Residence Life | UNIVERSITY OF St.Thomas

2024 - 2025
ROOM SELECTION AND ROOMMATE PULL-IN PROCESS FOR RISING SECOND-YEAR STUDENTS

General Process Information

- You are required to have a 2024-2025 Returning Students housing application updated by March 31. Only **currently enrolled rising second-year students** who are required to live on campus will have an opportunity to participate in the housing selection process. Visit https://www.stthomas.edu/residence-life/housing-returning-students/index.html for more information.

- By April 12, students who have **confirmed interest in Second Year Living Learning Community (SYLLC)** will be assigned to Frey Suites. If you are assigned, you will not be eligible to participate in the housing selection process on April 17.

- On April 16, eligible students are randomly assigned a time for selection and emails from Residence Life will be sent. The Housing Selection Process begins 4 p.m., April 17.

- You may (but are not required to) fill any open spaces with roommates of your choice before finalizing your room selection.

- If you pull in roommates, you will need your roommate's St. Thomas ID number, PIN, and meal plan choice. For more information on the meal plan policy please refer to the student housing agreement.

- If you do not participate in the housing selection process, you will be assigned to available spaces by Residence Life. If you have any questions, please contact the Department of Residence Life at (651) 962-6470 or email reslife@stthomas.edu .

- Our office will be staffed in the evening of April 17 to answer questions during the housing selection process. The Residence Life office is located in Koch Commons Building, Room 120.

How to Begin?

- Log into **Murphy Online** through the OneStThomas homepage or go directly to https://banner.stthomas.edu.

- Once logged in, select the **Student Services** link from the main page.

- At the bottom of the Student Services page, find and select the link for **Student Housing System**.

- On the student housing page, please select the link that will bring you to the St. Thomas Housing System and it will open a new browser window/tab with the student housing landing page. *(Please make sure that your pop-up blockers are allowed for the new window to open)*.

- On the Student **Housing Portal** select "I AM A STUDENT CURRENTLY LIVING ON CAMPUS OR TAKING CLASSES".

- On the On-Campus Housing Forms & Processes Portal click the image for "2024-2025 Room Selection & Roommate Pull-In Process". *You will not have access to this process until your assigned selection time.*

If you have any questions, please contact the Department of Residence Life at (651) 962-6470 during business hours Monday – Friday, 8:00 a.m. to 4:30 p.m.
(Note on April 17th we will have extended business hours to assist with housing selection).

• At the Welcome and information page click *Next step* to continue.

Verify Booking Dates Here!

Your Fall, J-term, and Spring Terms Below:

	Term	Start	End
☑	Fall 2024	9/4/2024	12/20/2024
☑	J-Term 2025	1/2/2025	1/30/2025
☑	Spring 2025	2/3/2025	5/23/2025

Please Note

* This process allows you to select spaces for the fall, j-term, and spring terms listed on the left for the academic year.

Click Next step (found below) to continue.

❌ Cancel   ⬅ Previous   ➡ *Next step*

- Booking terms for the full academic year are displayed.
- Click *Next Step* to continue the process.

OPTIONAL - My Roommate Group

Before you Select a Room - Do you want to pull-in roommates?
If YES, follow steps below to create your roommate group. (You do not have to fill all vacant spaces).
*If NO, skip the section below and click **Next step** (found below) to continue to room selection.*

Instructions for Creating your Roommate Group:

- Click "**Add**".
- Type the roommate's **St. Thomas ID number** in the space provided.
- Click "**Search**".
- After the name is displayed, type the roommate's **PIN** in the space provided.
- You must click "**Select**" to update the selection before continuing.
- Continue adding roommates by repeating the steps above until done.
- Click **Next Step** (found below) to continue.

Search and Select Roommates to Create Group Here!

Roommate Request(s)

Add

Click Next step (found below) to continue.

X Cancel   ← Previous   ➡ *Next step*

- **Do you want to pull in roommates?** If YES, follow instructions found on the page and then click *Next step*.

OR

- **Self-selecting without roommates?** If YES, skip this page and click *Next step*.

