

Returning Student Housing Guide

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Housing Selection Process for Returning Students

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 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.

[Table of Contents](#)

Important Dates (1 of 2)

- ▶ April 1 @ 10:00 A.M. Housing Applications Available Online.
- ▶ Before April 1, there will not be any Housing Selection.
- ▶ Online Housing Application Deadline is May 3 @ 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)

[Table of Contents](#)

Eligibility for Housing Selection (1 of 2)

- ▶ Who is Eligible for the Housing Process?
- ▶ Students that are eligible will be allowed to apply for housing on April 1
 - ▶ 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)

[Table of Contents](#)

Eligibility for Housing Selection (2 of 2)

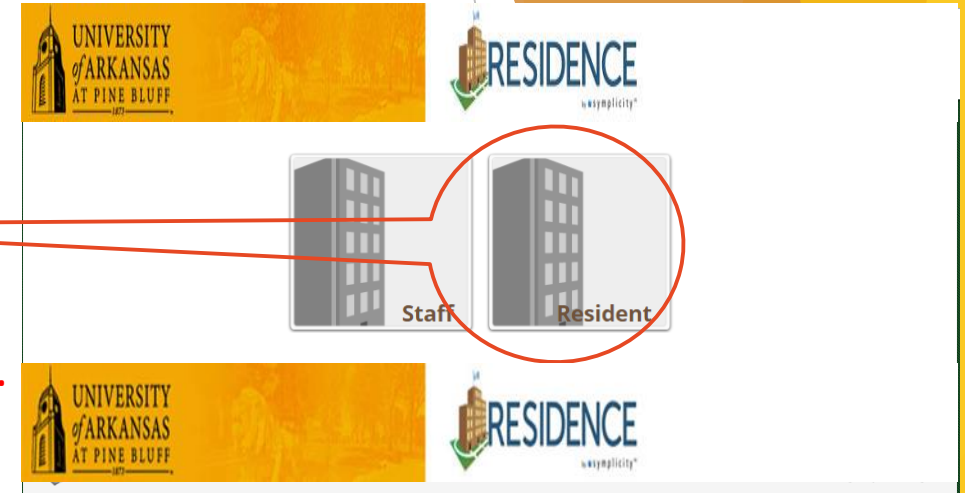
- ▶ **Who is not Eligible for the Housing Process?**
- ▶ **Students that are not currently eligible** will not be allowed the opportunity to apply for housing because:
 - ▶ Student balance is more than \$200
 - ▶ Student do not currently have a Payment Plan Agreement with the Office of Financial Aid.

("Eligibility" continued from the previous slide)

[Table of Contents](#)

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.**
- ▶ Is your login not working?
 - ▶ Please note if you have forgotten your password, please review the resident login page where you sign in to apply for housing, and click forgot password to change your password.
 - ▶ If you still need help then please contact Residence Life for assistance at 870-575-7256 or email reslife@uapb.edu



Completing Your Application

The screenshot shows a user interface with a navigation bar at the top containing 'Home', 'Applications', 'Roommates', 'My Account', and 'More'. On the right side of the navigation bar, the user's name 'Abby A. Teststudent' and 'Your Roommate Code: nadorple969' are displayed next to a notification icon with the number '4'. Below the navigation bar, there are four main sections: 'Assigned Roommates' (with a person icon and the text 'You currently have no roommates.'), 'My Room' (with a house icon and the text 'You currently have no rooms.'), 'Applications' (with a document icon and the text 'Start, continue or view the application(s) listed below.'), and 'Announcements' (with a megaphone icon and the text 'There are currently no announcements.'). Under the 'Applications' section, there is a table with one entry: 'Housing Application - Returners' with a blue 'Get Started' button next to it.

After you log into your RESIDENCE account click the “Get Started” button and begin the Housing Application Process

Once you have completed your housing application and paid the deposit please click the “Submit” button!

You should receive a confirmation when your housing application is approved

[Table of Contents](#)

Selecting and Building Roommate Groups (1 of 2)

Home Applications **Roommates** My Account More

Abby A. Teststudent
Your Roommate Code: nadorple969

Assigned Roommates
You currently have no roommates.

My Room
You currently have no rooms.

Applications
Start, continue or view the application(s) listed below.

1	Housing Application - Returners	Get Started
---	---------------------------------	-----------------------------

Announcements
There are currently no announcements.

