

Traditional On-Line Room Selection Instructions

For Students Selecting Into A Single Occupancy Space

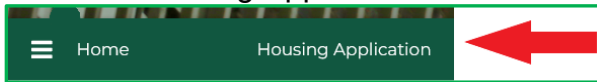
Keep in Mind:

- This set of instructions is only for students seeking a Single-Private Bath or Single-Hall Bath.
 - Students will not be able to see private or hall bath singles occupancy spaces if they are in a roommate group with another student.
 - Singles that are part of a suite (except freshmen Yates suites) must be selected as part of a roommate group
- There is a **VERY limited number of single occupancy rooms/units** which are typically selected during the earliest room selection time slots so all students should make plans with a backup roommate to quickly join in a roommate group together on their room selection day if they do not want to live with a random roommate in the event that a wanted single occupancy space is not available when their time slot opens.
- **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
- **If there are no singles available when a student's time slot opens** and if they have not already made prior arrangements to quickly join in a roommate group with a backup roommate to make a select at that time, they will return to their housing application during the designated afternoon period on their time slot DAY to make a selection into an available space.
 - They will self-assign into a space where they will not initially know who their roommate will be and roommate lifestyle questionnaire response matching will likely NOT be considered at time of assignment.
 - See the **Returning** (February/March) or **New** (May/June) Student Room Selection process schedule for the designated times to make this type of selection.
- We recommend that all students complete steps **1-4** before their time slot opens so they can start their search when that 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. Rates are typically set by the Board of Visitors at their April meeting.
- Gender Inclusive Housing is not available in single occupancy units. 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.

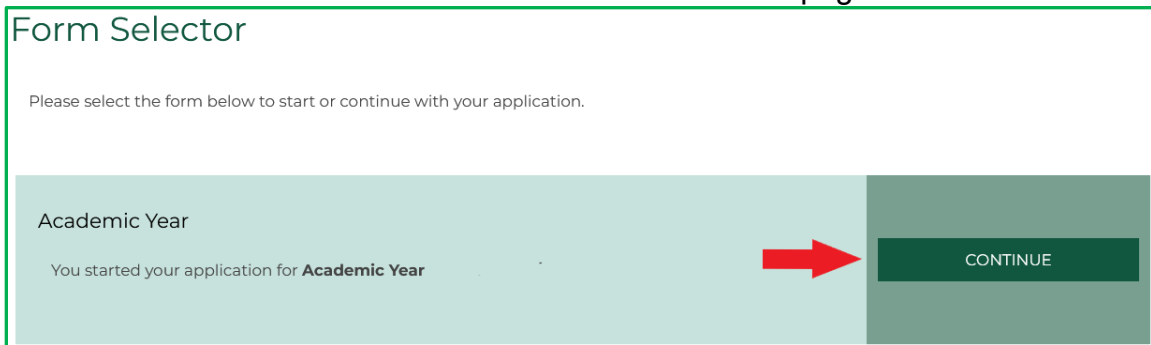
- REMINDER: All personal belongings must be removed at check-out in May.
- ## Housing Application and Room Selection Steps

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”.

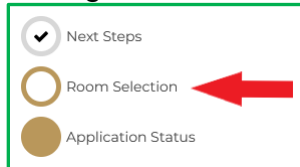


3. Click on “Start Form” or “Continue” in the Form Selector page.



4. These pages should already be done before your time slot opens:
- a. Contract Release Request (answer “No Contract Release Request” in the bottom menu to access additional application pages if not seeking a Contract Release).
 - b. Personal Details
 - c. Contract
 - d. Contract Request to Cancel Housing
 - e. Accommodation Requests
 - f. Residence Hall/Building Information
 - g. Lifestyle Questionnaire
 - h. Gender Inclusive Housing
 - i. Select Single-Gender Housing as this type of selection is not eligible for Gender Inclusive Housing
 - i. Roommate
 - i. Select “Save & Continue at the bottom of the page if not joining a roommate group
 - j. Additional pages may also appear based upon your student classification (New Student, Returning Student, Graduate Student, etc.)
 - k. Next Steps page (last page before room selection process)

5. When the student's time slot opens they will access the **Room Selection** page in their **Housing Application** on the **Housing Portal** to make their 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.



6. On the Room Selection page you will see all currently available spaces that you can select into (**see next page for graphic**).
 - 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





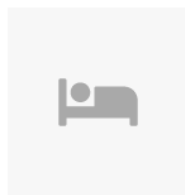

Room Types





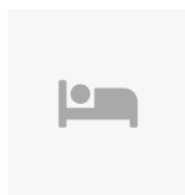

- Single
- Single(H)

Locations

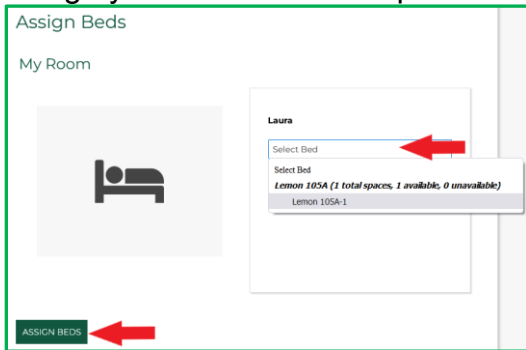
- Lemon Hall
- Page Hall

| | | |
|---|---|---|
|  Lemon 101 1  Lemon 101 Show Room Info ADD TO CART |  Lemon 102 1  Lemon 102 Show Room Info ADD TO CART |  Lemon 105A 1  Lemon 105A Show Room Info ADD TO CART |
|---|---|---|

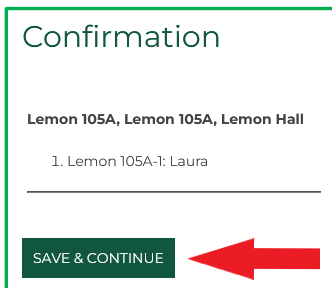
| | | |
|---|---|---|
|  Lemon 105B 1  Lemon 105B Show Room Info ADD TO CART |  Lemon 109 1  Lemon 109 Show Room Info ADD TO CART |  Lemon 111 1  Lemon 111 Show Room Info ADD TO CART |
|---|---|---|

| | | |
|---|---|---|
|  Lemon 113 1  Lemon 113 Show Room Info ADD TO CART |  Lemon 201 1  Lemon 201 Show Room Info ADD TO CART |  Lemon 202 1  Lemon 202 Show Room Info ADD TO CART |
|---|---|---|

7. Assign yourself to the bed space in that room and then click “Assign Beds”.



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. **LOG OUT OF THE HOUSING PORTAL ONCE YOUR ROOM SELECTION PROCESS ENDS FOR THE DAY**