Left panel:

Instructions for Searching and Selecting Space(s):

- Selecting for Yourself Only?
  - To display bedspaces you must click the "pointer" located left of the Room.
  - Next click the corresponding "Lock for Me" button to lock a bedspace.
- Selecting for your Group?
  - Click the corresponding "Lock Room for My Group" button to lock a room.
  - Next you will be prompted to assign bedspaces for your group.
- Change your mind and want to add/change/remove roommates?
  - Click "Release Room Lock" button (if you locked a room) and then scroll down to the bottom of the page and click "Previous" to go back to "Search and Select Roommates" page.
- Change your mind and want to search and select a different room?
  - Click "Release Room Lock" button and you will be prompted to search and select again.
  - Click the corresponding "Lock Room for My Group" OR "Lock for Me" button to lock a room.

Begin your Search for Rooms Here!

Select available room space(s) in the Section Below! (Be sure to use the inner scroll bar located directly next to the list to scroll down to find an apartment)

> Upperclass > Flynn Hall

Please Note - Selecting for Yourself Only? Click the pointer next to "Room" to see available bedspaces along with the "Lock for Me" button. Selecting for the Group? The "Lock Room for My Group" button will be displayed directly to the right of the room. Click a button to select.

- Campus: (910)
  - Building: 2085 Grand (44)
  - Building: 2151 Grand (52)
  - Building: 2163 Grand (6)
  - Building: 2171 Grand (26)
  - Building: 2175 Grand (26)
  - Building: Flynn Hall (154)
    - Floor: Flynn Hall Basement (20)
    - Floor: Flynn Hall 1st Floor (44)
    - Floor: Flynn Hall 2nd Floor (36)
    - Floor: Flynn Hall 3rd Floor (26)
    - Floor: Flynn Hall 4th Floor (24)
    - Floor: Flynn Hall 7th Floor (4)
  - Building: Frey Hall (241)
  - Building: Grace Hall (62)
  - Building: Morrison Hall (228)
  - Building: Murray Hall (71)

Suite: Flynn 457-459 (4 available)

- Room: FRH-457 (2 available) — Lock Room For My Group
- Room: FRH-459 (2 available) — Lock Room For My Group
- Room: FRH-041 (4 available) — Lock Room For My Group
- Room: FRH-101 (4 available) — Lock Room For My Group
- Room: FRH-104 (4 available) — Lock Room For My Group
- Room: FRH-105 (4 available) — Lock Room For My Group
- Room: FRH-107 (4 available) — Lock Room For My Group
- Room: FRH-141 (4 available) — Lock Room For My Group
- Room: FRH-201 (4 available) — Lock Room For My Group

Lock Status

You have not created a lock.

Click Reserve Room link (found below).

Cancel   Previous   Reserve Room

Right panel:

Instructions for Searching and Selecting Space(s):

- Selecting for Yourself Only?
  - To display bedspaces you must click the "pointer" located left of the Room.
  - Next click the corresponding "Lock for Me" button to lock a bedspace.
- Selecting for your Group?
  - Click the corresponding "Lock Room for My Group" button to lock a room.
  - Next you will be prompted to assign bedspaces for your group.
- Change your mind and want to add/change/remove roommates?
  - Click "Release Room Lock" button (if you locked a room) and then scroll down to the bottom of the page and click "Previous" to go back to "Search and Select Roommates" page.
- Change your mind and want to search and select a different room?
  - Click "Release Room Lock" button and you will be prompted to search and select again.
  - Click the corresponding "Lock Room for My Group" OR "Lock for Me" button to lock a room.

Begin your Search for Rooms Here!

Select available room space(s) in the Section Below! (Be sure to use the inner scroll bar located directly next to the list to scroll down to find an apartment)

> Upperclass > Flynn Hall

Please Note - Selecting for Yourself Only? Click the pointer next to "Room" to see available bedspaces along with the "Lock for Me" button. Selecting for the Group? The "Lock Room for My Group" button will be displayed directly to the right of the room. Click a button to select.

- Campus: (927)
  - Building: 2085 Grand (44)
  - Building: 2151 Grand (52)
  - Building: 2163 Grand (6)
  - Building: 2171 Grand (26)
  - Building: 2175 Grand (26)
  - Building: Flynn Hall (155)
  - Building: Frey Hall (241)
  - Building: Grace Hall (77)
  - Building: Morrison Hall (229)
  - Building: Murray Hall (71)

Suite: Flynn 457-459 (4 available)

- Room: FRH-457 (2 available)
- Room: FRH-459 (2 available)
- Room: FRH-041 (4 available)
- Room: FRH-101 (4 available)
  - Lock For Me — Bed Space: FRH-101A
  - Lock For Me — Bed Space: FRH-101B
  - Lock For Me — Bed Space: FRH-101C
  - Lock For Me — Bed Space: FRH-101D
- Room: FRH-104 (4 available)

Lock Status

You have not created a lock.

