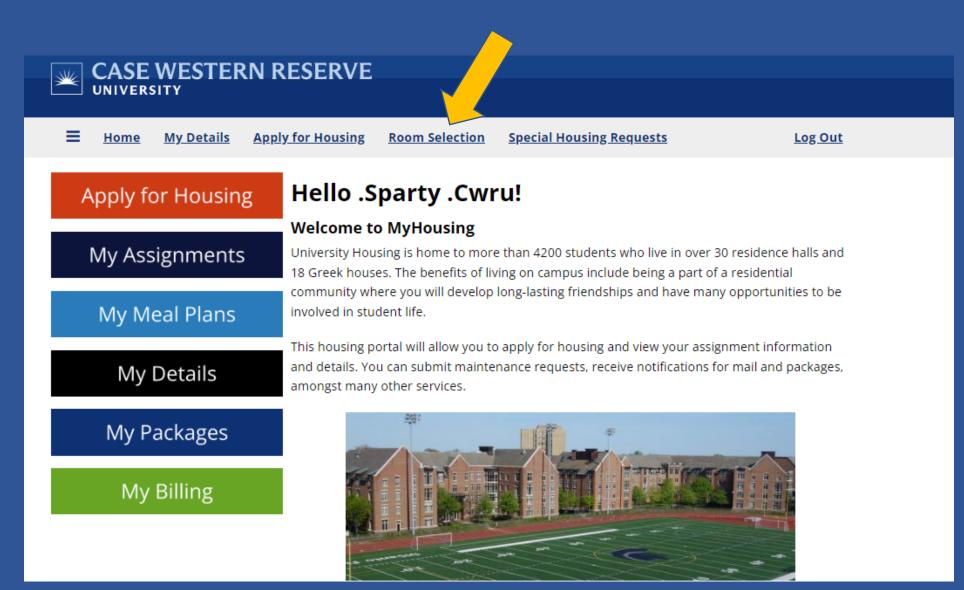
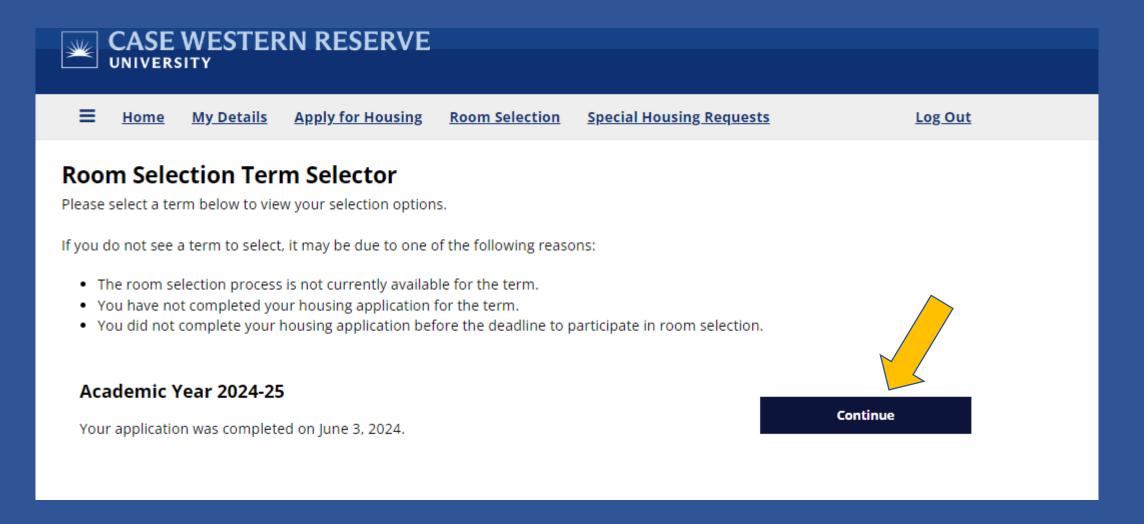
### How to Choose a Room

