

University of Arkansas Housing Contracting Process *Phase III: Room Selection*

1. Open Contract Page

The screenshot shows the University of Arkansas Housing Contracting Process website. The header includes the University of Arkansas logo and the text "DIVISION OF STUDENT AFFAIRS University Housing". The navigation menu includes "Home", "Future Razorbacks", "Current Razorbacks", and "Contact Us". The main content area features a photo of a resident, RA Julia Trupp, and a text box that reads: "RA Julia Trupp of Maple Hill East provides an inside glance at resident life with '5 Reasons I'm a Second-Year RA.' Resident assistant applications are open." Below this text is a red button that says "Complete Your Housing Contract". The sidebar on the left contains a "My Housing" section with links for "Housing Contract", "Meal Plan Only", "Fix/Maintenance Request", and "ResNet". It also has sections for "Information", "Housing Offices", and "Resources". The right sidebar includes "Housing Highlights" with logos for "#UARKHome", "LIVING LEARNING COMMUNITIES", "Lead Hogs", "RIC Residents' Interhall Congress", and "NRHH TAU ALPHA EPSILON CHAPTER". It also has a "Social Media" section with links for Facebook, Pinterest, and Twitter.

To participate in the Room Selection part of the Housing Contract Process, open the University Housing Website and click on “Housing Contract.”

Enter the process through the same login system used for the last two Phases.

University of Arkansas Housing Contracting Process

2. Landing Page After Login

The screenshot shows the University of Arkansas Housing Contracting Process landing page. At the top, there is a dark red header with the University of Arkansas logo and the text "UNIVERSITY OF ARKANSAS" and "DIVISION OF STUDENT AFFAIRS University Housing". Below the header is a navigation bar with links: Home, Arrival Time - Band, Contracting Process, Room Change Request Form, and Special Arrival Request. The main content area features a "Contracting Process Menu" for "Applying for Acad Year 2016-2017 Residence Hall - New". The menu consists of 18 numbered steps: 7. Phase I Complete, 8. Waiting List for Resident Reserved Parking, 9. Meal Plan Selection, 10. Personal Profile Questions, 11. Roommate Search Agreement, 12. Roommate Matching, 13. Emergency Info Sheet, 14. Phase II Complete (highlighted with a blue arrow), 15. Rooms, 16. Room Swap, 17. Confidential Contact, and 18. Safety Addendum. Below the menu, the page title is "Phase II Complete (Step 14 of 18)". The main text reads: "Thank you for completing Phase II of the contracting process. Phase III Room Selection will begin according to the timeline calendar below. University Housing Selection Timeline Calendar". A blue arrow points to a "Save & Continue" button. At the bottom, there is a footer with "University of Arkansas" and "Housing Portal - © StarRez Inc. 2016".

After login, you will land on the Phase II Complete page - click “Save & Continue.”

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3. Room Selection Start Page

The screenshot shows the University of Arkansas Housing Contracting Process web page. At the top, there is a navigation bar with the University of Arkansas logo and the text "DIVISION OF STUDENT AFFAIRS University Housing". Below this is a menu with options: Home, Arrival Time - Band, Contracting Process, Room Change Request Form, and Special Arrival Request. The main content area features a "Contracting Process Menu" for "Applying for Acad Year 2016-2017 Residence Hall - New". The menu consists of 18 numbered steps: 1. Step 1 Complete, 2. Waiting List for Resident Reserved Parking, 3. Heat Plan Selection, 4. Personal Profile Questions, 5. Roommate Search Agreement, 6. Roommate Matching, 7. Emergency Info Sheet, 8. Phase II Complete, 9. Rooms, 10. Room Swap (highlighted in orange), 11. Confidential Contact, and 12. Safety Addendum. Below the menu, the page title is "Room Swap" (Step 10 of 18). A breadcrumb trail reads "Building > Floor/Suite > Rooms > Beds". The main text provides instructions: "To view facility information and floor plans click [here](#) and then select your desired community." It also states: "If you add an Honors roommate to your roommate group after May 11th, contact University Housing at 479-575-3951 so we can update this information to ensure you see all of your housing options during room selection." There are three sections of available housing locations: "Scholars housing is available in the following locations:", "New Freshman Honors housing is available in the following locations:", and "Returning student Honors housing is available in the following locations:". A list of buildings is provided at the bottom: Founders Hall, Futrall Hall, Gatewood Hall, Gladson-Ripley Hall, Gregson Hall, Harding Hall, Holcombe Hall, Hotz Hall, and Humphreys Hall.

