

What's Inside this Guide?

Room Selection Guide Overview	1
Housing Selection Virtual Help Desk.....	1
Timeslots & Selection Leader Information	1
Searching for a Room (Individual & Groups).....	2
Selecting a Room as an Individual (Solo)	3
Selecting a Room as a Group (Pairs, Groups 3+).....	5

Room Selection Guide Overview

This Room Selection guide provides information about options that appear within the [Bearcat BnB Portal](#) and how to select a room during the Room Selection Phase as an individual or group. If you have any questions regarding this phase after reviewing this guide, please email us at housing@willamette.edu.

Housing Selection Virtual Help Desk

The Office of Residence Life and Housing will provide a **Virtual Help Desk** during all room selection timeslots throughout the week of April 25th from 9am to 5pm each day. Students can access the help desk via this [Virtual Help Desk link](#). Students can also find the link on the [Bearcat BnB Portal](#) on the right side of the Room Selection pages.

Timeslots & Selection Leader Information

All students who were not assigned through a pre-selection process (AES Accommodations, RE-UP) will receive a timeslot. This timeslot will indicate when you (or your Selection Leader) will be able to select an open room. If you do not select a room (for yourself or your group) during your selection timeslot, you will need to be added to the Wait List and will not be assigned until the beginning of June. You can view your timeslot in the email that was sent on April 22nd and on your Bearcat BnB portal in the "Room Selection" section. **After Sunday, April 24th, only selection Leaders will be able to see timeslots for Room Selection processes** as they will be the only person in your group who can select during your timeslot. Students who are going through the process "Solo" will be able to see their selection timeslot.

Selection Leader Designation & Responsibilities: The default Selection Leader has been designated as the first group member listed alphabetically by Last Name. The "Selection Leader" assigns everyone in the group. It is important for all group members to discuss various plans for housing if their first choice does not appear during their timeslot. Come up with a plan B, a plan C, and so on.


To change your Selection Leader, please follow these steps:

1. Decide as a Group who will be your Selection Leader. It should be a mutually agreed upon decision. Ensure that you elect the "most responsible" individual and someone who doesn't have an academic or personal commitment during your timeslot.
2. Once that is decided, the current Selection Leader will need to email housing@willamette.edu.
 - a. **Subject Line:** "Selection Leader Change".
 - b. **CC (Carbon Copy) field:** Include all roommates. (Essentially, everyone needs to know/confirm)
 - c. **In the email:** Indicate who the new Selection Leader will be.
3. Don't wait until the day of your selection timeslot to make this request. Selection Leader change requests will be processed within one business day.
4. If there are circumstances where a Selection Leader cannot select a room during the DAY OF YOUR SELECTION TIMESLOT, email us at housing@willamette.edu.

Searching for a Room (Individual & Groups)

To participate in the General Housing Selection Process, you will need:

- Access to a device with internet access (laptop/computer recommended, but phones/tablets are usable)
- An idea of what kind of room type you'd like to live in or specific hall
- A timeslot provided by the Office of Residence Life and Housing
 - Emailed to students who successfully completed a Returning Student Housing Application & Contract

IMPORTANT: Once you select , you are **LOCKED** in for the year.

As time increases after your timeslot, more students will be able to select a room for Fall. It is highly encouraged you move through the selection process as quickly and carefully as possible.

