Get Ready!

The Campus Housing Office is excited that you will be joining us in this year’s Room Selection process through our new housing software, StarRez! In order to better prepare you to select your room, this guide will show you how to do so, step by step. This guide also contains answers to the questions that you may have. If you have any further questions, please feel free to contact us! Good luck!

Current First year Students:
Room Selection Date: Thursday April 3rd, 2014 during your assigned appointment time.

Current Sophomores & Juniors
Room Selection Date: Friday April 4th, 2014 during your assigned appointment time.

* If you receive on campus housing during room selection, your Housing Deposit will be due to the Business Office by April 9th, 2014

* Any spaces remaining in canyon area will be available for current sophomores and juniors to select from.

Current First Year Options:
1 - Person Group: Single OR one bed in a double/triple
2 - Person Group: Double OR two spaces in a triple
3 - Person Group: Triple OR a suite with a double and a single
4 - Person Group: two doubles
5 - Person Group: Triple & Double OR two doubles & a single
6 - Person Group: two suites that consist of a double and a single in each OR three doubles

Current Sophomore & Junior Options:
1 - Person Group: One bed in a TH double OR TH triple OR a Single (if available)
2 - Person Group: TH Double OR two spaces in a TH triple
3 - Person Group: Triple OR double and single rooms in suites (if available)
4 - Person Group: Two TH doubles
5 - Person Group: TH Triple & TH Double OR two townhouse doubles & one space in a TH double
6 - Person Group: One whole Townhouse suite of three doubles
1) Log back into your housing application through StarRez, click on Housing License & select the 2014-2015 Term.

*Once you select your term, the “Application Status” page will appear, in which you skip and proceed to selecting the “Rooms” page.

2) At your appointment time, the “Rooms” page will be open. You will be able to search available rooms using the “Rooms Search” tab.

Please note:

You will only have access to the “Rooms” and “Room Search” pages at your designated appointment time.

If you do not have access to these pages, please call the Campus Housing Office at 925.631.4241.

*To easily search for available rooms we recommend to leave all filters as is & change the preferred building locations.

3) To search for available spaces, you can use the drop down filters or click the “Search” button to view all vacant rooms.

Highlight preferred room & click “Save & Continue”.

*We recommend to search rooms by your preferred building location.

*If you have multiple roommates to assign, you can only fill a suite, one room at a time. Ex) By choosing CLN103A Single, you are selecting the single & double that makes up the 103 suite.
4) Assign bed spaces to yourself (and your roommates, if you have already been confirmed)

The suite/bed space you have selected will be offline and on hold for you for 5 minutes while you decide how to allocate the bed spaces amongst yourself or you & your group.

Assign yourself a bed space:

Your confirmed roommates:

If you are a single applicant, you can click the “Reserve Bed” button after placing yourself in a room.

If you have roommates to assign, proceed to assigning each of them to a bed space within the suite.

If you and one of your confirmed roommates have decided not to room together, leave their assignment to “-None-”.
They will need to assign themselves a space during their own room.

If you have more roommates to assign, but in another room of the suite, proceed to reserving the beds for you and half of your group. Once there are no more bed spaces to assign, click “Reserve Beds” and repeat Step 3 to search & select the connecting suite. You can assign the remaining roommates to the available bed spaces within the suite.

4.5) Assign remaining roommates.

5) Once you have reserved bed spaces, the “Confirmation” page will confirm the room assignments for yourself (and only the roommates in the same suite as you. Please inform all of the roommates that you selected for, to log into StarRez to check their room assignment.)

*Once you have assigned rooms, you cannot change your room assignment.
FREQUENTLY ASKED QUESTIONS

Instructions & FAQs

March - April 2014

Q: Once I select a room, can I go back into StarRez and change my room assignment?
A: Students will not be able to return to the 'Rooms' page to change or select an alternate room.

Q: Can I have access to floor plans of the buildings?
A: Floor plans will be available on the Campus Housing Facebook page on Thursday April 3rd and Friday April 4th for room selection. They are also available at the Campus Housing Office or with your Resident Advisor (RA).

Q: I no longer want to room with the people I confirmed to be in a group. How does the room selection process work for me?
A: Students who are confirmed in a group, but no longer wish to remain in that group will log into StarRez during their assigned appointment time and place themselves in an available room.

Q: How long do I have to select my room?
A: Students have from their designated appointment times until the close of the portal at 3pm to select their rooms.

Q: If I don’t like the room selected for me, can I go back into StarRez and change it?
A: Once you have selected a space and assigned yourselves (and roommates) to a room, you CANNOT go back to change it.

Q: After everyone in my group has been placed in a room, can any of us go back into StarRez to select a new room?
A: Once you have been assigned to a room, NO ONE will be able to change their room assignments.

Q: What happens if I (or the group) missed the appointment time?
A: The designated appointment times are the starting times of when the room selection feature of the portal is open to you. Students have from their designated appointment times until the close of the portal at 3pm to select their rooms.

Q: How does the Wait List through StarRez work?
A: If you do not receive housing during the room selection process, your application will automatically be on the waitlist after room selection. If you do not wish to be on the waitlist, you will need to inform Campus Housing to be taken off. The Waitlist will be maintained in the Campus Housing Office throughout the entire summer. When space becomes available students will be contacted, based on the order of the waitlist, via phone and SMC e-mail addresses. Once housing is offered, students are generally given 24 hours to accept or decline.

The Campus Housing Office is available Monday through Friday from 8:30am - 4:30pm. We will also have a help center available at our office during room selection days.

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