# 2024-2025 Continuing Student Housing Selection

Welcome to the 2024-2025 Continuing Student Housing Selection Guide. This guide contains important information for the selection process. Be sure to read this guide carefully and contact Residence Life at <u>reslife@ut.edu</u> if you have any questions.

### **Residence by Symplicity: Selection How-To**

#### **Application Process**

Log in to <u>Symplicity</u> with your Spartans domain and password. 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 10.

	More Seasy Roommate Code: beudel306
Search Assigned Roommates	📒 My Room
You currently have no roommates.	You currently have no rooms.
Applications	nnouncements
Start, continue or view the application(s) listed below.	There are currently no announcements.
Sample Housing and Meal Application	torted
Home Applications And Forms Roommates And	Suitemates My Account More 🙎 testy i Test Your Roommate Code: baudol300
Applications And Forms	
The application for this term has two parts:	
The first part is the application itself. It is required and must	be submitted by the deadline listed. While the second part, setting up your Roommat
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Part 1 of the application includes profile, special needs, meal plan, roommate matching profile, and housing agreement.

## Part 1 is required and due by Feb 9 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 the error of 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 view on their screen. The leader can then invite them to join the group. Each member will have to log in and accept the invitation.

oommate Groups (Fall 2018) chan	ge Term	
Search resident profiles Find ideal roommates to invite into your group	Find someone you know Enter the Roommate Code of a person you know	
		My Group Messages
Enter a Roommate Code:	Send Invite	You do not have a roomma
You can obtain your friend's Roommate Code by	asking them on the phone or by email.	group for this term.
Roommate Codes are usually private and are no	t published or searchable.	Invite other users to create group.
		OTHER ROOMMATE GROUPS
		<ul> <li>Fall 2016</li> </ul>
		+ Create New

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.

Search resident profiles Find ideal roommates to invite into y	Find someone you Enter the Roommate C	a know ode of a person you know	My Group Messages
No search filters set			You do not have a roommati
Change Search Filters Clea	r Search Filters		group for this term. Invite other users to create a group.
Profile #7 Profile Number 7 / Are you part of the Rebel Alliance? No View Full Profile	Profile #10 Profile Number 10 / Are you part of the Rebel Alliance? No View Full Profile	Profile #12 Profile Number 12 / Are you part of the Rebel Alliance? No View Full Profile	OTHER ROOMMATE GROUPS + Create New
Send Invitation	Send Invitation	Send Invitation	
Profile #16 Profile Number 16 / Are you part of the Rebel Alliance? Yes / Study Habits Bedroom / Testing View Full Profile	Profile #20 Profile Number 20 / Are you part of the Rebel Alliance? No View Full Profile	Profile #22 Profile Number 22 / Are you part of the Rebel Alliance? No / Study Habits Living Room / View Full Profile	
Send Invitation	Send Invitation	Send Invitation	

#### **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 the 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.

	wy droup wiessages
ves from ual can	RS Spring 2015
.	Group Leader
	Beverly Crusher
o all	Members Ellen M. Ripley
ner	Leave Group
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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.

#### How to Select

On February 16, 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 <u>Residence by Symplicity</u>.

 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 <u>Residence by Symplicity</u>, you will see Room Selection as an option on your account.

The group's selection time will be the median best (middle 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.

Home	Applications And Forms	Roommates And Suitemates	Room Selection	My Account	More			
				2	testy t T Your Roc	est ommate C	ode: <b>baudo</b>	ol306
<ul> <li>Return to</li> </ul>	o Previous Screen 🖪 Return to l	ist (Room Selection)						
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#### 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 (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.

Search Filte	ers:					
Building	[se	elect]			Occupa	ancy 💽
Floor	[se	elect]			Room F	Rate
Room At	tribute [se	elect]			Code Keywor	rds
Annhu D	earch S	Save Defaults				
Apply S	caren					
Apply S						
Items 1-2 of 2					Showing 20 V	Favorites
	2	Apartment Number	Room Number	Availability 🔻		Favorites Space
Items 1-2 of 2	2 Floor ▼	Apartment	Room Number	Availability 🔻 5 of 5		

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.

Straz Hall, Floor 1, Apartment STRZ0124	★ Favorite	Select a	room in t	the remain	ing time
Room 0124A	4 F	97 days	23 HRS	36 MINS	13 stcs
	Ro	om Selectic	n	* ind	icates a required field
	net la construction de la	om ection*:	ROOM S <b>Building</b> Straz Ha		

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.

#### • 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 through the summer.

#### No Guarantee Wait 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 no guarantee wait list. While the Office of Residence Life strives to accommodate students on the No Guarantee Wait 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 March 22, 2023, by visiting our website: <u>https://www.ut.edu/campus-life/residence-life/off-campus-housing</u> or by contacting our preferred, off campus housing property, <u>The Henry</u>.

Roommates *:	James G. Barker Indiana Jones		
Room Selection *:	Building: Hollan Ap Floor: 1 Apartment: 103-04		
	Room 103 (Male):	James G. Barker	•
	Room 103 (Male):	Indiana Jones	٠
	Room 104 (Male):		•
	Room 104 (Male):		٠

Finalized	d: Your room selection has been
Room Select	ion
Roommates:	Breanna X. Adderly Shayne S. Antes Tyler B. Anderson Victoria T. Adams
Room Selection:	Building: Mitchell Hall Floor: 2 Room: Mitchell Hall - Floor 2 - Room 201
Back	