Find an Apartment for Arlington Park Walk-Through

Notes:

This is a walk-though on how to use and understand the "Find an Apartment" for Arlington Park for the 23-24 Academic Year.

- The Find an Apartment link will only be available to new incoming residents who have submitted an application for Arlington Park Apartments for the 2023-2024 Academic Year.
- In submitting your application, you are eligible to have access to the "Find an Apartment" link until June 30th.
- Students who apply for Arlington Park Apartments between December 12th, 2022 – January 2nd, 2023, will be in **Priority Group A** and will have access to the Find an Apartment link beginning January 18th, 2023
- Students who apply on or after January 3rd, 2023, will be in **Priority Group B** and will have access to the Find an Apartment link beginning January 25th, 2023.
- The "Find an Apartment" link will be available until June 30th, 2023. After that date, any additional students who have applied but did not/were unable to assign themselves into an Arlington Park Apartment, will be placed on a waiting list.

Log Into the Housing Portal

3. Log in Using the first part of your Bear Email

If you have any questions please contact Housing & Residential Education at housing@unco.edu or 970-351-2721.

If you are experiencing problems trying to access the application, please try clearing your browser cache (Ctrl+F5). If you need assistance with that process, or continue to have problems, please contact the UNC Help Desk at 970-351-4357. Your priority date is set from the date you complete the application and pay the deposit, however it is not time stamped.

To complete the online Housing and Dining Contract:

- You must be an admitted UNC student before you can complete the housing contract.
- If you have not paid your Enrollment Confirmation Deposit with Admissions, or paid within the last 1-2 business days, you will not be able to complete the housing application. For more information and to pay the Enrollment Confirmation Deposit please visit: https://www.unco.edu/admissions/confirm.aspx.
- You must set up your Ursa account prior to accessing the housing contract.
- When logging into the Housing Contract only use the FIRST part of your Bear Email. Example: klaw1889, DO NOT enter the @bears.unco.edu.
- If you are having issues logging into the Housing Contract, please try using Chrome, Firefox, or Edge.

If you need assistance with your Ursa account activation or you forgot your password, contact the Technical Support Center at 1-800-545-2331 or 970-351-4357.

Ready to get started on your online Housing and Dining Contract? Login below!

Login ID: klaw1889
Password: •••••••••••
Submit

4. Once logged in scroll to the Academic Year 2023-2023 – August 17, 2023 – May 4, 2024.
    1. Once you have access to the Find an Apartment link it will be displayed below the application once it has been submitted.
    2. Click on the link.

Academic Year 2023-2024 - August 17, 2023 - May 4, 2024

- Arlington Park 12 Month Lease 2023-2024 - August 16, 2023 - July 31, 2024 : You submitted a complete application on 10/6/2022 2:36 PM.
    - Find A Room Arlington Park 23-24 ·   (ends at 6/30/2023)

Select A Room Link

1. Once selected you will be taken to the Select a Room window

Select A Room

Bob test1

You are not currently assigned to a room in this term.

How you answered the Gender Inclusive Housing questions in the housing contract will determine what rooms you're able to view and assign yourself to.

If you answer yes to question 1 you will not have the ability to assign yourself to a gender inclusive space and will only have the ability to assign yourself with students who share the same biological sex marker as you.

If you answer yes to question 2 or 3, you will have the ability to assign yourself to a gender inclusive space (student who may or may not share the same biological sex marker as you).

**Your Apartment assignment is a 12 MONTH LEASE and for the FULL ACADEMIC YEAR PLUS THE SUMMER (August 16, 2023 - July 31, 2024). The date shown next to your Apartment assignment is shown for the Fall term only, however, you will be assigned to this space for the full academic year and the summer. Both Fall, Spring, and Summer semester (August 16, 2023 - July 31, 2024).

Select Area [▾]
Building   [▾]
[Search]

2. In the Select Area choose the option of ARLINGTON PARK

Select A Room

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Select Area [▾]
Building   [ARLINGTON PARK]
[Search]

5. If you leave the "Building" section empty you will be shown apartments that are available in all 6 of Arlington Park's buildings.
    1. Example noted below in Red Box.

Select A Room

Bob test1

You are not currently assigned to a room in this term.

