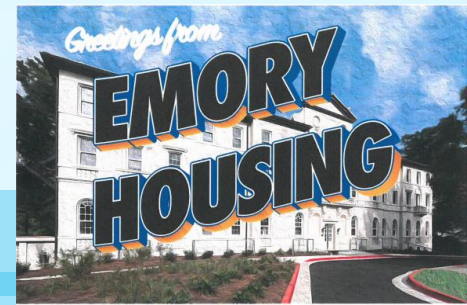




**Rising Second Year Housing Selection Guide**  
**April 3 – April 6, 2023**

# What Will I See During Selection?



You may find your Housing Selection time on your MyHousing page. You will be able to “View Available Spaces” on **Monday April 3<sup>rd</sup>** , before selection times begin.

✓ Room Selection

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ATL Second Year Room Selection 2023

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You may select your room during this process beginning at the time indicated. You have until April 6 at 9:30 PM EDT to select your room. Once you select your room, you are bound to the Housing agreement. Make sure you have matched with any desired roommate(s) BEFORE you select a room as you will not be able to match with a roommate once you have chosen a room.

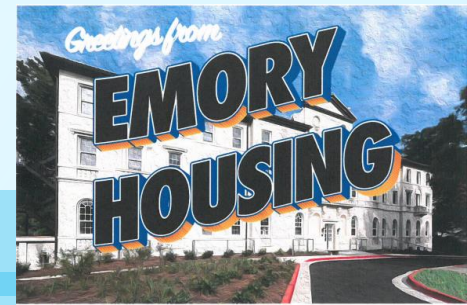
Start Time: 04/03/2023, 06:34:00 PM “Start Time” indicates the time you may begin to select.  
The time is displayed in your system’s local time

Selection Times

04/03/2023, 05:00:00 PM to 04/06/2023, 09:30:00 PM This section will display the *entire* duration of housing selection.

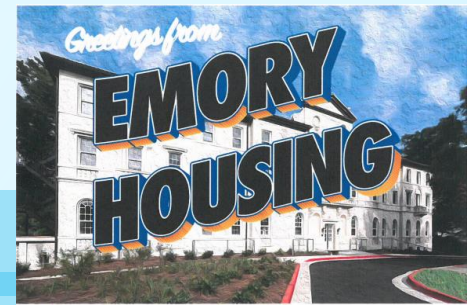
Select A Room/Suite

While you can *view* available spaces throughout housing selection. You can only begin your housing selection **after** your selection start time.



# Night 1 of Selection: Monday April 3

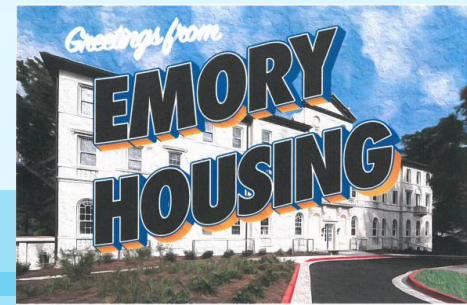
- **“Must Fill” is turned on.** This means that you will only see spaces in apartments that fit your group size.
- If you are a **group of 1 (not matched with anyone)**, you will only see room/suite with **1** space remains. Such as:
  - Harris, Evans, Few Hall single room, or
  - A open space in a double room, with another student.
- If you are a **group of 2 (matched with one person)**, you will only see room/suite with **2** spaces available. Such as:
  - Harris, Few, Evans Hall double room, or
  - *(narrow availability)* Woodruff single room in a 2-person suite.
- If you are a **group of 3 (matched with two people)**, you will only see room/suite with **3** spaces available. Such as:
  - *(narrow availability)* Clifton Tower 3-person suite (single room + double room).





# Night 1 of Selection: Monday April 3

- **“Must Fill” is turned on.** This means that you will only see spaces in apartments that fit your group size.
- If you are a **group of 4 (matched with three people)**, you will only see room/suite with **4** space remains. Such as:
  - Woodruff double room in a 4-person suite.
- If you are a **group of 5 (matched with four people)**, you will only see room/suite with **5** spaces available. Such as:
  - none
- If you are a **group of 6 (matched with five people)**, you will only see room/suite with **6** spaces available. Such as:
  - Clifton Tower double room in a 3-bedroom suite (3 double room).