### Start by choosing the Room Selection link



#### On the Room Selection Term Selector page, click on **Continue**



### Information on how to find a roommate. Click on **Save and Continue**



## CASE WESTERN RESERVE

**Home** My Details Apply for Housing Room Selection Special Housing Requests

Log Out

#### **First-Year Experience Roommates**

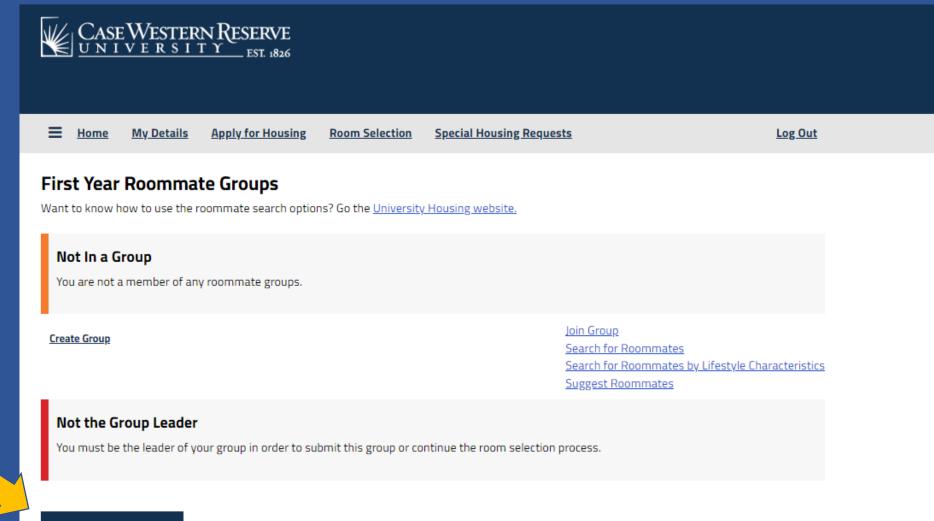
The majority of first year rooms are double rooms. If you already have an identified roommate, or you wish to find a roommate, you can use the roommate search tool on the next page. You will need to create a group with your roommate and submit the group to choose a room together in the room selection process.

It is not necessary to have a roommate in order to choose a room.

Save & Continue

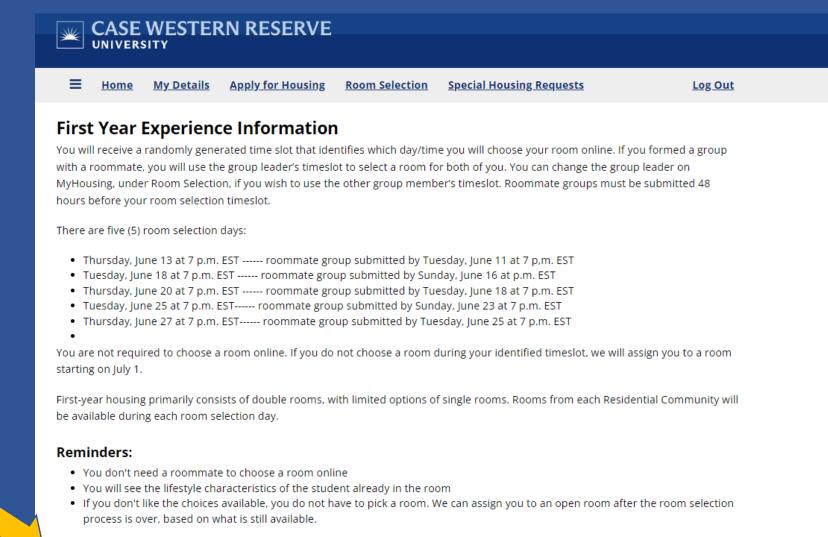


CWRU University Housing 24 Thwing Center <u>housing@case.edu</u> 216.368.3780 The Roommate Groups page will indicate if you are in a group or not. This example is for a student without a group. At the designated time, click **Proceed to Room Selection**!



