1) Login to [www.xavier.edu/thd](http://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 Rising Sophomore Housing Selection

**Start Time:** 2/28/20, 10:03 AM  
**Selection Times**

- 2/28/20, 10:00 AM to 2/28/20, 6:00 PM
- 3/2/20, 10:00 AM to 3/2/20, 6:00 PM
- 3/3/20, 10:00 AM to 3/3/20, 6:00 PM

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

**2/20/20, 9:00 AM to 2/20/20, 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.
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 'Fall 2020 Rising Sophomore Housing Selection' process. You have until 2/20/2020 at 10:00 PM.

**Roommate Group (2)**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>You</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

5) Click “Select from Room List” and “Search Available Rooms” to locate a space. You can enter filters for hall, room type and floor or can leave empty to show all available remaining spaces.

**Select from Room List**

<table>
<thead>
<tr>
<th>Hall</th>
<th>Room Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commons Apartment</td>
<td>(no filter)</td>
</tr>
</tbody>
</table>

[Search Available Rooms]
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.

![Room Information]

**Commons Apartments - 411B**

**Room Type:** Commons Single Room  
**Spots:** 1  
**Suite:** COM-411 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.

**Room Commons Apartments 411B**

![Bed Assignments]

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 2020 to view your assignment information.

Assignments

| Hall Name: Commons Apartments |   |
| Room: 305D |   |
| Bed: 1 |   |
| Room Type: Commons Single Room |   |
| Check In: 8/24/20 |   |
| Check Out: 12/18/20 |   |

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.