STAY ALL IN

2020-2021 Room Selection Instructions
On your selection day and time log onto https://hms.housing.ufl.edu
Once logged in select “Contract” “Undergraduate Housing” “Building Selection”
Next select your Contract from the drop down menu.

Your Selection Opportunities

1) Select Contract: *

- Complete Contracts -

If there are no contracts in the list, it means you complete housing contract for any future terms. Please contact assignments@housing.ufl.edu if you believe this is in error.

You can view your contract information here.

Additional Information

Roommate preferences are maintained in Assignment Preferences. Click here to access Assignment Preferences.

Selection Information is available to provide additional area, building and room type details.

Cancel Go Home
Once your contract is selected you will be able to select a room by clicking “Choose a Different Room...”
Once in selection you can search by area, hall, room type, and number of vacancies. Once you find a room you want hit “Select” under the action column.
Once you select a room you will need to finalize your selection. If you have roommates you will need to add your roommate during this step by entering their Gatorlink username.
To add a roommate look up the Gatorlink ID then click the “Add Roommate” button.
Once your roommate is added click “Finalize Selection” to add everyone to the room.
Once you have finalized your selection you will receive a green confirmation bar. Roommates will need to confirm their room by email within 24 hours to finalize their selection.

Congratulations! You have successfully finalized your room selection of:
Building: Beaty Towers W
Room#: 0205
Bedroom A
Space: 1
Room Type: Shared Bedroom Apartment(F)
Successful roommate requests, will be notified via email.
Requested roommates will receive the email below and must confirm within 24 hours to be placed in the requested room assignment.

Dear Krystyn,

You've received a roommate request from: Christina, contact email: @uf.edu

Room assignment information:
Term(s): Fall 2020, Spring 2021
Hall: Beatty Towers W
Room: 2025
Room Type: Shared Bedroom Apartment

You can accept / reject this roommate request by copying and pasting this link in your browser: https://hms-migrate.housing.ufl.edu/?pid=UA_STUDENT:UA_RM_SELECT_SELECT_TERM
or by clicking on the link below:
HERE
or by logging into HMS using your gatorlink.
Click on the Contracts menu link:
Click on Room Selection submenu link.
Requested roommates will log into the Building Selection page to accept the request.

<table>
<thead>
<tr>
<th>Your Selection Opportunities</th>
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<tbody>
<tr>
<td><strong>1) Select Contract:</strong></td>
</tr>
<tr>
<td><strong>Continuing Options</strong></td>
</tr>
<tr>
<td><strong>Selected Room:</strong></td>
</tr>
<tr>
<td><strong>Additional Info:</strong></td>
</tr>
<tr>
<td><strong>New Room Selection Starts:</strong></td>
</tr>
<tr>
<td><strong>Action:</strong></td>
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<tr>
<td><strong>Roommates</strong></td>
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</table>

**WHERE GATORS LIVE.**
Roommates will then finalize their room assignment. Once accepted a green confirmation box will appear and an email confirmation will be sent.
After completing Room Selection you can view your selection options and confirm everything is correct.

### Your Selection Opportunities

**Select a Term:**
- Fall 2020, Spring 2021

**Continuing Options**

| Selected Room: | Building Budy Towers W  |
| - | Room 2025 |
| Additional Info: | Same room not available: |
| New Room Selection Starts: | Thursday, October 21st @ 10:24 am |

**Roommates:**

<table>
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<tr>
<th>Christine Ky Sony</th>
<th>D: Jordan N. Settles</th>
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**Waiting List / Transfer Request**

**IMPORTANT:**
- Waiting list offers are based on availability and not guaranteed. Waitlist offers will be sent by email to your listed email address and you will need to respond within the allotted amount of time to accept or decline the transfer. Failure to respond to a transfer offer will result in an automatic decline and you will be removed from the waiting list.
- If you are assigned a room from this list, all roommate groups and roommate assignments will be changed.
- If you remove yourself from the waiting list / transfer request list and later on add yourself back, your order in the queue changes accordingly and you would become the last in the priority queue. Your priority number reflects the date/time when you added yourself to the waiting list.

**Your Waiting List / Transfer Request Choice**

You are currently not on the waiting list or requested any transfer for this term.
Things to Remember

• Room selection is a live process and others will be selecting at the same time.

• Once you finalize your room selection you can go back in to view open rooms without changing your selection. You will have to select and finalize a new room to change your room selection. If you do this your previous room becomes available for others to select.

• Don’t forget that roommates must accept their roommate offer within 24 hours to be placed in your room.

• If you have questions, please contact us at 352-329-2161