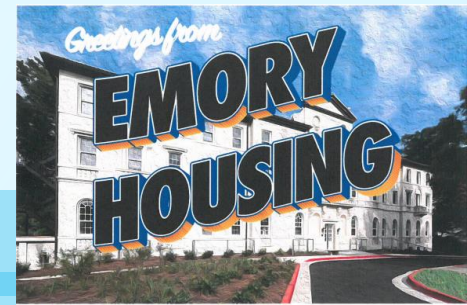


# Night 2 – 3 of Selection: Tuesday April 4 onward

- “Must Fill” is turned **off** before selection. This means that all available spaces that can accommodate your group size/gender will be viewable.

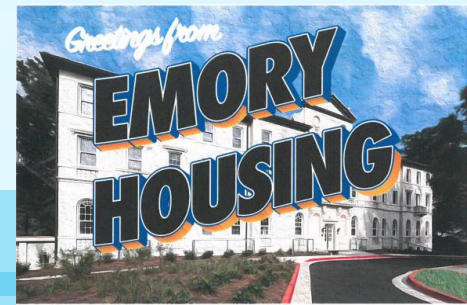
*\*\*please allow time for our office to perform system maintenance during daytime\*\**

- **Our office will email anyone with a start time from Night 1 who did not select a space to let you know “must fill” is off and you may go in and pick.**
- If you are a **group of 1 (not matched with anyone)**, you will see all available room/suite.
- If you are a **group of 2 (matched with 1 person)**, you will see room/suite with 2 spaces available. Such as:
  - Double room with 2 open spaces (Harris, Evans, Few)
  - Double room with 2 open spaces within a suite (Clifton Tower, Woodruff)
- If you are a **group of 3 (matched with 2 people)**, you will see room/suite with 3 spaces available. Such as:
  - 4-or-6-person suite with 3 open spaces (Clifton Tower, Woodruff).



# Night 2 – 3 of Selection: Tuesday April 4 onward

- If you are a **group of 4 (matched with 3 people)**, you will see room/suite with 4 spaces available. Such as:
  - Woodruff suites with 4 open spaces.
  - Clifton Tower Floor 2 – 5 3-bedroom suites with 4 open spaces.
- If you are a **group of 5 (matched with 4 person)**, you will see room/suite with 5 spaces available. Such as:
  - Clifton Tower Floor 2 – 5 3-bedroom suites with 5 open spaces.
- If you are a **group of 6 (matched with 5 people)**, you will see room/suite with 6 spaces available. Such as:
  - Clifton Tower Floor 2 – 5 3-bedroom suites with 6 open spaces.



# Viewing Room Availability

The screenshot displays the MyHousing interface. On the left is a navigation sidebar with the Emory University logo at the top, followed by a close button (X). The sidebar contains the following items: "Room and Roommate" (with a close button), "Select Roommates", "Select a Room/Suite" (highlighted in grey), and "Housed Students Waitlist".

The main content area features an "Important Message" box with the text: "The room selection process 'ATL Second Year Room Selection 2023' is now active. However, you are not eligible to select a room until 4/3/2023 at 06:34 PM (US/Eastern)." A blue callout box on the right explains: "While you may view available spaces starting April 3. You cannot select until after your selection time." A blue arrow points from this callout to the message box.

Below the message is a "Roommate Group (1)" section, highlighted with a blue box and a blue arrow. A callout box explains: "The size of your group will determine spaces MyHousing shows you." This section contains a table with the following data:

Name	Student Number
You	0022365

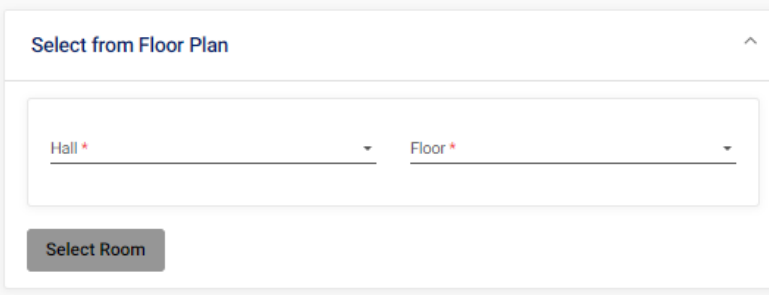
At the bottom of the main content area are two dropdown menus: "Select from Floor Plan" and "Select from Room List". Two blue arrows on the left point from the sidebar towards these dropdowns. A blue callout box on the left explains: "You can view all available spaces by selecting from 'Floor Plan' or 'Room List'".





