

Traditional On-Line Room Selection Instructions

For 2 or more persons in a roommate group

Keep in Mind:

- Roommate groups can be groups of 2, 3, 4, and 6 students.
 - The majority of spaces on campus are Double (2-person) occupancy rooms
 - Spaces for groups of 3 & 6 are in upperclassmen housing only and have VERY limited inventory.
 - Spaces for groups of 4 in Freshmen housing have VERY limited inventory.
 - There are NO Triple (3-person) units available in Freshmen housing
- **All students/groups should have contingency plans A thru Z set up before** the Roommate Group Leader's time slot opens in case the group's top preferred building and/or room types are not available when the Roommate Group Leader's time slot opens. This may include breaking out into smaller groups if a larger unit is not available when their time slot opens.
- There are no guarantees that a student/group will be able to select into any specific building or room type
- The number of students in your roommate group must match the total number of beds in the space for the Roommate Group Leader to select the group into a space.
- The Roommate Group Leader should be the student in the roommate group with the earliest time slot. See the **Roommate Group Instructions** guide for assistance.
- We recommend that all students complete steps **1-4** before the roommate group's earliest time slot opens so the Roommate Group leader can start their search when that time slot opens.
- Steps **5-10** will be available when the Roommate Group Leader's time slot opens.
- The roommate group can make adjustments to the group at any time until a selection is made if needed – be sure to communicate changes to affected group members – anyone dropped from the group will automatically receive an email.
- Review the [Room Rates page](#) as some buildings are billed at a higher rate. Rates are typically set by the Board of Visitors at their April meeting.
- **Gender Inclusive Housing roommate groups must fill the entire unit at the time of selection.**
- **REMINDER: All personal belongings must be removed at check-out in May.**

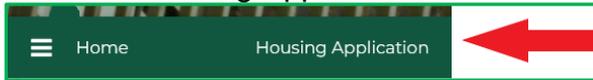
Room Types Room types notated with “(H)” during room selection indicate higher cost building:

- Rooms with access to a shared hall bathroom
 - *Available to Single-Gender roommate groups only*
 - Double = 2 persons (**the majority of bed spaces**)
- Rooms with access to a single use hall bathroom
 - *Available to Single-Gender and Gender Inclusive roommate groups*
 - Double = 2 persons (VERY limited inventory)
- Rooms with a private bathroom
 - *Available to Single-Gender and Gender Inclusive roommate groups*
 - Double – Private Bath = 2 persons (limited inventory)
- Suites
 - *Available to Single-Gender and Gender Inclusive roommate groups*
 - Single/Single Suites = 2 persons (VERY limited inventory, no freshmen only spaces)
 - Single/Double suite = 3 persons (VERY limited inventory)
 - Double/Double suite = 4 persons (VERY limited inventory in freshmen halls, more expanded inventory in upperclassmen halls)
 - Triple/Triple suite = 6 persons (VERY limited inventory, no freshmen spaces)
- Apartments
 - *Available to Single-Gender and Gender Inclusive roommate groups*
 - **Not a Freshmen housing option**
 - *All apartments include winter break/not have to leave for winter break*
 - 1 Bedroom Apt = 2 persons (Ludwell – limited inventory)
 - Studio Double Apt = 2 persons (Ludwell – limited inventory)
 - 2 Bedroom Triple Apt = 3 persons (Ludwell – limited inventory)
 - 4 Bedroom Apt. = 4 persons
 - Tribe Square – 11.5 month contract (limited inventory)
 - Graduate Complex designated undergraduate spaces
 - 3 Bedroom Apt = 6 persons (Nicholas - VERY limited inventory)

