

## New Student Room Selection Instructions

The following instructions will provide you with helpful information as you choose your room via our online room selection program.

**What do I need to select a space?** At 8:30 a.m. on your online room selection date you will be able to log into the [Housing/Dining Portal](#) and access the room selection pages within your application.

**Dates and Times:** You may access the room selection process on or after your assigned online room selection date to select a room, assign your mutually confirmed roommate match, or make a change. You will only be able to assign your mutually confirmed roommate match if they also have an online room selection date. The room selection process begins June 1 at 8:30 a.m. and is open 24 hours a day 7 days a week until it closes on June 23 at 4:30 p.m. If you do not have access to a computer with Internet access, or would prefer that a Housing staff member make your assignment, please contact the Housing Office at (309) 438-8611 on or after your online room selection date. After June 23 no room changes can be made until after the tenth day of classes; September 1.

**Available Rooms:** In the room selection process, you can search for and see all available spaces/rooms for which you qualify. You will be able to select a specific floor and bed space you wish to occupy:

- For you, and up to three roommates, you will only be able to select rooms with enough empty spaces to accommodate you and the number of roommates you have indicated.
- In a specific Themed Living Learning Community (TLLC); you will only be shown rooms if you applied and/or qualify for that community. To see a complete list of Themed Living-Learning Communities or to see if you qualify for a specific community, please visit the [Housing Website](#) under [Student Life](#).
- When selecting a residence hall, you will be shown a list of floors that you qualify to live in within that hall. If there are no rooms available in a residence hall or if you do not qualify for the rooms that are open, you will get a message stating that there are no spaces at this time. You will see all the University Housing options you qualify for, however, you may only search in buildings that are within the Term Location you selected. For example, if you selected the “2017-2018 Residence Hall” term you will get a message if you attempt to choose a space in Cardinal Court that spaces are not available to you at this time.
- Single occupancy rooms: Due to limited availability (and the fact that returning students have already selected their rooms), it is highly unlikely that a single or super single rooms will be available during the room selection process. We encourage you to select a multiple occupancy room (double or quad) and continue to check the system throughout the room selection process to see if any singles become available. We do not have a waitlist for single occupancy rooms.

**How to select a space:** On your online room selection date, you may go to the [Housing/Dining Portal](#) reenter your application and choose the room selection step in the process. If you have a mutually confirmed roommate match who has an assigned online room selection date, you can assign your roommate’s bed space at this time. Also, as you progress through the process, you will be able to search for a room by a building and then select the floor you prefer to live on. Once you select the floor you will be able to choose both yours and your roommate’s assignment. You must select as many spaces as you have mutually confirmed roommate matches if you wish to place your roommate. For example, if you have one confirmed roommate, you must select two spaces and hit save and continue. On the following step you will be able to assign yourself and your roommate to your bed space. Once you select your bed space you will be able to see the other residents in your room/apartment and view their profiles (if they completed a profile). Please note, if you are placed by a roommate you can log into the system on your online room selection date and view your room assignment or change it at that time. To view your room assignment you can proceed to the Application Status page in the [Housing /Dining Portal](#).

**Roommates:** During the room selection process, you can request a room for you and up to three confirmed roommates.

**All roommate requests must be mutually confirmed prior to room selection in order to place all roommates.**

- Your preferred roommate can be a new or returning student as long as they have an online room selection date. All students who signed their Housing Contract and submitted their initial payment prior to April 1 were guaranteed an online room selection date. You cannot assign a roommate who does not have an online room selection date.
- To match with a roommate you must know their chosen screen name and enter it in the Details search in the Roommate Request section of the process. This search is case sensitive. You must then send them a roommate request and they must confirm/accept that request.
- It is not necessary for roommates to have the same online room selection date. The student with the earliest date may assign all the confirmed roommates to bed spaces. The other roommate will need to go online on or after their online room selection date (but before June 24) to finalize their room assignment and complete the application.
- Even if you are assigned by a student who has an earlier online room selection date, you must go online to complete your application process on your online room selection date. This also ensures that if your matched roommate did not select a space for you, you have an opportunity to select your room.
- If a new or returning student has already assigned you to a room you must still go through the room selection process on or after your online room selection date (but before June 23) to complete the application process. This also ensures that if your matched roommate did not select a space for you, you have an opportunity to select your room.
- Generally speaking, if a student chooses to live in a TLLC, and their roommate preference does not meet the qualifications, you will not be able to be roommates in the TLLC floor.

