Incoming Freshman Housing Guide

University of Arkansas at Pine Bluff

Housing Selection Process for Incoming Freshman

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Welcome to the incoming freshman Housing Selection Guide

This guide is meant to assist 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 the 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 @ 1:00 pm - Housing Applications Become Available Online for Incoming Freshman 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.

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.symplicity.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.

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

Completing Your Application

Home	Applications	Roommates	My Account	More		Dude Teststudent
						Your Roommate Code: **engenpre538**

Assigned Roommates

You currently have no roommates.

My Room

You currently have no rooms.

Applications

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

Announcements

There are currently no announcements.

Housing Application - Incoming First-Year Students   **Get Started**

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 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

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 chose 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)

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

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

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")

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

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

Freshman Housing Options

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 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