# Using “Select from Floor Plan”

If you are using “Select from Floor Plan”. You can select the hall & floor from the drop-down menu and click “select room”



Select from Floor Plan

Hall \* Floor \*

Select Room

DURING DAY 1, “MUST FILL”  
TURNED ON

On Day 1 of selection, “Must fill” is turned on, you will only see spaces fit your group size. Here our test student is not matched with anyone as a group of 1.



DAY 2 ONWARD, “MUST FILL”  
TURNED OFF

With “Must Filled” turned off, you can select any spaces available. Our test student as a group of 1 can select any open spaces.

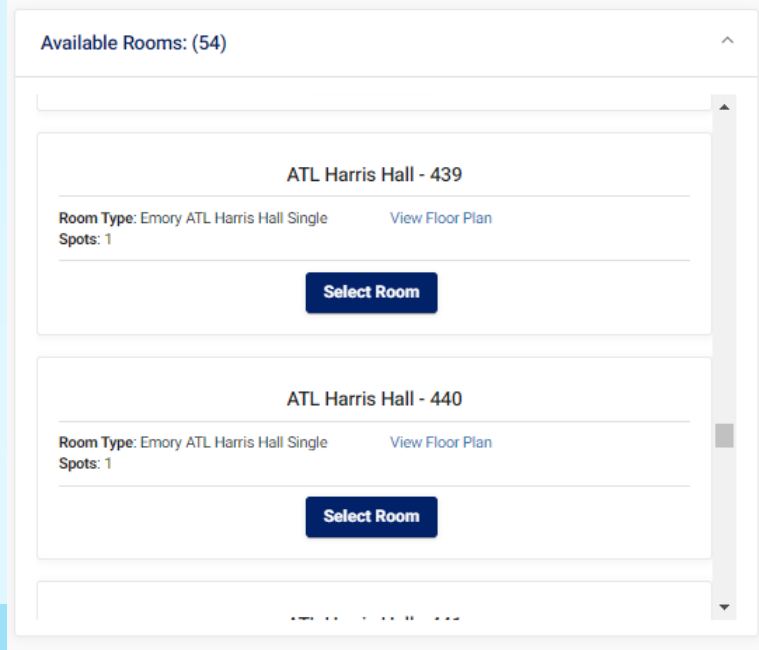


# Using “Select from Room List”

“Select from Room List” allows you to see all available rooms. This will also shows the description of room type.