Proceed To Room Selection

#### When ready, click on Save & Continue.



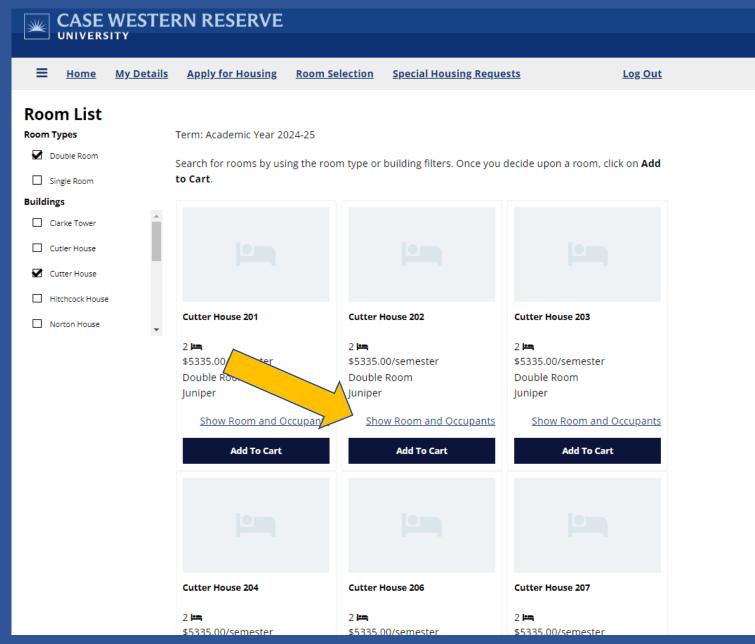
Save & Continue

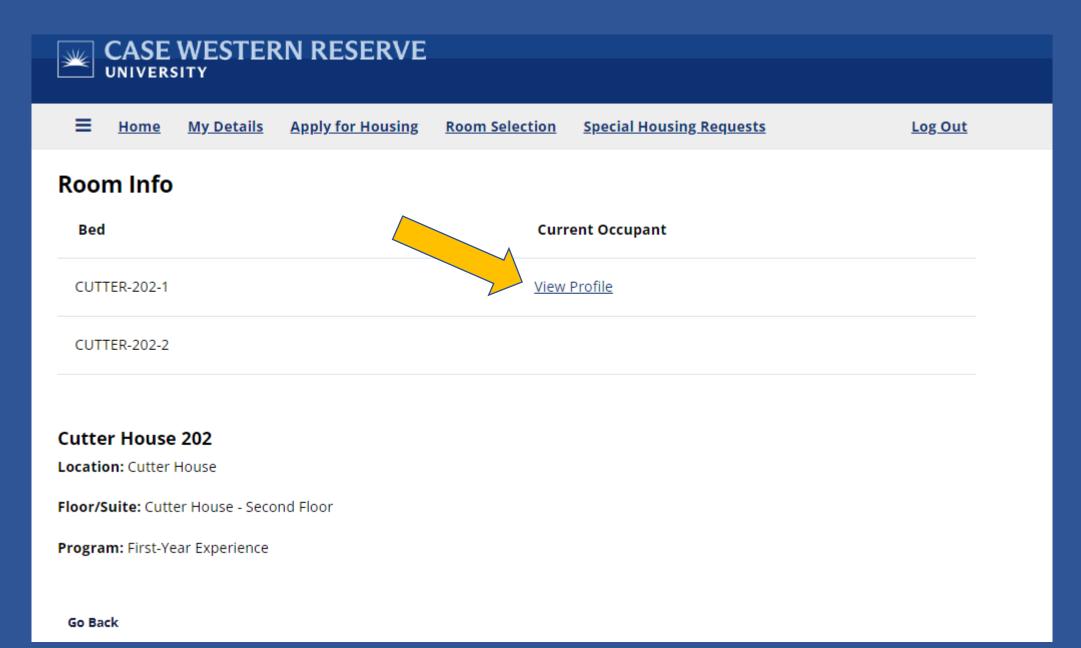
# On the Room List page, you can narrow the options by choosing a Room Type and/or a Building.

