Table of Contents

- Introduction
- Important Dates
- Eligibility for Housing Selection
- Logging On to Your RESIDENCE Account
- Completing Your Application
- Selecting and Building Roommate Groups
- Room Selection Lottery
- Additional Important Information
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 May 3, 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 come 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” continued on the next slide)
Who is Eligible for the Housing Process?

Students who will be eligible and will automatically receive an application on: April 13, 2020

- 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
  - They are current with a payment agreement from past semester balances by Financial Aid

(“Eligibility” continued on the next slide)
Eligibility for Housing Selection (2 of 2)

- 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" continued from the previous slide)
Logging Into Your RESIDENCE Account

- Its 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.

- Use the same password you use to login to webadvisor.

- Is your login not working?
  - 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 Residence Life for assistance
    - Email: reslife@uapb.edu
    - Phone: 870-575-8079
Completing Your Application

After you log into your RESIDENCE account click the “Get Started” button and begin your 2020-2021 Housing Application.

You should receive a confirmation when your housing application is approved.

Once you have completed your housing application and paid the deposit please clicked the “Submit” button!
Selecting and Building Roommate Groups (1 of 2)

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” continued on the next slide)
**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.

**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.

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.

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

**Table of Contents**

- 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)
Additional Important Information

- Resources that can help with the process

  **Office of Residential Life**
  - Hours of Operation: Monday through Friday, 8:00 AM-5:00 PM; located at the Delta Annex Suite 111
  - 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, 8:00 AM-5:00 PM, located in Caldwell Hall Room 102
  - Contact by phone: (870) 575-8302

  **Disability Services and Veterans Affairs**
  - Provides information and supportive services to students with disabilities
  - Hours of operation: Monday-Friday, 8:00 AM-5:00 PM, located in Caldwell Hall Room 109
  - Email: Mr. Michael Bumpers, Director | bumpersm@uapb.edu
  - 870-575-8089/ 870-575-4618

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

Upperclassman Housing Options