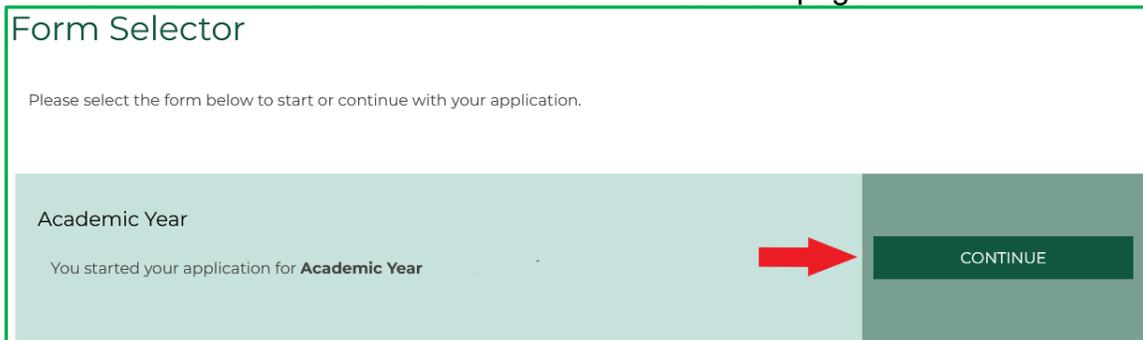
Housing Application and Room Selection Steps

1. Log into the W&M Housing Portal at:
https://wm.starrezhousing.com/StarRezPortalX/F13DA9C1/22/252/Student_Login-Student_Login

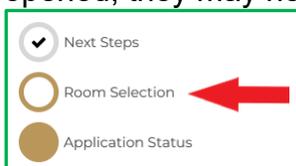
2. Click on “Housing Application”.



3. Click on “Start Form” or “Continue” in the Form Selector page.



4. These pages should already be done before your time slot opens:
 - a. Contract Release Request (answer “No Contract Release Request” in the bottom menu to access additional application pages if not seeking a Contract Release).
 - b. Personal Details
 - c. Contract
 - d. Contract Request to Cancel Housing
 - e. Accommodation Requests
 - f. Residence Hall/Building Information
 - g. Lifestyle Questionnaire
 - h. Gender Inclusive Housing
 - i. Gender Inclusive Agreement if requesting Gender Inclusive Housing
 - i. Roommate Group (see [Roommate Group Instructions](#) guide for assistance)
 - j. Additional pages may also appear based upon your student classification (New Student, Returning Student, Graduate Student, etc.)
 - k. Next Steps page (last page before room selection process)
5. When the Roommate Group Leader’s time slot opens they will access the **Room Selection** page in their **Housing Application** on the **Housing Portal** to make the group’s room selection. If they were in the Housing Portal before their time slot opened, they may need to log out/log in to access this page.



6. On the Room Selection page you will only see spaces that can be filled by the size of your roommate group. **The example here on the next page is of a roommate group of 2 persons.**
 - a. You can narrow down your search by building and room type.
 - b. You may need to click on subsequent page numbers at the bottom to view all of your options.
 - c. When you choose a space by clicking “Add to Cart” the system will auto select the connected rooms (if applicable), place them in your cart, & the system will auto advance you to the next page.
 - d. If you have accidentally clicked “Add to Cart” and want to change your selection, click the browser’s “Back” button to get back to the Room List screen and click “Removed from Cart” on the rooms you mistakenly selected
 - e. If the screen does not auto advance you to the next page after you have clicked “Add to Cart” for the correct space, click “Save & Continue” at the bottom of the screen

