

Early Room Selection Instructions

For Students Making Medical, Monroe, Sharpe, and Other Designated Early Selections

Keep in Mind:

- **Medical Accommodation** Early Selection students are only able to select into spaces that meet their medical housing accommodation list as approved by the Student Accessibility Services office (SAS@wm.edu).
 - Do NOT make assumptions or accept information from other parties outside of Residence Life Assignments Team (myroom@wm.edu) regarding which specific buildings or room types you may see/select into during room selection that meet your approved medical housing accommodation list.
 - Buildings and room types that **exceed** your approved medical housing accommodation list are unlikely to be selectable.
 - Residence Life is unable to guarantee that you will be able to assign into a space that meets your approved medical housing accommodation list if you do not make a selection on your Early Room Selection time slot day.
- **Monroe Scholars** will have the option to select during Early Room Selection. If they wish to live elsewhere they should email myroom@wm.edu to request a Traditional Room Selection time slot.
 - Monroe Scholars whose preferred roommate is not a Monroe Scholar are not guaranteed to be able to select into Monroe Scholar housing as the number of Monroe Scholar+Non-Monroe Scholar roommate groups may exceed the room inventory available after all Monroe Scholar+Monroe Scholar roommate groups and Monroe Scholars without roommate groups are assigned.
 - There are a VERY limited number of single occupancy spaces in Monroe Scholar Housing. Students should have a backup plan in case no single occupancy Monroe Scholar spaces are available when their time slot opens.
 - Residence Life is unable to guarantee that you will be able to assign into a Monroe Scholar space if you do not make a selection on your Early Room Selection time slot day.
- **Sharpe Scholars** are **REQUIRED** to live in Spotswood Hall.
 - There are no singles in Sharpe Scholar housing.
 - For requested roommates, they both must be Sharpe Scholars for the two of them to be guaranteed to be able to room together.
 - Sharpe Scholars who do not make a room selection during Early Room Selection will be placed into Spotswood Hall by Residence Life staff.

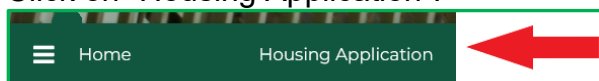
- Students participating in Early Room Selection are NOT required to have a roommate group that fills the unit.
- Students who do not fill an entire unit will receive a random roommate and roommate lifestyle questionnaire response matching will likely NOT be considered at time of assignment.
- **All students should have contingency plans A thru Z set up before** their time slot opens in case their top preferred building and/or room types are not available when their time slot opens.
- There are no guarantees that a student will be able to select into any specific building or room type.
- We recommend that all students complete steps **1-4** before their time slot opens so they can start their search when their time slot opens.
- Steps **5-9** will be available when their time slot opens.
- Review the [Room Rates page](#) as some buildings are billed at a higher rate.
- Residence Life will do a nightly audit of all assignments and may move students if there is a gender discrepancy in non-Gender Inclusive Housing spaces – will move the last person(s) to select into the space.
- Gender Inclusive Housing roommate groups must fill the whole unit and Gender Inclusive Housing is not available in single occupancy spaces.
 - Students seeking a single occupancy space for medical purposes should reach out to the Student Accessibility Services (SAS@wm.edu) immediately to get that request process started.
- **REMINDER: All personal belongings must be removed at check-out in May.**

Room Types – Room types notated with “(H)” during room selection indicate higher cost building

