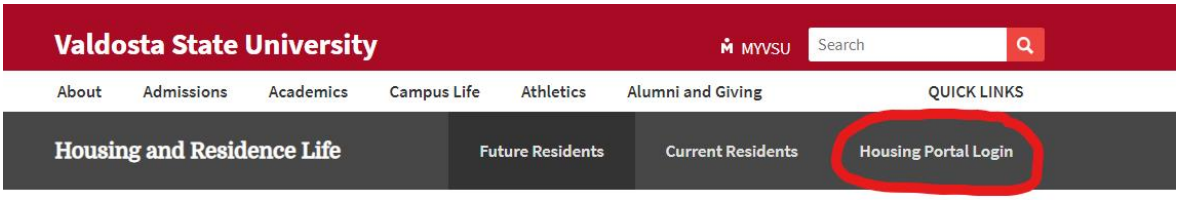
Room Selection for Students with a Timeslot

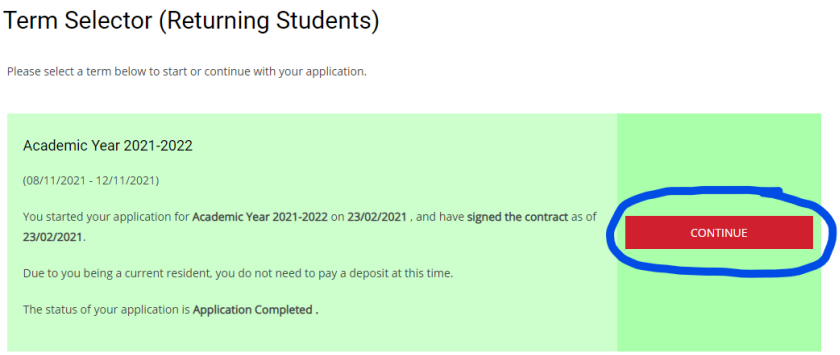
This step by step guide will walk you through how to select a specific space in the residence halls. Members of the same roommate group may or may not have the same timeslot. Anyone in the roommate group may log in during their timeslot to select the space and assign all group members. Roommate groups should discuss ahead of time which member will log to select the space and confirm the group's preferences. Please note that the earlier timeslots will have the most available spaces to select from.

Please follow it all the way to the end, and reach out to housing@valdosta.edu if you have any questions.

Step 1:

- Visit our Housing webpage at www.valdosta.edu/housing
- Click on "Housing Portal Login" on the right hand side of the page
- Go back to the housing application and click continue on your 2021-2022 application.





