



University  
Housing

# How to electronically select your room

# 1

## ACCESS YOUR HOUSING OVERVIEW PAGE

<https://www2.wou.edu/nora/portal.home> - On your Portal look for **University Housing Overview** listed under **My Programs**.



Home

Apps & Forms

Personal Information

Room Selection

Meal Plans

RCR/Damages



Jane Smith

V00000002

example@wou.edu

ONCE ON YOUR HOUSING OVERVIEW PAGE, CLICK ON **ROOM SELECTION** FROM THE MENU TO START THE PROCESS.

Messages

Useful links:

- [Meal Plans](#)
- [Residence Hall Layouts](#)
- [Living Learning Communities](#)

Remember, when you access the Housing Renewal or Selection process - you must select the correct term and date to see accurate information! Do you need to fill out a **Housing Petition?** [Click Here](#)

# 2

## CONFIRM YOUR ROOMMATES ARE FULLY MATCHED



**ROOMMATES NEED TO BE FULLY MATCHED BEFORE YOU BEGIN YOUR ROOM SELECTION PROCESS, or you will not be able to pull each other into a space – USE MY COLLEGE ROOMIE TO CONFIRM YOUR ROOMMATES BY THE GIVEN DEADLINE: <https://wou.mycollegeroomie.com/>**

< x

Room Selection

**Select Roommates** ←

Select a Room/Suite


**FIRST, CLICK ON SELECT ROOMMATES.**  
Then select the correct Term.

For the Term: Fall 2023

Roommate Requests (1)

You are not eligible to submit roommate/suitemate requests for this term.

Name
⋮
Hall, Bonnie


  
**Your roommate group is fully matched.**

**If you are linked in a group, the person with the earliest Start Time should be the one to log into the process to choose a space and pull the other confirmed roommates in with them!**

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## ELECTRONICALLY SELECT A SPACE

- Apps & Forms >
- Personal Information >
- Room Selection >
- Meal Plans >
- RCR/Damages >

 Jane Smith  
V00000002  
example@wou.edu

### Messages

- Useful links:
- [Meal Plans](#)
  - [Residence Hall Layouts](#)
  - [Living Learning Communities](#)

Remember, when you access the Housing Renewal or Selection process - you must select the correct term and date to see accurate information! Do you need to fill out a Housing Petition? [Click Here](#)

### Room Selection

Selection Process

Your selection 'Start Time' is listed below.

University Housing is available for support 10 am to 10 pm

Start Time: 01/12/2023, 12:00:00 PM

Selection Times

01/12/2023, 08:00:00 AM to 01/13/2023, 09:00:00 PM (CURRENTLY OPEN)

From your Home screen on your Housing Overview, go down to the Room Selection section and click on "Select A Room/ Suite"

Select A Room/Suite

Logout





# SEARCH FOR ROOMS



Room Selection

Select Roommates

Select a Room/Suite

Roommate Group (2)

Name	Student Number
You	V00000002
Hall, Bonnie	V00000004

You will see everyone involved in your Roommate Group that you will be looking for a space for, confirm it's correct. Next, click on the section called **Select from Room List** to expand it and select "Search Available Rooms". *Setting filters on your search is optional.*

Select from Room List

Hall (no filter)

Floor Floor

Room Type (no filter)

Room\_Community (no filter)



**Search Available Rooms**



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# SEE LIST OF AVAILABLE ROOMS



Room Selection

Select Roommates

Select a Room/Suite

Roomm



Select from Room List



Available Rooms: (10)



ACKERMAN - 208

Room Type: ACKERMAN\_DOUBLE  
Spots: 2

[View Floor Plan](#)  
[Room Files:](#)  
[ACKERMAN\\_DOUBLE \(Layout\)](#)



Select Room



**NOTE:** Text in Blue are live links to let you know where the space that you are interested in is situated within the hall as well as to give you an idea of just what that particular room might look like!

ACKERMAN - 212

Room Type: ACKERMAN\_DOUBLE  
Spots: 2

[View Floor Plan](#)  
[Room Files:](#)  
[ACKERMAN\\_DOUBLE \(Layout\)](#)



Select Room



Room Selection

Select Roommates

Select a Room/Suite



# MAKE A SELECTION

Roommate Group (2)

Select from Room List

Available Rooms: (10)

Room ACKERMAN 208

Room 208 Bed 1

Jane Smith

Room 208 Bed 2

Bonnie Hall

Please make sure that this is correct (You will not be able to change this yourself)

Submit Room Selection



**NOTE: For selections made in the Arbor Park Apartments be sure you have placed everyone in their desired room within the apartment.**



**NOTHING is final until you click the "Submit Room Selection" button!**



University  
Housing



Room Selection

Select Roommates

Select a Room/Suite

### Important Message

Congratulations! Your room selection process is complete! Your room assignment has been saved. You will receive a confirmation e-mail shortly.

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CONGRATULATIONS – BUT . . .



**WHETHER YOU SELECTED A SPACE FOR YOURSELF OR YOU WERE PULLED INTO A SPACE, YOU SHOULD RECEIVE A CONFIRMATION EMAIL SENT TO YOUR WOU EMAIL.**

**Contact University Housing Immediately if you do not receive a confirmation email.**



# 8

## LOOK FOR THAT FINAL CONFIRMATION EMAIL



Hello John Smith,

Your reservation for housing for 2022-2023 has been confirmed.

THANK YOU - We appreciate YOU!

Your reservation details are below: (keep a copy for your records)

John Smith, as of: 05/28/22 03:20 PM

Hall and Room reserved : Barnum Hall Floor 2 Room 204. This is a multiple suite style room/apartment.

Your Roommate(s): Bob Jones

If you have any questions regarding your reservation please contact our office.

\*\*If you made a mistake or need to change this reservation, please contact the Housing Office immediately. (housing@wou.edu)

CANCELLATIONS:

Your account will be charged a \$450 cancellation fee if you cancel this reservation after 5:00 pm, June 3, 2022 and continue as a student at WOU. Should you cancel before the 5:00 pm deadline on June 03, 2022, withdraw or transfer from WOU, no cancellation fee will be assessed. Any cancellation will result in forfeiture of any Housing Renewal Rewards.

NOTE:

In July, registration for classes for Fall Term 2022 will be checked for all residents. Failure to register for classes (minimum 6 credit hours for graduate students, 8 credit hours for undergraduate students) may result in the cancellation of your reservation. Cancellation fees may apply.

University Housing may move students to meet the occupancy needs of the program. Every attempt will be made to notify you in the event that adjustments to your placement are needed.

Due to any number of reasons your roommate(s) may change; so please feel free to login to your Housing Overview periodically throughout the summer to monitor your roommate situation.

We are excited to welcome you on campus again next year at WOU!

The Housing Team

EXAMPLE EMAIL



**NO EMAIL = NO HOUSING  
RESERVATION FOR NEXT YEAR!**

**Contact University Housing  
Immediately if you do not  
receive a confirmation email!**