Lottery Info/Room Selection Time----Friday, March 13th at Noon

How to determine your room selection time?

- Log into My Housing Portal---Contract, Manage 2020-2021---Lottery Number
- Match your lottery number to the room selection schedule to determine when your room selection time begins
- You can select a room anytime from when your room selection time begins until Wednesday, March 8th at 10pm. The earlier you log in the more choices you will have.

Sample Screenshot of the Lottery Number and Room Selection Schedule

Example scenario below see at the top the student is lottery number 3 and that the sign-up time will be December 2nd beginning at 8:30am.

Lottery numbers are randomly generated. Need Help? housing@uwec.edu or 715-836-3674.

- If you have Lottery Number 0, this indicated that you have not paid your housing deposit; and thus were not given a lottery number and therefore, not eligible for this round of room selection.

December 2, 2019

<table>
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December 3, 2019

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Room Selection---Monday, March 16th @ 8:30am- Wednesday, March 18th @ 10pm

Pre-Prepare For Room Selection:

• **Step 1: Verify Your Contract Term Selection**

  The contract length you selected (9 month or 12 month) determines what rooms you will see during room selection.

  o If you selected a 9-month academic term contract you will have the following room selection choices:
    ▪ Residence Hall Doubles and Singles
    ▪ Haymarket Landing Apartments
    ▪ Chancellors Hall Apartments
    ▪ Priory Hall Singles
    ▪ The Suites
  
  o If you selected a 12-month yearly term contract, you will ONLY have the following room selection choice:
    ▪ Aspenson Mogensen Hall

• **Step 2---Verify Roommate Group Qualification and Preferences**

  **NOTE: For 2020-2021 Round 2 selection occurring in March, please be aware that the ability to accommodate roommate groups is very limited. Make sure that you have plan ready with your group to possibly split up as needed.**

  o If your roommate group does not get assigned together, then you can submit a room change form immediately after everyone has an assignment. Housing works hard to accommodate as many requests as possible but we are limited by what rooms are available.

  o Make sure that all roommates qualified for a lottery number. Anyone without a lottery number will not be able to be assigned/pick a room during December room selection
  
  o Roommate groups should make sure all individuals in the roommate group have the same designations on the contract for the following items
    ○ Contract Term (9 month or 12 month)
    ○ Gender Inclusive Preference
      ▪ Yes, I am seeking gender inclusive housing in apts or suites
      ▪ Yes, I am seeking gender inclusive housing on the Rainbow Floor
      ▪ No, I am not interested in gender inclusive housing

  o To change or update any information so that everyone in the group matches, go to My Housing Portal, Contract, Manage 20-21 and Update Contract.

  o **All roommate in the roommate group will not show up during room selection unless contract term and gender inclusive preferences match for everyone and everyone has a lottery number!**
• **Step 3:** Watch Room Selection Tutorial Video and read instructions/overview below

• **Step 4:** Have your plan... Make sure you have determine your (or your roommate groups) first choice, second choice, and third choice room type and building options so that if your first choice is not longer available that you have an idea of what to look for next.

**Room Selection Instructions and Overview**

**a. How to select a room assignment?**

- Log into My Housing Portal at your room selection time (based on lottery number)
- Manage Room and Plan Bookings
- Book Room
- You will land at either a 9-month page or a 12-month page depending on the contract term you selected. See below what button/options you will see depending on what page you land at 9 month page or 12 month page.

- **9-month contract page you will see the following options (buttons):**

  ![Welcome to 20-21 Room Selection -- 9 Month Contract](image)

You answer the gender inclusive question on the contract: No, I am not interested in gender inclusive housing.

Select the area you are looking to live within and then proceed to next step to select your 2020-2021 assignment.

- **Same Gender Housing:** (No, I am not seeking Gender Inclusive Housing)
  - Residence hall doubles/singles, The Suites, Chancellors, Priory, Haymarket for all individuals of same gender in the room/unit.
  - Includes Towers South Chemical Free 2nd Floor and Towers North Scattered 10th Floor Living Communities.

