

HOW TO SELECT A ROOM

2023-2024 Academic Year



CAMPUS HOUSING

WWW.STMARYS-CA.EDU/STUDENT-LIFE/HOUSING-DINING

**Housing Applications
are still open!**

Receive
Housing Selection
Appointment Time

By End Of Day 6/21

Room
Selection Week

June 28 - June 30

**FOLLOW OUR ROAD MAP BELOW TO GET
STARTED!**



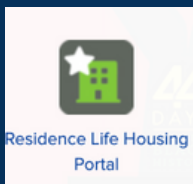
1

LOG BACK IN TO YOUR
"RESIDENCE LIFE
HOUSING PORTAL" AT
YOUR APPOINTMENT TIME

FOR GROUP LEADERS OR
PEOPLE WITHOUT A
ROOMMATE GROUP

2

CLICK "CONTINUE"



Academic Year 2023-2024

(8/26/2023 - 5/17/2024)

You started your application for Academic Year 2023-2024 on 2/15/2023, and have not signed the contract.

The status of your application is Application Started.

Continue

3

VIEW
YOUR
HOUSING
CHOICES

\$1000 - \$9000

☐ Double
☐ Single
☐ Suite Double
☐ Townhouse Double

Locations

☐ Aquinas Hall
☐ Edward S Ageno Hall East
☐ Edward S Ageno Hall West
☐ Freitas Hall
☐ Guentier Hall East

Suites/Apts.

☐ Aquinas Hall 102
☐ Aquinas Hall Suite 401
☐ Aquinas Hall Suite 402
☐ Aquinas Hall Suite 403
☐ Aquinas Hall Suite 404

AGE 101A	AGE 101B	AGE 104A
2 Calculate Total From \$5610.00 per session Edward Ageno East Apt 101 Edward S Ageno Hall East Upper Townhouse 1st Floor	2 Calculate Total From \$5610.00 per session Edward Ageno East Apt 101 Edward S Ageno Hall East Upper Townhouse 1st Floor	2 Calculate Total From \$5610.00 per session Edward Ageno East Apt 104 Edward S Ageno Hall East Upper Townhouse 1st Floor
Show Room Info	Show Room Info	Show Room Info
Add To Cart	Add To Cart	Add To Cart

AGE 104B	AGE 202A	AGE 202B

4

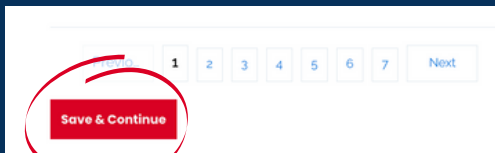
From \$5610.00 per session
Edward Ageno East
Apt 202
Edward S Ageno
Hall East
Upper Townhouse
2nd Floor

Show Room Info

Add To Cart

ADD THE ROOM OF YOUR CHOICE TO
YOUR CART. IF YOU ARE THE GROUP
LEADER OF YOU AND YOUR
ROOMMATE (S), YOU CAN ALSO ADD
YOUR ROOMMATE(S) TO THIS
ROOM/SUITE/TOWNHOUSE!

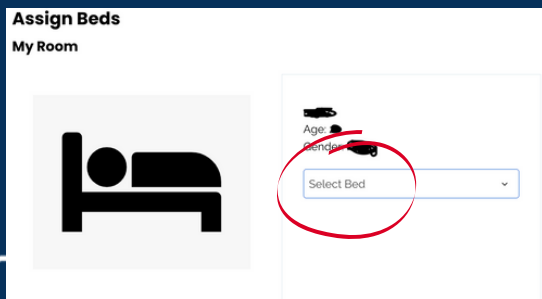
5



A screenshot of a web form. At the bottom, there is a red button labeled "Save & Continue" which is circled in red. Above the button are several small boxes containing numbers 1 through 7, and a "Next" button.

CLICK "SAVE AND
CONTINUE" AT
THE BOTTOM OF
THE PAGE

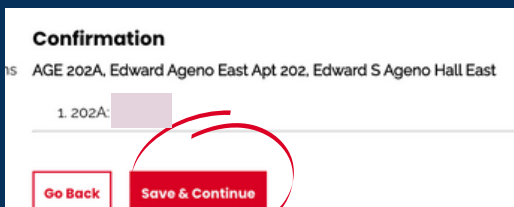
6



A screenshot of a page titled "Assign Beds" with a sub-header "My Room". On the left is a large icon of a bed. On the right, there is a "Select Bed" dropdown menu, which is circled in red. Above the dropdown, there are labels for "Age" and "Gender" with corresponding icons.

