



Room Selection Instructions

- 1) Login to [Housing Self-Service](#) using your Xavier username and password. 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. When your time is live, select “Select a Room/Suite”

✔ Room Selection

2021-2022 First Year Housing Selection

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

Start Time: **06/16/2021, 02:31:30 PM**

Selection Times

06/16/2021, 10:00:00 AM to 06/16/2021, 06:00:00 PM

06/17/2021, 10:00:00 AM to 06/17/2021, 06:00:00 PM

Select A Room/Suite

- 3) Screen will update to show you are eligible to select and who is in your roommate group.

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) ^

Name	Student Number
You	000

Select from Room List v



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- 4) Click “**Select from Room List**” and “Search Available Rooms” to locate a space. You can enter filters for hall and room type or can leave empty to show all available remaining spaces. **NOTE: Filtering can be temperamental so double check the spot you are selecting before selecting it!**

Select from Room List ^

Hall Hall (no filter) ▼

Room Type Room Type (no filter) ▼

Search Available Rooms

- 5) Locate the room/suite desired and click “Select Room/Suite”. Screen also shows room type, spots in room, if room is part of an apartment or 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



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- Assign each student in your group to the appropriate bed space in the unit using the drop down boxes. (The system will not allow you to assign yourself to multiple beds and will force you to fill a bedroom) **NOTE: Make sure you have assigned individuals into the correct spaces as no changes will be permitted until two weeks into the fall semester. Once assigned, students are held to the terms of the housing contract.**

Room Brockman Hall 105

Room 105 Bed a
A [Name]

Room 105 Bed b
< Leave Empty >

Please make sure that this is correct (You will not be able to change this yourself)

Submit Room Selection

- Click "SUBMIT ROOM SELECTION".
- 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.

- By clicking the home button, you can then go down to assignments and Fall 2021 to view your assignment information.

🏠 Assignments

Fall 2020

Hall Name: Brockman Hall	Roommates/Suitemates: 0
Room: 105	
Bed: 1	
Room Type: Brockman Double Room	
Check In: 8/24/20	
Check Out: 12/18/20	

- The system will send a confirmation email to your Xavier email. 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.