STEP 1

**Review Your Appointment Time and Return To The Housing Portal**

On the date and time of your appointment, you will return to the Housing Portal to begin the Self-Selection Process.

Click **Apply For Housing** to re-enter your application.

---

STEP 2

**Click Continue on the Term Selector to enter your application**

---

---

Made with Tango
STEP 3

Appointment Timeslot

If you enter the portal before your appointment you will see your appointment timeslot entered into the bottom of the Application: Next Steps page of your application.

Wait until your appointment time begins to access the room selection pages.
STEP 4

Room List

Upon entry into the portal at the time of your appointment you will see a Room List filter that will allow you to seek out room types and buildings. Clicking a filter button will reduce the number of options on the right hand side of the screen.

Using the filters will make the available room type options more manageable. If a filter returns no results it means that all of those room types have been filled.
STEP 5

Selecting A Building And Room

Once filters have been applied the list of available rooms will condense. Each available room provides a variety of important information including:

- Room Cost (per semester)
- Location
- Room Type
- Size
- Number of Bathrooms in space
- Orientation on Campus
- Spaces Available In Suite
- Spaces Available In Room

Students looking to place a roommate(s) should carefully consult the Spaces Available In Room indicator to ensure that there are enough spaces in a bedroom to accommodate your roommate pair or trio.
STEP 6

For Information On The Room or Suite Click On Show Room Info
STEP 7

Review Roommate and Suitemates

Here on the reverse side of the room you can see the names of the students who may have already selected a room in that space.

Note: R1 means room 1. A/B are merely placeholders to indicate that there are two beds in that space.

Click **Go Back** to return to the front of the room selection page and finalize your choice.
STEP 8

Click on Add To Cart

This will begin the next step in the process to secure a chosen room space.

STEP 9

Assign Yourself to a bedsppace

Made with Tango.us
STEP 10

Then assign your verified roommate to a bedspace

If you selected a room that does not have enough beds, you will not be able to place your roommate.

STEP 11

Click on Assign Beds

This will lock in your selection for this room space.
Click on Finalize Selections
STEP 13

Click on Carte Blanche Meal Plan

It is now time to choose the meal plan required for your room selection.

Students living in Freshmen Spaces are required to have the Carte Blanche Meal Plan.

Students living in upperclassmen on campus spaces must maintain a minimum of Meal Plan 10.

Students living in Founder’s Village must maintain a minimum of the Apartment Meal Plan 7.

Students living in off-campus locations may choose to have no meal plan to can select the Apartment Meal Plan 7 or any other meal plan.
STEP 14

Click on Save & Continue
**Selection Summary**

Here you can review the final details of your placement. As others select space in the room or suite, their information will populate on the Roommate/Suitemate Information section.

Students have the option to Make A New Selection. We strongly recommend that this option be used for those seeking a room on their own.

**CAUTION**

This is a live process and if you opt to make a new selection there is no guarantee that your first selection will remain available.

**ADVISORY FOR ROOMMATE PAIRS AND TRIOS SEEKING TO UNDO THEIR SELECTION**

If you selected a room and placed a roommate, choosing the **MAKE A NEW SELECTION PROCESS** will only undo your selection. Your placed roommate will remain in the bed you placed them into. If it is not your roommate's appointment time they cannot enter the portal and will need to call our office ASAP at 718-990-2417 to have their booking canceled so that you can return to the portal and make a new selection.

The Office of Residence Life will host an open room change process on the first day of classes each semester. This will be your opportunity to meet with your Residence Director and explore possibilities for room changes based on our availability.

A formal email from our office confirming your placement will be sent to you once the self-selection process concludes.
Created in seconds with

Tango