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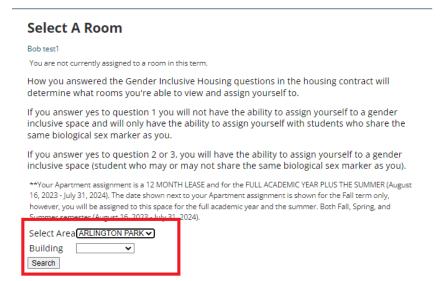
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Select Area ARLINGTON PARK ⌄
Building ⌄
Search

6. When leaving the building portion empty you will be presented with all options that are available to you, based on the preferred Gender Inclusive Housing you submitted in the Arlington Park Application.
    1. The Apartments available will have the Capacity of the entire apartment, number of spaces occupied, number of spaces available, and the Apartment type.

Select A Room Results - Page 1

Bob test1 > Select Room

Room Search in progress...

If you have any questions, please feel free to contact Housing & Residential Education at 970-351-2721 or by sending an email to housing@unco.edu.

<< Previous Page | Next Page >>   Return to Search Criteria

Name	Capacity	Occupied	Available	Apartment Type
AP Building 1 1101	4	0	4	4 X 2
AP Building 1 1102	2	0	2	
AP Building 1 1103	2	0	2	2 X 2
AP Building 1 1104	2	0	2	2 X 2
AP Building 1 1105	2	0	2	2 X 1
AP Building 1 1107	2	0	2	2 X 1
AP Building 1 1108	2	0	2	2 X 1
AP Building 1 1109	2	0	2	2 X 1
AP Building 1 1110	2	0	2	2 X 1
AP Building 1 1111	2	0	2	2 X 1
AP Building 1 1201	4	0	4	4 X 2
AP Building 1 1202	2	0	2	2 X 2
AP Building 1 1203	2	0	2	2 X 2
AP Building 1 1204	2	0	2	2 X 2
AP Building 1 1205	2	0	2	2 X 1
AP Building 1 1206	2	0	2	2 X 1
AP Building 1 1207	2	0	2	2 X 1
AP Building 1 1208	2	0	2	2 X 1
AP Building 1 1209	2	0	2	2 X 1
AP Building 1 1210	2	0	2	2 X 1

7. If you have a particular building in mind, you can select a building and will only be shown options for that building.
    1. Select a Room only for Arlington Park Building 5 Example Below
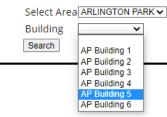
Select A Room

Bob test1

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Select Area ARLINGTON PARK ⌄
Building ⌄
Search

AP Building 1
AP Building 2
AP Building 3
AP Building 4
AP Building 5
AP Building 6

8. Options shown are only for Arlington Park Building 5.

Select A Room Results - Page 1

Bob test1 > Select Room

Room Search in progress...

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<< Previous Page | Next Page >>   Return to Search Criteria

Name	Capacity	Occupied	Available	Apartment Type
AP Building 5 5101	4	0	4	4 X 2
AP Building 5 5102	2	0	2	2 X 2
AP Building 5 5103	2	0	2	2 X 2
AP Building 5 5104	2	0	2	2 X 2
AP Building 5 5105	2	0	2	2 X 2
AP Building 5 5106	2	0	2	2 X 2
AP Building 5 5107	2	0	2	2 X 2
AP Building 5 5108	4	0	4	4 X 2
AP Building 5 5201	4	0	4	4 X 2
AP Building 5 5202	2	0	2	2 X 2
AP Building 5 5203	2	0	2	2 X 2
AP Building 5 5204	2	0	2	2 X 2
AP Building 5 5205	2	0	2	2 X 2
AP Building 5 5206	2	0	2	2 X 2
AP Building 5 5207	2	0	2	2 X 2
AP Building 5 5208	4	0	4	4 X 2
AP Building 5 5301	4	0	4	4 X 2
AP Building 5 5302	2	0	2	2 X 2
AP Building 5 5303	2	0	2	2 X 2
AP Building 5 5304	2	0	2	2 X 2

Selecting A Room

1. Once you have found a room that you would like to assign yourself into, click on the "Name" of the room.

Select A Room Results - Page 1

Bob test1 > Select Room

Room Search in progress...

