

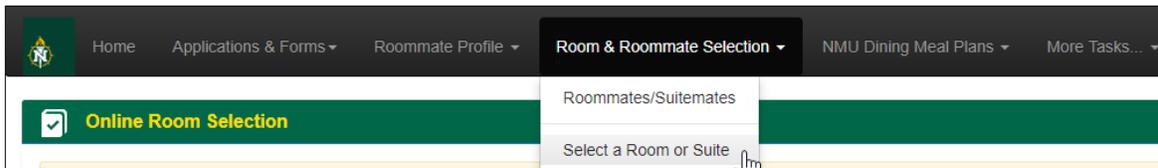
Housing and Residence Life Room Selection Guide: New Students

This document serves as a guide for students who will be new to NMU for Fall of 2019. In order to participate in room selection, students must first complete their residence hall application (which includes a \$50 room reservation fee) **and** the \$200 advance payment.

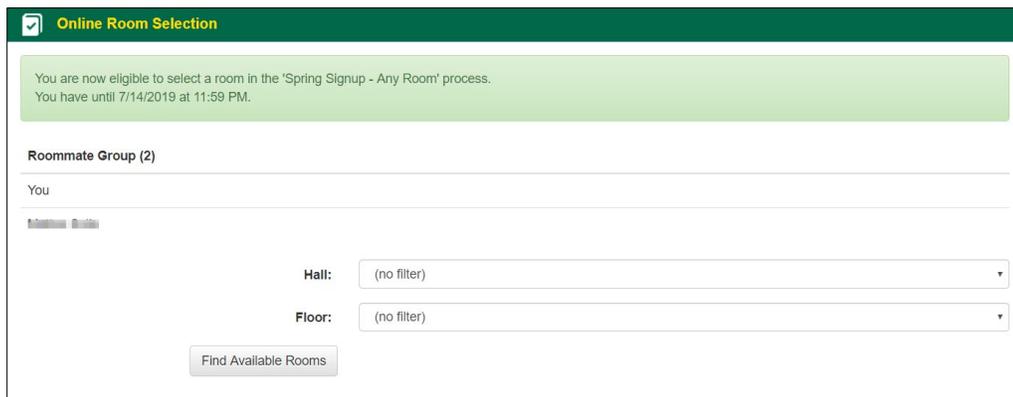
- I. Room selection will begin at 9:00 a.m. EST on Tuesday, May 14 and will close on Sunday, July 14 at 11:00 p.m. If you do not participate in room selection we will assign you based on your hall and roommate preferences.
- II. Room selection start times for Tuesday, May 14 will be done through a lottery. Students can view their lottery time in the housing portal starting the evening of Friday, May 10.
- III. Students who complete their application and advance payment after May 10 may start room selection on Wednesday, May 15. After May 15, students will be added to the room selection process upon the completion of their application and advance payment.

Note: If you have a fully matched roommate group of students who have completed their advance payment, it is essential that only one of you participates in this process.

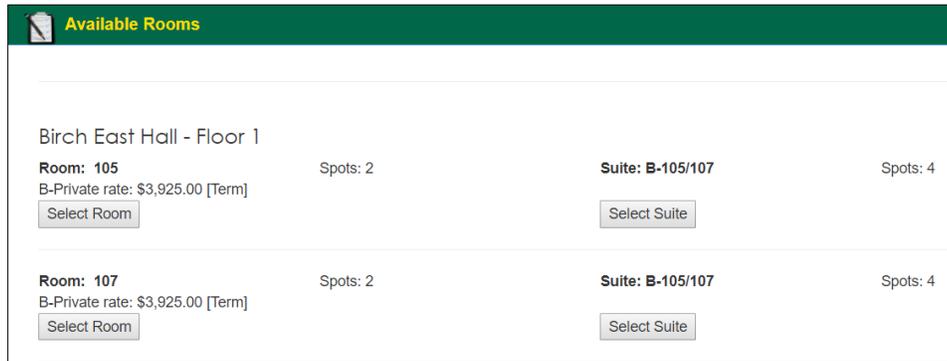
- IV. To participate in Room Selection, log in to the Housing Portal through MyNMU.
- V. Click on the “Room & Roommate Selection” tab, then choose “Select a Room or Suite.”



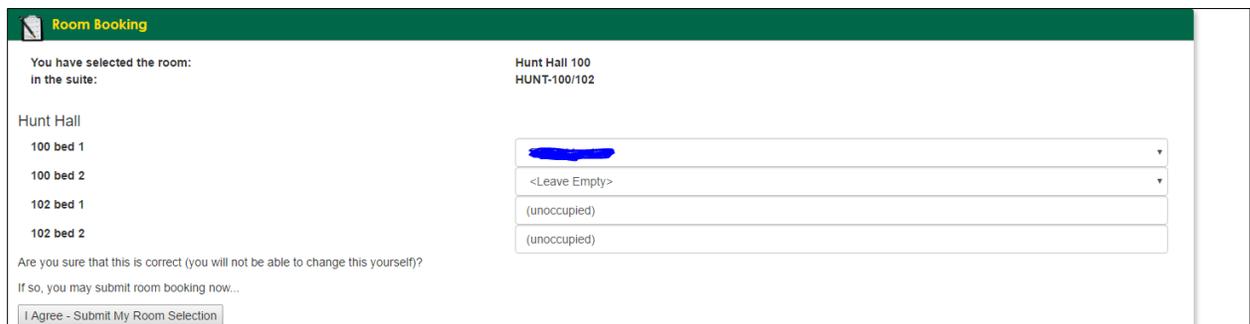
- VI. You will have the option to filter your room selection by hall or floor.



- VII. 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.



- VIII. 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. After you hit the “I Agree” button, it will take a few moments for the next page to load because the system has to make your assignment and load your billing information. **Please do not click refresh, back, or close the tab.** Once you have completed this step you will receive an email confirmation.



Room Changes

- If you select a room and want to change your assignment, you will need to wait one business day until you are entered into the room change process. Students selecting a room after Friday, May 17, will need to wait until the following Monday to be added to the room change process.
- If you choose to change your room, you may only change your assignment, not the assignment of anyone else in your roommate group.

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 or Residence Hall Application **and** the \$200 advance payment before they can select a room.
- Therefore, if you have a matched roommate who 1) has not completed their Advanced Payment, 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, 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.
- The system will only allow students of the same gender (the gender indicated on their admissions application) to pair as roommates. If you have concerns regarding gender restrictions, please contact us at housing@nmu.edu, or 906-227-2622.
- Hall Restrictions.
 - Students wanting to select a room in The Woods (Birch, Cedar, Maple Halls) must have an account balance from the Winter 2019 semester that is less than \$500. (Since new students did not attend NMU in the Winter 2019 semester, this does not apply to them, but may affect their room selection if their matched roommate is a returning student.)
 - 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. .