

Transfer Housing Guide

University of Arkansas at Pine Bluff
Housing Selection Process for 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 the 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.

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Important Dates

- ▶ February 1 @ 1:00 pm - Housing Applications Become Available Online for Transfer Students.
- ▶ The Office of Residence Life processes freshman housing assignments. **Please note that applications will not be processed until they have been completed and the deposit has been paid.**
- ▶ **The Department will begin forwarding an official housing assignment designating the residence hall and room to which the student has been assigned, at the end of May for the Academic School Year.**

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Logging Into Your RESIDENCE Account

- ▶ **The Office of Residential Life is located at the Delta Annex Suite 111 and the hours of operation are Monday through Friday from 8:00 am to 5:00 pm. If you have problems with login information, please email us at reslife@uapb.edu or contact 870-575-7256. Please note that newly admitted students must wait a minimum of 48 hours before housing application can be completed. Please note that applications will not be processed until they have been completed and the deposit has been paid. The department will begin forwarding an official housing assignment designating the residence hall and room to which the student has been assigned, at the end of May for the Academic School Year 2021-2022.**
- ▶ **Newly admitted students will have to wait a minimum of 48 hours before they can complete the housing application. Please note that applications will not be processed until they have been completed and the deposit has been paid. The department will begin forwarding an official housing assignment designating the residence hall and room to which the student has been assigned, at the end of May for the Academic School Year.**
- ▶ Please follow the login instructions that are shown on the next page. After the instructions have been read, 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
continued on the next slide)**

Logging On to 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

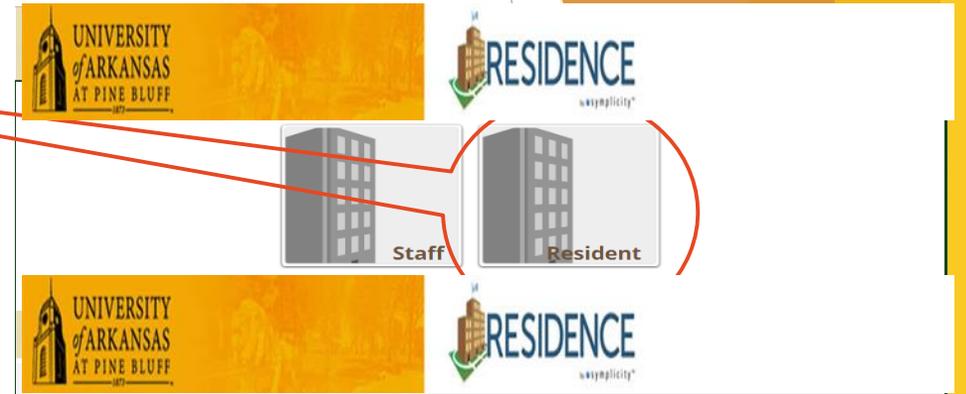
Example: doej1357@uapb.edu

Note: When logging in, please remember to use your UAPB email address.

Please use your temporary password to enter the site.

Example: Jane Stevenson and birth date is December 25, 1981 then your initial password would be Js122581.

- ▶ Is your login not working?
- ▶ **Please note that newly admitted students will have to wait a minimum of 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 accessing 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



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Completing Your Application

The screenshot shows a user interface for a housing application system. At the top, there is a navigation bar with links for Home, Applications, Roommates, My Account, and More. On the right side of the navigation bar, the user's name 'Elf Teststudet' and their roommate code 'kesotas730' are displayed next to an email icon. Below the navigation bar, there are four main sections: 'Assigned Roommates' (with a note 'You currently have no roommates.'), 'My Room' (with a note 'You currently have no rooms.'), 'Applications' (with a note 'Start, continue or view the application(s) listed below.'), and 'Announcements' (with a note 'There are currently no announcements.'). Under the 'Applications' section, there is a list item for '3 Housing Application - Transfer Students' with a blue 'Get Started' button next to it.

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

Once you have completed your housing application and paid the deposit 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 email reslife@uapb.edu

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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

For more detailed information on First Year Housing Options click on the link provided below:

[Upperclassman Housing Options](#)

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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 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 or email finaid@uapb.edu
 - ▶ 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

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