Process 3: Selecting your Room/Suite/Apartment

1) Login to www.xavier.edu/thd using your Xavier credentials

2) Scroll down to “Room Selection” to find the time you can access the system (this time or later).

3) When your time is live, select “Select a Room/Suite”

Note: If you are getting an error about roommate group not being fully matched go back to Roommate Selection and cancel your outstanding requests to people who have not accepted your request.

4) Filter by Hall desired

5) Select “Find Available Rooms”
Note: To see floor layouts go to [http://www.xavier.edu/residence-life/Residences.cfm](http://www.xavier.edu/residence-life/Residences.cfm)

Select the hall, then select Floor Plans on the right side

6) Locate the bed/suite desired

7) Select “Select Room” or “Select Suite” as appropriate

8) Assign student(s) to the appropriate bed spaces using the drop down boxes (The system will not allow you to assign yourself to multiple beds)

9) The Housing Contract is provided again so students are reminded of the terms for their agreement with the university. Remember: once you select “submit” you are expected to fulfill the housing agreement.

10) Select “I agree – Submit My Room Selection” at the bottom of the page.
11) The system will send a confirmation email with the names of roommates who have already assigned to the room. Keep watching www.xavier/thd if there are available spaces in your room. When new roommates assign to the space their information will appear under the Room Assignment section of the main page.