Room List

Room Types

- Double
- Double(H)
- Double(H) - Private bath
- Double(H) - Suite bath

Locations

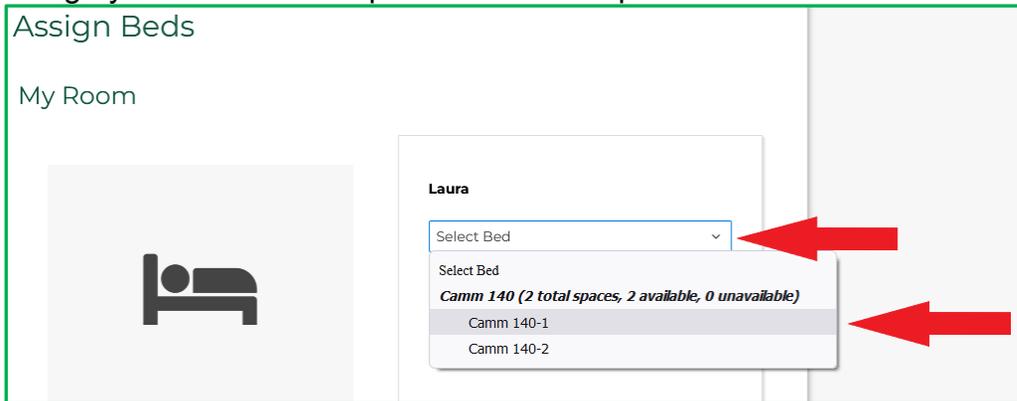
- Camm Hall
- Lemon Hall

 Camm 137 2  Camm 137 Show Room Info ADD TO CART	 Camm 139 2  Camm 139 Show Room Info ADD TO CART	 Camm 140 2  Camm 140 Show Room Info ADD TO CART
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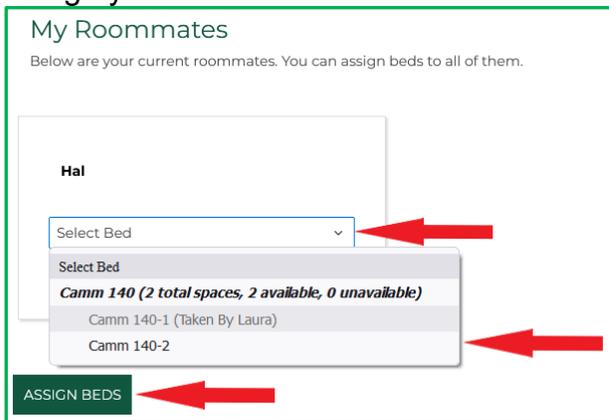
 Camm 141 2  Camm 141 Show Room Info ADD TO CART	 Camm 142 2  Camm 142 Show Room Info ADD TO CART	 Camm 143 2  Camm 143 Show Room Info ADD TO CART
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 Camm 144 2  Camm 144 Show Room Info ADD TO CART	 Camm 145 2  Camm 145 Show Room Info ADD TO CART	 Lemon 103 2  Lemon 103 Show Room Info ADD TO CART
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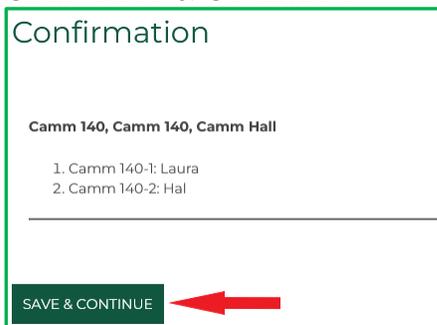
7. Assign yourself to a bed space from the drop down list.



8. Assign your roommate's or roommates' bed space(s) and then click "Assign Beds".



9. You will get a new Confirmation Screen that lists the assignments you just made. Click "Save & Continue".



10. When the room assignment has been made you will end the process by reviewing the Application Status Screen at the bottom then **STOP**. This is your final, official Housing Assignment. No further action is needed.
- a. **Non-group leaders** should also log in or refresh their screen to access the Application Status page at the bottom of their application to view their room assignment after the Roommate Group Leader has selected bed spaces for the group.
 - b. You will only see the list of students in your group on this page if everyone in the group has given their FERPA consent to allow roommates to see their information.
 - c. **LOG OUT OF THE HOUSING PORTAL ONCE YOUR ROOM SELECTION PROCESS ENDS FOR THE DAY**

Application Status

Please you room assignment details below:

Booking Summary

Room: Camm 140-1
Room Type: Double
Location: Camm Hall

Final Room Assignment	Preferred Name	Last Name	Term	Contact
Camm 140-1	Laura	.SmithX	Academic Year 22-23	Send Message
Camm 140-2	Hal	.Kandell	Academic Year 22-23	Send Message

If you have any questions about your housing assignment please contact [Residence Life](#)

[HOME](#)