

# **Room Selection Guide**

2024-2025 Returning Student Housing Selection Process

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#### **Roommate Group Process Overview**

This Room Selection guide provides information about options that appear within the Living@TU Portal and how to select a room during the Room Selection Phase as an individual (solo student) or group. If you have any questions regarding this phase after reviewing this guide, please email us at <a href="https://example.com/housing/box/housing-box/housing

### **Housing Selection Virtual Help Desk**

The Department of Housing & Residence Life will provide a **Virtual Help Desk** from 10am-4:30pm each day during each Room Selection Day (April 28 through May 2). Students can access the help desk via this <u>Virtual Help Desk link</u>. **Students will need to authenticate using their TU login credentials**.

#### **Timeslots & Group Leader Information**

Your Selection Timeslot indicates when you (or your Group Leader) will be able to select a space in an open room. If you students (or their group leader) do not select a room during their selection timeslot, they will have to select during the Room Selection Make Up Day on May 2nd. Students who do not select a space by the May 2nd Make Up Day will have their contracts cancelled and will not have a space for the 2025-2026 academic year. You can view your timeslot in the email that was sent on April 17th.

#### **Group Leader Designation & Responsibilities:**

The Group Leader is the student who goes into the system during the room selection process to assign themselves and their roommates to a unit for next year. It is important for all group members to discuss various plans for housing if their first choice does not appear during their timeslot. Come up with a plan B, a plan C, etc.

### To change your Selection Leader, please follow these steps:

- Decide as a Group who will be your new Group Leader. It should be a mutually agreed upon decision.
  Ensure that you elect the "most responsible" individual and someone who doesn't have an academic or
  personal commitment during your timeslot.
- 2. Once that is decided, the current Group Leader will need to do the following:
  - a. Log into the Living@TU Portal.
  - b. Click on Roommate Group on the sidebar.
  - c. Select the current term by clicking continue.
  - d. Select the new roommate group leader by click on the **"Make Group Leader"** button next to the person that will be the new group leader.
- 3. If there are circumstances where a Group Leader cannot select a room during the DAY OF YOUR SELECTION TIMESLOT, email us at <a href="https://housing@towson.edu">housing@towson.edu</a>.

# Cancel Your Housing Contract for 2025-2026

If your plans have changed and you are no longer planning on living in University Housing next year, please complete the "Contract Cancellation Request" form via the <a href="mailto:Living@TU Portal">Living@TU Portal</a>.

### Roommate Group Reference: Group Sizes & Available Housing

Only rooms large enough to accommodate your roommate group will be displayed during the room selection process. Remember, **only the Group Leader will participate in room selection**. They will assign the group members to their spaces within the room, suite, or apartment during the room selection process. Use the chart below as well as the <a href="Proposed 2025-2026 Housing & Meal Plan Rates">Proposed 2025-2026 Housing & Meal Plan Rates</a> as guides in determining the size of your roommate group.

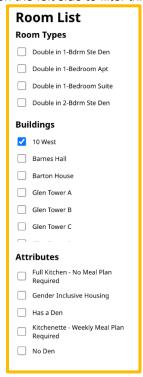
Allowable Group Sizes			
Building / Community	2	3	4
Residence Halls			
Barton	✓		
Douglass	✓		
Glen Complex (A, B, C, D)	✓	✓	$\checkmark$
Residence Tower	$\checkmark$		
Newell Hall	✓	✓	
Richmond Hall	$\checkmark$	✓	
Prettyman Hall	✓	✓	
Scarborough Hall	$\checkmark$	✓	
Apartments			
10 West	$\checkmark$	✓	$\checkmark$
Barnes Hall	$\checkmark$	✓	$\checkmark$
Marshall Hall	$\checkmark$	$\checkmark$	$\checkmark$
Towson Run	✓	✓	✓

## Room Selection Process for Solos (students without a Roommate Group)

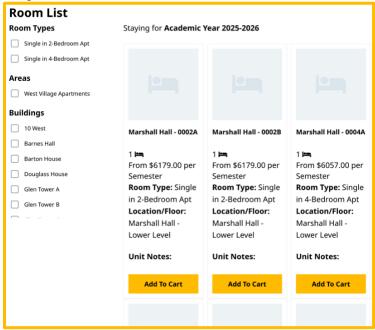
- 1. Log-in to the Living@TU portal
- 2. Select Room Selection.
- 3. **Choose Your Building:** Click "Select" next to the building you want to live in.



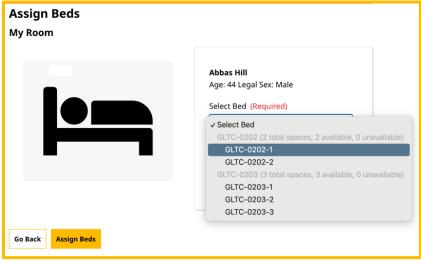
4. Filter Spaces: Use the Room filters located on the left side to filter through the different room types and room attributes



5. Pick a Room: Browse through the available rooms and click "Add to Cart" to hold the one you like.



6. **Assign Yourself:** Click on the room in your cart and using the dropdowns, select a bed to assign yourself to.

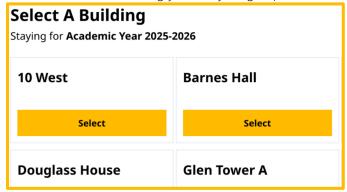


- 7. **Pro Tip:** If you're signing up solo, try to choose a room that already has someone in it. This helps reduce the chance of being moved later (a process called consolidation).
- 8. Click "Assign Bed" to lock in your spot.
- 9. Double-check everything! Make sure you're happy with your selection.
- 10. Click "Confirm Assignment." Once you confirm, you won't be able to make changes.



# **Room Selection Process for Groups**

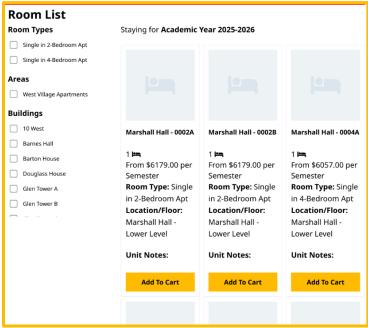
- 1. Log-in to the Living@TU portal.
- 2. Select Room Selection.
- 3. Choose Your Building: Click "Select" next to the building you and your group want to live in.



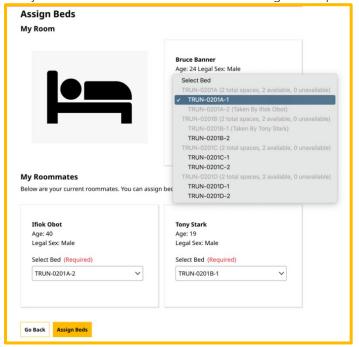
4. Filter Spaces: Use the Room filters located on the left side to filter through the different room types and room attributes



5. Find a Room: Look for a room that has enough open beds for everyone in your group.



- 6. The system will notify you if the room doesn't have enough space.
- Hold the Room: Click "Add to Cart" to temporarily hold the room. You will have 3 minutes to assign everyone in your group to a bed.
- 8. Assign Beds: Place yourself and your roommates in the available beds using the dropdowns, then click "Assign Bed".



- 9. Double-Check Everything: Make sure everyone is in the right spot and you're happy with the choices.
- 10. Click "Confirm Assignment". Once confirmed, you will not be able to make any changes, so be sure before clicking.

