DEPARTMENT OF RESIDENCE LIFE

ROOM REAPPLICATION & SELECTION

Living the Loyola Experience

Step-by-Step Guide to Room Selection
ROOM SELECTION

SELECTION PROCESS

Selecting your room and roommates for next year
When Pulling in Roommates, you need to know:
• Last Name
• Loyola ID # (LID)
• Roommate PIN
• Meal Plan Preference

ROOM SELECTION
SELECTING YOUR ROOM
Implement your selection strategy

Access to the Room Selection Form is controlled by year/lottery number
• Feb 25-26: Junior/Senior/Grad Room Selection
• Feb 29-Mar 4: Second Year Room Selection
You may pull in preferred roommate(s) regardless of roommate’s year/lottery #

*Students having trouble accessing the Room Selection form during their Selection Period should contact the Department of Residence Life.*
STEP-BY-STEP GUIDE TO ROOM SELECTION

Main Page

Click here

Res Life Page

Click here for Room Selection
STEP-BY-STEP GUIDE TO ROOM SELECTION

Greetings, Lu,

Please use the links below to submit your Housing Application/Contract and/or select your room. These contracts are for the 2016-2017 Academic Year. If you’re interested in on-campus housing for the current spring semester, please contact our office.

If you encounter any issues, please contact the Department of Residence Life at (773) 508-3300.

Returning Students 2016-2017 | Application & Room Selection

Rising Second Year
Rising Second Year: Current First Years who will be Second Years in Fall 2016.
Click Apply Now to submit your Application/Contract. Submit by Feb 15 to participate in Room Selection.
Click Individual to select room for yourself.
Click Group to select room for yourself and roommates. Lottery numbers will be entered Feb 16. Refer to email for details about your Room Selection time.

Rising Junior or Senior
Rising Junior or Senior: Current students who will be Juniors or Seniors in Fall 2016.
Click Apply Now to submit your Application/Contract. Submit by Feb 15 to participate in Room Selection.
Click Individual to select room for yourself.
Click Group to select room for yourself and roommates. Lottery numbers will be entered Feb 16. Refer to email for details about your Room Selection time.

Returning Graduate Student
Returning Graduate Student: Current Graduate Students returning in Fall 2016.
Click Apply Now to submit your Application/Contract. Submit by Feb 15 to participate in Room Selection.
Click Individual to select room for yourself.
Click Group to select room for yourself and roommates. Lottery numbers will be entered Feb 16. Refer to email for details about your Room Selection time.

Summer Housing 2016
Coming in mid-March.
Watch your email for more information about the Summer Housing Application.

During your selection period, click ‘Individual’ to select room just for yourself. Click ‘Group’ to select room(s) for a Roommate Group. Be sure to use the links for your classification.
Room Reapplication 2016-2017

Greetings, Lu!

You are about to select your on-campus space for the 2016-2017 Academic Year. Please review each step carefully and make your choices for you and your roommate(s), if applicable. Review the dates below, check the boxes, and click 'Next' to continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Fall Semester</td>
<td>08/23/2016</td>
<td>12/18/2016</td>
</tr>
<tr>
<td>2017 Spring Semester</td>
<td>01/15/2017</td>
<td>05/07/2017</td>
</tr>
</tbody>
</table>

CANCEL  NEXT step
If you would like to select a space without choosing a roommate, you may skip this step by clicking 'Next' below.

Please enter the last name(s) and LID(s) (format 0000xxxxxxx) of the student(s) you are choosing as roommate(s). Start by clicking the green plus sign and entering the information for one roommate, you may enter up to four roommates. Do not include yourself as a roommate.

You will need to know the PIN your roommate(s) set in their Housing Application/Contract. Residence Life staff does not have access to any student's PIN information. If your desired roommate(s) forgot their PIN, they may reset their PIN through the Residence Life tab in LOCUS.

Select Your Roommate(s)

Click Green + Sign

Enter required information and click 'Search'

Enter Roommate PIN and click 'Select'

Repeat for each roommate

Next step
Select Your Room

Please select your room below. You may use the search features to find available rooms for your group size. If there are no available spaces for your group size, you may need to reduce the number of roommates. To do so, click the 'Previous' button and remove people from your roommate list before returning to this step.

