

SELF-ELECTED ROOM SELECTION GUIDE

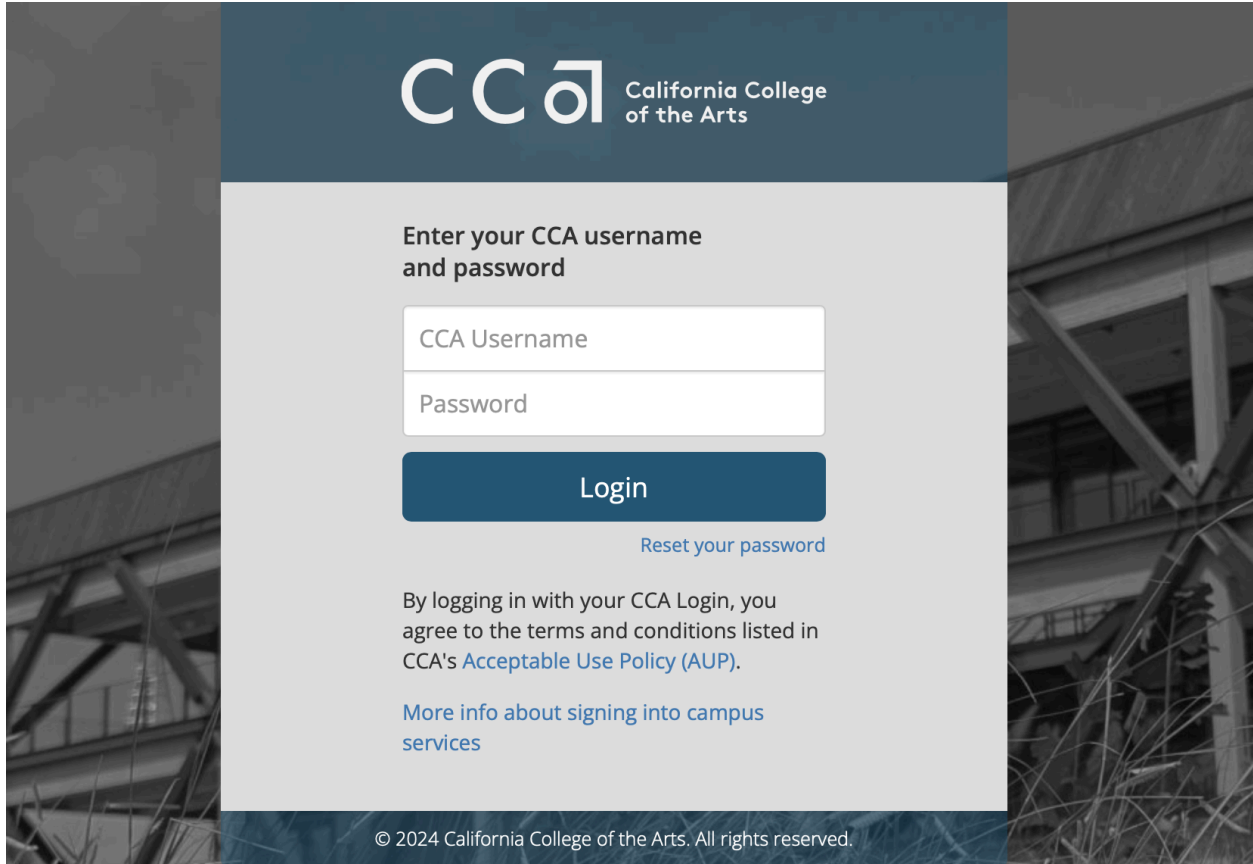
To ensure a smooth room selection process, it's recommended that you plan ahead and familiarize yourself with the Room Selection Process before your assigned time slot. Use the checklist and instructions below to guide you.

