Room Selection Instructions

UCM

- UCM Home
- Student ⌄
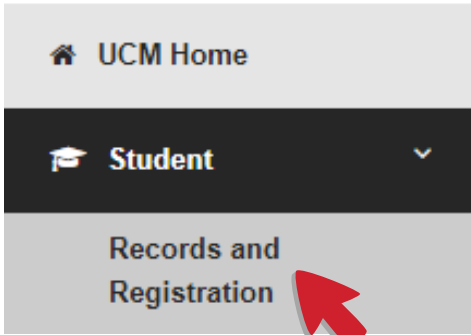- Records and Registration

Login to MyCentral. You must use a computer to access room selection as it will not work on a mobile device.

Selection Records and Registration on the left navigation menu.

Find the Housing section as seen below

Housing   **Scroll Down**

Online Res Hall Form Fall 2021 - Spring 2022
Online Apartment Application
Report a Problem With My Room
Housing Home Page
Get Dining Dollars
Version 7/20/2018 11:39

Scroll down using the cursor to find the Housing Assignment Gateway and click on that link.

Get Dining Dollars

Housing Assignment Gateway

Once inside the gateway you can do the following:
- Set your Roommate PIN (required to pull another student into a room/suite)
- Room Retention (keep your current room if it is available for next year)
- General Room Selection (Pick any room on campus)
- SAIL Ship or Fraternity Housing Selection (For those approved to pick rooms on SAIL SHIP OR Fraternity housing in Fitzgerald)

Setting Your Pin

1

Residence hall reapplication will begin in early spring semester for current UCM students. This process is for returning students only as new students will be assigned by the department in June.

SETTING YOUR ROOMMATE PIN

The button below will allow you to set a PIN (Personal Identification Number) to provide to another student who can assign you to a room when they assign themselves. You only need to set up a pin number if you plan to give the number to another student to assign you. This person can assign you as their roommate and/or suitemate.

Click below to set your pin and share with future roommate/suitemate.

CLICK HERE TO SET PIN

Under the RESIDENCE HALL REAPPLICATION section, Click the "CLICK HERE TO SET PIN" button to set your PIN

This is if you plan to have someone else pull you into a room/suite during open selection. If you do not plan to have a roommate/suitemate, you can bypass the PIN process.

2

Housing PIN Number

The Housing PIN number is used only in the on-line student room self-selection process. The purpose of the Housing PIN is to verify that you have given permission to another student to pull you in as a roommate. Please do not share this number with anyone that you do not wish to live with; otherwise you may find yourself in a awkward social situation. You may come back to this site anytime you wish to update your Housing PIN Number.

Roommate Group PIN: 63125

Privacy Settings

During the room self selection process, potential roommates have the opportunity to see your demographic information. However, you can opt out if you do not wish to have your name, campus email address, or cell phone displayed during this process. If that is your desire, then select the **"DON'T SHOW"** value in the drop down boxes.

Show roommates my name?: No Preference

Show roommates my phone number?: Don't Show

Show roommates my email address?: No Preference

Default Email Address: jhicks@ucmo.edu

Cancel   Finish

Create your Housing PIN, which is used to give to another student to pull you into the assignment process.

You can update your PIN anytime!

Update your privacy settings based on what you wish to share with potential roommates/suitemates.

Click   Finish

You will get an email confirmation of your PIN.

ROOM RETENTION

1

ROOM RETENTION (KEEP YOUR ROOM FOR NEXT YEAR):

STARTS FEBRUARY 17

This button will be active beginning at 8am on February 17 through 5pm, February 21, for current students who have submitted a residence hall agreement by February 11 to pick the exact same residence hall room that they have now. If a student tries to complete this process but are unable to, it could be that the room is not available for assignment for the next year (Room is not an upperclass room or is offline).

CLICK HERE FOR ROOM RETENTION

Under the RESIDENCE HALL REAPPLICATION section, Click the "CLICK HERE FOR ROOM RETENTION BUTTON button to begin room retention.

This module is if you wish to keep your CURRENT ROOM for the next year. This is only possible if your current room is an available bedspace on an upperclass floor. Generally you will be contacted if your bedspace is not available for next year.
If your bedspace is not available you will get the following error: *You do not have access to this process:*
This means you will need to proceed to General Room Selection when that begins (as listed within the gateway).
You are not able to pull in roommates/suitemates during room retention. This is picking your current bedspace only for the next year.