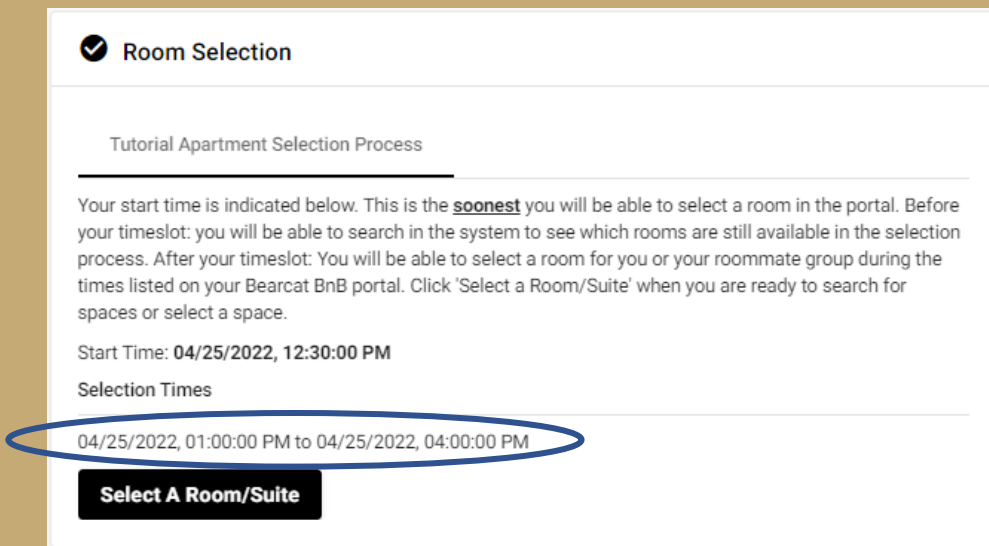
STEP #1: Locating Your Timeslot

Your timeslot will be located under the "Room Selection" header on the homepage and will be visible by the end of day on Friday, April 22nd. It's indicated in the example below with the blue circle and the arrow. In this example, the student can only **SELECT** a space after April 25th @ 12:30 PM:

- **BEFORE YOUR TIMESLOT:** You can search for rooms which are still open to participating students (starting on Monday, April 25th at 8AM)
- **AT/AFTER YOUR TIMESLOT:** You will be able to select any open room which meets your search criteria

Important! You must select a room during your respective "Selection Times" timeframe. If you do not to select a space during your selection timeslot, you will need to add yourself to the Wait List and you will be assigned in June. In the example below, this student must select during the circled times:

Click  to proceed to the next step of the process:



The screenshot shows a web interface for "Room Selection". At the top, there is a header with a checkmark icon and the text "Room Selection". Below this is a section titled "Tutorial Apartment Selection Process". The text in this section explains the selection process, mentioning that the start time is indicated below and that users can search for rooms before their timeslot and select a room during their timeslot. It instructs users to click "Select a Room/Suite" when ready. Below the text, the "Start Time" is listed as "04/25/2022, 12:30:00 PM". Underneath, there is a section for "Selection Times" with a circled entry: "04/25/2022, 01:00:00 PM to 04/25/2022, 04:00:00 PM". At the bottom of the interface is a black button with white text that says "Select A Room/Suite".

STEP #2: Searching for an Open Space or Selecting an Open Space

The next page will look slightly different depending on when your timeslot occurs. Each page has the same functionality. You will be able to search against our system for the following information. You can use one or two search criteria to determine open spaces:

- **Hall**
 - Useful to identify large amounts of open rooms in a specific hall
 - First year halls will populate, but there will not be any rooms within the selection process
- **Room Type**
 - Very useful to determine if there are any single units still available within the system or if you have an idea for a particular room type you'd like to live in (i.e. Kaneko 2 Bdrm Apt-2, etc.)

BEFORE YOUR TIMESLOT: You'll see "However, you are not eligible to select a room until" (See "Selecting a Room..." section for more information)

Important Message

The room selection process 'Tutorial Apartment Selection Process' is now active.
However, you are not eligible to select a room until 4/25/2022 at 09:30 AM (US/Pacific).

Click **Search Available Rooms** to search for what rooms are still available

DURING/AFTER YOUR TIMESLOT: You'll see "You have until" (See "Selecting a Room..." section for more information)

Your Room Selection

You are now eligible to select a room in the 'Tutorial Apartment Selection Process' process.
You have until 4/19/2022 at 05:00 PM (US/Pacific).

Click **Search Available Rooms** to begin searching for rooms which are available to select

Selecting a Room as an Individual (Solo)

STEP #1: Finding Your Room

Once you select your search criteria, you will see a screen which lists all available beds that fit your search. As an individual, you will be able to select any open space in either a single, double, triple within a room or suite. Solo students will be able to select single apartment units.

Available Rooms: (27)

