

# Timeline for Current Resident Student Room Selection

- February 14 – Housing Application opens in the Housing Portal
- February 28 – Deadline to pay \$200 for Room Selection to receive a priority timeslot (only for returning students)
- March 5 – Timeslot Notification Emailed to those who met the February 28 deadline
- March 12-14 – Online Room Selection Opens Based on Assigned Timeslots
- March 20 - Online Room Selection Opens for Returning Students who Paid after February 28 deadline, Upperclassman Transfers, and Commuters; No Timeslot Needed

## Returning Student Room Selection for 2024-2025

### *Step 1: Start your Housing Application – Priority Deadline of February 28*

Log in to MyLander. Then click on Housing Portal – Application - Select the term 'Academic Year 2024-2025'. The application will walk you through each step and will stop on the Roommate Requests step. Be sure to agree to the terms of the contract and pay the non-refundable \$200 Housing Application fee. The deadline to pay this fee for priority room selection and receive a timeslot is **Wednesday, February 28**.

In this step, you and your peers are allowed to search for a roommate, create a Roommate Group name, request to be someone's roommate and accept roommate request invitations. *A Roommate Group consists of you and one other student*. Your application will allow you to review other students' profiles (created by answering the roommate questionnaire) and communicate with potential roommates to determine compatibility before inviting them to be a part of your Roommate Group. In order to request a roommate, you will need to know their "Screen Name", which is the prefix to their Lander email address. It is important to have your roommate request submitted and accepted prior to room selection, so you can look for a space for you and your roommate. Only mutual requests will be considered. Once you are a part of one Roommate Group, you can't join another.

### *Step 2: Timeslot Notification – March 5*

On March 5, your timeslot will be sent to your **Lander email** address. Only those returning students who have paid the \$200 Housing Application fee by the March 1 deadline will be eligible to receive a timeslot. Your timeslot is the day/time you will be able to log in and select a room in the Housing Portal. The day and time of your specific timeslot will be based on your **HOURS EARNED**. Those students with the most hours earned will have the earliest timeslot.

### *Step 3: Room Selection- Timeslots Open – March 12-14*

Timeslots will run from Tuesday, March 12– Thursday, March 14. You do not have to log in at the exact time of your timeslot. Feel free to log in after this time if you have a conflict. Your timeslot will not expire. However, you will not be able to log in to select your room BEFORE your time ticket opens and the Housing Office can't adjust it for you.

Once your timeslot opens, you will want to log in to your application and complete the *Rooms – Room Search Wizard, Meal Plan, and Confirmation* pages. You will not be able to see these pages until your time ticket starts. Once you have completed these three pages, your housing application will be complete.

\*If you have a Roommate Group you will be able to assign the student in your group to a room at the same time you assign yourself.

Have questions about this process? We will have an informational table set up at different times in the month of February and will email everyone with the exact dates/times. We are also available in the Housing Office from 8 a.m. – 5 p.m. each Monday – Friday.

## Frequently Asked Questions

### **I don't have a credit card to pay the \$200. What should I do?**

We recommend that you purchase a pre-paid VISA card. This will allow you to pay the fee online. Payment with a check is also an option.

### **What are the single-room options for upperclassmen on campus?**

Bearcat Village has some single rooms, and Thomason is single only. In Bearcat Village, the singles are found in Buildings K, F, C, and L. Those rooms that are singles will have the word 'Single' beside them. Also, a few in Bearcat Village have half bathrooms, and those with half bathrooms will be indicated with 'Half Bathroom.' For example, Bearcat Village C5C is a single room with a half bath and is listed as 'BV-C5C-1- Single Rm Half Bath'. The rooms that are doubles are indicated as such.

### **I want to live with my friend(s). How does this work? What is a Roommate Group?**

When you select your room you can assign up to 1 friend to live with you.\*\* This friend must accept the invitation to be a part of your Roommate Group in the application on the 'Roommate Requests' step prior to you selecting your room. When your timeslot opens, you will be able to make not only your room assignment but also the room assignment for the other student in your Roommate Group. The friend with the earliest timeslot will likely make the room selection for the group. Once your timeslot opens and you are in the 'Room Search Wizard' on the 'Rooms' step you will highlight the beds you want to assign yourself and the student in your Roommate Group. Then, in the next step, you will assign the rooms by using a drop-down box by the person's name. You MUST assign them to the same room/apartment as yourself.

**Please note: After you make their room assignment, their application will NOT be complete. They will need to log in at their time ticket to select their 'Meal Plan' and complete the 'Confirmation' page.**

### **Do I have to have Roommate Group or can I just sign up by myself?**

You do NOT have to have a Roommate Group. Many students sign up for housing by themselves.

### **I am eligible for "Special Room Sign-Up." When will that be held, and what do I need to do?**

For eligible students, we will contact you via email closer to time to let you know more specifics. For now, you will want to complete Step 1, which is starting your housing application and paying the \$200 Housing Application fee. You will not be able to participate in Special Room sign up until it has been paid.

**When selecting my room, the residence hall I want is not available. What do I do now?**

It's important to have a game plan before going in for room selection. Make sure that you and your roommate are in agreement with what you want. Be sure to have a second and third choice in case your number one choice is unavailable.

**I want to ask a friend to be in my Roommate Group, but I can't find them in the Housing Portal.**

First, they must have paid the \$200 in order to find them. Second, on the 'Web Profile' step they must tick the box to include themselves in the roommate searching process.

**What if I paid after February 28 and did not qualify for a time ticket? When will room selection open for me?**

Room selection for late pay, commuters, and transfers will open on March 20 at 9 a.m. and will stay open throughout the summer.

**Currently, I am a commuter student at Lander but I will be on campus next year. When will room selection open for me?**

Room selection for late-pays, commuters, and transfers will open on March 20 at 9 a.m. and will stay open throughout the summer.

**Currently, I am enrolled in all online courses and not living on campus but I will be on campus next year. When will room selection open for me?**

You are considered a commuter student, and room selection for late-pays, commuters, and transfers will open on March 20 at 9 am. and will stay open throughout the summer.

**I will be a new transfer student at Lander for next year. When will room selection open for me?**

Room selection for late-pays, commuters, and transfers will open on March 20 at 9am and will stay open over the summer.

**How can I reserve a certain room that I know I want?**

Our room sign-up process does not allow you to hold or reserve any rooms. When your time ticket opens, you will select your room from those that are available.