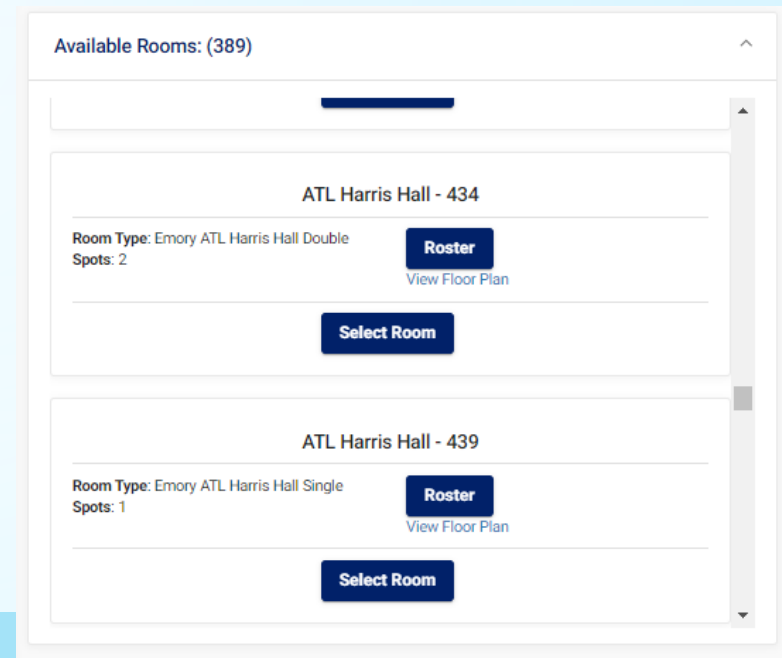
## DURING DAY 1, “MUST FILL” TURNED ON

As a group of 1, with “Must Filled” turned on. MyHousing will only show room you can fill. You will only see single rooms and not double room.



## DAY 2 ONWARD, “MUST FILL” TURNED OFF

With “Must Filled” turned off, as a group of 1. MyHousing will show you all available rooms.



# Using “Select from Room List” – Woodruff/Clifton

As Woodruff and Clifton Tower offers suite-style living. The room list will display more information when you are selecting a room in these buildings.

MyHousing will display the number of vacancy for **BOTH** the suite and each room inside the suite.

Rooms are displayed in alphabetical and numerical order. “Spots” designate the number of vacancy in the room.

Availability within the suite are also display when you are looking at the room.

The screenshot displays two room selection cards. The top card is for 'ATL Clifton Tower - 203C'. It shows 'Room Type: Emory ATL Clifton Tower Double', 'Spots: 2', and 'Suite: 203 Spots: 6'. There are buttons for 'Roster', 'View Floor Plan', and 'Select Room/Suite'. The bottom card is for 'ATL Woodruff Hall - 203'. It shows 'Room Type: Emory ATL Woodruff Double', 'Spots: 2', and 'Suite: 203 & 205 Spots: 4'. It also has buttons for 'Roster', 'View Floor Plan', and 'Select Room/Suite'. Green boxes highlight the building names, and blue boxes highlight the suite information.



# Using “Select from Room List” – Woodruff/Clifton

As Woodruff and Clifton Tower offers suite-style living. The room list will display more information when you are selecting a room in these buildings.

MyHousing will display the number of vacancy for **BOTH** the suite and each room inside the suite.

For Example: If “Spots” indicate “1”.  
Meaning there is another student in 203.

If “Spots” indicating “3” under “Suites” section. Meaning there are 3 spots left in suite 203/205. With 205 having 2 vacancy left.

Once you have identified the room you want. Click “Select Room/Suite” to make your selection

The screenshot displays two room selection cards for ATL Woodruff Hall. The top card is for room 203, showing a room type of 'Emory ATL Woodruff Double', 1 spot, and 3 spots for the suite (203 & 205). The bottom card is for room 205, showing a room type of 'Emory ATL Woodruff Double', 2 spots, and 3 spots for the suite (203 & 205). Both cards include buttons for 'Roster', 'View Floor Plan', and 'Select Room/Suite'. A large blue arrow points to the 'Select Room/Suite' button on the 205 card.





# Selecting Your Room

A new menu will appear showing you of the room you have selected. Your name will go directly to the available space

If you have a matched roommate/suitemates. Make sure you place them into the room/suite using the drop-down menu. Select your matched roommate/suitemate **BEFORE** moving forward.

Room ATL Woodruff Hall 203

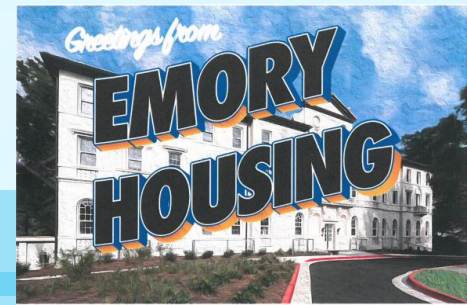
Room 203 Bed 1 Greg Dooley	>	< Leave Empty >
Room 205 Bed 1 < Leave Empty >	>	Room 205 Bed 2 < Leave Empty >

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

[Submit Room Selection](#)

Make sure you double check the room assignment before moving forward. Roommate are displayed horizontally.