- **Gender Inclusive Housing:** (Yes, I am seeking Gender Inclusive Housing or Rainbow Floor)
  - Answered the question on the housing contract “Yes, I am seeking to live on the Rainbow Floor” or “Yes, I am seeking gender inclusive housing in apartments or suites.”
  - Additionally all roommate specified yes to the gender inclusive question
  - Depending on your preferences, you will see room availability on the Rainbow Floor or gender inclusive units in the apartments or suites.

- **Living Learning Community:** (You preferred a living learning community)
  - Living Learning Communities in the residence hall doubles (Rainbow Floor is above under Gender Inclusive Housing).

Looking for Aspenon Mogensen? You will need to change your contract to 12 month and re-enter the Book Room page.

- **Same Gender**
  - All campus options | Units with individuals of the same gender
- **Gender Inclusive**
  - If you preferences YES to gender inclusive housing (apts/suites or Rainbow Floor), select here.
- **Living Learning**
  - If you preferred a living learning community, select here.
- **Update Contract**
  - Change Contract Length or Update Contract Preferences
- **Roommate Group**
  - Create or Change Roommate Group
• **Same Gender**
  - Individuals in the unit/room all of same gender for The Suites, residence hall doubles/singles, Chancellors, Haymarket, Priory
  - Here you will be also be able to select Chem Free (Towers South 2nd floor) and Towers Scattered Floor Living (Towers North 10th floor).

• **Gender Inclusive**
  - The purpose of gender inclusive housing is to allow for a comfortable and safe living environment for students across the gender spectrum. Applicants for gender inclusive housing will be required to exhibit their ability to support roommates of all forms of gender expression. In all gender living units, the living space is not designated by a person’s sex or gender.
  - Individuals in the roommate group **must fill all available spaces** in the unit. The system knows your roommate group size so if you have 2 individuals, you will only see options to accommodate 2 people or if you have 4 individuals you will see only accommodations for 4 people.
  - If you selected YES, I am interested in gender inclusive housing in apts or suites, you will see room availability in Haymarket, Chancellors or The Suites. **Remember, the roommate group must fill all available spaces within the unit.**
  - If you selected, YES I am interested in the Rainbow Floor, you will only see 7th Floor Towers, Rainbow Floor here.

• **Living Community**
  - If you selected a living community on your housing contract, you will be able to see available rooms in your specified living community.
  - If you have a roommate preference, this individual must also have the same LLC preference

• **Roommate Group**
  - If you need to modify or create a roommate group, you will need to do that here before you enter the room selection process. You will not be able to create or manage your roommate group in the book room process.

• **Contract Update**
  - Here you can change between 9-month and 12-month contract length, change your international roommate preference, change your living learning community preference or change your gender inclusive preference.
12-month contract page you will see following options (buttons) for Aspenson Mogensen:

welcome to 20-21 room selection--12-month contract

You answered the gender inclusive contract question. No, I am not interested in gender inclusive housing.

- **Same Gender Housing—No, I am not seeking Gender Inclusive Housing**
  - Aspenson Mogensen units with all residents the same gender

- **Gender Inclusive Housing—Yes, I am seeking Gender Inclusive Housing**
  - Aspenson Mogensen units with residents of any gender identity, sexual orientation, or expression
  - Roommate Group MUST fill all available spaces in the unit and designate “I am seeking Gender Inclusive Housing in apartments or suites” on the housing contract.

If you are looking for other buildings with 9 month contracts, you need to update the contract change below via UPDATE CONTRACT and then re-access the Book Room Page.