Before Your Assigned Room Selection Timeslot:

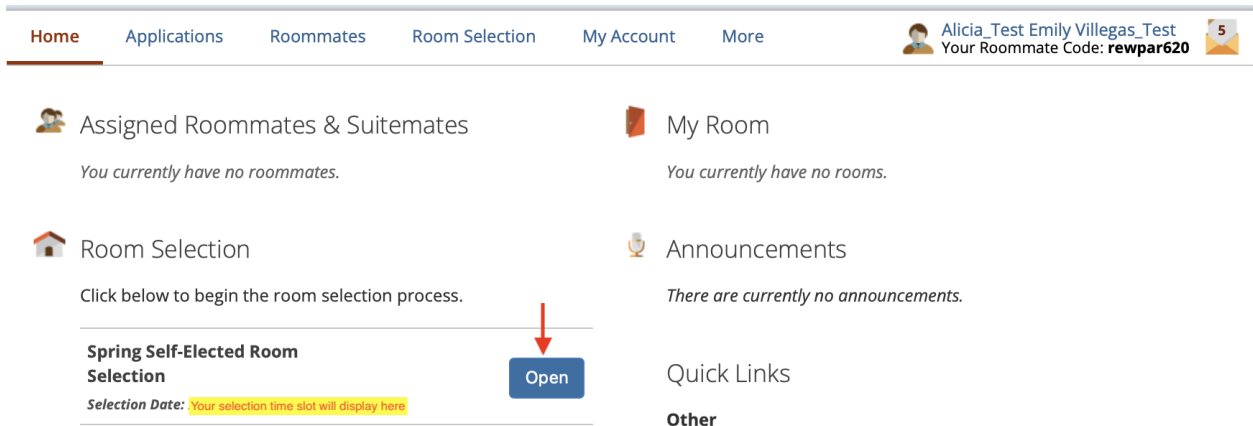
- Review [Housing Floor Plans and Housing Rates](#)**
- Set Reminders:** Add your room selection time slot to your calendar and set an alarm to ensure you don't miss it.
- Form Roommate Groups:** For students seeking a single room in a suite/apartment, complete groups that match the room's capacity will be given priority. If your group is unable to fill every available space in the room, you will not be able to select the room.
For example, If you form a roommate group of 3 people, you will not be able to select a 4 bedroom suite as your group does not meet the group size for that room.
- Make backup plans:** Be ready to adjust your plans or modify your roommate group if needed. For instance, if your group has 4 members but the desired room only has 2 spaces available, you'll need to reduce your group size to select that room.
Note: You can only be in one roommate group at a time.
- Create a shortlist of preferred rooms:** You are able to log into your [Housing Account](#) ahead of your assigned time slot to create a short list of your favorite rooms (See Step 6 below)
- Review **How to Select Your Room: Step-by-Step** guide below

How to Select Your Room: Step-by Step

Step 1: Log into your [CCA Housing](#)



Step 2: Open the Self-Elected Room Selection process under Room Selection section



Step 3: Form or update roommate group. This step is optional, but highly recommended if you prefer to choose your own roommates rather than being assigned one randomly.

Spring Self-Elected Room Selection (2025 Spring)

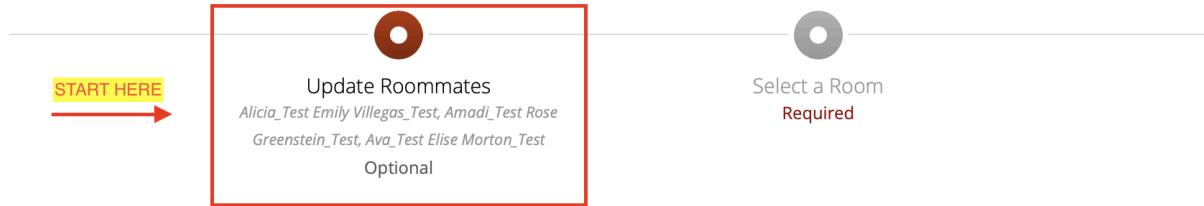
Assigned Room Selection Time: **Your assigned timeslot will display here**

Start Date: **When Room Selection Period starts**

Finalize your selection by: **When Room Selection Period Ends (Remaining time is also displayed here)** →

Select a room in the remaining time

2	19	6	53
DAYS	HRS	MINS	SECS



You must have an application for this term to be in a roommate group.