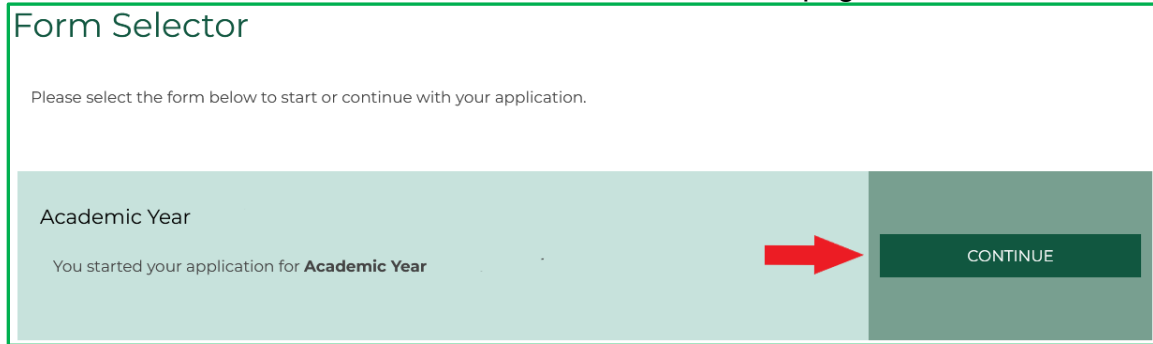
- Rooms with access to a shared hall bathroom
 - Single = 1 person (limited inventory)
 - Double = 2 persons (**the majority of bed spaces**)
 - Rooms with access to a single use hall bathroom
 - Single = 1 person (limited inventory)
 - Double = 2 persons (VERY limited inventory)
 - Rooms with a private bathroom
 - Single – Private Bath = 1 person (limited inventory)
 - Double – Private Bath = 2 persons (limited inventory)
 - Suites
 - Single/Single Suites = 2 persons (VERY limited inventory, no freshmen only spaces)
 - Single/Double suite = 3 persons (VERY limited inventory)
 - Double/Double suite = 4 persons (VERY limited inventory in freshmen halls, more expanded inventory in upperclassmen halls)
 - Triple/Triple suite = 6 persons (VERY limited inventory, no freshmen spaces)
 - Apartments
 - **Not a Freshmen housing option**
 - *All apartments include winter break/not have to leave for winter break*
 - 1 Bedroom Apt = 2 persons (Ludwell – limited inventory)
 - Studio Double Apt = 2 persons (Ludwell – limited inventory)
 - 2 Bedroom Triple Apt = 3 persons (Ludwell – limited inventory)
 - 4 Bedroom Apt. = 4 persons
 - Tribe Square – 11.5 month contract (limited inventory)
 - Graduate Complex designated undergraduate spaces
 - 3 Bedroom Apt = 6 persons (Nicholas - VERY limited inventory)
-

Housing Application and Room Selection Steps

1. Log into the W&M Housing Portal at:
https://wm.starrezhousing.com/StarRezPortalX/F13DA9C1/22/252/Student_Login-Student_Login
2. Click on “Housing Application”.



3. Click on “Start Form” or “Continue” in the Form Selector page.



Form Selector

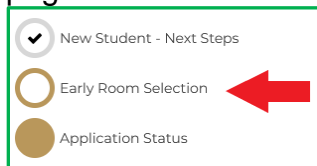
Please select the form below to start or continue with your application.

Academic Year

You started your application for **Academic Year**

CONTINUE

4. These pages should already be done before your time slot opens:
- Contract Release Request (answer “No Contract Release Request” in the bottom menu to access additional application pages if not seeking a Contract Release).
 - Personal Details
 - Contract
 - Contract Request to Cancel Housing
 - Accommodation Requests
 - Residence Hall/Building Information
 - Lifestyle Questionnaire
 - Gender Inclusive Housing
 - Gender Inclusive Agreement if requesting Gender Inclusive Housing
 - Roommate Group (see **Roommate Group Instructions** guide for assistance)
 - The Roommate Group Leader must be the person with the Early Room Selection time slot.
 - Select “Save & Continue at the bottom of the page if not joining a roommate group.
 - Additional pages may also appear based upon your student classification (New Student, Returning Student, Graduate Student, etc.).
 - Next Steps page (last page before room selection process)
5. When the student’s time slot opens they will access the **Early Room Selection** page in their **Housing Application** on the **Housing Portal** to make their (and their roommate group members’ if applicable) room selection. If they were in the Housing Portal before their time slot opened, they may need to log out/log in to access this page.



✓ New Student - Next Steps

○ Early Room Selection

● Application Status

6. On the Room Selection page you will see all currently available spaces that you can select into (**see next page for graphic**). **The example here is for a student without a roommate group selecting into a double occupancy space.**
 - a. You can narrow down your search by building and room type.
 - b. You may need to click on subsequent page numbers at the bottom to view all of your options.
 - c. You can click on “Show Room Info” to check to see if anyone else has selected into the Unit as well as view their lifestyle questionnaire response (profile).
 - d. When you choose a space by clicking “Add to Cart” the system will auto select the connected rooms (if applicable), place them in your cart, & the system will auto advance you to the next page.
 - e. If you have accidentally clicked “Add to Cart” and want to change your selection, click the browser’s “Back” button to get back to the Room List screen and click “Removed from Cart” on the rooms you mistakenly selected
 - f. If the screen does not auto advance you to the next page after you have clicked “Add to Cart” for the correct space, click “Save & Continue” at the bottom of the screen