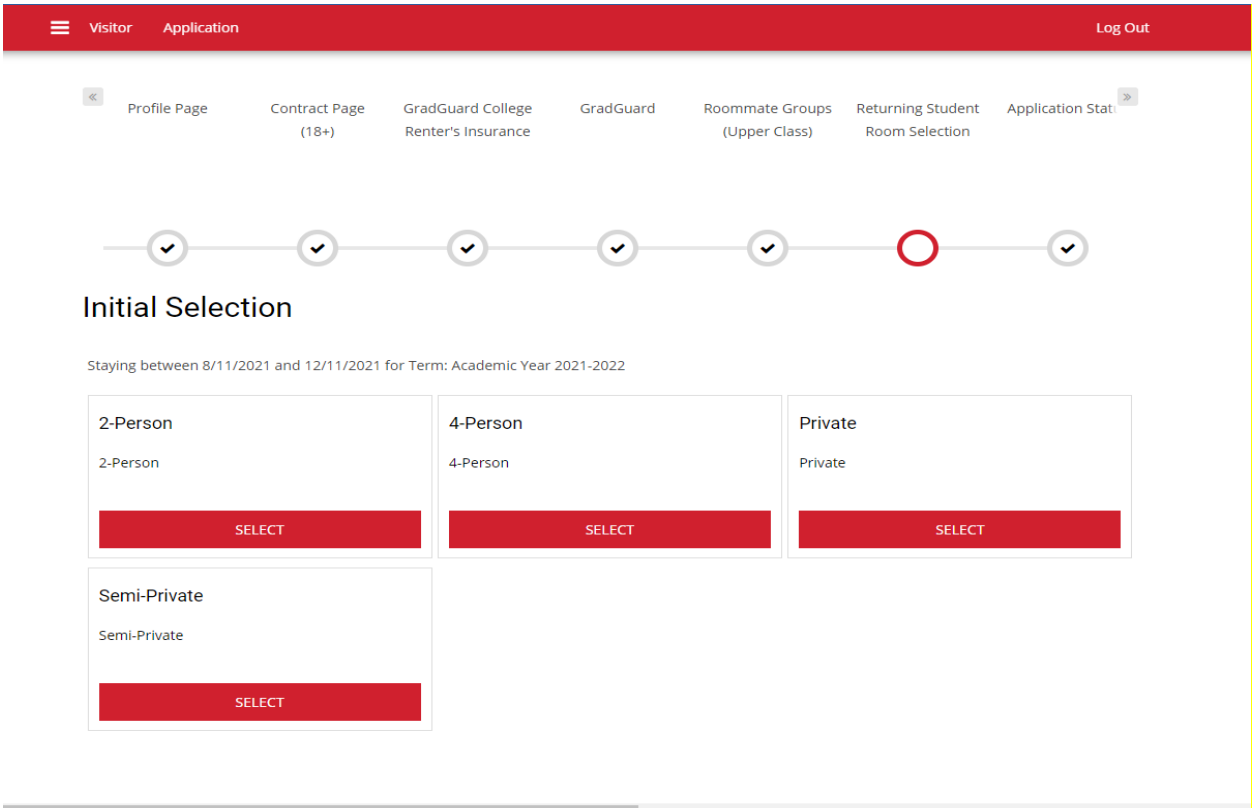
Step 2: Initial Selection
This is where students will select the TYPE OF ROOM they are looking to reserve for next year. Click on the red SELET button for the room type desired to go to the next page.

- A 2-person unit is located in Centennial East or West. Each student has their own bedroom and will share a bathroom, kitchen, and living room area.

- A 4-person unit is located in Centennial East or West. Each student has their own bedroom, with bedrooms A and B sharing a bathroom and bedrooms C and D sharing a bathroom. There is a kitchen and living room area for all 4 students to share.

- A Private unit is a suite in Hopper Hall that has 2 bedrooms, 1 bathroom, and 1 sink in the common area. Each bedroom is for 1 student.

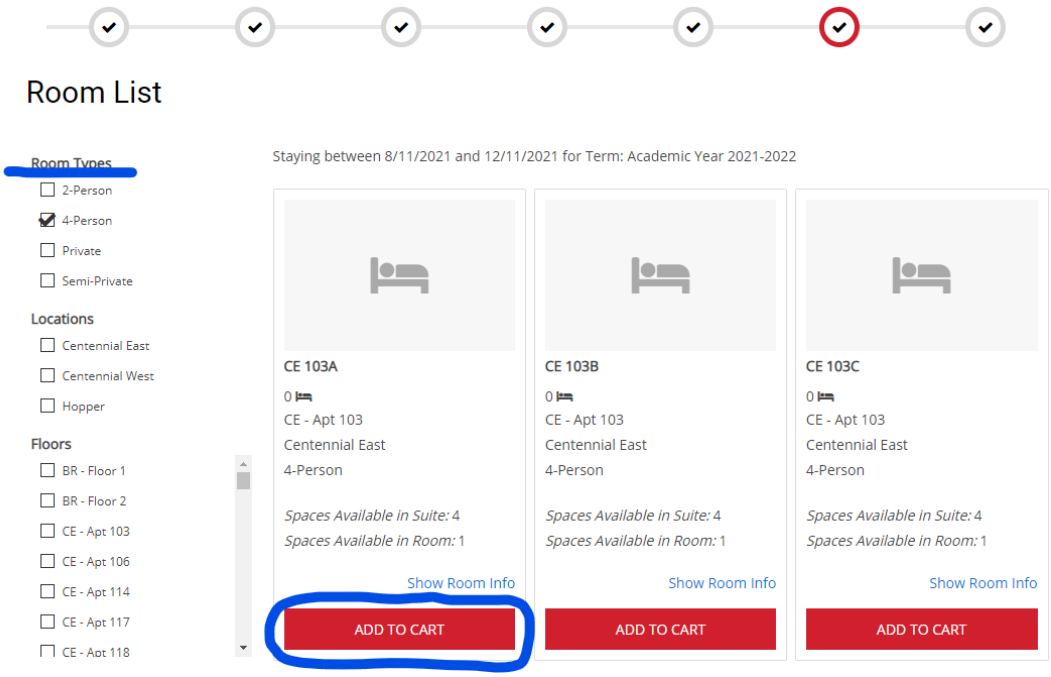
- A Semi-Private unit is a suite in Hopper Hall that has 2 bedrooms, a shower room, a toilet room, and 2 sinks in the common area. Each bedroom is for 2 students.