≡	<u>Home</u>	<u>My Details</u>	Apply for Housing	Room Selection	Special Housing Req	<u>uests Lo</u>	g <u>Out</u>	
Room List Room Types Double Room Single Room Buildings			Term: Academic Year 2024-25 Search for rooms by using the room type or building filters. Once you decide upon a room, click on <b>Add</b> <b>to Cart</b> .					
	<b>ម្ង&gt;</b> larke Tower utler House utter House itchcock House							
<u>п</u> и	orton House	-	Cutter House 201	Cutter	House 202	Cutter House 203		
			2 Im \$5335.00/semester Double Room Juniper <u>Show Room and Out</u> Add To Cart	Double Juniper		2 Im \$5335.00/semester Double Room Juniper Show Room and Occur Add To Cart	pants	
			Cutter House 204	Cutter	House 206	Cutter House 207		
			2 🛤 \$5335.00/semester	2	00/semester	2 🛏 \$5335.00/semester		

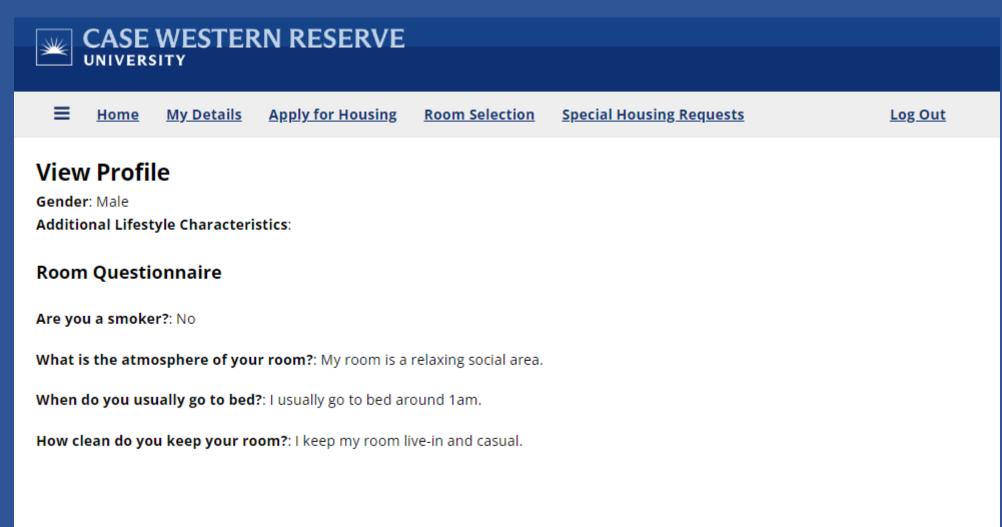
#### You can click on Show Room and Occupants link to see if anyone is assigned to the

room.

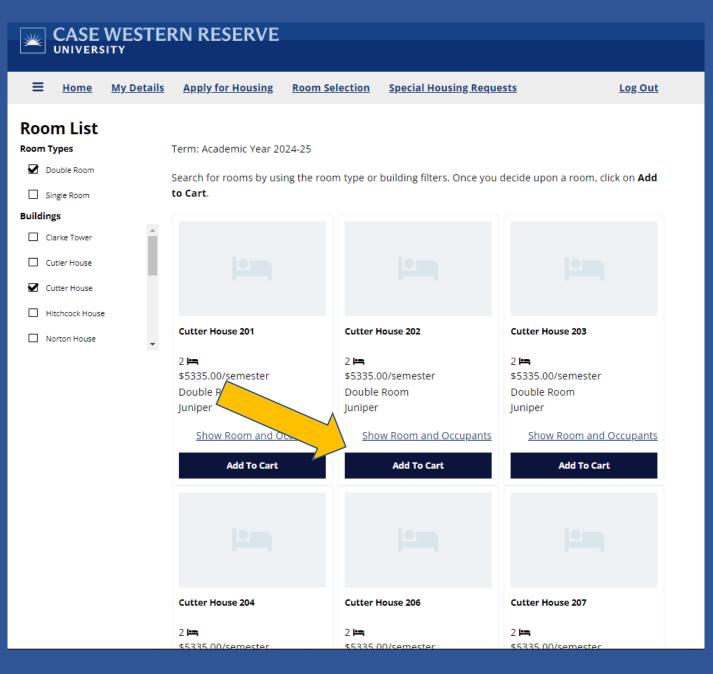




The profile will list this person's Lifestyle Characteristics, along with any additional written descriptions. Click the **Go Back** link to return to the previous page.



