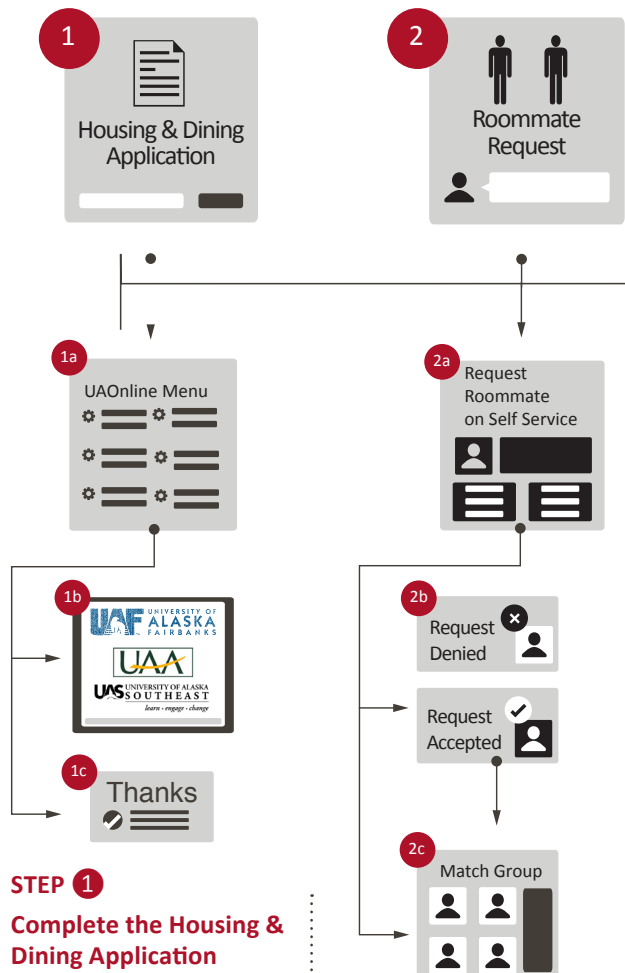


# ONLINE ROOM SELECTION

## Flow Chart

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!



### 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.

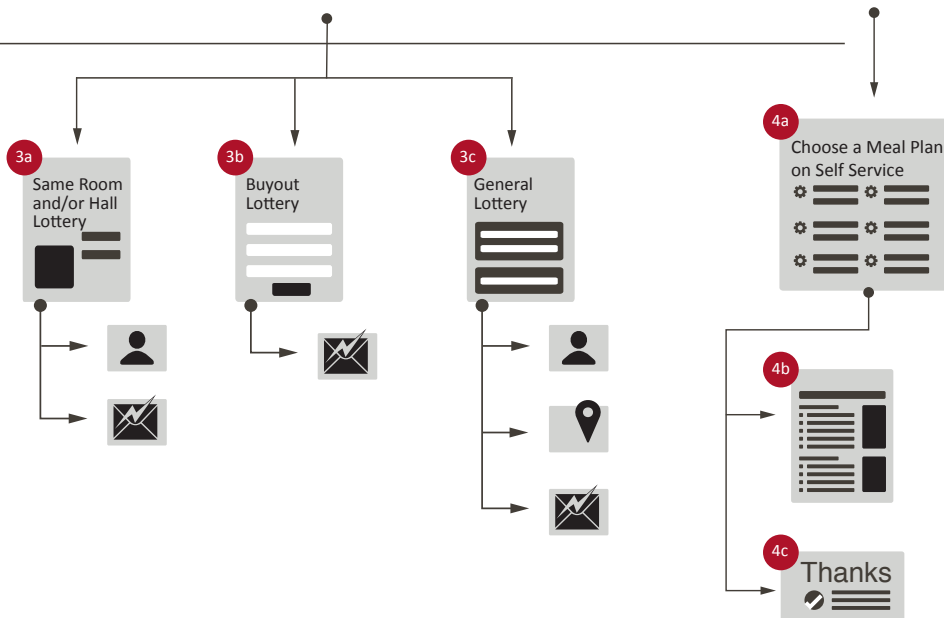
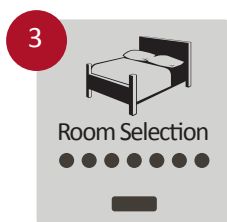
### STEP 2

#### 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 receive 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 receive an email confirmation within

24-hours of your room selection.

#### (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 receive 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.