- **Same Gender**
  - All individuals in the unit are of the same gender

- **Gender Inclusive**
  - The purpose of gender inclusive housing is to allow for a comfortable and safe living environment for students across the gender spectrum. Applicants for gender inclusive housing will be required to exhibit their ability to support roommates of all forms of gender expression. In gender inclusive units, the living space is not designated by a person’s sex or gender.
  - Individuals in the roommate group **must fill all available spaces** in the unit. The system knows your roommate group size so if you have 2 individuals, you will only see options to accommodate 2 people or if you have 4 individuals you will see only accommodation for 4 people.

- **Roommate Group**
  - If you need to modify or create a roommate group, you will need to do that here as you will not be able to modify your group in the actual room selection pages
  - Here you can change between 9-month and 12-month contract length, change your international roommate preference, change your living learning community preference or change your gender inclusive preference.
2. How to assign requested roommates, if applicable?
   
a. I created a roommate group prior to room selection, how do we get a room together?
   
   i. Verify your roommate group status for everyone is LEADER and MEMBER
   
   ii. Verify that all members of the roommate group have the same contract length selection: 9 month or 12 month
   
   iii. Verify that all member of the roommate group have the same gender inclusive preference (No, I am not interested in gender inclusive housing, Yes I am seeking gender inclusive housing on the Rainbow Floor or Yes, I am seeing gender inclusive housing in the Suites or Apts)
   
   iv. Verify that all roommate group members have a lottery number. If anyone in the roommate group did not qualify for a lottery number, they cannot be assigned a room during the December process.
   
   v. The person in the roommate group that has the lowest lottery number thus the earliest selection time, will generally be designated as the person who will log in to complete the room selection process for the group members and themselves.
   
   vi. This individual will log into My Housing Portal, Room and Plan Bookings and select the appropriate room selection option (same gender, gender inclusive or living learning community)
   
   vii. Once into the room selection process, on page 2 you will see your roommate group member(s). Verify that all member’s name show up here. If they do not, then that member of the group did not have the same preferences as everyone else in the group or they do not have a lottery number.
   
      1. If roommate is not showing up, the roommate can log into My Housing Portal, contract, Manage 20-21 and update contract to determine what contract length and what gender inclusive preference was select and update as needed to match the group.
   
      2. If the roommate did not qualify for a lottery number, then that individual may not be assigned in the December room selection process. The roommate group should select a space without this individual. The individual who did not qualify, if pay deposit and have contract submitted by March, can participate in the March second round selection process. Then once everyone has an assignment, the group can submit a room change request to see the group can get a space together.
   
   viii. Once all roommate’s names show up on page 2 of the room selection process, then the person selection the rooms can proceed to select a room for the group.
   
   ix. Everyone in the group will get an email confirmation once the bookings is done.
   
   x. The individual in the roommate group that have a lottery number later in the process (as long as they got the booking confirmation email and can confirm their assignment in My Housing Portal), can ignore their lottery number room selection time as they have an assignment and do not need to do anything further.

b. I did not create a roommate group prior to room selection, what do I do as I now have roommate requests?

   i. If you need to create or make a change to your roommate group, the individual in the roommate group that has the lowest lottery number thus earliest selection time
is generally the one to complete the room selection process and log in. Before selecting the room you and your group must do the following:

ii. **Person Logging into select the room goes to:**
   1. Log into My Housing Portal
   2. Room and Plan Bookings
   3. Book Room
   4. On the landing page, see Roommate Group. Invite members here or update roommate group.

iii. **Then invited member needs to do the following:**
   1. My Housing Portal
   2. Contract
   3. Manage 20-21
   4. Roommate Group
   5. Then accept the invite (each person must do this)

iv. **Finally, the person selecting the room can go to back to:**
   1. My Housing Portal
   2. Room and Plan Bookings
   3. Book Room
   4. Select from options: Same Gender, Gender Inclusive or Living Learning Community
   5. Proceed through process on page 2 you should now see all your roommates. If you do not, make sure contract and gender preferences are the same for everyone and try again.
   6. You will select a room for you and roommates.