You are now at the launch page for room swap.

University of Arkansas Housing Contracting Process

4. Contract Status

The screenshot displays the 'Room Change Request Form' interface for 'Residence Hall - New'. A progress indicator shows steps 13 through 18: 13 Emergency Info Sheet, 14 Phase II Complete, 15 Rooms (highlighted), 16 Room Swap, 17 Confidential Contact, and 18 Safety Addendum. A blue arrow points from step 15 to step 17, labeled 'Contract Status'. Below the progress indicator, the 'Contract Status' page is shown, featuring a 'Contracting Process Menu' and a table of room assignments.

Contracting Process Menu | Applying for Acad Year 2016-2017 Residence Hall - New

7 Phase I Complete 8 Waiting List for Resident Reserved Parking 9 Meal Plan Selection 10 Personal Profile Questions 11 Roommate Search Agreement 12 Roommate Matching 13 Emergency Info Check 14 Phase II Complete 15 Rooms 16 Room Swap 17 Confidential Contact 18 Safety Addendum

Contract Status

This page contains the current progress of your application.
The information below contains the specific duration and details of your application.

- Phase 1 – Contract and Payment
- Phase 3 – Room Selection (Please Note: HOUS is for administrative purposes only please disregard assignment and "HOUS" roommates.)
 - o Room Assignment: HOUS-0300_a
 - o Other Occupant(s):

TermSession	RoomMate Name	RoomMate Email
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At any time you can check your status by clicking Contract Status. Before you begin the room selection process you are assigned a virtual **HOUS** assignment. Students **currently** living on campus will see their current room. Once you select a room you will be able to see your active status.

University of Arkansas Housing Contracting Process

5. Connect to Contract Process

The screenshot displays the University of Arkansas Housing Contracting Process web page. At the top, the University of Arkansas logo and 'DIVISION OF STUDENT AFFAIRS University Housing' are visible. Below the logo is a navigation menu with options: Home, Arrival Time - Band, Contracting Process, Room Change Request Form, and Special Arrival Request. The main content area features a 'Contracting Process Menu' for 'Applying for Acad Year 2016-2017 Residence Hall - New'. A progress bar shows 18 steps, with step 16, 'Room Swap', highlighted in orange. Below the progress bar, the 'Room Swap' section is titled '(Step 16 of 18)'. A blue arrow points to a link labeled 'here' in the text: 'To view facility information and floor plans click here and then select your desired community.' Below this, there is a list of housing locations categorized by student type: Scholars housing, New Freshman Honors housing, and Returning student Honors housing. A list of residential facilities is provided at the bottom of the page.

UNIVERSITY OF ARKANSAS | DIVISION OF STUDENT AFFAIRS
University Housing

Home | Arrival Time - Band | Contracting Process | Room Change Request Form | Special Arrival Request

Contracting Process Menu | Applying for Acad Year 2016-2017 Residence Hall - New | Contract Status

Step 1 Complete | Working List for Resident Reserved Parking | Heat Plan Selection | Personal Profile Questions | Roommate Search Agreement | Roommate Matching | Emergency Info Sheet | Phase II Complete | Rooms | Room Swap | Confidential Contact | Safety Addendum

Room Swap (Step 16 of 18)

[Building](#) > Floor/Suite > Rooms > Beds

To view facility information and floor plans click [here](#) and then select your desired community.

If you add an Honors roommate to your roommate group after May 11th, contact University Housing at 479-575-3951 so we can update this information to ensure you see all of your housing options during room selection.