Step 3: Room List.
This page will show all available rooms for the type selected. You can change the type of room using the checkboxes on the left-hand side, marked with the blue underline below.

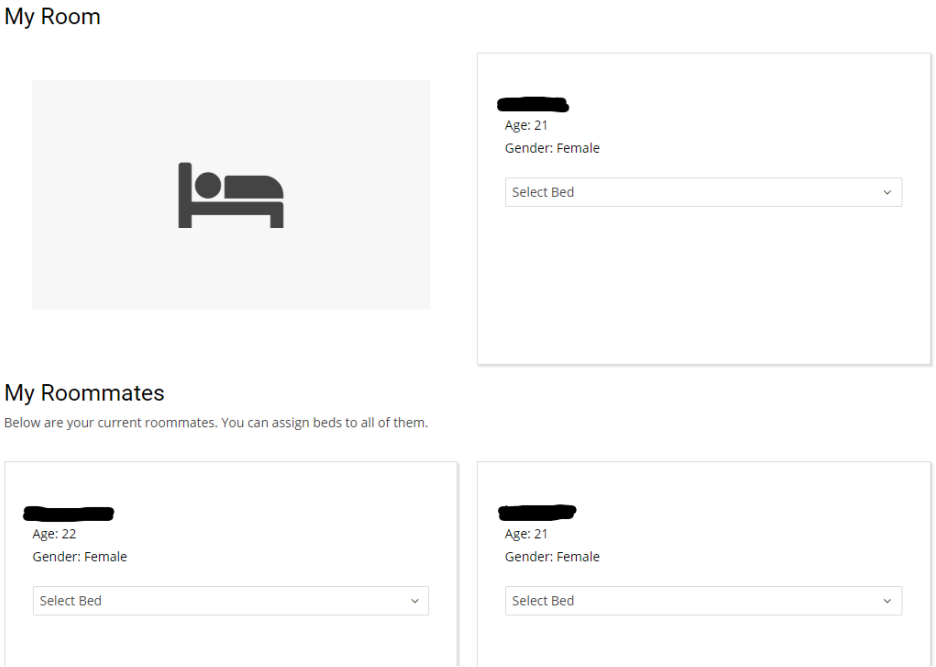
- When you find the room you want to reserve, click ADD TO CART and it will automatically send you to the next page.

- If you click on Show Room Info it will show you who, if anyone, is already assigned to that room.



Step 4: Assign Beds
This page will have you assign **YOURSELF PLUS ALL MATCHED ROOMMATES** to specific beds within the unit you selected on the previous page.

