

# 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](http://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](mailto: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  
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Email: [housing@du.edu](mailto:housing@du.edu)

2. When entering into the application, you will go to the tab labeled "Room Selection Page." This page will direct you to a link labeled "select you 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 Room

(Step 11 of 12)

Main | Select Your Room

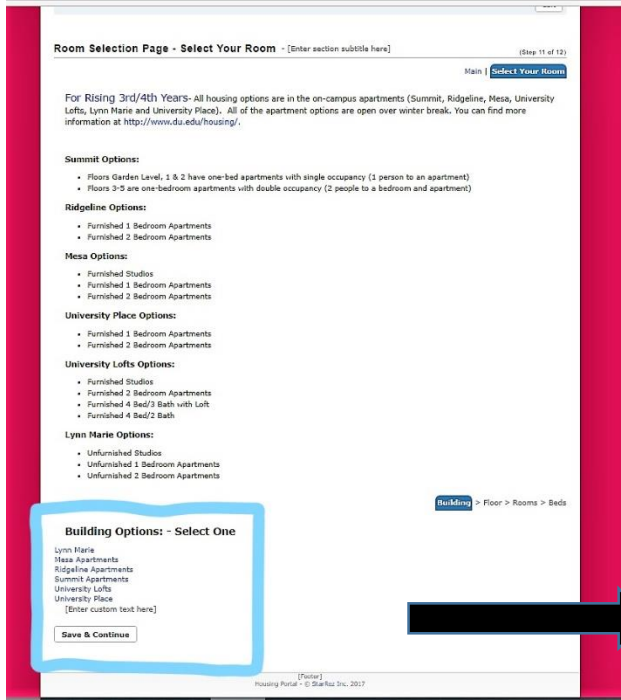
**For Group Leaders Only:**

- You will use this page to select your on-campus room assignment for the 2017-2018 academic year.
- You will be selecting for your group (either you as an individual or as a team of 2) at your designated room selection time.
  - If you are picking a space for your team of 2, make sure to pay attention to options that have 2 available spaces (ie: 2/2) so that you both 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](mailto:housing@du.edu) to get on the waitlist for a different room. 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



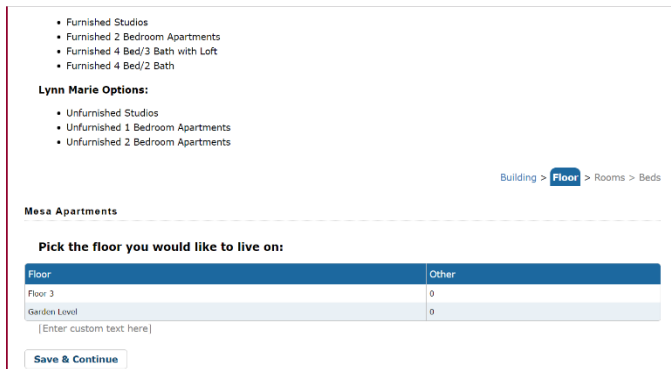
3. After clicking the link you will be directed to this page. This page lists out the different apartments and types of rooms.

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

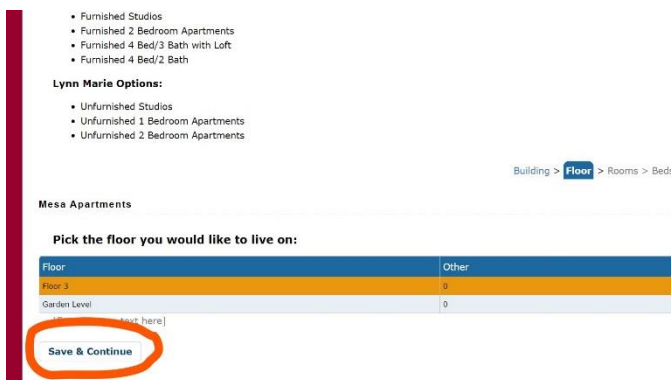
**Building Options: - Select One**

- Lynn Marie
  - Mesa Apartments
  - Ridgeline Apartments
  - Summit Apartments
  - University Lofts
  - University Place
- [Enter custom text here]

