Incoming Freshman Housing Guide

University of Arkansas at Pine Bluff

2019-2020 Housing Selection Process for Incoming First Year Students
Table of Contents

- Introduction
- Important Dates
- Logging Into Your RESIDENCE Account
- Completing Your Application
- Selecting and Creating Roommate Groups
- Room and Building Preferences
- Additional Important Information
Welcome to the incoming freshman Housing Selection Guide

This guide is meant to assist new incoming freshman students with information related to the housing selection process including how to complete a housing application, how to form a roommate group, and how the room assignment/confirmation portion of the process works.

All housing selection processes will be completed online through your RESIDENCE account.

The Table of Contents page lists the categories of information related to the first year housing selection process. Each category heading will act as a link to a specific section, allowing you to search for content faster. Each slide also contains a link back to the Table of Contents as seen below.
Important Dates

- February 15, 2019 @ 8:00AM - Housing Applications Become Available Online for Incoming Freshman Students.
  - Roommate matching can begin as soon as your application is approved
    - Approvals may occur within 48 hours
  - The Office of Residence Life processes freshman housing assignments.
  - Residents will be notified of 2019-2020 room assignment.
Logging Into Your RESIDENCE Account

► You will need to know your Login ID and password to log in.
• Your Login ID is as follows: You will use the 1st six (6) characters of your last name unless your last name is less than 6 characters, and then use your full last name followed by the 1st character of your first name and the last four digits of your Student Id number.
• Examples: your name is William Smith and your ID number is 0009999 then your login id would be smithw9999@uapb.edu.
• Your name is Jane Stevenson and your ID number is 0654321 then your username would be stevenj4321@uapb.edu.
• Your initial password is the 1st character of your first name in uppercase and 1st character of your last name in lowercase followed by month, date and year of your birth date (mm/dd/yy).
• Examples: William Smith and birth date is March 3, 1991 then your initial password would be Ws030391
• Jane Stevenson and birth date is December 25, 1981 then your initial password would be Js122581.

(Logging Into Your RESIDENCE Account continues on the next slide)
Logging Into Your RESIDENCE Account

- Its Easy! Log into your RESIDENCE online account at https://uapb-residence.symplicity.com
- Make sure you select the “Resident” login
- User name and password
  - Username is your entire UAPB email address
    - (example: doej1357@uapb.edu)
    - Note: When logging in, please remember to use your UAPB email address.
  - Please use your temporary password to enter the site.
- Is your login not working?
- Please note that newly admitted students will have to wait a minimum of 48 hours from the time of their deposit before they can access the RESIDENCE system.
  - If students forget their password, they are asked to resetting their password at https://passwordrecover.uapb.edu/react/. Make sure your password is at least eight characters and includes numbers.
  - If you still need help then please contact the Office of Residence Life for assistance
    - Email: reslife.uapb.edu
    - Phone: 870-575-7256
Completing Your Application

After you log into your RESIDENCE account click the “Get Started” button and begin your 2019-2020 Housing Application.

Once you have completed your housing application be sure you have clicked the “Submit” button!

You may receive a confirmation that your housing application was approved within 48 hours.

Under Building Preference and Meal, please select two buildings you would prefer to live. Once you select the first building, please select and add item to select the second building.
Selecting and Creating Roommate Groups (1 of 3)

- Things to keep in mind when creating roommate groups.
  - Do not feel pressured into accepting another student’s invitation ... you have the right to reject an invitation at any time!
  - Make sure you and your chosen roommate have selected the same building and room preferences in your housing application or you will not be placed together.
    - You can contact the Office of Residence Life to assist you with changes to a housing application at any time.
    - If you are not sure about what building and room preferences you chose, simply log back into your RESIDENCE account at https://uapb-residence.symplicity.com and you can review your submitted application.
  - You do not have to choose a roommate. If you decide not to choose a roommate a roommate assignment will be made for you according to the preferences you entered in your application.

("Selecting and Creating Roommate Groups" continues on the next slide)
Step 1 - You must have an approved Housing Application before you can select or be selected for a roommate group.

Step 2 - Click on the "Roommates" tab and select the Fall 2019 term.

("Selecting and Creating Roommate Groups" continued on the next slide)
Selecting and Creating Roommate Groups (3 of 3)

Step 3 - Search by profiles for roommates or find someone you know using their roommate code.

You can search and invite specific people by using their roommate code.

Step 4 - Whomever sends the first invitation is considered the Group Leader and will be responsible for all aspects of building the group.

Group Leaders will be identified by a Star.

Group members will receive an invitation from the Group Leader. You can accept or reject this invitation. If you accept the invitation, you will then be added to the “group”.

Only Group Leaders can invite or release group members from a group.

The Group Leader:
- Is the first person to send an invitation
- Will be the person who invites any/all other group members
- Can select another group member to be the group leader
- Has the ability to release other members from the group

(continues from previous slide “Selecting and Creating Roommate Groups”)

(continued from previous slide “Selecting and Creating Roommate Groups”)
Room and Building Preferences

The majority of freshman residents live in double rooms in hallways with community bathrooms. Room types vary depending on the building selected. The Office of Residence Life will take your preferences into consideration, but *can not guarantee* any preference or requests.

- **Harrold Complex**- Freshman Only (Johnson and Copeland male only) and (Fischer and Stevens female only)
  - Predominantly double rooms (2 people to a room) with limited singles (1 person to a room)
- **Delta Annex/Delta Housing Complex** (female only). There are limited rooms for freshman students located on the 3rd floor of Delta Housing Complex.
  - Predominantly 3 rooms to a suite (3 to four people to a suite)
  - Each suite has a bathroom
  - There are limited single rooms

For more detailed information on First Year Housing Options click on the link provided below:

[Freshman Housing Options](#)
Additional Important Information

- **Resources that can help with the process**
  - **The Office of Residence Life**
    - Hours of Operation: Monday through Friday 8AM - 5PM; located at the Delta Annex on the first floor
    - Contact by phone: 870-575-7256 or email: reslife@uapb.edu
  - **Student Financial Services**
    - For assistance with all financial questions and processes
    - Hours of operation: Monday-Friday, 8AM - 5PM, located in Caldwell Hall on the first floor
    - Contact by phone: (870) 575-8302
  - **Disability Services**
    - Provides information and supportive services to students with disabilities
    - Hours of operation: Monday-Friday, 8AM-5PM, located in Kirk Hall on the first floor
    - Email: Mr. Michael Bumpers, Director | bumpersm@uapb.edu