2

Welcome!

You now have the ability to pick the current room that you live in to be your assignment for next academic year.

PLEASE READ THESE INSTRUCTIONS!

1. Please minimize your screen so you see all of the text at the bottom of the page!

2. CLICK on SELECT

3. <u>VIEW</u> the room type. It is possible that a room has been changed from a room for two people (double room) to a room for one person (single room). To preview, please CLICK on the BED SPACE blue hyperlink to see the room type and the current housing rate for this space/any special notes. Note that the Board of Governors has yet to set next year's housing rates.

4. Click on <u>CLICK TO RESERVE YOUR ROOM</u> to reserve your bed space for next year or <u>CLICK on CANCEL</u> should you wish to not reserve the room.

Room Retention

Click the button below to lock your current Bed Space: UC-263a .

✅ Select - Click the bedspace hyperlink to see if double or single room

MAXIMIZE your browser window to see all information and clickable options.

click the ✅ button to view bedspace to see if configured as double or single room for next year. if it is not the configuration you want, you can wait for general room selection. You can also see the current year rates for pricing.

3

Click the blue hyperlink for your suite/bedpace to see if double or single, as seen below

Room: <u>UC-261/263</u>

  Bed Space: <u>UC-263a</u>

🔒 Release Lock

Bed Space:	UC-263a
Room Type Code:	UCSGL
Room Type Alias:	SGL
Room Type Description:	UCC Single Room
Rate Details:	2021 Fall Res Hall: $3523.00 Term
	2022 Spring Res Hall: $2923.00 Term

4

Click the ☑ button to Reserve Your Room for next fall and spring semester. A popup window will appear for you to click OK. You will get a confirmation email.

General Room Selection

OPEN ROOM SELECTION (Pick Any Eligible Room On Campus):

STARTS FEBRUARY 25

The button below will be active on February 25, at 8:00 am, for current students who have submitted an agreement by the February 11 priority application deadline. This link allows students to assign themselves to any available bed. Students who submitted their residence hall agreement after February 11 will have access to the system beginning on March 04 at 8:00 am. This link will be available until April 09 at 5pm.

If you have assigned yourself to a room and want to make a change then you can use this same link to reassign yourself.

CLICK HERE FOR GENERAL ROOM SELECTION

This is for picking ANY available bed space on campus including doubles and singles. This is also the module you will use to bring in a roommate/suitemate(s) or if someone brings you in using your roommate PIN. If you have identified other students that you want to room with, you will need their last name, ID and housing PIN to be able to assign them to a room/suite with you. If your roommate or suitemates have yet to do this and share the number with you, you are unable to assign them to a room.

① Under the RESIDENCE HALL REAPPLICATION section, Click the **CLICK HERE FOR GENERAL ROOM SELECTION** button to begin room retention.

Time to Pick Your Room!

Welcome, James A Hicks!

We are so glad you plan to live with us next fall!

If you have identified other students that you want to room with, you will need their last name, university id and housing pin number to be able to assign them to a room or suite with you. Students can set their own housing pin number via their MyCentral account. If your roommate/suitemates have yet to do this and share the number with you, you are unable to assign them to a room.

You are assigning yourself to a room for the following semesters:

Term	Start	End
2021 Fall Res Hall	8/15/2021	12/10/2021
2022 Spring Res Hall	1/9/2022	5/6/2022

As a reminder, your housing agreement is for the fall and spring semesters unless you are leaving UCM to study abroad, student teach, complete an internship, transferring, or you are graduating. Cancelling due to other reasons can subject students to the Housing buyout penalty. Please contact our office with questions about this. This information is also listed on your residence hall agreement.

Students can cancel for spring by filling in the Housing Cancellation form during the fall semester at ucmo.edu/housingforms.

Cancel   Next step

② MAXIMIZE your browser window to see all information and clickable options.

Review all information within the screen. Your assignment is for fall and spring semesters. Click the ⏩ Next step button to continue.

Do you know who you want to live with?

If you are only assigning yourself then please click **NEXT STEP** below to continue.