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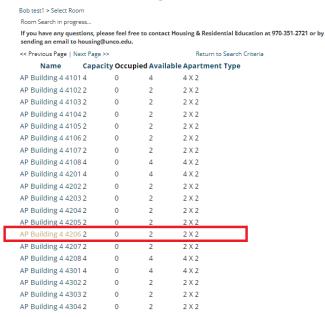
<< Previous Page | Next Page >>   Return to Search Criteria

Name	Capacity	Occupied	Available	Apartment Type
AP Building 4 4101	4	0	4	4 X 2
AP Building 4 4102	2	0	2	2 X 2
AP Building 4 4103	2	0	2	2 X 2
AP Building 4 4104	2	0	2	2 X 2
AP Building 4 4105	2	0	2	2 X 2
AP Building 4 4106	2	0	2	2 X 2
AP Building 4 4107	2	0	2	2 X 2
AP Building 4 4108	4	0	4	4 X 2
AP Building 4 4201	4	0	4	4 X 2
AP Building 4 4202	2	0	2	2 X 2
AP Building 4 4203	2	0	2	2 X 2
AP Building 4 4204	2	0	2	2 X 2
AP Building 4 4205	2	0	2	2 X 2
AP Building 4 4206	2	0	2	2 X 2
AP Building 4 4207	2	0	2	2 X 2
AP Building 4 4208	4	0	4	4 X 2
AP Building 4 4301	4	0	4	4 X 2
AP Building 4 4302	2	0	2	2 X 2
AP Building 4 4303	2	0	2	2 X 2
AP Building 4 4304	2	0	2	2 X 2

2. In clicking the room, you will be taken to a new page with the Room Detail.
   a. Click the room you would like to assign yourself into.

Select A Room Detail

Bob test1 > Room Search Results

Room Details for AP Building 4 4206

	Room	Capacity	Occupied	Available	Apartment Type
Select This Room	AP Building 4 4206A	1	0	1	2 X 2
Select This Room	AP Building 4 4206B	1	0	1	2 X 2

3. Once you have selected a room you will be taken back to the main "Select a Room" page and your new assignment will be noted.

Select A Room

Bob test1

Your chosen room is being reserved, please wait...

You have successfully chosen a new room!

You are currently assigned to: AP Building 4 4206A

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Select Area [ARLINGTON PARK ▼]

Building   [AP Building 4 ▼]

[Search]

Roommates and Roommate Communication

- Once you have selected a room you can see who else is going to be living in Apartment with you.

1. On the housing portal, below all applications, you will find your room assignment.
   a. Click on the assignment.

Academic Year 2023-2024 - August 17, 2023 - May 4, 2024

- Arlington Park 12 Month Lease 2023-2024 - August 16, 2023 - July 31, 2024 : You submitted a complete application on 10/6/2022 2:36 PM.
  - Find A Room Arlington Park 23-24 (You may change your room until 12/9/2022 5:00 PM)

  - Room: AP Building 4 4206A

2. Once you have clicked on the room assignment you will be taken to the "Housing & Residential Education – Room Details" page.
   a. Here is where you will see, again, the type of apartment, as well as others who are currently living there or who have assigned themselves.
   b. Information provided:
      i. Name, Class, Major, Wake and Sleep Time, Cleanliness, and Bear Mail.
   c. You can communicate the other assigned individual via your Bear Mail through the housing portal, as shown below

Housing & Residential Education - Room Details

Bob test1

The questions you answered were preferences only and are never guaranteed. The information was used by our office to assist in the roommate matching process. Roommate requests must be mutual, roommate requests will be granted and assigned based on availability and are also never guaranteed.

Room assignments are subject to change at the discretion of the Housing and Residential Education Office. The room number and hall listed might not be your final placement, and we might change your room assignment based on RLC requests/interests and ADA accommodations. Please check back at a later time to see if your assignment/roommate information has changed. Our office will NOT notify you if your roommate/suitemate has changed.

You agree to be respectful and use appropriate language when trying to communicate with a prospective roommate(s). Any reported misuse or bullying will be addressed through our University conduct system according to our Student Rights and Responsibilities handbook. To report any misuse or bullying, please email housing@unco.edu.

Room Details for AP Building 4 4206

Name	Capacity/	Apartment Type
AP Building 4 4206A	1	2 X 2
AP Building 4 4206B	1	2 X 2

Roommates for AP Building 4 4206

Room	First	Last	Date of Birth:	Class Status	Major:	I prefer to sleep until:	I prefer to stay up until:	I expect my room to be kept	E-Mail
☐ AP Building 4 4206B	Savanna	▮▮▮▮▮▮		Senior	SOC				▮▮▮▮@bears.unco.edu

Contact Selected Roommates

Subject: Roommates for Academic Year 2023-2

Message:
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Hello,
I am your roommate for Academic Year 2023-2024 -
August 17, 2023 - May 4, 2024...
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General Information

- Once you have assigned yourself, you can move yourself to a different apartment that opens, through cancelations or general vacancies.
- If you move your assignment, your former assignment then becomes available for others looking for rooms in Arlington Park Apartments