



Office of Residence Life
Xavier University
3800 Victory Parkway
Cincinnati, OH 45207

- 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.

2021-2022 Rising Sophomore Housing Selection

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Start Time: **3/5/21, 10:00 AM**

Priority Number: **0**

Group Priority: **0**

Selection Times

3/5/21, 10:00 AM to 3/5/21, 6:00 PM

3/8/21, 10:00 AM to 3/8/21, 6:00 PM

3/9/21, 10:00 AM to 3/9/21, 6:00 PM

Select A Room/Suite

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

Selection Times

3/2/21, 9:00 AM to 3/2/21, 10:00 PM (CURRENTLY OPEN)

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 or have them immediately accept your requests.



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- 4) 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 '2021-2022 Rising Sophomore Housing Selection' process.
You have until 3/2/2021 at 10:00 PM (US/Eastern).

Roommate Group (1)

Name	Student Number
You	[REDACTED]

- 5) 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. **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



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- 6) 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: (91)

Commons Apartments - 114A

Room Type: Commons Single Room
Spots: 1
Suite: COM-114 Spots: 4
Rate: \$5150 [Term]

Select Room/Suite

Commons Apartments - 114B

Room Type: Commons Single Room
Spots: 1
Suite: COM-114 Spots: 4
Rate: \$5150 [Term]

Select Room/Suite

- 7) 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.



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Room Commons Apartments 114A

Room 114A Bed a
Ashley Hollingsworth

Room 114B Bed a
< Leave Empty >

Room 114C Bed a
< Leave Empty >

Room 114D Bed a
< Leave Empty >

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

Submit Room Selection

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 2021 to view your assignment information.

Assignments

Fall 2021

Hall Name: Commons Apartments

Room: 114A

Bed: 1

Room Type: Commons Single Room

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.edu 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.