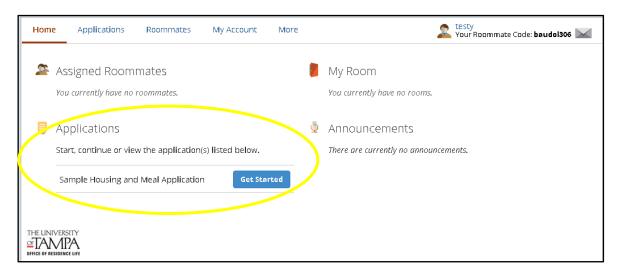
<u> 2025-2026 Returning Resident Room Selection</u>

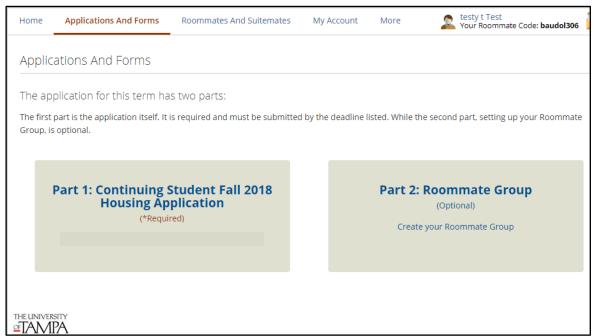
Welcome to the 2025-2026 Returning Resident Room Selection Guide. This guide contains important information for the selection process. Be sure to read this guide carefully and contact Residence Life at reslife@ut.edu if you have any questions.

Residence by Symplicity: Selection How-To

Application Process

Log in to MyUTampa with your Spartans domain and password. Select the Residence by Symplicity app. All eligible residents will have access to the application on their home screen. If you do not see the application and you are a current resident, please contact Residence Life before Feb 7.





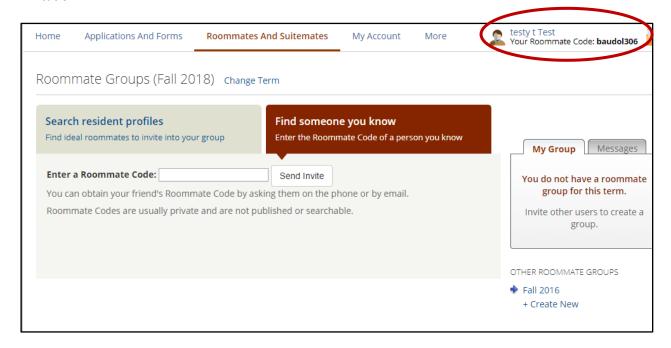
Part 1 of the application includes profile, accommodations, meal plan, roommate matching questions, and housing agreement.

Part 1 is required and due by Feb 7 at noon.

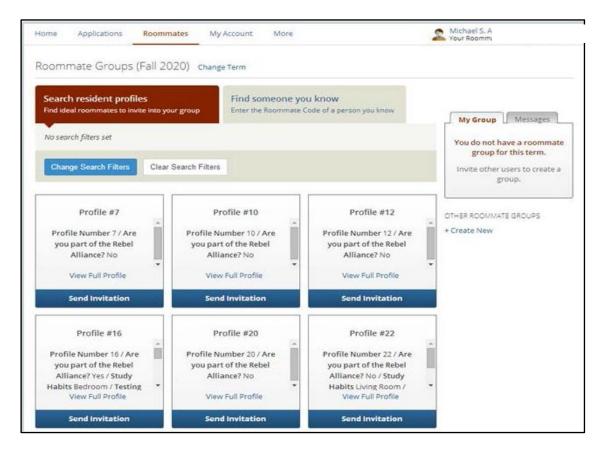
Part 2 of the application is optional. You may select by yourself or as part of a group. Part 2 is where you will be able to form and change roommate groups throughout the process. The group selection time will be the median best (middle best) of its members. Adding or removing members may affect the group selection time.

Roommate Groups

If you know who you want to live with, we suggest talking in advance and designating one person as the **"group leader"** to start the group. This will help prevent any errors with starting multiple groups. The group leader will click "find someone you know" and enter each roommate's code. Each student has a unique roommate code that they can find on the top right hand corner of their screen. The leader can then invite them to join the group. Each member will have to log in and accept the invitation.



If you do not know who you would like to live with, but want to find a roommate, click on "search resident profiles". Then, you can search for others based on information they have submitted in their profile. You can communicate with them and decide if you would like to group together.



Changing Roommate Groups

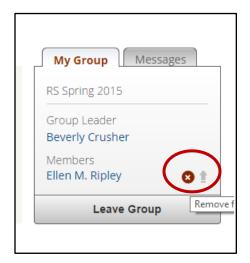
Roommate groups can be edited using the same steps. The "group leader" (person who created the group) can add or remove

any member to the group. To remove members, the group leader selects the red "X" button next to the roommate to be removed, then saves the changes to the group.

By selecting Leave Group, any member of the group can remove themselves from a roommate group at any time until their room selection is finalized. Any individual can also remove themselves from the group by clicking on the red "X" button.

When someone is removed from the group, an email notification is sent to all members of the group making them aware of the change to the group.

Additionally, the group leader may pass the "group leader" role to any other member of the group by selecting the "up arrow" next to the intended group leader. This may be helpful to use if the group's selection time conflicts with the group leader's schedule.



In this process, we ask that you honor the Spartan Code and be respectful of your fellow group members by contacting them beforehand when removing or leaving groups. The group's selection time will be the median (middle) best number out of its members. Adding or removing members may affect the group selection time. If so, the changes to selection time will be immediately apparent upon saving the changed group.

 Note: Once you leave a group or remove a member of the group, you will need assistance from the Office of Residence Life to add that same member back to the group. Please contact our office at 813-253-6239 or reslife@ut.edu for assistance.