3. **Update Contract**
   - During room selection you can go to Update Contract and change any of these items:
     - Contract Length
     - Gender Inclusive Housing Preference
     - Living Learning Community Preference
     - International Roommate Preference

   - If you want to see other building availability under a different contract length, you must change your contract selection before you will have access to see the other building availability (roommates need to do the same).

   - **Steps to Update Contract:**
     - **Person Selecting the Room**
       - My Housing Portal
       - Select Room and Plan Bookings
       - Book Room
       - Update Contract,
       - Change Contract Items and Click Update
       - Once contract term is changed, then return to portal home, room and plan bookings, book room and this time select BOOK ROOM option.
All roommates (if applicable) must also change contract length
  ▪ My Housing Portal
  ▪ Contract
  ▪ Manage your 2020-2021
  ▪ Update Contract
    • Change will happen immediately after form submitted

Here is an example: Example: Your first choice is Chancellors hall and everyone in the roommate group has selected a 9-month academic term contract. However, when you go to select the room, Chancellors is full.

Now your second choice is Aspenson Mogensen Hall which is a 12-month yearly term contract but you are unable to see other available rooms until you change your contract selection.

Once everyone in your roommate group has changed to a 12-month contract as outlined above, then you will be able to see Aspenson Mogensen Hall Apartment options when you click Book Room.

Proceed with selecting the desired room assignment

FREQUENTLY ASKED QUESTIONS

1. What happens if I do not have any requested roommate?
   • That is ok. You are not required to have any requested roommates
   • We recommend in order to leave room in campus spaces for roommate groups, that if you are an individual, please select a space that is available with random roommates rather than placing yourself in a completely open room. You are able to view the name of the individual already assigned to the room as well as how they answered their roommate matching questions so this can help in your selecting a roommate that you feel would be a good fit for you.
   • If spaces remain open within your selected room/unit, another random roommate may select this space or Housing may assign another student here.
   • Housing may consolidate students who do elect for an open room, move you to a new space, and notify you via email. Housing will work to keep you within your assigned building but you may then just get a new room assignment.

2. What if my roommate group cannot fill (exception gender inclusive apartments/suites) the 4 bedroom unit but I want to select a 4 bedroom unit?
   • You can do that! You can select the unit, the open bedroom space(s) will be filled with random roommate(s)
3. Last year I needed a roommate PIN to select my roommate during room selection. I don’t see that this year?
   - You no longer need a roommate PIN.
   - If you have roommate requests, you need to create a roommate group and all individuals must accept the invitation to make sure that the status of the group is LEADER or MEMBER for all individuals in the group.
   - You can access the Roommate Group under My Housing Portal, Contract, Manage 20-21 and Roommate Group or the person selecting the room can see the Roommate Group on the room selection page as identified above in how to secure a assignment on page 3.

4. I originally elected to live in a Living Community, but I have changed my mind or no rooms are available in my designated community. What should I do?
   - Please go back to portal home to select either Same Gender or Gender Inclusive housing to see other housing options. Remember, with gender inclusive housing your roommate group does need to fill all available spaces within the unit and all individual must select to the gender inclusive question that they are interested in this.

5. I completed my application and deposit but did not select a room by March 18th. How do I get an assignment?
   - You will be assigned a room by the Housing Office and notified via email by March 27th.

