Room Self-Selection Tutorial Guide
Step 4

Housing Selection: Continuing Student Process
2018-2019
The process enclosed is for students who have completed the following steps:

**Step 1:** Online Housing Application and TB Clearance by the deadline of 3pm on March 2

**Step 2:** $500 Initial Payment by the deadline of 3pm on March 2

**Step 3:** Roommate Search Wizard *(optional step)*
NEXT STEP

Step 4: Lottery and Room Self-Selection
(Monday, March 19 – Thursday, March 22)

Identify Select Bedroom & Bed Space
How was my Lottery Appointment Determined?

Lottery appointments times where generated using the calculation below, the number calculated determines the order in which students are invited to enter the portal to select their rooms. Therefore, your lottery appointment is the earliest date and time you may log on to the Housing Portal and select your room from the available bed spaces.

The lottery Appointment formula:

\[
\text{Cumulative GPA} \times \text{Credits Earned} = \text{Lottery Number}
\]

(e.g. \(2.44\) GPA \(\times\) 38 Credit Hours = 92.72)

- **Cumulative Grade Point Average** is determined by the Registrar’s Office for coursework completed at the end of the fall 2017 semester. If the University has not included transfer courses within your cumulative GPA those course will not be eligible to be counted and only what has been reported as your Cumulative Grade Point Average will be utilized to determine your score.

- **Credits Earned** is determined by the Registrar’s Office for the academic credits earned on record by the completion of the fall 2017 semester.
Lottery Appointments Email

All eligible students have received an email notifying them of their lottery appointment. The lottery appointment is the earliest date and time you can re-access the Housing Portal to select your room. Times are listed in military time therefore any times after 12 p.m. will be 13:00 for 1 p.m., 14:00 for 2 p.m. and so on.

Starting on March 9 @ 9:00 a.m., you will be able to log on to the Housing Portal to search, request and confirm roommates. If you do not have a person in mind, the Roommate Search Wizard will allow you to search students by their profile and send an email through the system to request to be roommates. Make sure to read the Roommate Search Tutorial Guide step-by-step instructions.

Roommate selections that include ineligible applicants will be deactivated in the housing portal system prior to step 4. It will be your responsibility to verify directly with the roommate their eligibility to participate.

Step 4: Room Self-Selection Process (March 19-22)
During this step, you log on to the Housing Portal during your scheduled lottery appointment date and time to select your room.

Your Lottery Appointment date and time:
3/21/2018 10:30

Time is listed using Military time therefore 13:00-1:00 p.m. PST

The date and time shown above is the earliest you will be able enter the portal to view, search and select a room. We strongly encourage students to select their room during their appointment time since other students will be going in and selecting their spaces at the same time. If you miss your appointment, you will have until noon Thursday, March 22, 2018 to finalize your room selection.
What Happens During The Lottery Appointment

• Search and Select your room from the available rooms list based on gender.

• Before selecting your room, we recommend that you view the profiles for the students that have already selected into the room and/or apartment for the right match.

• Assign confirmed roommates into your selected apartment. They must be current students who are eligible to participate in housing selection and have added/confirmed you as a roommate or housemate.

• If participating with confirmed roommates, we strongly recommend that the resident with the earliest Lottery Appointment select the room and assign confirmed roommates and housemates (based on space availability).

• If you are not requesting a roommate or housemate, please select an apartment that has one to two students already assigned to the apartment. This will allow for students with a large number of requested housemates to be able to live together in the same apartment.

The following slides will take you step by step on how to select your room.
Return to the 2018-2019 Online Application and Agreement

Log on to the Housing Portal [https://housing.calstatela.edu/StarRezPortal/](https://housing.calstatela.edu/StarRezPortal/) during your appointment time.

Click on "Application"
Room Search Wizard
You are now in the Fall 2018-Spring 2019 Application
Click below “Begin Applications” to advance to the next step.
Entering the Room Search Wizard

Click on the Room Search – Step 15 from the Process Menu to enter the room search wizard to view and select from available rooms.
Room Search Wizard Main Page

You will first view a list of buildings that may be available for selection. Note some buildings will show in your view list but there will be no rooms available for you to select due to special program only assignments (i.e. Halisi, Honors, Graduate).

**Tips:**

Do not waste time selecting buildings you are not eligible to reside. As time passes new students enter the portal to select their space.

For example: If you are not approved for an LLC do not select Bldg 4 or 5.

**Instructions:**

1. Click on the building you would like to live in.
2. You will then see a list of open rooms within the selected building.
3. Click on the room and then click on the continue button to see details and profile(s) of students that have selected room.
4. Shop around by clicking on other rooms until you find a space you find to be a good fit.

