

HOW TO SELECT A ROOM

1. Log into the housing application. You can find a link to the application on the housing website. <http://www.du.edu/housing/student/applying.html>

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APPLYING FOR HOUSING

Getting a Room on Campus

Once you decide to attend the University of Denver, your next step is to apply for a housing assignment. The deadline to apply for housing is May 1st.

APPLY FOR HOUSING

- Visit go.du.edu/apply-for-housing
- Click on "Application" and select the term(s) for which you will first live on campus. Select Academic Year 2016-2017
- You should have received your user ID and password from Undergraduate Admission during the application process. If you haven't received your user ID and password, or you cannot remember them, please contact Undergraduate Admission at admission@du.edu or (303) 871-2036.

VIEWING YOUR ROOM AND ROOMMATE ASSIGNMENTS

In mid-July you will have access to view your room assignment, and to find your new roommate's name and contact information. Follow steps 1-3 above and select "Housing Preferences/Check Assignment."

CONTACT US

Housing and Residential Education
University of Denver
Located in **Nagel Hall** First Floor

Mailing Address & Contact:
2055 E. Evans Ave., Suite 200
Denver, CO 80208
Phone: 303-871-2246
Fax: 303-871-4064
Email: housing@du.edu

2. When entering the application, you will go to the tab labeled "Room Selection Page." This page will direct you to a link labeled "select your room." This link can be found at the upper right hand corner and is circled in this screenshot.

Room Selection Page - Pick Your On-Campus Apartment (Step 12 of 13)

Main **Select Your Room**

For Group Leaders Only:

- You will use this page to select your room assignment.
- You will be selecting for your group (either you as an individual or as a team of up to 6 people) at your designated room selection time.
 - If you are picking a space for your team, make sure to pay attention the available spaces (ie: 2/2) so that you all group members can be placed.
- Once you pick a space, you cannot go back into the system to change your rooms so please place your group members carefully.
- After you select, if you would like, you can email housing@du.edu to be placed on the waitlist for a different room. However, please know that our priority will be to place the students who were not able to select at Room Selection due to space limitations, then we will focus on students who wish to try for a new space. The waitlist will be a first-come, first-served process and there is no guarantee of room changes. The waitlist will be available until June 2017.

You are not assigned to a room for this term. You can search for one using the options above.

Go to **"Select Your Room"** tab above (right side) to select your space for next year.

Save & Continue

Room Selection Page - Select Your Room (Step 12 of 13)

Home | **Select Your Room**

For Rising 2nd Years - Here are the Housing Options for 2nd year students (Nelson, Nagel, Hilltop and Centennial Towers). All of these options will be open over winter break. You can find more information at <http://www.du.edu/housing/>.

Nagel Hall:

- Floors 1-3 are mostly double/double (or jack and jill suites). There are a few single rooms available, but please know they are very limited. There are not any kitchens in the suites but there are community kitchens for all residents to use.
- Floors 4-5 are all apartment style. There are 4 single bedrooms in each apartment where all four residents share a kitchen, living room and bathroom.

Nelson Hall:

- Floors 1-4 are a mixture of suite sizes (ranging from 2-6 people). Each suite has different configurations of double and single room options. There are not any kitchens in the suites but there are community kitchens for all residents to use.
- Floor 5 has a mixture of suite sizes. The majority of the apartments on this floor have kitchens within the apartment but there are a few that do not. If you would like to try for a space with a kitchen within the 5th floor apartments (please refer to the floor maps on the next few pages but the apartments with the kitchens will have a letter next to it - ie: 504A-C. The suites without kitchens will just have a number and no letter).

Centennial Towers:

- The upper floors of Towers South (8-10) will be available for students to select.
- All of the suites have a double/double room set up, where all 4 residents will share a kitchen and bathroom.

Hilltop:

- All of these apartments are furnished and have a kitchen, living room and bathroom.
- There are 1 bedroom options with double occupancy (two residents to the apartment).
- There are 2 bedroom options with 3 residents to the apartment (1 Single Room and 1 Double Room).

Building Options: - Select One

Centennial Towers
Hilltop
Nagel
Nelson

Save & Continue

Building > Floor > Rooms > Beds

3. After clicking the link you will be directed to this page. This page lists out the different buildings and types of rooms.

At the bottom of this page, it prompts you to choose a building. For the purposes of this demonstration I will choose Nagel.

Building Options: - Select One

Centennial Towers
Hilltop
Nagel
Nelson

Save & Continue

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Building > **Floor** > Rooms > Beds

Nagel

Pick the floor you would like to live on:

Floor	Other
Nagel 1st Floor	0
Nagel Floor 2	0
Nagel Floor 3	0
Nagel Floor 4	0
Nagel Floor 5	0

[Enter custom text here]

Save & Continue

4. Once you choose a building, you will be directed to a page that lists the floors and the available units which you may choose to live on.

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- The upper floors of Towers South (8-10) will be available for students to select.
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Hilltop:

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Building > **Floor** > Rooms > Beds

Nagel

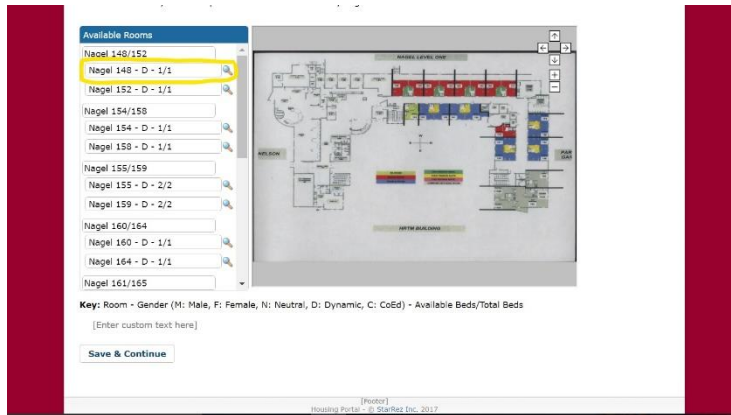
Pick the floor you would like to live on:

Floor	Other
Nagel 1st Floor	0
Nagel Floor 2	0
Nagel Floor 3	0
Nagel Floor 4	0
Nagel Floor 5	0

[Enter custom text here]

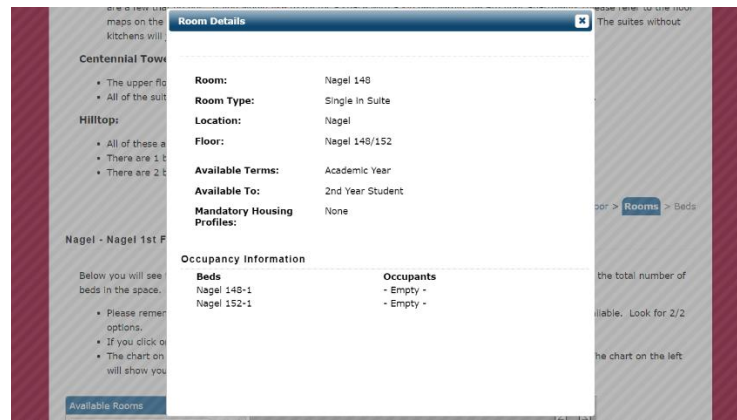
Save & Continue

5. Select the floor; It will highlight. Then press "save and continue."



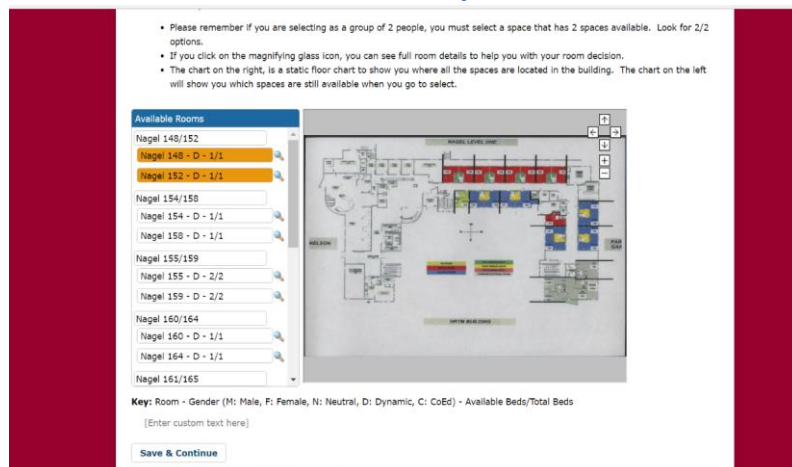
6. Now that you have clicked the building and the floor you want to live on, you will be directed to a page that lists out the available rooms as well as the floor chart.

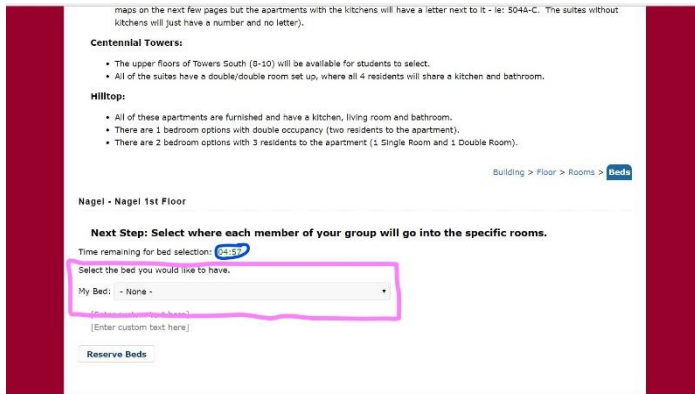
The magnifying glass next to each room will tell you what type of room it is.



7. Now you can choose the particular room you and your roommates want to live in. You must highlight ALL rooms you want to place your group into before clicking “Save and Continue”.

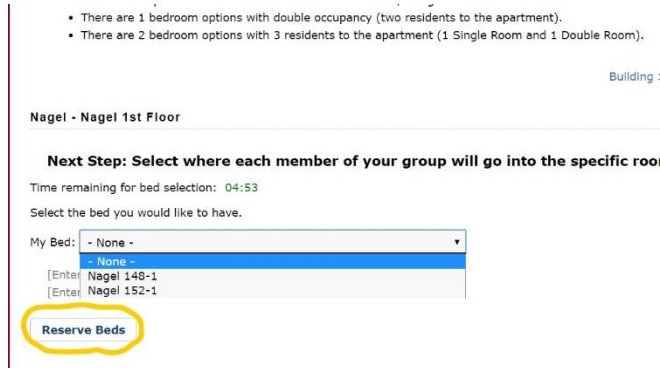
Pay close attention to the numbers next to the room; they tell you how many students can be placed in each room. 1/1 means that room 148 is a single. A room that has 2/2 means it is a double room. Also, the floor chart to the right is color coded based on the number of students that can be placed in each room.





8. Once you have selected the room you want, you will be directed to this page, where you will need to place yourself and your groupmates into a particular bed.

Note that you only have 5 minutes to do this. If you do not reserve the beds in that time, nothing will be saved and you will need to start over



9. The drop down menu will list the beds for the room. Once all people in your group are placed into a particular bed, click reserve bed.

10. After you have placed yourself and your groupmates into a room, you will see the room assignment you have booked.

11. You will receive a confirmation email after the room selection process has ended with your room assignment and cancellation information.