Click Reserve Room link (found below).

Cancel   Previous   Reserve Room

- **Pulling in roommates?** Follow instructions on the page and click "**Lock Room for My Group**" button when done.

OR

- **Selecting for yourself only?** Follow instructions on the page and click "**Lock For Me**" button when done.

Assign Bedspaces Here!

Room "FRH-101" is locked for your group. If you want to change your room selection, click "Release Room Lock" button and select again. To assign bedspaces, click the dropdown arrow next to a corresponding bedspace and select a name. To finalize bedspace assignments, scroll down to the bottom of the page and click "Reserve Room" button.

Room: FRH-101

Bed Space:	FRH-101A	[dropdown]
Bed Space:	FRH-101B	[dropdown]
Bed Space:	FRH-101C	[dropdown]
Bed Space:	FRH-101D	[dropdown]

[Release Room Lock]

Lock Status

09:18 Room FRH-101 will be unavailable to others while you process your booking.

Click Reserve Room link (found below).

⊗ Cancel   ⬅ Previous   ➡ *Reserve Room*

Assign Bedspaces Here!

Bedspace "FRH-101A" is locked for you. If you want to change your selection, you may click the "Release Room Lock" button below and select again. To finalize your bedspace assignment, scroll down to the bottom of the page and click "Reserve Room" button.

Room: FRH-101

Bed Space:	FRH-101A	Erin [dropdown]

[Release Room Lock]

Lock Status

08:24 Bedspace FRH-101A will be unavailable to others while you process your booking.

Click Reserve Room link (found below).

⊗ Cancel   ⬅ Previous   ➡ *Reserve Room*

- **Pulling in roommates?** Follow instructions on this page and assign exact bedspaces for your group and click the *Reserve Room* button.

OR

- **Selecting for yourself only?** Follow instructions on this page and self-assign yourself an exact bedspace and then click the *Reserve Room* button.

Select Meal Plan

Guidelines for Selecting a Meal Plan
• Students in their second year, having completed two (2) or three (3) full semesters at St. Thomas are required to choose an Unlimited, Block 150, Block 135, Block 70, or Block 60 meal plan regardless of credits or housing assignment location.

Instructions:

Plans for Erin

- Add a meal plan for yourself and for each roommate listed.
- Click "**Add**" and then click the dropdown arrow and **highlight a meal plan** from the list.
- Click "**Select**" to update the meal plan before proceeding to the next step.
- When done click **Submit Bookings and Meal Plans** (found at the bottom of the page).

Meal Plan

Add

Add/Edit Plan

Meal Plan:

Block 135: 135 Meals/$400 DD
Block 150: 150 Meals/$250 DD
Block 60: 60 Meals/$400 DD
Block 70: 70 Meals/$150 DD
Unlimited Meal Plan / $100 DD

✓ Select

Plans for Jeanne

Meal Plan
Add

Lock Status

00:24   Room FRH-101 will be unavailable to others while you process your booking.

Finish Below!

Click Submit Bookings and Meal Plans (found below).

❌ Cancel   ⬅ Previous   ☑ *Submit Bookings and Meal Plans*

- Follow instructions on this page to select a meal plan for **yourself and pulled in roommate(s) if any.**
- When done scroll down to the bottom of the page and click *Submit Bookings and Meal Plans* **link**.

SUCCESSFULLY SUBMITTED HOUSING!

Congratulations! You have completed the Room Selection and Roommate Pull In process.

An email from Residence Life is being sent to you and any roommates pulled-in during the process to your St. Thomas email account. If you do not receive the email please contact us at (651) 962-6470 or email reslife@stthomas.edu.

Please close browser window to exit.

- After you successfully complete the process, the message above will be displayed.
- **A confirmation email will be sent from Residence Life to you and the roommate(s) you pulled in (if any).**
- To exit the process, close the browser window.

THANK YOU

For more information on the returning student housing selection process please visit our website at https://www.stthomas.edu/residence-life/housing-returning-students/index.html

For any questions or concerns, please reach out to Residence Life at reslife@stthomas.edu or 651-962-6470