#### When you decided upon a room, click Add to Cart.



This is where you will assign beds to you (and your roommate). At this time, the cart timer begins – you have 10 minutes to confirm you want this assignment!

📜 09:35 Log Out



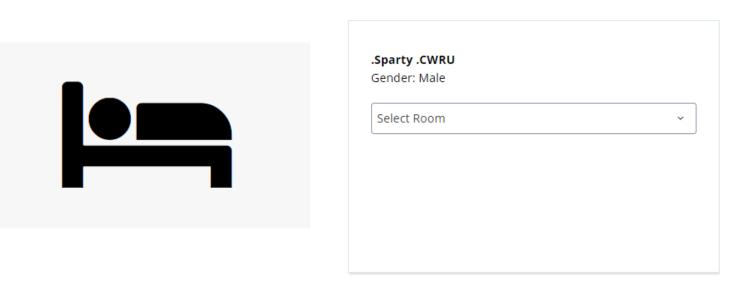
**Home** My Details Apply for Housing Room Selection Special Housing Requests

#### **Assign Beds**

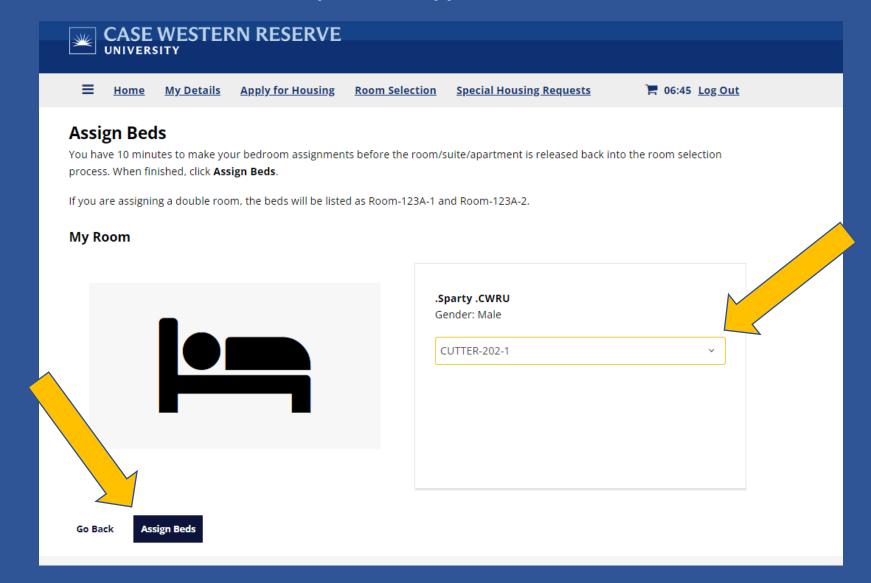
You have 10 minutes to make your bedroom assignments before the room/suite/apartment is released back into the room selection process. When finished, click **Assign Beds**.

If you are assigning a double room, the beds will be listed as Room-123A-1 and Room-123A-2.

