

Traditional On-Line Room Selection Instructions

For Students Without A Roommate Group **Not** Selecting A Single Occupancy Space
*Also useful for roommate groups trying to select
into a unit that is larger than their roommate group size*

Keep in Mind:

- Students who are not in a roommate group and those who are not able to or do not want to select into a single occupancy space will return to their housing application during the designated afternoon period on their time slot DAY to make a selection into an available space.
 - They will be receive a random roommate and roommate lifestyle questionnaire response matching will likely not be considered at time of assignment.
 - See the **Returning** (February/March) or **New** (May/June) Student Room Selection process schedule for the designated times to make this type of selection.
- **All students should have contingency plans A thru Z set up before** their time slot opens in case their top preferred building and/or room types are not available when theirs time slot opens.
- There are no guarantees that a student will be able to select into any specific building or room type
- We recommend that all students complete steps **1-4** before their time slot opens so they can start their search when that time slot opens.
- Steps **5-9** will be available when their time slot opens.
- Students who select into Tribe Square (not available to Freshmen) must answer “Yes” on the Tribe Square acknowledgement question – if it not, the person’s Tribe Square assignment will be removed and that space will be placed back into the process for selection.
- 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.
- Residence Life will do a nightly audit of all assignments and may move students if there is a gender discrepancy– will move the last person(s) to select into the space.
- Gender Inclusive Housing is not available for students no in roommate groups or who are in groups that are not filling a whole unit.
 - Students seeking a single occupancy space for medical purposes should reach out to the Student Accessibility Services (SAS@wm.edu) immediately to get that request process started.
- **REMINDER: All personal belongings must be removed at check-out in May.**

Room Types - You will have an assigned roommate - Room types notated with "(H)" during room selection indicate higher cost building:

- Rooms with access to a shared hall bathroom
 - Double = 2 persons (**the majority of bed spaces**)
- Rooms with access to a single use hall bathroom
 - Double = 2 persons (VERY limited inventory)
- Rooms with a private bathroom
 - Double – Private Bath = 2 persons (limited inventory)
- Suites
 - 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
 - ***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)

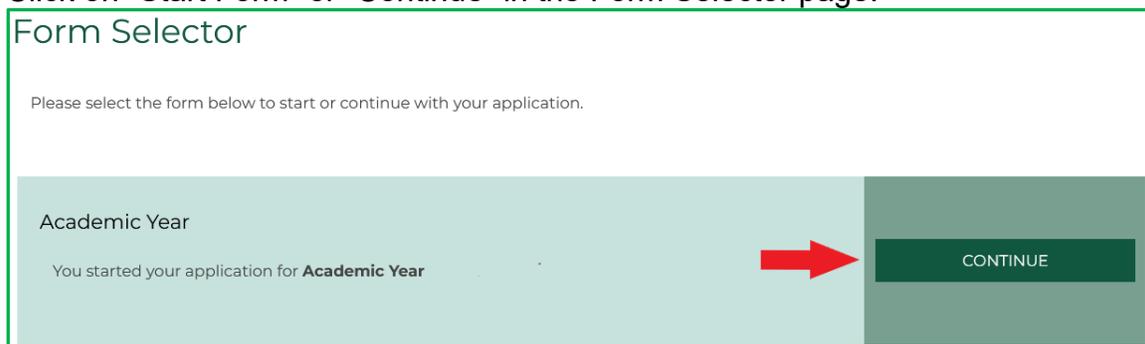
Housing Application and Room Selection Steps

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”.

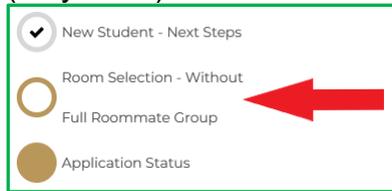


3. Click on “Start Form” or “Continue” in the Form Selector page.



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)
 - i. Select “Save & Continue at the bottom of the page if not joining a roommate group
 - 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. If the student is not in a roommate group, is not able to secure a single occupancy space, or does not want to live in a single occupancy space, they will access the **Room Selection** page in their **Housing Application** on the **Housing Portal** during the designated afternoon period on their **Returning** (February/March) or **New** (May/June) Student Room Selection time slot DAY.



6. On the Room Selection page you will see all currently available spaces that you can select into (**see next page for graphic**).
 - 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. You can click on “Show Room Info” to check to see if anyone else has selected into the Unit as well as view their lifestyle questionnaire response (profile).
 - d. 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.
 - e. 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
 - f. 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

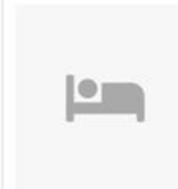
Room List

Room Types

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

Locations

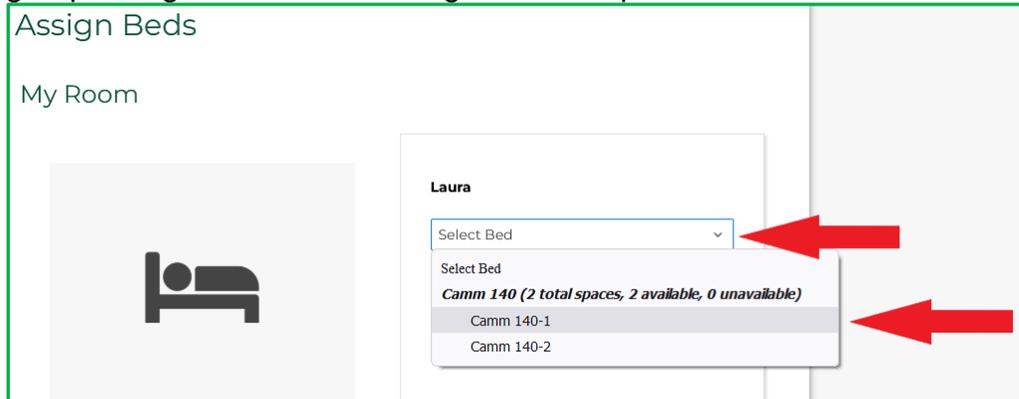
- Camm Hall
- Lemon Hall

 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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7. Assign yourself to a bed space from the drop down list. If you have a roommate group, assign them to remaining available spaces in the unit.



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



9. 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. You can send a message to your other roommate/suitemates/apartment-mates from this page.
 - b. You will only see the list of students in your Unit on this page if more than one student is already assigned into the space if everyone in the unit 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 view your 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				

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

[HOME](#)