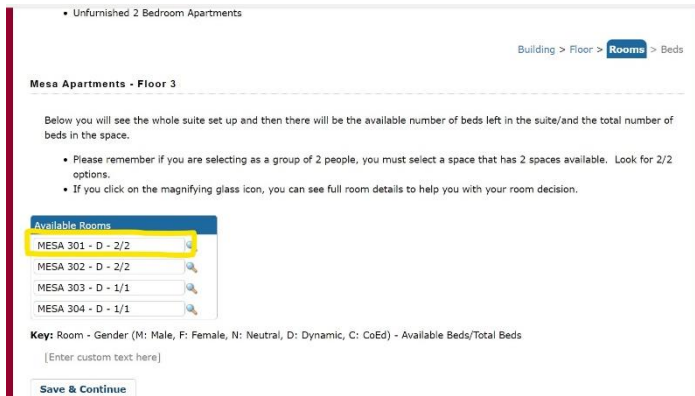
**Save & Continue**



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. For Mesa Apartments, you can live on the 3<sup>rd</sup> floor or the garden level.

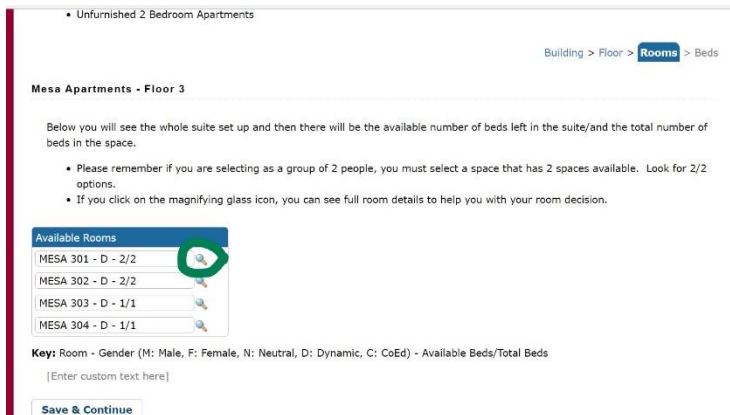
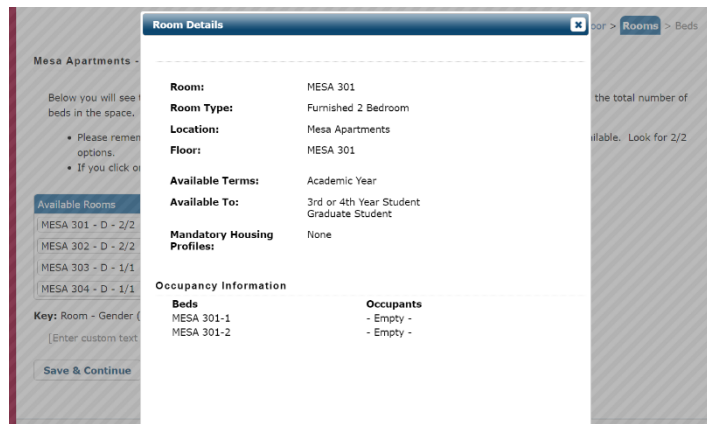


5. Select the floor; it will highlight. Then press "save and continue."



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.

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 want to live in.

\*If there are two people in your group, make sure you choose a room that can hold 2 people. For Mesa, look for the 2/2.\*

**Lynn Marie Options:**

- Unfurnished Studios
- Unfurnished 1 Bedroom Apartments
- Unfurnished 2 Bedroom Apartments

Building > Floor > Rooms > **Beds**

Mesa Apartments - Floor 3

**Next Step: Select where each member of your group will go into the specific rooms.**

Time remaining for bed selection: 04:48

Select the bed you would like to have.

My Bed: - None -

[Enter custom text here]  
[Enter custom text here]

**Reserve Beds**

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 groupmate 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\*

• Furnished 4 Bed/2 Bath

**Lynn Marie Options:**

- Unfurnished Studios
- Unfurnished 1 Bedroom Apartments
- Unfurnished 2 Bedroom Apartments

Building > Floor > Rooms > **Beds**

Mesa Apartments - Floor 3

**Next Step: Select where each member of your group will go into the specific rooms.**

Time remaining for bed selection: 04:44

Select the bed you would like to have.

My Bed: - None -

**Reserve**

[Enter: MESA 301-1]  
[Enter: MESA 301-2]

**Reserve Beds**

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 group member, if you have one), 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.