If you do have a roommate or suitemates that you wish to assign, please click the green + symbol.
You will enter the University ID and Last Name and then click the **SEARCH** button.
When the student name pops up, you will need to enter the Pin Number that the student provided you.
Click the **SELECT** button to continue.
You may enter additional people or click **NEXT STEP** to continue with the assignment process.

Pick Your Roommates

Roommate
➕

③ If you do not plan to pull in a roommate/suitemate(s), you can skip this section. However, if you do need to pull in students, click the ➕ to start adding your suite members. You will assign them to particular rooms later.

General Room Selection (Cont.)

4

Pick Your Roommates

Roommate

Roommate Search Criteria

University ID: [   ] *
Last Name: [Fulcher] *

Found: Barbara M Fulcher
Roommate Group PIN: [•••••] *

🔄 Cancel   🔍 Search   ✅ Select

You must know the university id and last name to pull in a roommate. Spelling counts!

🗑 Cancel   ➡ Next step

If pulling in Roommate/Suitemate(s), enter their ID and Last name to search. If found and they can be a roommate/suitemate, it will ask for the Roommate Group PIN. Enter that number, hit ✅ Select and then click ➡ Next step to continue.

You may continue to enter other student information for your suite by clicking the ⊕ button below the first roommate listed.

5

The clock will start ticking as soon as you select a room - you will have 5 minutes to complete the process otherwise the suite will be made available to other students.

IMPORTANT NOTES: Please minimize your screen so you see all of the text at the bottom of the page!

If you wish to assign yourself to a single room, you will need to Search for Rooms and specifically look under Room Type for the Building and Single Room that you are interested in. For example, if you want a single room in South Yeater you would choose South Yeater Single Room.

If you wish to assign yourself to a room and have a roommate, you will need to select a Double Room. For example, if you want a double room in South Yeater you would choose South Yeater Double Room.

If you only click on the map without designating a Double or a Single Room then you may accidentally assign yourself a room type (double versus single room) that is not what you want.

Once you start seeing maps, you click the area outlined in green. You will do this multiple times to choose area of campus, building, and floor within building. Once you have a floor diagram, you will see bed spaces that are highlighted in red or green. Green means the bed space is available.

Once you have picked your bed space you will CLICK RESERVE THIS ROOM. If you don't see the link that says this be sure to scroll to the bottom of your page.

Review all the instruction on this page which searching for rooms.

Lock Status

You have not created a lock.

Search for rooms

Room Type [▾]

Bed Spaces Available: [▾]

Room Gender [▾]

🔍 Search   🔄 Cancel

Available Rooms

▾ Campus: (204)
  ▾ Community: East Campus (107)
    ▸ Building: East Ellis (10)
    ▾ Building: North Ellis (51)
        Floor: North Ellis First Floor Residence Hall (14)
        Floor: North Ellis Second Floor Residence Hall (22)
        Floor: North Ellis Fourth Floor Residence Hall (15)
    ▸ Building: South Ellis (34)
    ▸ Building: UCC (12)
  ▾ Community: West Campus (97)
    ▸ Building: Bradshaw (18)
    ▸ Building: Fitzgerald (5)
    ▸ Building: Houts (10)
    ▸ Building: Nattinger (28)
    ▸ Building: Nickerson Hall (8)
    ▸ Building: South Todd (18)
    ▸ Building: South Yeater (10)

Search Results

Display Table

You can click the Display Table button to toggle between map view and list view.

You can search by:

- Room Type (building and if single/double)
- Bed Spaces Available (if you have a group of people and need to find a partial or fully empty suite.
- Gender
- Available rooms (this allows you to select drop down menus to see particular rooms available based on your search criteria or ALL rooms (if no criteria selected)

General Room Selection (Cont.)

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> West Campus > Houts   Display Table
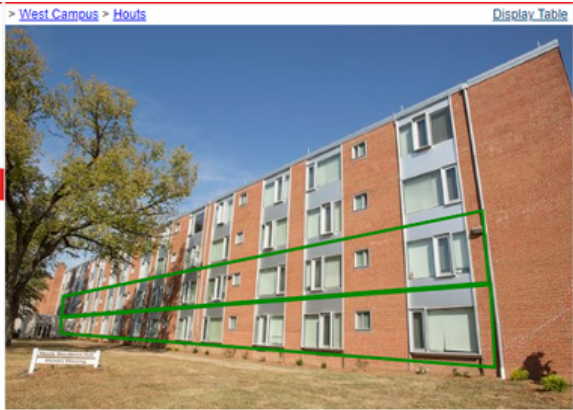
If you choose a building, it will show you a view of the residence hall and available halls will be outlined in green. Click on that floor to choose that floor or highlight other floors to see if its available. You can reset your search or hit the ⬅ Previous button at any time.