6. How do I submit for a room change or be added to a waitlist? Chancellors was my first choice, however, Chancellors was full during my room selection time. I selected my second choice hall. Can I get on a waitlist for Chancellors if a space becomes available?
   - Once you have an assignment you can submit a room change request as below:
     - February 3, 2020-August 1, 2020 room change request available for 9-month contracts
     - February 3, 2020-May 1, 2020 room change request available for 12-month contracts
       i. My Housing Portal
       ii. Manage Room and Plan Bookings
       iii. Waitlist 2020-2021
   - If you have a roommate group, one individual will submit the room change request and invite the roommates to a room change roommate group. The roommates then need to log into My Housing Portal to find under Room and Plan Bookings, Room Change Roommate group to accept the invitation. Once the form is submitted and all roommates have accepted, Housing will work to process your request.
   - Once you submit this form, you are authorizing a room assignment change without prior notification to you
   - Requests will be processed based on the date the room change request was submitted and room availability
   - You will receive email notification of your new assignment if we are able to make the change
   - You will remain on the list until the specified deadline in accordance to your contract length (outlined above) or you will be notified that we were unable to process your request
7. If I currently have a room assignment but then find a new roommate I would like to live with. What do I do?
   • If both of you already have a room assignment, follow the waitlist process outline in Question 6.
   • If one person has a room assignment but the other has not applied or selected a room then that person
   without the room assignment should submit the deposit and contract before March 9th to qualify for
   March Selection. This person will select a room in March. When both individuals have an assignment,
   then a room change request can be submitted.

8. My preferred roommate(s) already have an assignment and I want to live with them. What do I do?
   • At this time, there is no guarantee that you will be able to live together
   • You can try to get assigned together by doing the following:
     i. You must apply and pay housing deposit to qualify for March selection by March 9th
     ii. Select an assignment during the room selection process
     iii. Once everyone in the roommate group has an assignment, a room change request can be
         submitted.
     iv. Patiently wait to see if a change can be made. Housing works hard to accommodate as many
         requests, but spaces are limited for 2020-2021 which means less room change will be able to be
         accommodated.

9. Can I change or update my roommate group during room selection?
   • Yes. You can update or change your roommate group all the way up to the time you select your room.
   • Prior to Room Selection: My Housing Portal, Contract, Manage 20-21 and Roommate Group to create or
     accept any invitations.
   • During your room selection time: My Housing Portal, Room and Plan Bookings, Book Room. Then see
     Roommate Group. You can invite or remove individuals here. Just note if you invite individuals, that they
     must accept and have qualified for a lottery number in order for you to provide that student an
     assignment.
     i. Roommate can go to My Housing Portal, Contract, Manage 20-21 and Roommate Group to
        accept any invitations.

10. I have a room assignment but I want to request to change my contract length. What do I do?
    • Please submit a room change request as explained in question #6 as changing your contract will impact
      your assignment.

11. When and how do I select a meal plan?
    • Watch for meal plan information in April 2020.
    • If you do not select a meal plan, and a meal plan is required, you will be defaulted to the platinum meal
      plan.
    • Remember, meal plans are required in residence hall double/singles and the Suites. Meal plans are
      optional in Chancellors, Haymarket, Aspenson Mogensen, and Priory.

12. Now that I have a room assignment, how do I secure parking?
    • Watch for parking registration instructions for 2020-2021 during Spring 2020 coming from Blugold
      Central

13. Where can I verify my room and roommate information for 2020-2021?
    • Log in anytime to My Housing Portal
14. What if I change my mind and want to cancel?

- Cancel by May 1, 2020 @ 11:59pm to be released from the terms of the contract with no financial obligation and receive the $75 housing deposit refund in 2-3 weeks. Remember if you have an account balance, this will be applied to the balance.
- If AFTER MAY 1, 2020 at 11:59pm, all cancellation request will need to be reviewed via the UW Board of Regents Guidelines. If your request does not meet these guidelines, you may submit for a one-time appeal in writing to be review by the Director of Housing and/or the designated board.
  - DO NOT sign an off-campus lease until you have your final decision from Housing
- More information see Cancellation Policy and Cancellation Appeal Process
- To Cancel:
  - My Housing Portal
  - Manage Housing Contract
  - Manage 2020-2021 contract
  - Cancel Contract
  - You will receive email notification of status of your request

Questions? Contact Housing@uwec.edu or 715-836-3674 (Monday- Friday 7:45am-4:30pm)