Once everything looks good. Click on "Submit Room Selection"

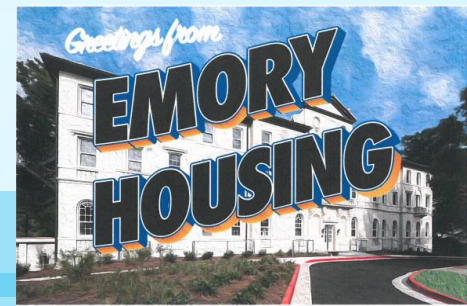


Once you have completed your room selection you will see this page. Each student assigned through the selection process will receive an email confirmation.

< ×  
Room and Roommate  
Select Roommates  
**Select a Room/Suite**  
Housed Students Waitlist

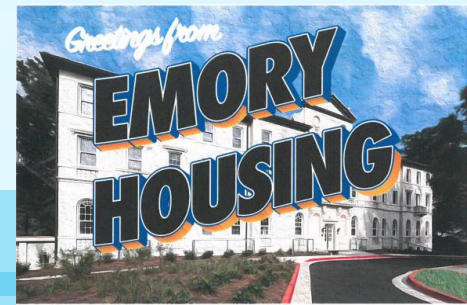
### Your Room Selection

Congratulations! Your room selection process is complete! Your room assignment has been saved. You and your roommates will receive a confirmation e-mail shortly.



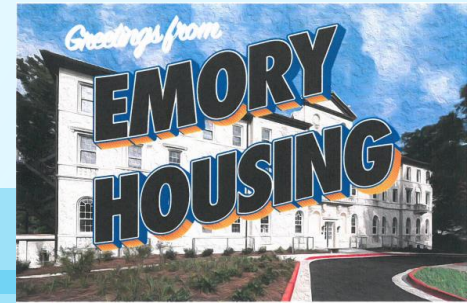
# Going “Random” During Housing Selection

- During the Housing Selection Process, all students will be selecting their housing assignment next year. MyHousing does not have a feature where it will assign you to a random room.
- If you wish for a random roommate/suitemate, you may either:
  1. Select a complete open room/suite and wait for another student to join you later when they select your room/suite.
  2. Select a partially open room/suite. You will be joining another student whom you may not know.
- MyHousing will display the floor rosters on Day 2 onward, you can see the student’s name, but not the roommate preference within their housing application.



# Have a Plan B! and C, D, E, or even F for Housing Selection

- There are limited number of vacancy within each community.
  - Few/Evans accounts for approx. 20% of the second-year housing options.
  - Clifton Tower has 25 3-bedroom suites and 5 3-person suites.
  - Woodruff Hall has 3 single-bedroom suites.
  - There are fewer single room in the second-year communities than first-year communities.





# Living Preferences in Your Housing Application

Within the housing application, you may indicate up to 3 *Living Requests*.

Final housing assignments will be based on what you select during housing selection, your requests will have **no influence** of rooms you see during housing selection.

Housing Operations recommends you list three different types of Living Requests in the event we need to make an assignment for you.

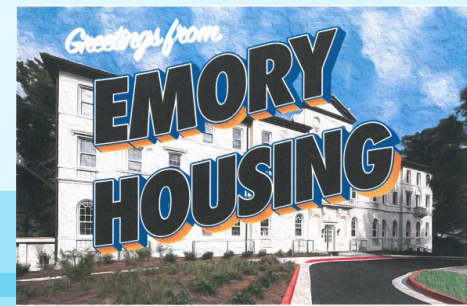
2023-24 Atlanta Campus Second Year Housing Application - Existing Living Requests for Fall 2023 (0)

Add a New Living Request

Choice #	Request Type	
1	Atlanta Second Ye...	=

Continue

- Coed Hall, Double Room
- Coed Hall, Gender Inclusive Housing
- Coed Hall, Single Room
- Coed Hall, Suite
- Fraternity House
- Sorority Lodge



# After Selection Has Concluded

- Did you pick a space but you're not happy with it and you'd like to change it? Our "**Housed Student Waitlist**" will open after Selection has concluded.
- This is an opportunity to place yourself on a waitlist for another room type/building **while remaining assigned** at the space you selected.
- Students who picked a room will receive more information via email.

