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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 1, 2020 @ 8:00AM - Housing Applications Become Available Online for Incoming Freshman Students.
- The Office of Residence Life processes freshman housing assignments.
- Residents will be notified of 2020-2021 room assignment.
If you are an incoming freshman at the University of Arkansas at Pine Bluff, there are a few things to know before logging into RESIDENCE for the first time. To access your new Housing RESIDENCE online account you need to contact the Office of Residential Life at 870-575-7256 or 870-575-8079 or 870-575-8080 or 870-575-8360 or email reslife@uapb.edu to receive the temporary password for your account. Please note that newly admitted students will have to wait a minimum of 24 to 48 hours before they can complete the housing application.

Once you have received the temporary password, please log in at https://uapb-residence.symphlicity.com. Once you have log-in for the first time, the system will prompt you to change your password. Please make sure that your passwords are strong (at least 8 to 10 characters and include number(s)/symbols).
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 24 to 48 hours before they can complete the housing application.
- Please note that newly admitted students will have to wait a minimum of 48 hours after submitting the housing application and deposit before you can access the RESIDENCE system.
- If you still need help then please contact the Office of Residence Life for assistance
  - Email: reslife.uapb.edu
  - Phone: 870-575-7256 or 870-575-8079 or 870-575-8080 or 870-575-8360
Completing Your Application

After you log into your RESIDENCE account click the “Get Started” button and begin your 2018-2019 Housing Application.

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

Once you have submitted your housing application you are not able to make changes to the application unless you contact 870-575-7256 or 870-575-8079 or 870-575-8080 or 870-575-8360.

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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” continued on the next slide)
Selecting and Creating Roommate Groups (2 of 3)

**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 your know 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

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 release group members from a group

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**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

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

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

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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 B side 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
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 870-575-8080 or 870-575-8360 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