



Housing and Residence Life Room Selection Guide – Spring Sign-up

This document serves as a guide for students who are returning to NMU for the fall semester.

In order to participate in room selection, students must first complete their Room Reservation Form, and have paid the \$200 advance payment. This is also the time to formulate your roommate/suitemate matches whether your roommates are a returning student or a new student.

Students wanting to reserve a room in The Woods (Birch, Cedar and Maple Halls) must be up to date on their student account payment plan or have an account balance of less than \$500. Students wanting to reserve a room in Spooner hall must be 21 years old or have junior class standing (56) or more earned credits or lived in the residence halls for four semesters.

- I. To participate in Room Selection, log into the Housing Portal through MyNMU. Scroll down on the homepage to see what room selection processes you are eligible to participate in.
- II. Only those who have completed the Room Reservation Form and paid the \$200 Advanced Payment PRIOR to the day of participation will be eligible. The schedule to select a room is indicated below. There are some unique rules for different days, so be sure to read the instructions. Most pages will have an information box on the right side of the screen that will explain any unique rules or procedures for that day.

Tuesday and Wednesday, March 17 & 18	Thursday-Sunday, March 19-22
9:00 AM to 11:59 PM: <ul style="list-style-type: none">- Students may select their current room- Selection is limited to individuals and roommate groups of two students	9:00 AM to 11:59 PM: <ul style="list-style-type: none">- Students may select any room for which they are eligible on campus. The list of students eligible to sign up will refresh at 9:00 AM on Thursday and Friday.

- III. To participate in room selection, click on the “Room & Roommate Selection” tab, then choose “Select a Room or Suite”.

A screenshot of the MyNMU Housing Portal. At the top, there is a navigation bar with links for Home, Applications & Forms, Roommate Profile, Room & Roommate Selection (which is highlighted in blue), NMU Dining Meal Plans, and More Tasks... Below the navigation bar, there is a search bar with the placeholder text "Search". Under the "Room & Roommate Selection" tab, there is a dropdown menu with options: Roommates/Suitemates and Select a Room or Suite. The "Select a Room or Suite" option is currently highlighted with a blue border.

- IV. Filter your room selection. If you have already selected your current room or house, you will not have this option. However, if you are looking to select a room elsewhere on campus, you may select



the desired space.

This screenshot shows the "Online Room Selection" page. At the top, there's a message: "You are now eligible to select a room. You have until 3/30/2017 at 10:00 PM." Below this, under "Roommate Group (1)", it says "You". There are two dropdown filters: "Floor" (set to "(no filter)") and "Hall" (set to "(no filter)"). A "Find Available Rooms" button is at the bottom.

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V. Once you have selected the hall you wish to live in, a list of the available spaces for which you are eligible will appear. You are able to view how many spaces are available in each room and suite. You will see the price of that room for the semester. If you are assigning a roommate group that is larger than two people, it is important that you choose the "Select Suite" button (right) instead of the "Select Room" button (left).

This screenshot shows the "Available Rooms" page. It lists four rooms under "Hunt Hall - Floor 1":

- Room: 103** Spots: 2
HUNT-Single w/ Private Bath rate: \$4,025.00 [Term]
- Room: 126** Spots: 2
HUNT-Double w/ Private Bath rate: \$2,951.00 [Term]
- Room: 142** Spots: 2
HUNT-Double w/ Private Bath rate: \$2,951.00 [Term]
- Room: 100** Spots: 2 **Suite: HUNT-100/102** Spots: 4
HUNT-Double rate: \$2,797.00 [Term]

IV. Assign yourself to the room by selecting bed 1 or bed 2. If applicable assign those in your roommate/suitemate group using the arrows to fill in the remaining spaces. Once you have completed this step you will receive an email confirmation.



Room Booking

You have selected the suite: HUNT-100/102

HUNT-100/102

100 bed 1	Are you sure that this is correct (you will not be able to change this yourself)? If so, you may submit room booking now...
John Doe	<input type="button" value="I Agree - Submit My Room Selection"/>
100 bed 2	
Doe John	
102 bed 1	
<Leave Empty>	
102 bed 2	
<Leave Empty>	

Unique Circumstances

- On the first two days of room selection any student can select their current room to reserve for the Fall Semester. If one of the students living in the room has a roommate match that is not the current roommate, they will be allowed to assign that person to the room, meaning the current roommate will not be able to reserve that room, because it is full. Please communicate with your current roommate about your intentions for the fall to avoid any issues during Spring Sign Up.
- If you want roommates after you select your room, you will not be able to “pull” people in through the roommate matching process. The student with whom you want to be roommates with will have to select the opposite space in your room.
- If you have a matched roommate who has not completed their Advanced Payment they will not show up when you go to select and assign your roommate group to a room or suite.
- If you are signing up for a hall with restrictions, you and your roommate will need to both meet the criteria for that space. Please communicate with your roommate/suitemate to assure that all criteria is met by both parties (i.e. academic house or Spooner Hall).
- On the first two days of room selections, students will be limited to roommate groups of two. Starting on the third day, students can be in groups of up to four.
- If you select a room and want to change your assignment, you will need to wait until Tuesday, March 24th when you will be entered into the room change process.

NOTE: ***For optimal results, it is recommended to use a browser other than Internet Explorer.***