEDIATELY so we may assist you.

- You may now log out of your Housing Profile and you are done with Room Selection.

- Please make sure you are registered as a full-time student for Fall 2018 (12 or more credits) and your balance is cleared so as to prevent the cancellation of your housing assignment.
Frequently Asked Questions

- I chose a friend to room with me but they have not yet confirmed my request.
  - Make sure to contact your friend beforehand and agree in advance that you would like to room together. If you find your friend is not responding, you may want to remove them as a roommate request to better your chances of getting a room.

- Who do I contact if I have further questions about the process?
  - HRL professional staff will be available in their office in your Residence Hall as well as in 68 Duffy Hall.
  - You can also find us on Facebook or Twitter at SetonHallHRL.

- What if I am not available to log on during my lottery time?
  - There is no proxy process. You will have to sign in to your lottery as soon as possible after your lottery time. The lottery process will have continued and room availability will become more limited however as long as the lottery is open, you may still choose from what is left. The housing lottery times are listed in your Housing Profile along with your specific lottery time.

- If my roommate already pulled me in to the other bed in their room, do I have to do anything during my lottery time?
  - No, as long as the assignment shows up on your Housing Profile and registered for full-time credits for Fall 2018, you are all set for a room assignment.

- Once I pick my room online, am I all set?
  - Yes. Please make sure your balance is paid, you are registered as a full-time student (12 credits or more unless you are graduating), and there are no holds on your account. We will cancel your housing if you are not registered by the end of the registration period or if you have a balance on your account. Please remember Fall bill must be paid in accordance with bursar deadlines.

- What happens if no beds are available at my lottery time?
  - We accepted as many deposits as we have beds to fill but if we wind up gender-heavy towards a particular gender, we may not have rooms right away towards the end of room lotteries. As long as you are registered for a full-time Fall 2018 course load, you will be assigned to the Wait List in order of lottery number.

- What is the difference between Beds 1 & 2?
  - This is just the system’s way of telling you and your roommate apart. There really is no difference. Just be careful when selecting a suite that your roommates are assigned in the right spaces.