University Apartments - 505

Room Type: University Apts 1 Bdrm-2 occ (U2)
Spots: 1

Roster
View Floor Plan

Select Room

University Apartments - 507

Room Type: University Apts 1 Bdrm-1 occ (U1)
Spots: 1

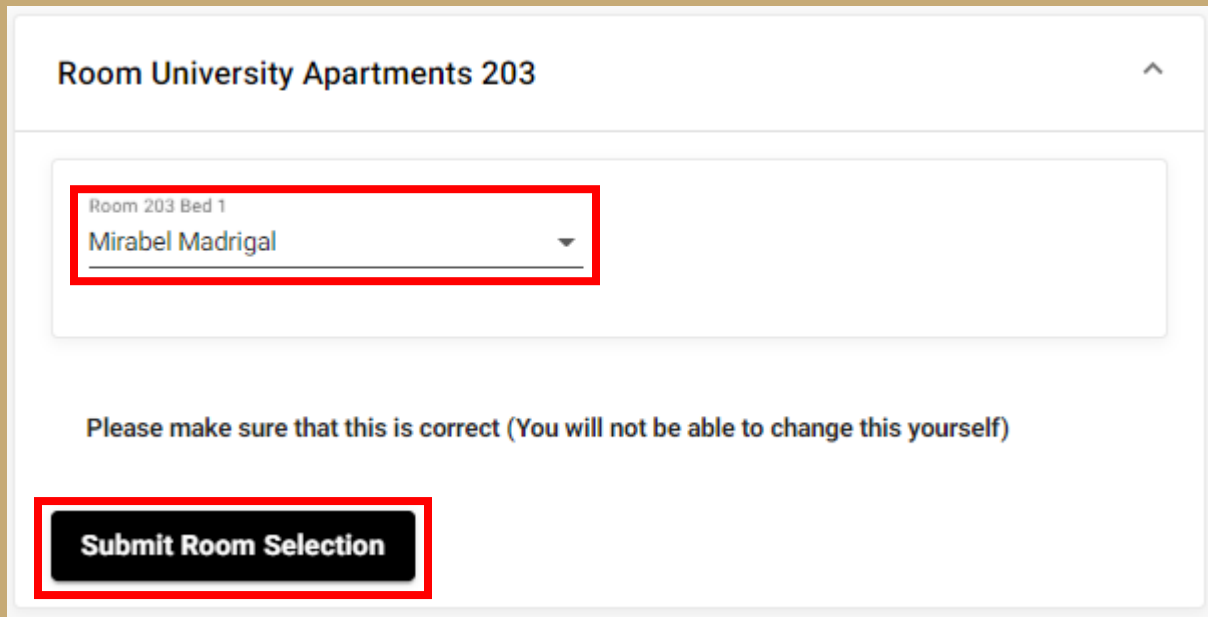
Roster
View Floor Plan

Select Room

Once you have determined the room you would like to select,
Click **Select Room** to proceed to the next step

STEP #2: Selecting Your Room

In this example the student, “Mirabel Madrigal”, selected “University Apartments 203”:



Room University Apartments 203

Room 203 Bed 1
Mirabel Madrigal

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

Submit Room Selection

Some helpful tips and hints:

- It genuinely doesn't matter which bed you assign yourself in as a SOLO
- You will be able to see the names of those students already assigned to the space
- **If you are having difficulty selecting a room, please visit the [Housing Selection Virtual Help Desk](#) during normal business hours.**

IMPORTANT: Once you select, you are LOCKED in for the year.

Submit Room Selection

You will receive a confirmation email with information regarding your Housing Assignment for the Fall.

I'm unhappy with my Fall assignment, can I change it?

Once you click the “Submit Room Selection” button, you are assigned to that room for the Fall. We will be opening up a **Room Change Waiting List** in Bearcat BnB in **May**. The Housing Operations team will work through the **Room Change Waiting List** in June.

Selecting a Room as a Group (Pairs, Groups 3+)

STEP #1: Finding Your Room

Once you select your search criteria, you will see a screen which lists all available beds that fit your search. As a group, you will be able to select any open spaces for you and your group members within a unit. **For Apartment Selection, groups will need to fill the apartment before they can proceed.**

Available Rooms: (11)

Kaneko - 110B

Room Type: Kaneko 4 Bdrm Apt_Large
kitchen-4 occ (K7)
Spots: 4

Roster
View Floor Plan

Select Room

Kaneko - 110C

Room Type: Kaneko 4 Bdrm Apt_Large
kitchen-4 occ (K7)
Spots: 4

Roster
View Floor Plan

Select Room

Once you have determined the unit you would like to select, click **Select Room** proceed to the next step

STEP #2: Selecting Your Beds/Rooms for Your Group Members

In this example students, "Mickey Mouse" and "Donald Duck", selected "Kaneko 110B":

Room Kaneko 110B

Room 110B Bed 1
Donald Duck

Room 110B Bed 2
Mickey Mouse

Room 110B Bed 3
Minnie M. Mouse

Room 110B Bed 4
Moana W. Waiialiki

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

Submit Room Selection

IMPORTANT: Once you select, you are LOCKED in for the year.

Submit Room Selection

I'm unhappy with my Fall assignment, can I change it?

Once you click the "Submit Room Selection" button, you are assigned to that room for the Fall. We will be opening up a **Room Change Waiting List** in Bearcat BnB in May. The Housing Operations team will work through the **Room Change Waiting List** in June.