Selecting Your Room:
Click the arrow by each building and room until you see a Lock Icon next to an available room that you'd like to select. Click the lock to secure that space as your selected room. Once you have locked a space, you may place your roommate(s) in the remaining available spaces, if applicable. Click 'Next' at the bottom of the page.

Room locks expire automatically after 10 minutes.

Search for Available Rooms

<table>
<thead>
<tr>
<th>Room Type:</th>
<th>Room Type Alias:</th>
</tr>
</thead>
</table>

Bed Spaces Available:

Search:

Available Rooms by Living Area

Campus: (122)

Community: Water Tower Campus (122)

Baumhart Hall
Located on the Water Tower Campus—Downtown

Search Results will replace the map (See next slide)
Select Your Room

Please select your room below. You may use the search features to find available rooms for your group size. If there are no available spaces for your group size, you may need to reduce the number of roommates. To do so, click the 'Previous' button and remove people from your roommate list before returning to this step.

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<table>
<thead>
<tr>
<th>Search for Available Rooms</th>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Type</td>
<td>&gt; Water Tower Campus &gt; Baumhart Hall &gt; Baumhart Hall 19th Floor</td>
</tr>
<tr>
<td>Room Type Alias</td>
<td>Building: Baumhart Hall</td>
</tr>
<tr>
<td>Bed Spaces Available</td>
<td>Room: WTC-1901 (2 available)</td>
</tr>
<tr>
<td></td>
<td>Room: WTC-1901a</td>
</tr>
<tr>
<td></td>
<td>Bed Space: WTC-1901a</td>
</tr>
<tr>
<td></td>
<td>Room: WTC-1902 (2 available)</td>
</tr>
<tr>
<td></td>
<td>Room: WTC-1903 (2 available)</td>
</tr>
<tr>
<td></td>
<td>Room: WTC-1904 (2 available)</td>
</tr>
<tr>
<td></td>
<td>Room: WTC-1905 (2 available)</td>
</tr>
<tr>
<td></td>
<td>Room: WTC-1906 (2 available)</td>
</tr>
</tbody>
</table>

Available Rooms by Living Area
- Campus: (122)
- Community: Water Tower Campus (122)
- Building: Baumhart Hall (122)
- Floor: Baumhart Hall 19th Floor (12)
- Floor: Baumhart Hall 20th Floor (14)
- Floor: Baumhart Hall 21st Floor (24)
- Floor: Baumhart Hall 22nd Floor (24)
- Floor: Baumhart Hall 23rd Floor (24)
- Floor: Baumhart Hall 24th Floor (24)

Click lock icon to hold room. A new screen will appear.

Search Results appear here. Only available rooms will be shown. If a room is not shown, it is not available for your group size/criteria.

To change selection, click 'Release Lock' to release held room and return to Room Selection Screen.
Meal Plan Selection

Enter the Meal Plan selections for you and your roommate(s) using the fields below. You must select a meal plan for each person listed.

Please note that individuals may change their meal plan after the Room Selection Process closes.

You can find more information about meal plan options and requirements here: luc.edu/campuscard/mealplans

Meal Plan for Lu Wolf

<table>
<thead>
<tr>
<th>Type</th>
<th>Plan</th>
</tr>
</thead>
</table>

Click Green + Sign

Choose “Meal” and desired Meal Plan and click ‘Select’

Repeat for each roommate

TERM DATES   | ROOMMATE SELECTION   | ROOM SELECTION   | MEAL PLAN SELECTION   | SUMMARY & SUBMISSION

LOYOLA UNIVERSITY CHICAGO | ROOM SELECTION
Review and Submit Your Room and Meal Selections

Your Room Selection is not yet complete! Please review your room and meal plan selection(s) below. You may make changes by clicking 'Previous' below and navigating to the step you wish to edit. Once a Room Selection has been submitted, it cannot be changed. You may use the email or download buttons to save a copy of this document for your records.

You must click 'Finish' at the bottom of this page to finalize your Room Selection.

The Selection is not complete until you click 'Finish'.

Email or download a copy of the summary for your records, if desired.