SELECT YOUR
PREFERRED
BEDSPACE
(SIDE OF THE
ROOM)
THEN ASSIGN
YOUR
ROOMMATE(S)

7

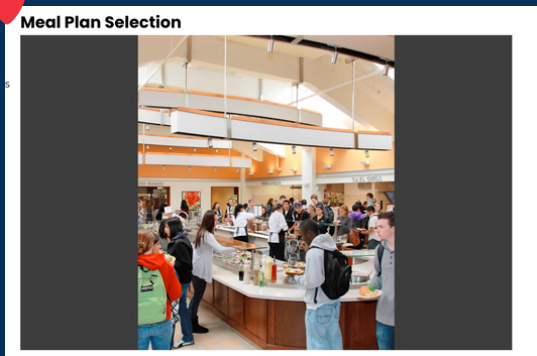


A screenshot of a "Confirmation" page. It displays text including "AGE 202A, Edward Ageno East Apt 202, Edward S Ageno Hall East". At the bottom, there are two buttons: "Go Back" and "Save & Continue". The "Save & Continue" button is circled in red.

CLICK SAVE
AND
CONTINUE
AGAIN

IF YOU ARE A ROOMMATE AND HAVE ALREADY HAD YOUR GROUP
LEADER ASSIGN YOU... START HERE!

8



SELECT A
MEAL PLAN

9

SIGN YOUR HOUSING LICENSE!



By entering your Student ID below you acknowledge that you have read, and understand, the above contract.

By entering your Student ID below you acknowledge that you have read, and understand, the above contract.

Save & Continue

10



APPLICATION SUMMARY PAGE! YOU MADE IT TO THE END! THE APPLICATION SUMMARY WILL SHOW YOU WHERE YOU AND OR YOUR ROOMMATE ARE PLACED

Application Summary

Thanks for applying! Your application summary information is below.

You started your application for Academic Year 2022-2023 on 3/11/2022, have a room reservation for 202A, and have signed the contract as of 4/20/2022. You have not paid the deposit, and have not paid the application fee. Your application is complete as of 4/20/2022.

Booking Summary

Room: 202A

Room Type: Townhouse Double

Location: Edward S Ageno Hall East

Floor: Edward Ageno East Apt 202

Meal Plan Information:

Bed	Occupant	Check In Date	Check Out Date	First Name	Last Name	Profile
202A		8/28/2022	5/19/2023			View Profile

YAY!

FREQUENTLY ASKED QUESTIONS

Q: CAN I HAVE ACCESS TO FLOOR PLANS OF THE BUILDINGS?

- Floor plans are available on the Campus Housing Website.

Q: CAN I GO BACK INTO THE PORTAL AND CHANGE MY ROOM?

- No, once you choose your room, you will need to contact Housing if you need to move.

Q: WHAT IS A GROUP LEADER?

- The Group Leader is the first roommate to send a request . From then on, the Group Leader is the only individual able to add the other roommate to a room. Group Leadership can be passed to another roommate at any time. *We recommend that the group leadership be given to the student with the earliest appointment time.*

Q: MY GROUP LEADER PUT US IN A ROOM. AM I DONE?

- Nope! You still need to select a meal plan and sign your Housing License. Once you do this, THEN you are done.

Q: HOW LONG DO I HAVE TO SELECT MY ROOM?

- You have the entire day of your appointment time. If you miss the entire day, please reach out to Campus Housing.

Q: IF I DON'T SEE THE ROOM I WANT, WHAT DO I DO?

- Unfortunately, Housing cannot guarantee room preferences. Try to look and see if there is another similar room available.

Q: I AM NOT SEEING MY ROOMMATE IN OUR/MY ROOM

- Please make sure your roommate group has already been created. If you are already in a roommate group and you are NOT the Group Leader, you will be unable to add you and your roommates to the room.



CAMPUS HOUSING

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