2022 Upper-class Housing Selection Information

Housing Selection Coordinators:
Nolan Renz
Janet Schieber

housing-selection@scranton.edu
Objectives

- Review of selection timeline
- Tour of housing portal
- Introduction of housing selection
- Demonstration
- Answer questions
Important Information

Upper-class housing is offered in multi-person apartments:

- Montrone and Pilarz Halls
  - 4 Person Apartments
- Madison Square, Romero Plaza, Katherine Drexel (Linden Apartments)
  - 2, 3, 4, 5, and 6 Person Apartments

There are 2 upper-class housing selection processes:

- Manual Selection into non-4 person apartments
  - Offline, rolling basis
  - Complete the application in the housing portal
- Live Selection for 4 person apartments
Live Selection Information

- Only for groups of 4 students
- Rising seniors receive better selection times than rising juniors
- Each group of 4 students will receive one time. Group times are set randomly by the selection system.
- The system will not accept your housing selection without 4 students.
- Internet Explorer is not supported for the Selection. Students are advised to use a different Browser, such as Firefox.
Upper-class Housing Selection Timeline

- **Tuesday, February 8th:**
  - 2022/2023 Intent For Housing application opens in the student portal. ALL students need to complete this application. (This also takes the place of a housing deposit.) You will not be able to participate in housing selection without the application completed.
  - Rising juniors and seniors access Residence Life Housing Portal and set up Lottery Group of 4.

- **Friday, February 18th**
  - Individuals Seeking Groups and Groups Seeking Individuals applications open in the student portal.

- **February 28th – March 21st:**
  - Offline, manual selection process for non 4-person groups will be completed on a rolling basis.

- **Monday, March 21st:** Groups of 4 must be finalized and will lock in the portal.

- **Tuesday, March 22nd:** Selection times are released to groups

- **Thursday, March 24th:** Live Online 4-person selection @ 3:00p.m.
Housing Portal Access

Log into My.Scranton
→ Self Service UIS
→ Student Services/Financial Aid Tab
→ Residence Life Menu
→ Housing Portal
4-Person Group Set-Up - Pre-Selection

Decide who will be the Captain/Leader for your group

Everyone will give their roommate code to the Captain
Setting up Your Roommate Group – Captain Only

Go to Roommates Tab and Select Fall 2022 Term

To find a roommate or to edit an existing roommate group, start by selecting a term below.

Choose A Term
Setting up Your 4-person Group - Continued

Use the search box to enter roommate code.

Everyone in group will give their roommate code to one member who will use these to create a group.
Setting up Your 4-person Group - Continued

Group leaders enter the roommate code and the following message is sent to each individual:

Hi, I found your profile in the roommate search. Would you like to be my roommate?

[Send] [Cancel]
Setting up Your 4-person Group - Continued

Each group member will log into their portal and accept the roommate request.
Setting up Your 4-person Group - Continued

Incomplete groups will not receive a lottery time.

Group leader can see who has not yet accepted

Each member must accept invitation
Setting up Your 4-person Group - Continued

Update Roommates
Jannell J. Jeffers, Nicolette K. Sorensen, Susie McCrea, Michelle Boughton
Optional

Search resident profiles
Find ideal roommates to invite into your group

Find someone you know
Enter the Roommate Code of a person you know

Browsing resident profiles has been disabled.
You may still select roommates from the Find someone you know tab

Group leader can see group is complete

My Group
Messages
Demo Fall 2019 Term
Group Leader
Michelle Boughton
Members
Jannell J. Jeffers
Nicolette K. Sorensen
Susie McCrea
Leave Group
Roommate requests can only be sent and accepted once.

- 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
  - You do not have a roommate group for this term.
    - Invite other users to create a group.

- Other roommate groups
  - Fall 2015
    - + Create New
Applications to find or Join a Group
The Online Selection Process

Assigned Roommates
You currently have no roommates.

Applications
Start, continue or view the application(s) listed below.
- 2019 Group Looking for Individual(s)  Get Started
- 2019 Individual Looking to Join an Apartment  Get Started

Room Selection
Click below to begin the room selection process.
- Demo 2019 Lottery
  Selection Date: Thu, Feb 28 @ 10:16 AM EST
  Open

My Room
You currently have no rooms.

Announcements
There are currently no announcements.

Quick Links
Other
Overnight Guest Registration

Once lottery times and available housing are posted, a new section will appear on portal page.
The Online Selection Process

Assigned Roommates

You currently have no roommates.

Room Selection

Click below to begin the room selection process.

Demo 2020 Lottery

Selection Date: Wed, Feb 19 @ 10:51 AM EST

On portal page, open lottery
The Online Selection Process

Once times are run, a live countdown clock will appear.

Click Select a room to view available housing.

Search resident profiles
Find ideal roommates to invite into your group

Find someone you know
Enter the Roommate Code of a person you know

Browsing resident profiles has been disabled.
You may still select roommates from the Find someone you know tab.

My Group
Demo Fall 2019 Term
Group Leader
Michelle Boughton
The Online Selection Process

During lottery, all available housing is displayed and screen will update in real time.

Students will complete their own assignments.
Captain View

- Captain can use star feature to note favorites.
- When time available, captain will select open room and chose assignments for group.
Live Demo

Individual or small group info sessions can be set up by emailing housing-selection@scranton.edu