



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](#)

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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.app/>

< 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 roommate 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](#)
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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 - 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)

Select A Room/Suite

From your Home screen on your Housing Overview, go down to the Room Selection section and click on **“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) [dropdown arrow]

Floor Floor [refresh icon]

Room Type (no filter) [dropdown arrow]

Room_Community (no filter) [dropdown arrow]



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. You can see where the space that you are interested in is located within the hall.

ACKERMAN - 212

Room Type: ACKERMAN_DOUBLE
Spots: 2

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



Select Room



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MAKE A SELECTION





Room Selection


Select Roommates


Select a Room/Suite


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



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



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 ON YOUR OWN OR YOU WERE PULLED INTO A SPACE BY A CONFIRMED ROOMMATE, YOU SHOULD RECEIVE A CONFIRMATION EMAIL SENT TO YOUR WOU EMAIL.

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

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LOOK FOR THAT FINAL CONFIRMATION EMAIL



Hello John Smith,

Your reservation for housing for 2022-23 is confirmed. WELCOME - We can't wait to see you this fall!

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

John Smith, as of: 07/26/22 03:20 PM

Hall and Room reserved: Ackerman Hall, Floor 2, Room 219. This is a Double room/apartment.

Your Roommate(s): Ryan Jennings

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:
Contact University Housing immediately if you make a decision to withdraw or transfer out of WOU and need to cancel your housing reservation.
*Cancellation requests received after a Housing Reservation has been processed will result in the cancellation of the \$50 credit to student accounts for Fall 2022.

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.

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 the portal periodically throughout the summer to monitor your roommate situation.

We are so excited to welcome you to campus for Fall Term at WOU!
New Term! New School! New You!

The Housing Team

EXAMPLE EMAIL



Check your WOU Email.
Contact University Housing
Immediately if you do not
receive a confirmation email!