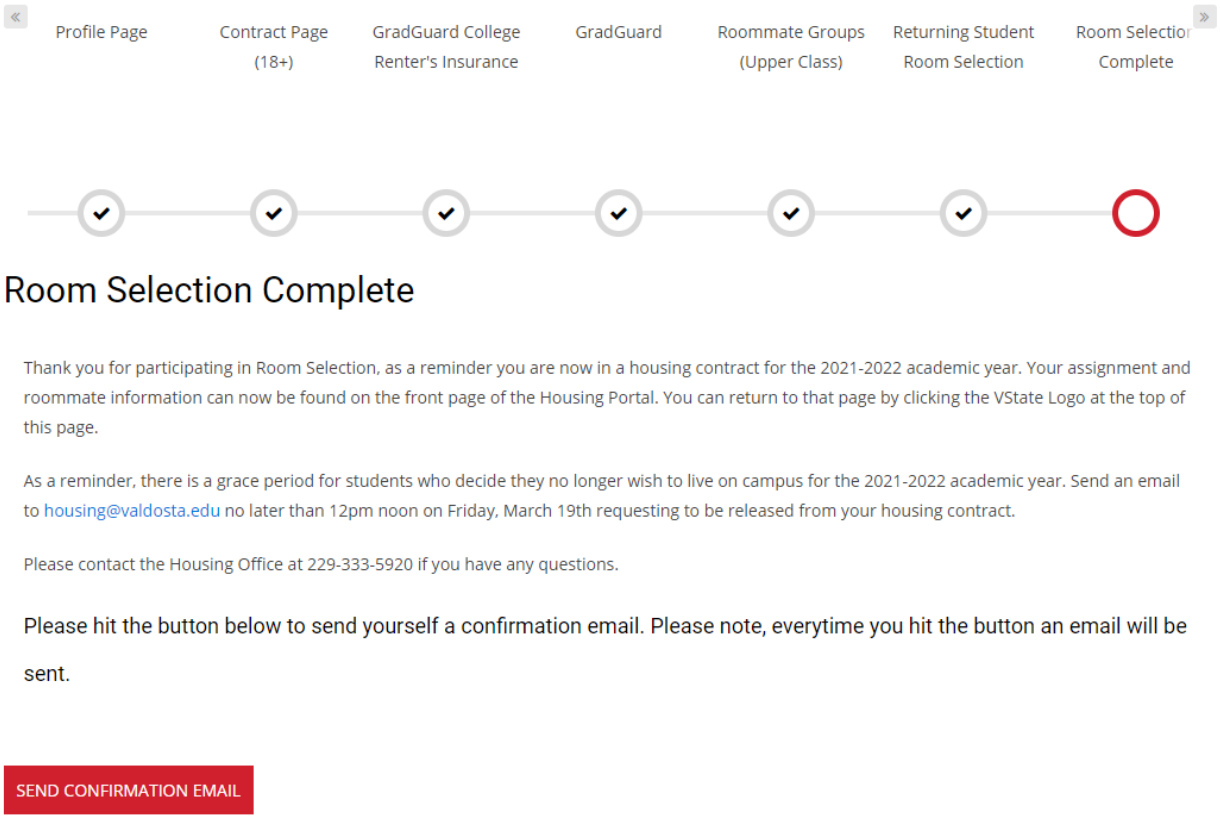
- Click on the “select bed” drop down menu to choose your bed space.
- Repeat this for each matched roommate.
    - Make sure your entire roommate group discusses placement before your timeslot opens.
- Click the Continue Button at the bottom of the page.



Step 5: Confirmation. Here you can check to make sure you have everyone in the correct room, before hitting the Save and Continue button. Once you hit Save and Continue, you will have confirmed a space for the 2021-2022 academic year and will be in a contract.