You do not need to be concerned if you do not have a roommate match--most students don't. Students without a roommate match may select a space in a room where another student is already assigned or in an empty room. Once you select confirm a room selection, if another student has already signed up for the room, you will be able to see the student's profile, including their social media links if they included them. The "Roommate Profile" is a tool designed to allow selecting residents to view some information regarding students assigned to a space. Names and addresses of roommates are not provided during the online room selection process. You can message each other through the Housing/Dining Portal if you wish to exchange information.

**Room Rates:** Certain types of rooms cost more than others. The 2016-2017 residence hall room rates range from \$2667 a semester for a multiple occupancy room to \$4,560 a semester for a super single room in a suite. Other examples of price differences include:

- Single rooms cost more than multiple occupancy rooms (double or quad);
- Rooms in suites (which have a semi-private bathroom and living area) cost more than non-suite rooms
- Single rooms in a suite cost more than singles not located in suites and include an added suite charge

There is no difference in cost among multiple occupancy rooms (example: a double and quad room all cost the same). A complete listing of the [2017-2018 room rates](#) (including those specific to Cardinal Court) are at the [Housing](#) website.

**Themed Living-Learning Communities:** As you go through the Room Selection process, you may consider living on a Themed Living-Learning Community (TLLC). A list of all the options, qualifications, and applications are located at [Housing](#) under [Student Life](#). All students living on a TLLC floor are required to abide by the policies of that TLLC community.

**Confirmation:** An email confirming your selections will be sent within 24 hours to your Illinois State e-mail account. If you do not receive confirmation, please re-enter the room selection process to verify your selections. Before you can receive the email confirmation of your room selection, you must activate your ULID account (if you have not done so already). For more information regarding your ULID, refer to <https://Account.IllinoisState.edu/selfservice/activation/login>

**Room and Roommate Information:** Your official Assignment and Roommate Information will be available online beginning Friday, July 21 at 8:30 a.m. You will be able to view this in the Housing/Dining Portal by reentering your application and clicking on the Application Status link on the top of the page. Once the page opens you will see any information pertinent to your room assignment. To see more details on your roommates you can click on the Roommate Information link just under the title of the page next to the Main button. This notice will contain the name of your roommate telephone number, email address, and social media links (if available).

**Room Changes:** Once you have completed the room selection process on or after your online room selection date, you may re-enter the process at any time through June 23 at 4:30 p.m. to make a change. As cancellations and room changes occur during the summer, additional spaces become available -- perhaps in a hall in which you would like to live. You may check the [Housing/Dining Portal](#) as many times as you wish to see if rooms have become available. To change rooms you must click on the Room Swap button on the top right hand side of the Room Selection page. Clicking this button allows you to hold on to your current room assignment while searching for other spaces. Once you confirm a new room selection, the room you had selected previously will immediately be available for selection by another student.

**Your Computer:** The online room selection process is accessible on computers using any internet browser. For more information about your Internet browser, you may call the Illinois State Help Desk at (309) 438-4357.

**Special Accommodations:** Accommodations for students with disabilities or medical conditions are available in the residence halls. Please contact the Office of Student Access and Accommodation Services at (309) 438-5853 for more information. If you need a special accommodation to select your room using the online room selection process, please contact University Housing at (309) 438-8611 Monday through Friday from 8 a.m. to 4:30 p.m. The online program is compatible with screen readers.

**Nine-Month Housing:** Hewett and Manchester Halls remain open during fall, winter, and spring breaks. Any student who desires or needs housing for the break periods is encouraged to live in Hewett and Manchester. All residents of Hewett and Manchester Halls are charged \$100 per semester in addition to the regular room charge. This charge helps cover the cost of providing the service and is applicable even if the student does not take advantage of the service. Students are responsible for this charge even if they do not remain in the hall during the break periods and even if they did not desire to live in Hewett or Manchester or need nine-month housing.

**Thanksgiving Break Housing in Wilkins Hall:** Wilkins Hall remains open during the Thanksgiving break. All residents of Wilkins Hall will be assessed an additional \$30 in addition to the regular room charge for fall semester. This charge helps cover the cost of providing the service and is applicable even if the student does not take advantage of the service.

**Questions:** If you have any questions regarding the online room selection process, please contact University Housing Services Monday through Friday between 8 a.m. and 4:30 p.m.

Mailing Address:  
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Normal, IL 61790-2600

Main Phone: (309) 438-8611  
Fax: (309) 438-8866

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