1) Login to www.xavier.edu/thd using your Xavier credentials. Only one student in the group must log in to select and the selections that individual makes for the group are final.

2) On the home screen, scroll down to “Room Selection” to find the time you can access the system (this time or later). The screen will also show the general hours that the selection process will be open.

✓ Room Selection

Fall 2020 First Year Room Selection

New first-year students at Xavier University will select their room through this process.

Start Time: 6/22/20, 9:00 AM
Priority Number: 0
Group Priority: 1

Selection Times

6/22/20, 9:00 AM to 6/22/20, 7:00 PM
6/23/20, 9:00 AM to 6/23/20, 7:00 PM

Select A Room/Suite

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

Selection Times

6/15/20, 9:00 AM to 6/15/20, 10:00 PM (CURRENTLY OPEN)
6/22/20, 9:00 AM to 6/22/20, 7:00 PM
6/23/20, 9:00 AM to 6/23/20, 7:00 PM

Select A Room/Suite
4) Screen will update to show you are eligible to select and who is in your roommate group. If there appears to be an error with your roommate group, call us at 513-745-3203.

Your Room Selection

You are now eligible to select a room in the Fall 2020 First Year Room Selection process. You have until 6/15/2020 at 10:00 PM (US/Eastern).

Roommate Group (1)

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Number</th>
</tr>
</thead>
</table>
| You  | 000

Select from Room List

5) Click “Select from Room List” and “Search Available Rooms” to locate a space. You can enter filters for hall or can leave empty to show all available remaining spaces. **NOTE: filtering can be temperamental. Double check the hall and room you are selecting into.**
6) **NOTE:** Filtering can be temperamental. Double check the hall and room you are selecting into. Locate the room desired and click “Select Room/Suite”. Screen also shows room type, spots in room, if room is part of a suite, and the costs per semester.

Available Rooms: (67)

[Select Room]

Brockman Hall - 104

- **Room Type:** Brockman Double Room
- **Spots:** 2
- **Rate:** $3685 [Term]

[Select Room]

7) Assign each student in your group to the appropriate bed space in the unit using the drop down boxes. If you are in a pair, assign your roommate; do not leave bed empty.

**NOTE:** Make sure you have assigned individuals into the correct spaces as no changes will not be permitted until two weeks into the fall semester. Once assigned, students are held to the terms of the housing contract.
8) Click “SUBMIT ROOM SELECTION”.

9) You will see a confirmation page.

Your Room Selection

Congratulations! Your room selection process is complete! Your room assignment has been saved. You will receive a confirmation e-mail shortly.

10) By clicking the home button, you can then go down to assignments and Fall 2020 to view your assignment information.

Assignments

Fall 2020

**Hall Name:** Brockman Hall  
**Room:** 105  
**Bed:** 1  
**Room Type:** Brockman Double Room  
**Check In:** 8/24/20  
**Check Out:** 12/18/20  

**Roommates/Suitmates:** 0

11) The system will send a confirmation email with the names of roommates who have already assigned to the room. If a new roommate is assigned to the space, due to a student later not coming to Xavier, the information for the new roommate will appear under the Room Assignment section of the main page.