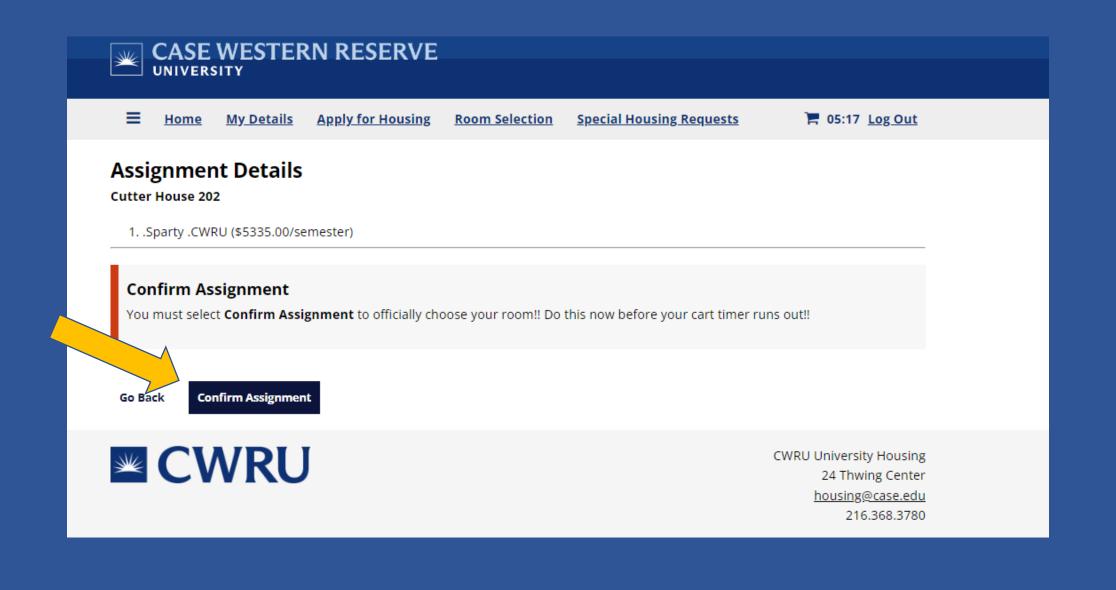
#### My Room



You will use the drop-down option to select beds for you and your roommates. When finished assigning beds, click on the Assign Beds button at bottom of page.
If you are choosing a single room or adding yourself into an occupied double room, this step will be skipped.



Click **Confirm Assignment** to confirm and make the assignments. Click **Go back** to start over.



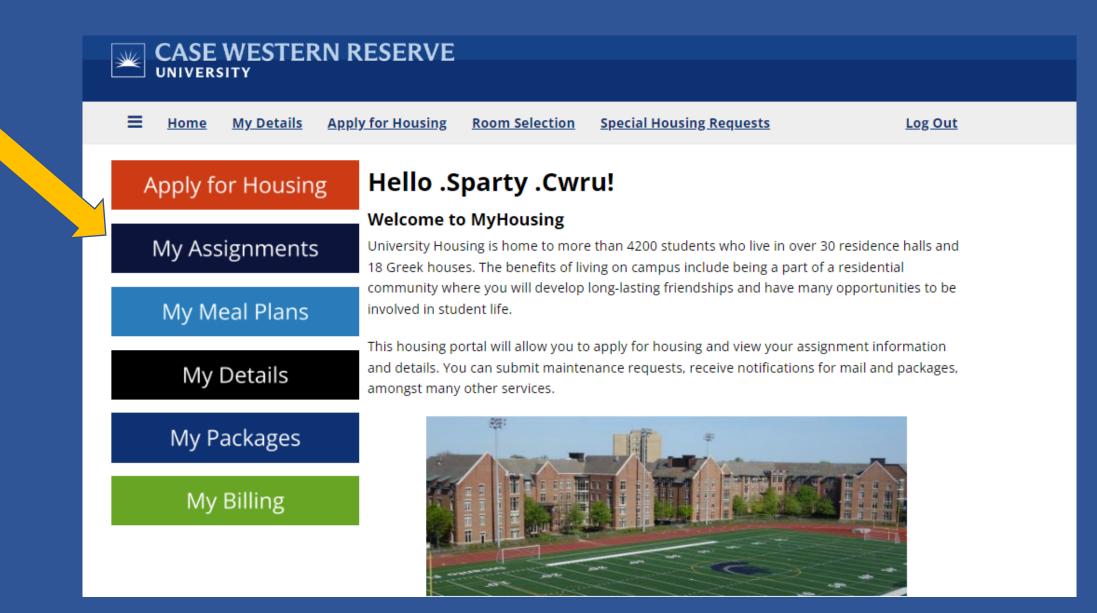
When you reach the Room Selection Complete page, you are finished!

