Transfer Housing Guide

University of Arkansas at Pine Bluff

2019-2020 Housing Selection Process for Incoming Transfer Students
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Introduction to the Transfer Housing Selection Guide

This guide is meant to assist transfer students with information related to the housing selection process including how to complete a housing application and how the room assignment/confirmation portion of the process works.

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

The Table of Contents page lists the categories of information related to the transfer 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 becomes available online for incoming transfer students.

- The Office of Residence Life processes transfer students housing assignment and will assigned students into available spaces in our upper-class housing areas.
  - You will be notified of room assignment and roommate(s) once assigned.
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 On to Your RESIDENCE Account

- Its Easy! Log onto your RESIDENCE online account at uapb-residence.symplicity
- 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 should 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 add item to select the second building.
Room and Roommate Preferences

Transfer students are placed in available upperclassman housing spaces. These spaces consist mostly of single and double rooms.

- Spaces for transfer students will be assigned on an ongoing basis
- You can request building and room style preferences in your housing application
  - The Office of Residence Life will take your preferences into consideration, but does not guarantee any preference or requests
- You can also request specific roommate(s) if you already know someone you would like to live with in one of our upper-class residence halls
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 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 on the first floor
  - 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