Note: You cannot edit your group because you are not the leader

Login as frame

Search resident profiles
Find ideal roommates to invite into your group

No search filters set

[Change Search Filters](#) [Clear Search Filters](#)

Find someone you know
Enter the Roommate Code of a person you know

Lightbulb icon: No applications found - you must have started an application for this term before browsing roommate profiles.

My Group Messages

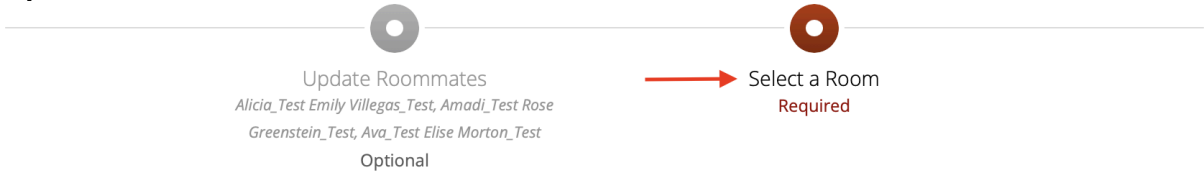
2025 Spring

Group Leader
[Profile 5179](#)

Members
[Profile 5178](#)
[Profile 5176](#)

Leave Group

Step 4: Click “Select a Room”



Search Filters:

Building Blattner Hall Founders Hall

Floor [Clear](#)

Room Attribute [Clear](#)

Occupancy

Room

Rate

Code

Room Type

Keywords

[Apply Search](#) [Save Defaults](#)

Step 5: Use “Room Attribute” to filter your room preferences and click “Apply Search”.

The screenshot displays a web interface for room selection. At the top, there are two main sections: "Update Roommates" and "Select a Room". Under "Update Roommates", the names of roommates are listed: Alicia_Test, Emily Villegas_Test, Amadi_Test, Rose Greenstein_Test, Ava_Test, and Elise Morton_Test. The "Optional" status is indicated. The "Select a Room" section has a "Required" label.

The main area contains "Search Filters" with the following options:

- Building:** Blattner Hall, Founders Hall
- Floor:** [select] (dropdown), Clear
- Room Attribute:** [select] (dropdown), Clear
- Occupancy:** [select] (dropdown)

The "Room Attribute" dropdown menu is open, showing a list of room types. The option "Founders Hall Private Studio (No Kitchenette)" is highlighted in green. Other options include Blattner Hall Double in 2 Bedroom Apt, Blattner Hall Double in 4 Bedroom Apt, Blattner Hall Single w/View in 4 Bedroom Apt, Founders Hall Double Studio, Founders Hall Double in 2 Bedrooms Suite, Founders Hall Private Studio with Kitchenette, Founders Hall Single in 2 Bedrooms Suite, Founders Hall Single in 3 Bedrooms Suite, Founders Hall Single in 3 Bedrooms Suite with Kitchenette, and Founders Hall Single in 4 Bedrooms Suite.

At the bottom left, the "Apply Search" button is highlighted with a red box and a red arrow. Other buttons include "Save Defaults" and "Login as frame".

Step 6: Review the available rooms. You can also mark your favorite room(s) to create a shortlist here.

Items 1-20 of 48 Showing 20 | Jump 1 | Next >

Building	Floor	Apartment Number	Room Number	Availability	Selection
Blattner Hall	2	201	201A, 201B, 201C, 201D	8 of 8	★
Blattner Hall	2	202	202A, 202B, 202C, 202D	6 of 8	★
Blattner Hall	2	203	203A, 203B, 203C, 203D	8 of 8	★
Blattner Hall	2	204	204A, 204B, 204C, 204D	8 of 8	★
Blattner Hall	2	205	205A, 205B	4 of 4	★
Blattner Hall	2	206	206A, 206B, 206C, 206D	4 of 4	★

Favorites Spaces you favorited will display here

Space

- BLATTNER HALL, Room 201, Floor: 2 Open Room
- BLATTNER HALL, Room 202, Floor: 2 Open Room

Login as frame

Click the star to mark your favorites

Step 7: When you are ready to select a room, Click “Open Room” next to the room you want.