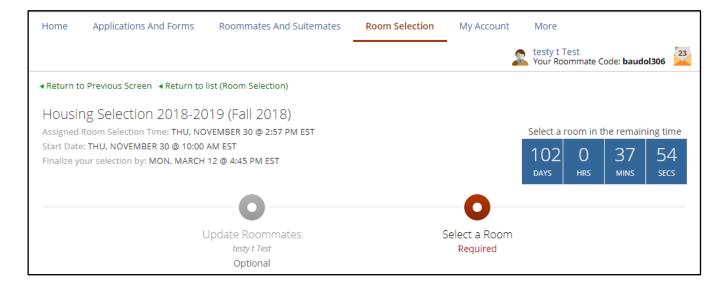
How to Select

On February 14, a selection time will be assigned to each resident who completed an application by the deadline. The time will populate in each student's account on *Residence by Symplicity*.

 Selection times will be assigned randomly giving priority to those with the fewest numbers of semesters lived on campus.

Once selection times are live, in *Residence by Symplicity*, you will see Room Selection as an option on your account.

• The group's selection time will be the median best of its members. The median is the middle selection time out of all group member's times when sorted in chronological order. Adding or removing members may affect the group selection time. If so, the changes to selection time will be immediately apparent upon saving the changed group.

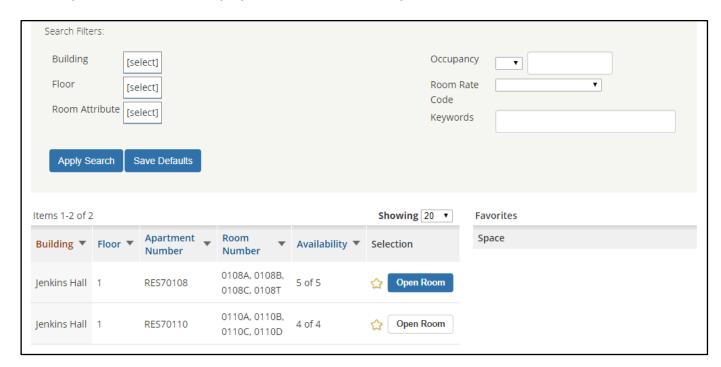


View and search rooms

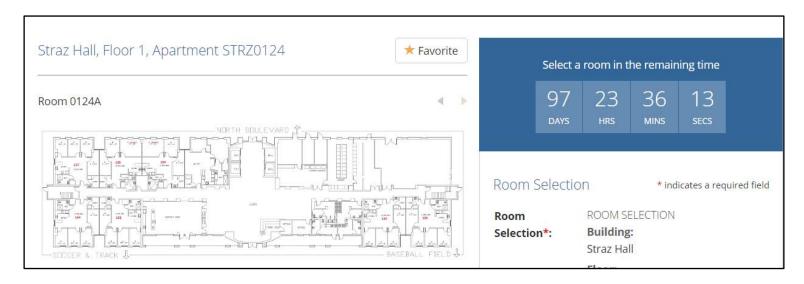
You can use the filters to search for what type of space you are looking for. You will be able to filter by Building, Floor, Occupancy, or Room Rate. This list is pre-filtered based on the combined eligibility of the group members. Changes in the roommate group may affect the rooms or apartments displayed. The Availability column lists how much space is available in each room.

- Rooms showing a BLUE open room button are available for you to choose.
- Rooms showing a **WHITE open room button** are not available to groups of your size or type (your group may be too big or too small for that room).

You can save your favorite rooms by clicking on the star in the Selection column. By saving a Favorite room, participants create a personal list that allows for faster selection when it is your selection time.



When you click on Open Room, you will see any available additional information provided- which may include the floor plan. You can click on the image to zoom the view.



Clicking on the room will also note gender inclusive rooms as (mixed/no restrictions).

Finalize Room Selection

Once a room or rooms have been identified, the group leader should make the selection. The display lists all group members and the room the group leader selected. If selecting an apartment/suite, the group leader will need to place each person from the roommate group into the bed spaces related to the apartment/suite.

Be sure to discuss with your members who will be in which bedroom or who will share a bedroom.

When the assignment is ready to be finalized, the "Finalize Selection" button is displayed. After clicking on the "Finalize Selection" button, click OK to confirm that the housing selection is finalized.

Your selection is not complete until you click the "Finalize Selection" button and click "OK" to confirm it.

Tip: You may want to screen shot this page to share with your group.

Once an assignment has been finalized and submitted you will not be able to edit the group or change the finalized room assignment.

Room Change Waiting List

If you were not able to secure the ideal space for yourself or your group, please select a space and then place yourselves on the room change waiting list. **This list will open after housing selection ends for those who selected a room during the process.** The waiting list to change rooms will be reviewed throughout the summer.

Continuing Student Standby Waiting List

If you do not participate in the selection process and select a space, you cannot be on a waiting list to change rooms/buildings. Your only option is the Continuing

Student Standby Waiting List. While the Office of Residence Life strives to accommodate students on the waiting list, there is no guarantee you will be offered on campus housing.

Off-Campus Housing

We encourage you to explore off-campus housing options by attending the Off Campus Housing Fair on February 26, 2025, by visiting our website: https://www.ut.edu/campus-life/residence-life/off-campus-housing or by contacting our preferred, off campus housing property, https://www.ut.edu/campus-life/residence-life/off-campus-housing or by contacting our preferred, off campus housing property, https://www.ut.edu/campus-life/residence-life/off-campus-housing or by contacting our preferred, off campus housing property, https://www.ut.edu/campus-life/residence-life/off-campus-housing or by contacting our preferred, off