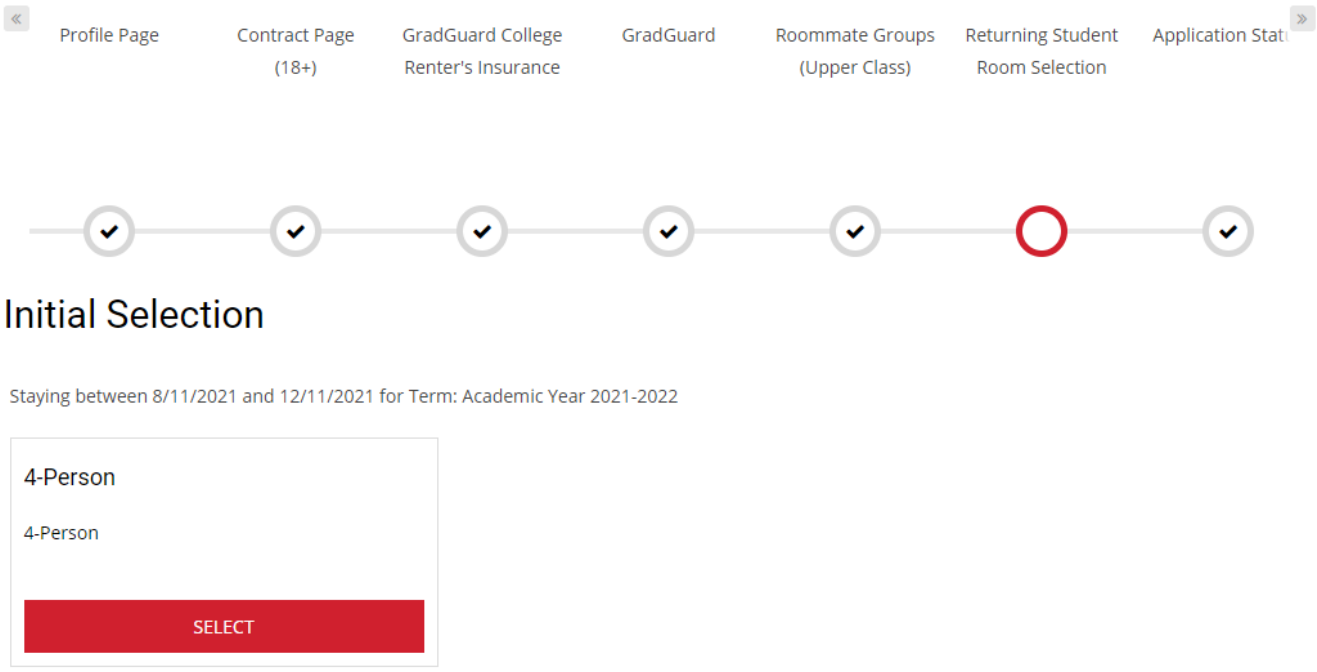
- There is a grace period for students who change their mind about living on campus next year.
- Students have until Friday, March 19th at 12pm noon to inform the Office of Housing and Residence Life, in writing, they no longer wish to live on campus for the 2021-2022 academic year.
- A student cannot request on behalf of another student.
- Send an email with your name and student ID# to housing@valdosta.edu no later than 12pm noon on Friday, March 19th to request a release.

Step 6: Selection Complete
This last page will show your booked room for the 2021-2022 academic year. Clicking the "Send Confirmation Email" will send a copy to your VSU email.