Items 1-20 of 27 Showing 20 | Jump 1 | Next >

Building	Floor	Apartment Number	Room Number	Availability	Selection
Blattner Hall	2	201	201A, 201B, 201C, 201D	8 of 8	★ Open Room
Blattner Hall	2	202	202A, 202B, 202C, 202D	6 of 8	★ Open Room
Blattner Hall	2	203	203A, 203B, 203C, 203D	8 of 8	★ Open Room
Blattner Hall	2	204	204A, 204B, 204C, 204D	8 of 8	★ Open Room
Blattner Hall	2	205	205A, 205B	4 of 4	★ Open Room

Favorites

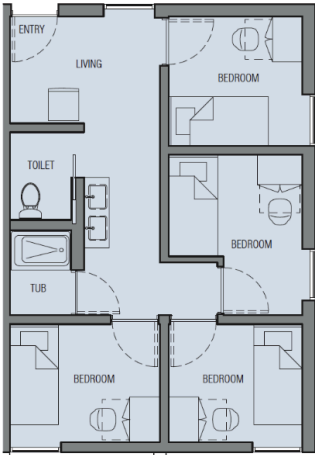
Space

- FOUNDERS HALL, Room 104, Floor: 1 Open Room
- BLATTNER HALL, Room 204, Floor: 2 Open Room
- FOUNDERS HALL, Room 112, Floor: 1 Open Room

Step 8: Assign your name to one of the available spaces and click finalize

Founders Hall, Floor 3, Apartment 342 ★ Favorite

Room 342A



\$ Founders Single in 4 Bedroom Suite

Apt 342A Amenities
✓ Founders Hall Single in 4 Bedrooms Suite

◀ Prev Room ● ● ● ● Next Room ▶

Select a room in the remaining time

2 DAYS 18 HRS 5 MINS 13 SECS

Room Selection * indicates a required field

Room Selection*:

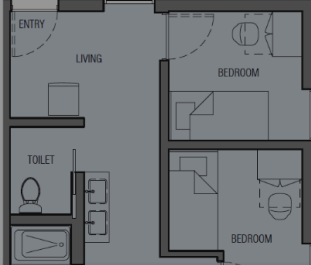
- ROOM SELECTION
- Building:** Founders Hall
- Floor:** 3
- Apartment:** 342
- Apartment Selection:**
 - Room 342A: (Mixed / No Restrictions)
 - Room 342B: (Mixed / No Restrictions)
 - Assigned
 - Room 342C: (Mixed / No Restrictions)
 - Room 342D: (Mixed / No Restrictions)
 - Assigned

Login

Step 9: Click "OK" to finish—you're all set

Founders Hall, Floor 3, Apartment 342 ★ Favorite

Room 342A



Clicking OK will finalize this selection. Are you sure you wish to finalize your housing selection?

Cancel **OK**

\$ Founders Single in 4 Bedroom Suite

Select a room in the remaining time

2	18	3	39
DAYS	HRS	MINS	SECS

Room Selection * indicates a required field

Room Selection*: ROOM SELECTION

Building: Founders Hall

Floor: 3

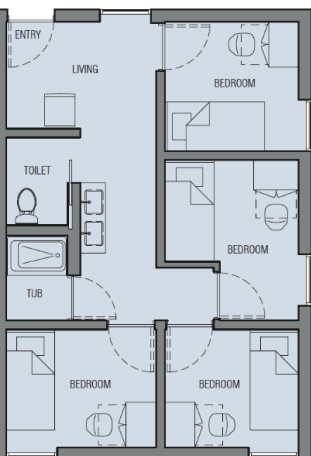
Apartment: 342

Apartment Selection:

- Room 342A: (Mixed / No Restrictions)
 - Ava_Test Elise Morton_Test
- Room 342B: (Mixed / No Restrictions)
 - Assigned
- Room 342C: (Mixed / No Restrictions)

Founders Hall, Floor 3, Apartment 342 ★ Favorite

Room 342A



\$ Founders Single in 4 Bedroom Suite

Apt 342A Amenities

- ✓ Founders Hall Single in 4 Bedrooms Suite

◀ Prev Room •••• Next Room ▶

Select a room in the remaining time

2	18	2	1
DAYS	HRS	MINS	SECS

Finalized: Your room selection has been finalized.