7

Search for rooms

Room Type
[▼]

Bed Spaces Available: [2   ▼]

Room Gender
[▼]

🔍 Search   ⊘ Cancel

Available Rooms

▼ Campus: (202)
  ▶ Community: East Campus (106)
  ▼ Community: West Campus (96)
    ▼ Building: Bradshaw (18)
      Floor: Bradshaw Ground Floor Residence Hall (12)
      Floor: Bradshaw First Floor Residence Hall (6)
    ▶ Building: Fitzgerald (4)
    ▼ Building: Houts (10)
      Floor: Houts First Floor Residence Hall (6)
      Floor: Houts Second Floor Residence Hall (4)
    ▶ Building: Nattinger (28)
    ▶ Building: Nickerson Hall (8)
    ▶ Building: South Todd (18)
    ▶ Building: South Yeater (10)

Search Results

> West Campus > Houts > Houts Second Floor Residence Hall   Display Table

Once inside the floor view, you will see all rooms on that floor. Use the toggle bar to manuever along the rooms.

If a room has a 🛏 icon, you can choose that bed. If you are looking for a double room, you want both to appear there. If you are looking for a suite for 3 or 4 people, you need to look for that exact number of green bed icons.

To choose a room/suite, click on that bed icon to choose that suite (as a whole for a group or just the space for yourself if selecting just for yourself)

ock Status

04:30   Bedspace HO-207a will be unavailable to others while you process your booking!

urrent Locks

edspace "HO-207a" is locked for you. Press the Release Lock button below to release this booking.

oom: HO-207/208

Be▮   HO-207a   [James A Hicks   ▼]

🔒 Release Lock

🗑 Cancel   ⬅ Previous   ☑ Reserve This Room

8

Once you pick a bed icon, it will lock that bedspace for 5 minutes. To pick another room/suite, click the 🔒 Release Lock button.

IF JUST CHOOSING SPACE FOR YOU and NO roommate/suitemat(s).: click the ☑ Reserve This Room button. a pop up will appear and click [OK]

General Room Selection (Cont.)

Lock Status

03:39   Room HO-107/108 will be unavailable to others while you process your booking!

Current Locks

Room "HO-107/108" is locked for your group. Select which beds will be occupied by your group members. If you want to change your selection, you can release this lock and select again.

Room: HO-107/108

Bed Space: HO-107a   [James A Hicks ▼]

Bed Space: HO-108a   [Barbara M Fulch ▼]

🔓 Release Lock

🗑 Cancel   ↩ Previous   ✔ Reserve This Room

If you are bringing in a roommate and suitemate(s), you will get the option to select what bed space they go into. Please carefully use the drop down menu to indicate where each student will go (each room as a and b listed for the two spaces available, if a double room)

click the ✔Reserve This Room button. a pop up will appear and click [OK]

You have completed the room assignment process!

You have been assigned to Houts HO-107a.

The room you are assigned to has a room type of Houts Double Room.

Room types ending in SGL are single rooms which have an additional cost.
Room types ending in DBL are double rooms and you will have a roommate.

Here are the roommates you have selected (if there are any):

Full Name	Bed Space
Barbara M Fulcher	HO-108a
Barbara M Fulcher	HO-108a

Note that you may see a roommate listed twice - one is their fall assignment and the other is their spring assignment.

If you need to make a change before General Room Selection ends, please return to MyCentral and click on General Room Selection.

Click the x in the upper red corner to close out of this program.

If you successfully assigned your self and/or roommates & suitemates, you will get this confirmation screen showing bed spaces and roommate/suitemate names.

You will get a confirmation email.

Any student pulled into a room/suite will also get an email confirmation of their room assignment.

Important notes: If you go to change your assignment by revisiting the same General Room Selection link, you will only change YOUR assignment, not those of any applicable roommate/suitemate(s).

Questions?

Call us for any assistance after reviewing instructions
660-543-4515