



Housing and Residence Life Room Selection Guide - Spring Sign Up

This document serves as a guide for students who are returning to NMU for Fall of 2019.

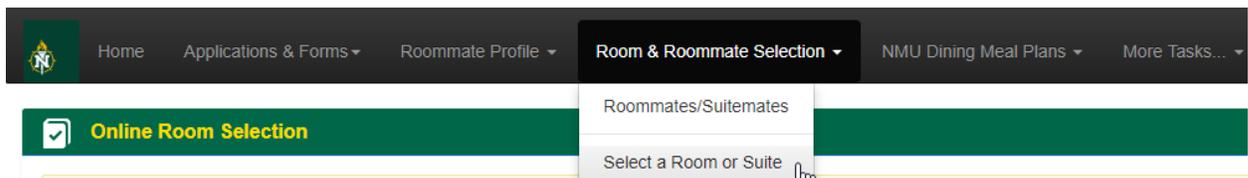
In order to participate in room selection, students must first complete their Room Reservation Form (which includes a \$50 room reservation fee) **and** the \$200 advance payment. Please note, students who do not complete the advance payment will still be assigned a room in July, based upon their living preferences in their application.

Additional Hall Restrictions for Room Selection. Students wanting to reserve a room in The Woods (Birch, Cedar, Maple Halls) must be up to date on their student account payment plan or have an account balance less than \$500. Students wanting to reserve a room in Spooner Hall must be 21 years old or have junior class standing (56 or more earned credits).

- I. To participate in Room Selection, log in to the Housing Portal through MyNMU. Scroll down on the home page to see what room selection processes you are eligible to participate in.
- II. If the student has not completed their Room Reservation Form and Advanced Payment by the daily starting time of the room selection process, the student will not be loaded into the room selection report that opens the selection process each morning. The schedule to select a room is indicated below. Please read the instructions for each day below. Additionally, most pages in the housing portal will have an information box on the right side of the screen that will explain any unique rules or procedures for that day.

Tuesday, March 19	Wednesday, March 20 through Sunday, March 24
<p style="text-align: center;">9:00 AM to 11:59 PM:</p> <ul style="list-style-type: none"> - Students may select their current room. - Selection is limited to individuals and roommate groups of two students. 	<p style="text-align: center;">1:00 PM on March 20 to 11:59 PM on March 24:</p> <ul style="list-style-type: none"> - Students may select any room for which they are eligible on campus. - Selection is open to groups of up to four students. <i>*The list of students eligible to sign up will refresh at 9:00 AM on Thursday and Friday.</i>

- III. To participate in room selection, click on the “Room & Roommate Selection” tab, then choose “Select a Room or Suite”.



- IV. Filter your room selection. If you are selecting your current room on Tuesday, March 19, you will not have this option. However, if you are looking to select a room anywhere on campus after that time, you may select the desired space.

- V. Once you have selected the hall you wish to live in, a list of the available spaces for which you are eligible will appear. You are able to view how many spaces are available in each room and suite. You may also see the price of that room for the semester. If you are assigning a roommate group that is larger than two people, it is important that you choose the “Select Suite” button instead of the “Select Room” button.

- VI. Assign yourself to the room. Choose which space in the suite you want to assign yourself to, and which spaces you want to assign those in your roommate group using the arrows in each spot. Once you have completed this step you will receive an email confirmation.

Unique Circumstances

- Students can start to match with roommates once they have completed their Room Reservation Form (returning resident) or Residence Hall Application (new resident). This allows all students who intend to live in the residence halls to search for a good roommate match early on.
 - However, remember that only students who have met the following criteria can be pulled into this room selection process.
 - Students must complete their Room Reservation Form **and** the \$200 advance payment before they can select a room.
 - Only returning residents can select a room at this time. New residents will begin their room selection the week of May 14.
 - Therefore, if you have a matched roommate who 1) has not completed their Advanced Payment, or 2) is a new resident (example: new transfer or first-year students), they will not show up when you go to select and assign your roommate group to a room or suite, and your intended bed for them will not be held. Additionally, they will not be automatically pulled into your selected room or suite. They must wait until they meet the requirements and then select your room or suite themselves. This will require you to communicate with your roommate group and understand that another student who has met the requirements to select a room will be able (and allowed) to select that bed. Additionally, at this time, Housing and Residence Life will not reserve these beds for you or your roommate, nor will they move another student who selects an unassigned bed that was available to them.
 - However, for roommate groups consisting of a returning resident and a new resident, Housing and Residence Life will help to assign the new residents who have completed their application and advance payment with their matched roommate group of returning students in May. These students will receive an email with this information at that time.
- Hall Restrictions.
 - As noted earlier, Students wanting to select a room in The Woods (Birch, Cedar, Maple Halls) **must** be up to date on their student account payment plan **or** have an account balance that is less than \$500.
 - Additionally, students wanting to select Spooner Hall must be 21 years old by the start of the Fall Semester, or of Junior class standing (56 credits earned or more).
 - Therefore, if you have a matched roommate who does not meet the criteria to select a room in one of these halls, these halls will not show up as an option for you when selecting a room/suite assignment.
- On the first day of room selection any student can select their current room to reserve for the Fall 2019 Semester. If one of the students living in the room has a roommate match that is not the current roommate, they will be allowed to assign that person to the room, meaning the current roommate will not be able to reserve that room, because it is full. Please communicate with your current roommate about your intentions for the fall to avoid any issues during Spring Sign Up.
- If you select a room and want to change your assignment, you will need to wait one business day until you can be entered into a room change process.