**Update your preferred email address and telephone number on UAOnline or at the Registrar’s Office to ensure you receive information from the Department of Residence Life in a timely manner.**

Click personal information on UAOnline then click manage your address, email and phone information link. Ensure your contact info is current!

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**ONLINE ROOM SELECTION Flow Chart**

**STEP 1**

**Complete the Housing & Dining Application**

*Note: Do this step today to set the best General Lottery start time!*

1a) From UAOnline click on the Student Services Tab.

1b) From the Student Services tab click on Housing, Dining, and Post Office, then click the UAF icon.

1c) Click Applications and Forms. Complete the Housing & Dining Application.

1d) Within 24-hours you will be sent an email confirming your housing & dining application.

**STEP 2**

**Make a Roommate Request on Self Service**

2a) From Self Service make a roommate request.

2b) Your roommate request may be approved or denied. If your request is denied, then you’ll be given the opportunity to submit a new request.

2c) You may pull in or be pulled into a roommate group. Your roommate selection will be saved for your assigned lottery.
STEP 3 Choose Your Room

(3a) Same Room and/or Hall Lottery
This Lottery allows you to keep your current room or choose a different room in your current hall. You can also pull in your preferred roommate. You will recieve an email confirmation within 24-hours of your room selection.

(3b) Buyout Room Lottery
The Buyout Lottery is only for those who answered ‘yes’ to question ZE on the housing application. You will recieve an email confirmation within

(3c) General Lottery
Your general lottery time is determined by when you submitted a current resident housing application. You can also pull in your preferred roommate. You will recieve an email confirmation within 24-hours of your room selection.

STEP 4 Choose Your Dining Meal Plan

(4a) From Self Service click on your preferred Meal Plan.

(4b) If you do not select a meal plan, and your hall requires one, you will be auto assigned a plan.

(4c) Within 24-hours you will be sent an email confirming your meal plan selection.

Please Note: Meal plan selection may not be available until a later date. Please watch your email for more information.