Room List



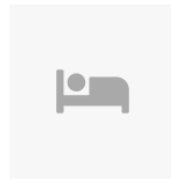

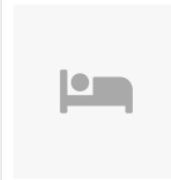

Term: Academic Year 22-23

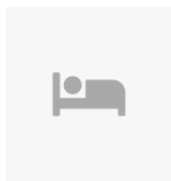


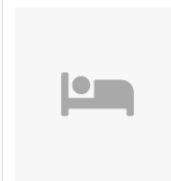

Room Types



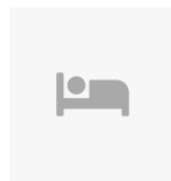

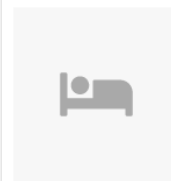

- Double
- Double(H)
- Double(H) - Private bath
- Double(H) - Suite bath
- Single
- Single(H)

Locations

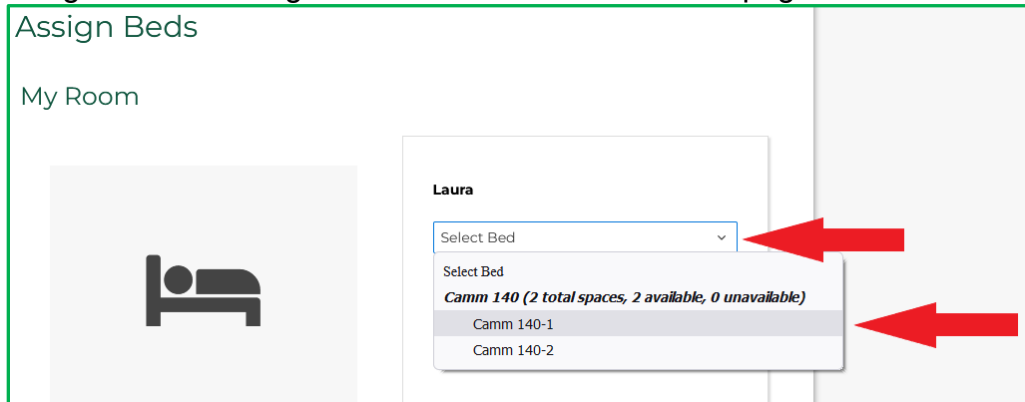
- Camm Hall
- Lemon Hall
- Page Hall

 Camm 137 2  Camm 137 Camm Hall Show Room Info ADD TO CART	 Camm 139 2  Camm 139 Camm Hall Show Room Info ADD TO CART	 Camm 140 2  Camm 140 Camm Hall Show Room Info ADD TO CART
--	--	--

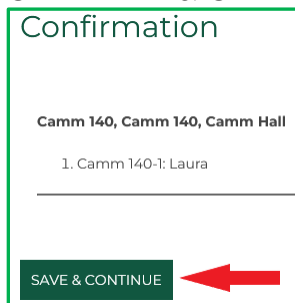
 Camm 141 2  Camm 141 Camm Hall Show Room Info ADD TO CART	 Camm 142 2  Camm 142 Camm Hall Show Room Info ADD TO CART	 Camm 143 2  Camm 143 Camm Hall Show Room Info ADD TO CART
--	--	--

 Camm 144 2  Camm 144 Camm Hall Show Room Info ADD TO CART	 Camm 145 2  Camm 145 Camm Hall Show Room Info ADD TO CART	 Lemon 101 1  Lemon 101 Lemon Hall Show Room Info ADD TO CART
--	--	---

7. Assign yourself to a bed space from the drop down list. If you have a roommate group, assign them to remaining available spaces in the unit. After beds are assigned click "Assigned Beds" at the bottom of the page.



8. You will get a new Confirmation Screen that lists the assignments you just made. Click "Save & Continue".



9. When the room assignment has been made you will end the process by reviewing the Application Status Screen at the bottom then **STOP**. This is your final, official Housing Assignment. No further action is needed.
 - a. **Non-group leaders** should also log in or refresh their screen to access the Application Status page at the bottom of their application to view their room assignment after the Roommate Group Leader has selected bed spaces for the group.
 - b. You can send a message to your other roommate/suitemates/apartment-mates from this page.
 - c. You will only see the list of students in your Unit on this page if more than one student is already assigned into the space if everyone in the unit has given their FERPA consent to allow roommates to see their information.
 - d. **LOG OUT OF THE HOUSING PORTAL ONCE YOUR ROOM SELECTION PROCESS ENDS FOR THE DAY**

Application Status

Please view your room assignment details below:

Booking Summary

Room: Camm 140-1
Room Type: Double
Location: Camm Hall

Final Room Assignment	Preferred Name	Last Name	Term	Contact
Camm 140-1	Laura	.SmithX	Academic Year 22-23	Send Message
Camm 140-2				

If you have any questions about your housing assignment please contact [Residence Life](#)

[HOME](#)