Room Selection * indicates a required field

Room Selection*: ROOM SELECTION

Building: Founders Hall Login as frame

Floor: 3

Apartment: 342

Apartment Selection:

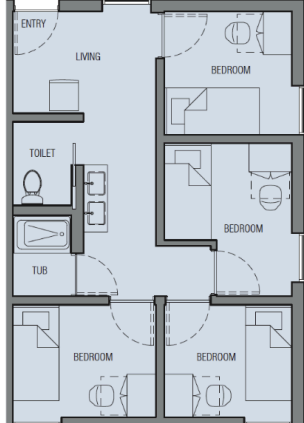
- Room 342A: (Mixed / No Restrictions)
 - Assigned
- Room 342B: (Mixed / No Restrictions)
 - Assigned
- Room 342C: (Mixed / No Restrictions)
- Room 342D: (Mixed / No Restrictions)
 - Assigned

Group Size Restriction Warnings:

Group size is bigger than available spaces in the room - You must go back to Step 3 to edit your roommate group by removing someone from the group to match the number of available spaces in your desired room before continuing.

Founders Hall, Floor 3, Apartment 342 ★ Favorite

Room 342A ◀ ▶



\$ Founders Single in 4 Bedroom Suite Login as frame

Apt 342A Amenities
✓ Founders Hall Single in 4 Bedrooms Suite

◀ Prev Room ● ● ● ● Next Room ▶

Select a room in the remaining time

2 18 24 43
DAYS HRS MINS SECS

⚠ Selection Group Notice: Your group may not select this space as your group is larger than the available space in the room.

Room Selection * indicates a required field

Room ROOM SELECTION
Selection*: **Building:** Founders Hall
Floor: Founders Hall - Floor 3
Apartment: Founders Hall - Floor 3 - Apartment 342

Apartment Selection:

- Available** Room 342A: (Mixed / No Restrictions)
- Not Available** Room 342B: (Mixed / No Restrictions)
 - Assigned
- Available** Room 342C: (Mixed / No Restrictions)
- Not Available** Room 342D: (Mixed / No Restrictions)
 - Assigned

Back

Group size is smaller than available spaces in the room - You must go back to Step 3 to edit your roommate group by adding someone to the group to meet the number of available spaces in your desired room before continuing.

Blattner Hall, Floor 3, Apartment 301 ★ Favorite

Room 301A ◀ ▶

\$ Blattner Double in 4 Bedroom Apt

Apt 301A Amenities

✓ Desk Chair	✓ Couch	✓ Microwave
✓ Dresser (2-Drawer)	✓ Dresser	✓ Closet
✓ Individually Controlled Thermostat	✓ Dishwasher	✓ Heating
✓ Blattner Hall Double in 4 Bedroom Apt	✓ Dining Chairs	✓ Dining Table
✓ Refrigerator		

◀ Prev Room ● ● ● ● Next Room ▶

Select a room in the remaining time

2	18	14	46
DAYS	HRS	MINS	SECS

Selection Group Notice: Your group may not select this space as you are unable to fill every available space. To select this room make sure your group size (3) matches the space available (4), or contact your housing office to resolve the error.

Room Selection * indicates a required field

Room Selection:

Room Selection*: ROOM SELECTION

Building: Blattner Hall

Floor: 3

Apartment: 301

Apartment Selection:

- Available** Room 301A: (Mixed / No Restrictions)
 - Assigned
 -
- Available** Room 301B: (Mixed / No Restrictions)
 - Assigned
 -
- Available** Room 301C: (Mixed / No Restrictions)
 - Assigned
 -
- Available** Room 301D: (Mixed / No Restrictions)
 - Assigned
 -