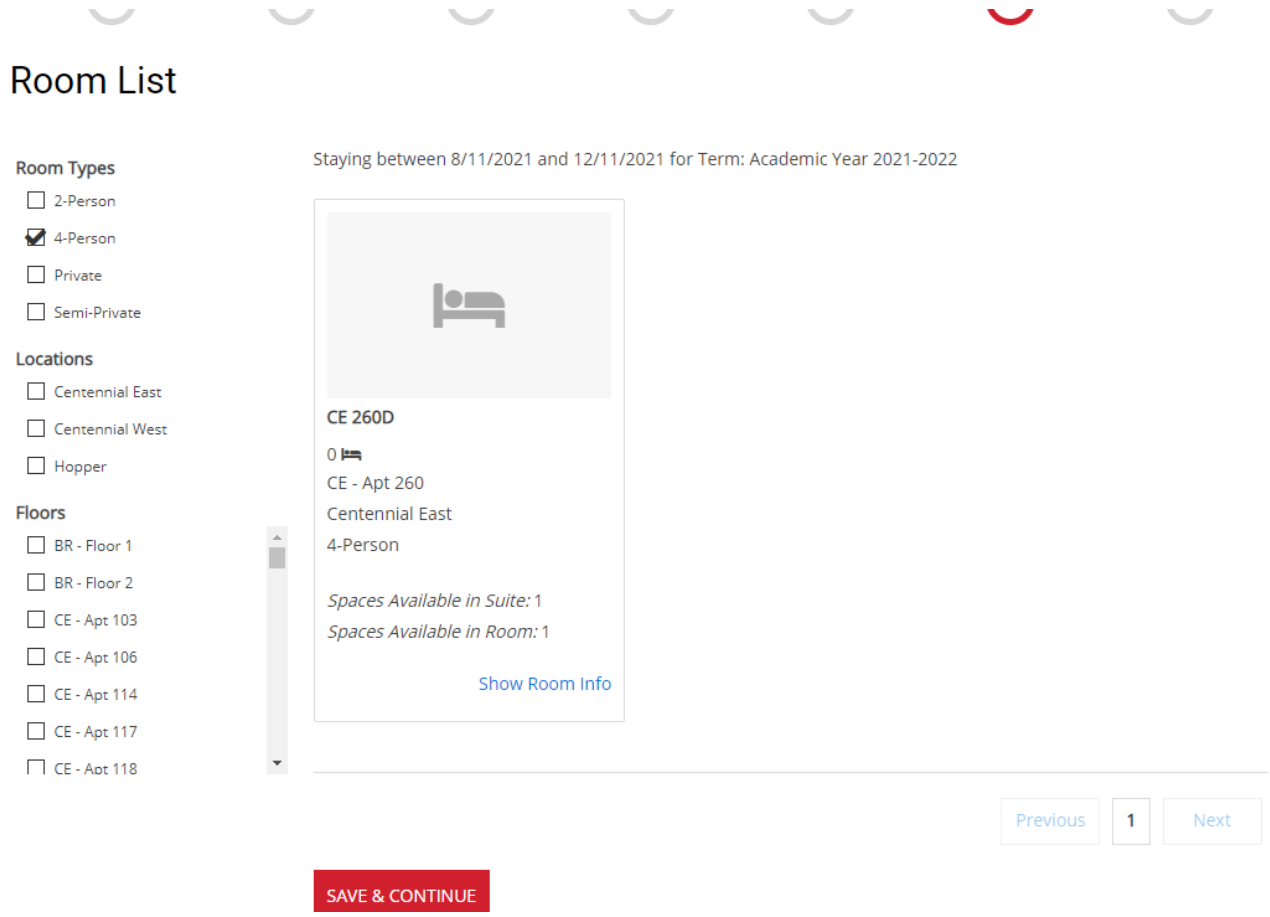


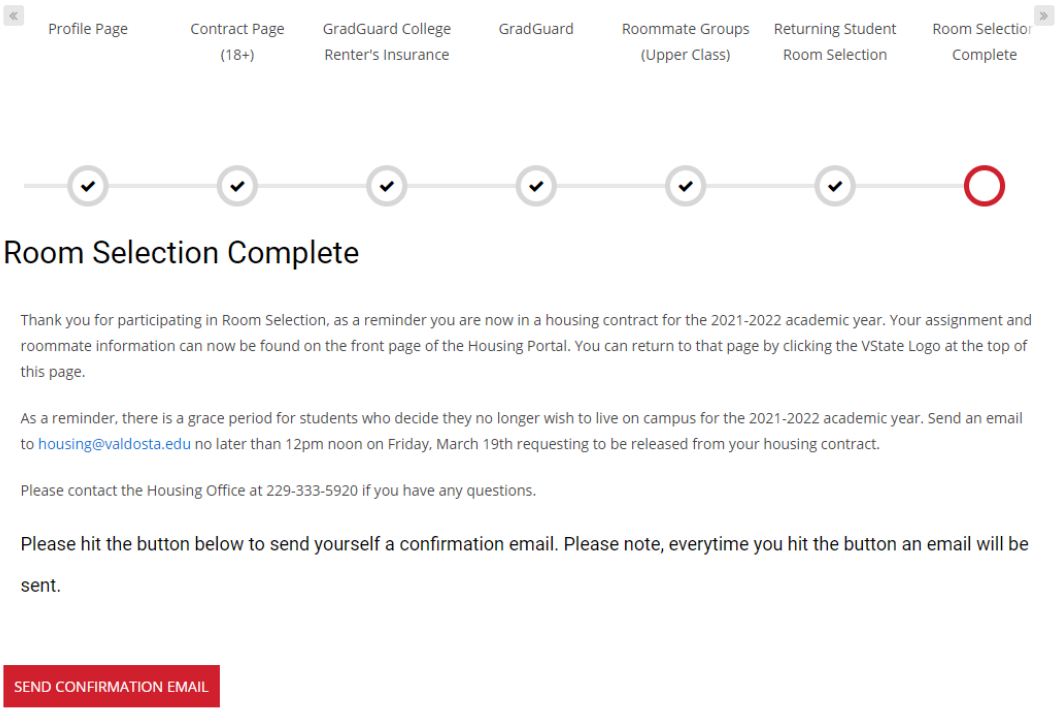
Step 7A - IF YOUR ROOMMATE BOOKED YOUR SPACE FOR YOU

When you log back into the Housing Portal, you will only see the screens listed below. Please click "Select" for the option available on this screen.



Step 7B. Select Save and Continue on this screen to complete your room selection.



Step 7C: Selection Complete

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