ROOM SELECTION SIGN-UP: HOW TO SELECT A SPACE AS AN INDIVIDUAL (Example Only)
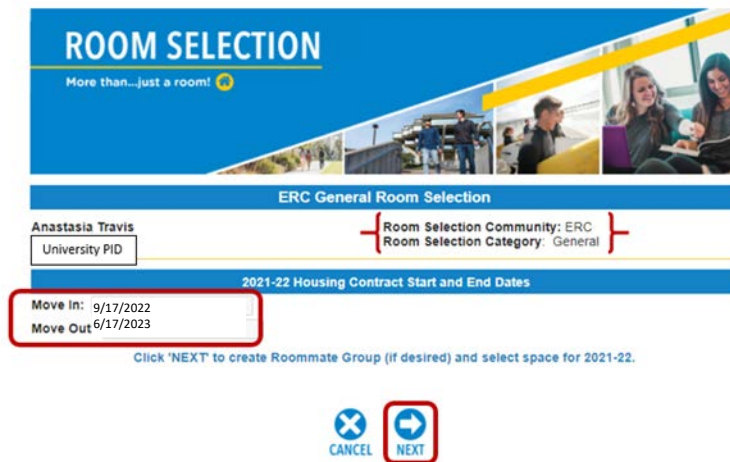
ACCESS THE PROCESS:

At your designated lottery date and time:

- Visit the Room Housing Portal, https://hdhughousing.ucsd.edu/living-on-campus/room-selection/index.html
- Log in with your Username/Password
- Expand the "*2024 Continuing Student Housing Application and Room Selection Process*" section
- Click on the "*2024 Continuing Student Room Selection: Contract, Prepayment, Lottery Time & Space Selection*" link
- Click on your *Room Selection Community Homepage link in Step 3*
- In the "*Room Selection Sign Up*" section click on the "Room Selection Sign-Up" button.

SELECT A SPACE AS AN INDIVIDUAL:

Step 1 of the process is a summary of basic information: Room Selection Community and Category, and contract start/ end dates. Current dates listed in the demo are past dates. When you login for 2024 Roo Selection Sign-Up, the dates will reflect the accurate contract dates. **Click "NEXT"**
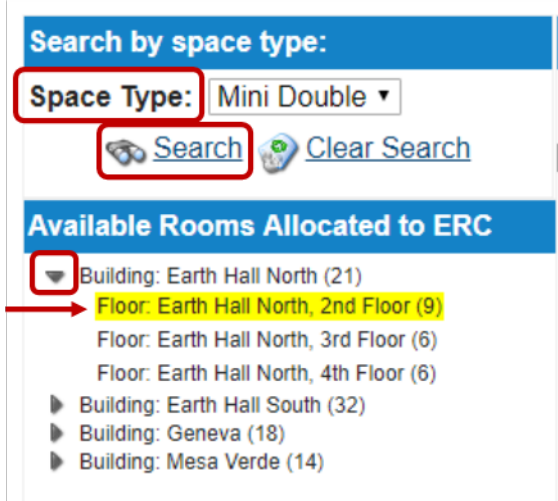

Step 2 is intended for students that would like to create a roommate group. If you do not want to create a group, **simply click "NEXT".**

At the top of the next page you will see **links to building layouts.** Clicking on the building name opens the building diagram and typical unit layout options.

Utilize the search menu on the left hand side to find space types that you are interested in.

Use the **Space Type drop down menu to find specific room types** and then click "Search".

Click on the triangle next to the building to view the floors within the building. Searches can be run at the building level or at the floor level within a building.

Once desired space search parameters have been entered, **the list of available rooms will populate on the right hand side of the screen.**

Please Note: Suite = Apartment
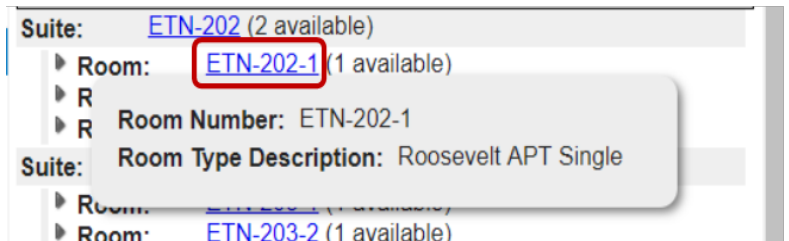
By clicking on the **blue hyperlink** that indicates the space number, **more information on the Space Type** is displayed. Please pay attention to the room type description.

When viewing available space, **the number of spaces available within the apartment is displayed within the suite's header.**

Click on the triangle next to each room for information in regards to the spaces availability.

If a bedspace within an apartment is already assigned to another student, the "Occupied" header will be present. Clicking on the name of the assigned student will show the student's roommate matching preferences.

If a bedspace is vacant, the space type will appear.

Once the desired space has been identified, **click on the lock icon next to the bed space.**

Clicking the lock holds the space for you and begins the 5 minute countdown.

While the space is locked, you can confirm the selected space for the upcoming academic year by clicking **"SUBMIT"** OR **"Release Lock"** to return to searching for a different space.

OR

Once confirmed, the student receives a confirmation email with assignment information.