BLDG 1
BLDG 4 (Honors Students)
BLDG 5 (Halisi)
Eastside
GEA BLDG 1
GEA BLDG 2
GEA BLDG 3
Westside

You may search in other buildings for more availability by clicking on BUILDING on the menu located on the top of the page.

Apartments will display as Building, Apartment Number, Bedroom Letter, and Bedspace.

Example: East 0201A-1 (The "-1", "-2", etc. you see displayed is used to track the number of bedspaces in a bedroom. It doesn’t indicate a suite number or anything similar.)
Apartment Search

After selecting a building, you will view a list of gender specific apartments. Select the room/apartment that you are interested in viewing for available beds by left clicking to highlight the apartment in orange. Click on Continue.
Bedroom Search

You will view a short list of bedrooms for the room/apartment you selected. The list will show the number of beds available in each room in the apartment. Select the bedroom you are interested in by left clicking to highlight the selection in orange. Click on Continue.

You can view the room details and the profile of students that have selected the room by clicking on the small Magnifying Glass as shown. This is to assist you in your decision.
Preview Room Details and Profiles:

You can view the profile of student(s) who have already selected the room by clicking on the View Profile from the Room Details screen. Once you decide on a room follow the instructions on the next slide.
Bed Reservation Without Roommate(s):

If you are participating in housing selection without a confirmed roommate, please follow the instructions that follow. If you are selecting with confirmed roommates or housemates please proceed to the next slide. You will view the bedroom selection and reserve a bed for yourself. Once you have selected the bed, you will click on Continue. If bed reservation is not made within 5 minutes the bed space is returned to inventory and you must re-select the same or new bed space.
Bed Reservation with Roommate(s) Part I:

*If you are participating in housing selection with a confirmed roommate or housemate please follow the instructions that follow.* To select a space, you must be on the “Available Rooms” page. Once you have decided on an apartment and Bedspace(s), click on room(s) to highlight the room(s) in orange and click on Continue.

![Available Rooms screenshot]

*You may search in other buildings for more availability by clicking on BUILDING on the menu located on the top of the page.*
Bed Reservation with Roommate(s) Part II:

- Select your room from the dropdown menu next to “My Bed.”
- Select your roommates and/or housemates using the dropdown menu next to the name(s) of your requested roommates/housemates to assign them to the corresponding rooms.

**IMPORTANT NOTES:**

- Rooms are only on reserve for 5 minutes. If bed reservation is not made within 5 minutes, Bedspaces are returned to inventory and you must reselect same space or new Bedspace.
- If your time runs out, you may click on “Floor” from the top menu to restart the selection of apartment/rooms again.
- Do not leave this page without assigning your roommates.
- You cannot return to this page.
Housing Selection Confirmation Page:

Once all steps in the process are complete, you will arrive at the final confirmation page. This page provides a summary of your housing assignment for the fall and spring. Student can return to the portal to view this page as other students sign into their new room/apartment to view profiles through March 22, 2018.

<table>
<thead>
<tr>
<th>Occupancy Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beds</strong></td>
</tr>
<tr>
<td>WEST 0232A-2</td>
</tr>
<tr>
<td>WEST 0232B-1</td>
</tr>
<tr>
<td>WEST 0232B-1</td>
</tr>
<tr>
<td>WEST 0232B-1</td>
</tr>
<tr>
<td>WEST 0232B-2</td>
</tr>
</tbody>
</table>

You have completed the online process.
Oh No, I’ve Made A Mistake, I Need To Change The Room I’ve Just Selected

- Once you’ve assigned yourself and any roommates/housemates to a bed space, you will **not** be able to change the assignment online.

- If you make an error and wish to re-select, you must request the cancellation of your current room assignment and have your portal reset so that you may return to select a new room. This must be done before the housing selection deadline.

- The request to cancel and re-select must be done in writing via email to the housing office (askhousing@calstatela.edu). An administrator will be monitoring the email awaiting to assist you with a resetting of your portal.

- If you make a mistake on assigning a roommate/housemate to the wrong bedroom within the same apartment, email the Housing Office to request a swap of the students into the correct rooms. We will only process swaps for confirmed roommates.

**Risks:** During a requests to cancel and re-select, staff will not provide room search services while assisting with this process. If you wish to cancel and re-select you do so with the understanding that other students are continuing to search and select and releasing the assignment will place it back into the list of available beds and what you are seeking may no longer be available.
Confirmation Email

At the completion of the Self-Selection Process you will receive an email outlining your 2018-2019 housing information.

The email will include your selected room assignment, room type, meal plan option, payment option, and 18-19 payment schedule.