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Welcome to the Returning Student Housing Selection Guide

This guide is meant to assist returning upper-class 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 provided covers the necessary information on housing selection. Each heading will act as a link to each 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 (1 of 2)

- April 1, 2019 @ 8:00 A.M. Housing Applications Available Online.
- Before April 1, 2019 there will not be any Housing Selection.
- Online Housing Application Deadline is April 16, 2019 @ 5:00 P.M.:
  - All housing applications are due at this time to be considered for room selection online.
  - All housing applications received after the deadline will have to contact housing.
  - Students who submit a housing application after the deadline will be placed in available space after room selection has been completed.

(Important Dates continues on the next slide)
Eligibility for Housing Selection (1 of 2)

▸ **Who is Eligible for the Housing Process?**
▸ **Students who will be eligible** and will automatically receive an application on: April 1, 2019
  ▸ Student’s with a $0 to $200.00 balance
  ▸ Student’s with a balance of $200 or more *IF*
    ▸ They are current with a payment plan through Financial Aid

(“Eligibility” continued on the next slide)
Who is not Eligible for the Housing Process?

- Students that are not currently eligible will not be allowed the opportunity to apply for housing because:
  - Student balance is more than $200
  - Student do not currently have a Payment Plan Agreement with the Office of Financial Aid.

(“Eligibility” continues from the previous slide)
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

- It's Easy! Log into your RESIDENCE online account at https://www.uapb-residence.simplicity.com

- Make sure you select the “Resident” login
  - Username is your entire UAPB email address
    - (example: doej1357@uapb.edu)
    - Note: When logging in, please remember to use your UAPB email address.

- Is your login not working?
  - If students forget their password, they are asked to reset 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, please contact Residence Life for assistance
    - Email: reslife@uapb.edu
    - Phone: 870-575-8079
Completing Your Application

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

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!

Under Building Preference and Meal, please select two buildings you would prefer to live. Once you select the first building, please select another item to select the second building.

You may receive a confirmation that your housing application was approved within 48 hours.
Selecting and Building Roommate Groups (1 of 3)

**Step 1:** You must have an approved Housing Applications 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 Building Roommate Groups (2 of 3)

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

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

Group Leaders will be identified here by a Star

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

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 remove group members from a group.

The **Group Leader**
- Is the first person to send an invitation
- Will be the person who invites the other group members
- Is responsible for selecting the rooms during room selection at their appointed time
- Can select another group member to be the group leader
- Has the ability to release other members from the group

(“Selecting and Building Roommate Groups” continued from the previous slide)
Selecting Roommate (3 of 3)

- You can search and invite specific people by using their room code.
- You can obtain your friend's Roommate Code by asking them on the phone or by email.
- Roommate Codes are usually private and are not published or searchable.
Room Selection Lottery

During the 2019-2020 Academic year, priority will be given to roommate groups from largest to smallest. Roommate group selection times will continue to be based on average credit hours completed per group.

- Day 1: Roommate Groups of 4 select their room
- Day 2: No selection taking place
- Day 3: Roommate Groups of 3 select their room
- Day 4: No selection taking place
- Day 5: Roommate Groups of 2 select their room
- Day 6: No selection taking place
- Day 7: Individuals students (groups of 1) select their room

Assistance with selection and choosing rooms will be available on days when selection is not taking place. This will be a good time for students struggling with selection to come to the Office of Residence Life for help.
Additional Important Information

- Resources that can help with the process
  - The Office of Residence Life
    - Hours of Operation: Monday through Friday 8AM - 5PM; located in Delta Annex on the first floor
    - Contact by phone: 870-875-7256 or 870-575-8079 or email: reslife@uapb.edu
  - Student Financial Services
    - For assistance with all financial questions and processes, please contact 870-575-8302 or Email: finaid@uapb.edu
    - Hours of operation: Monday-Friday, 8AM - 5PM, located in Caldwell Hall 102 on the first floor Email: finaid@uapb.edu
  - Accessibility Services
    - Provides information and supportive services to students with disabilities
      - Hours of operation: Monday-Friday, 8AM-5PM, located in Caldwell Hall 208 on the 2nd floor
      - Email: Mr. Michael Bumpers, Director | bumpersm@uapb.edu

For more detailed information on Returning Students Housing Options including pictures and floor plans click on the link provided below:

Upperclassman Housing Options