Quick Links

Other

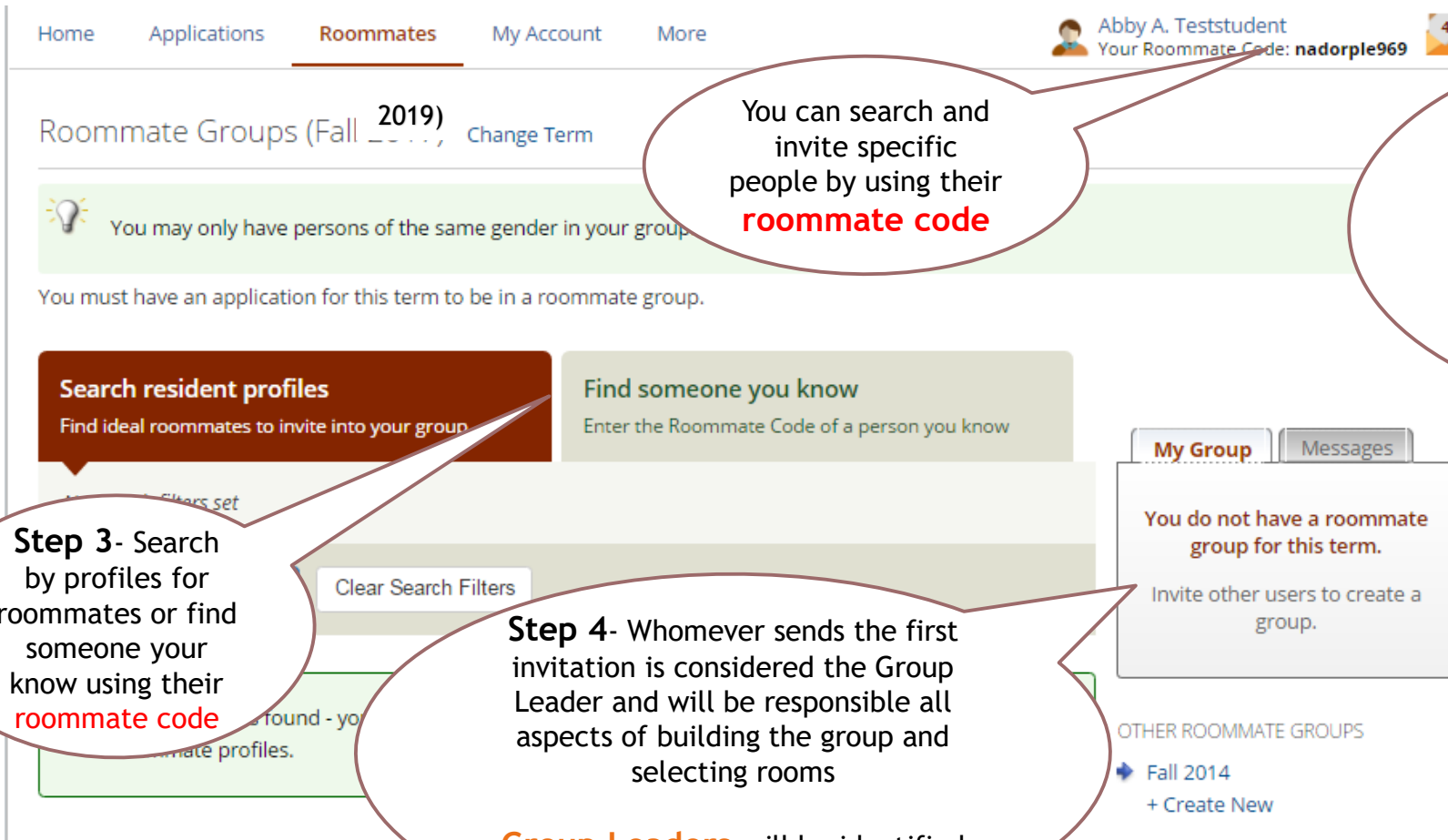
Step 1- You must have an approved Housing Applications before you can select or be selected for a roommate group

Step 2- Click on the "Roommates" tab and select the fall term

("Selecting and Building Roommate Groups" continued on the next slide)

[Table of Contents](#)

Selecting and Building Roommate Groups (2 of 2)



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.

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 ★

- 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)

[Table of Contents](#)

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: 870-575-7256 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 102 on the first floor
 - ▶ Contact by phone: 870-575-8302 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:

[Returning students Housing Options](#)

[Table of Contents](#)