You (and your roommate) will receive an automatic email that you room selection is complete. 10-15 minutes after you are finished, you and your roommates will receive an email with all the assignment details.

Choosing with a roommate will show both bed spaces as occupied.

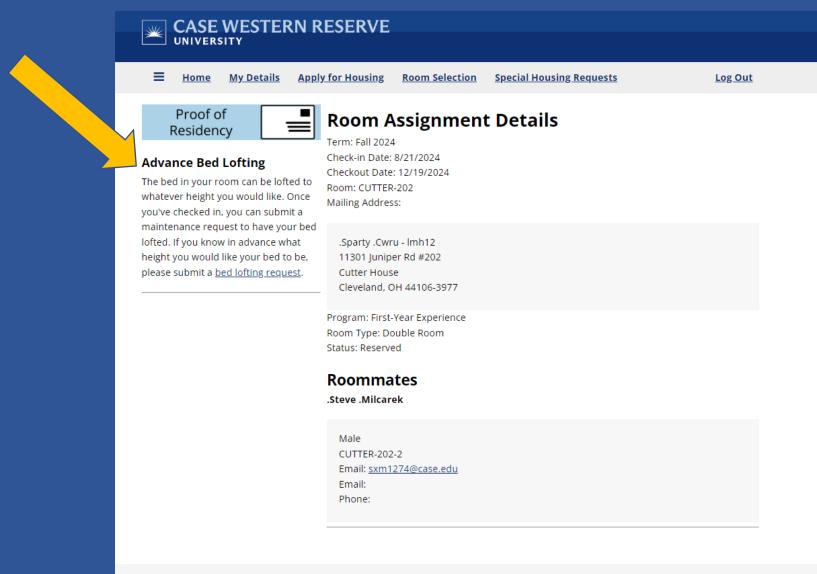
CASE WESTERN RESERVE								
≡	<u>Home</u>	<u>My Details</u>	<u>Apply for Housing</u>	Room Selection	Special Housing Requests	Log Out		
Room Selection Complete You and your roommates will receive your email confirmation shortly.								
Ass	ignment			Roo	mmate			
СUТ	TER-202-1			-Occ	upied-			
СUТ	TER-202-2			-Vaca	ant-			
¥	CV	VRL	J			CWRU University Housing 24 Thwing Center <u>housing@case.edu</u> 216.368.3780		

On your MyHousing home page, click on the link **My Assignment** to see roommate contact information.



This page will show you your check-in and check-out dates for the Fall semester, your mailing address and your roommate contact information.

You can also request your bed to be lofted before you move-in.



CWRU University Housing 24 Thwing Center

## Staff will be available on move-in day (Sunday, August 18) to loft beds or make any adjustments.

Bed lofting requests are available during the first two weeks of each semester.

CASE WESTERN RESERVE									
≡	<u>Home</u>	<u>My Details</u>	Apply for Housing	<u>Room Selection</u>	Special Housing Requests	Log Out			
Bed	Loftin	g							
Your	Your Assignment								
Room:	CUTTER-2	02-1							
	Room Type: Double Room								
	n: Cutter		or						
FIGUL.	Floor: Cutter House - Second Floor								
Please o	Please choose your bed loft height below:								
Loft Hei	Loft Height								
(Requi	(Required)								
○ Loft	○ Loft Low - short storage containers								
	will fit under the bed (normal bed								
<u> </u>	height)								
the bed	O Loft Mid - your dresser will fit under								
	O Loft High - your desk will fit under								
your be	your bed								
Save & Continue									
W		VRU				CWRU University Housing			
		VINU				24 Thwing Center			
						<u>housing@case.edu</u> 216.368.3780			

## REMINDERS

Once you click Add to Cart, other students cannot look at this room.

If you don't want to choose a room, click **Go Back** or log out.

If your cart timer runs out, the room will be available for others to choose.

## **QUESTIONS?**

Contact University Housing 216-368-3780 <u>housing@case.edu</u>

case.edu/housing