Scholars housing is available in the following locations:

- Hotz Hall 3rd and 5th floors for female students
- Hotz Hall 6th and 7th floors for male students

New Freshman Honors housing is available in the following locations:

- Hotz Hall (excluding 5th and 6th floors)
- Futrall Hall ground floor and 1st floor
- Maple Hill East 1st floor

Returning student Honors housing is available in the following locations:

- Futrall Hall ground floor and 1st floor
- Northwest Quad A Building 2nd floor

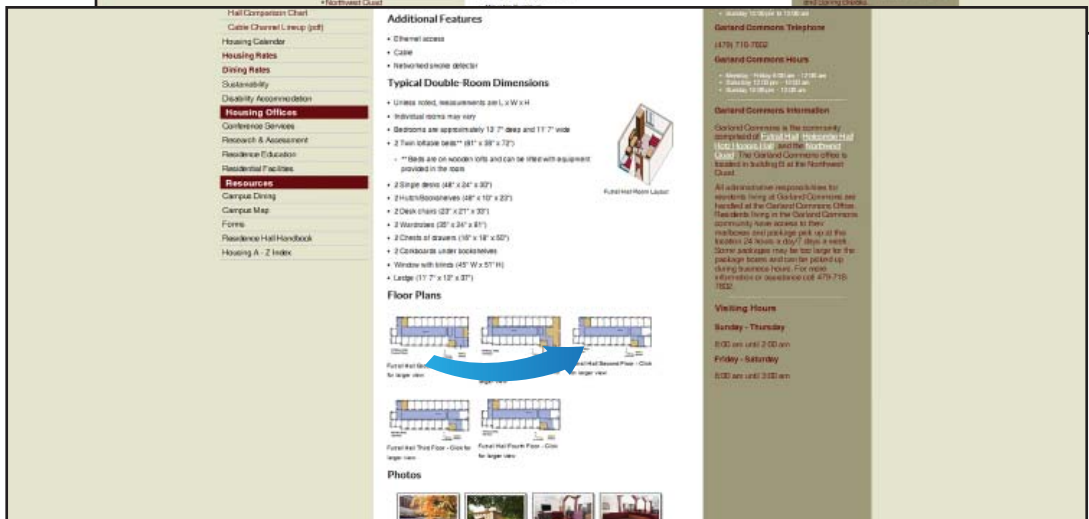
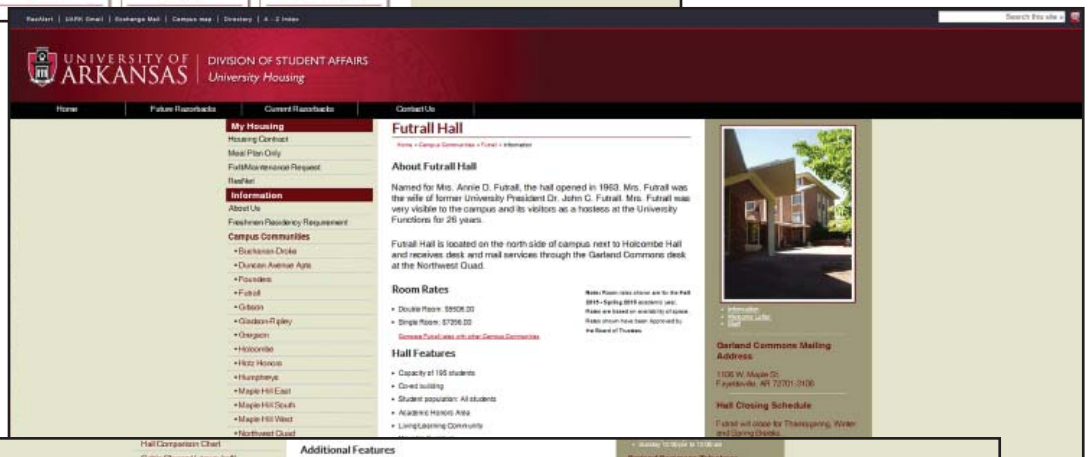
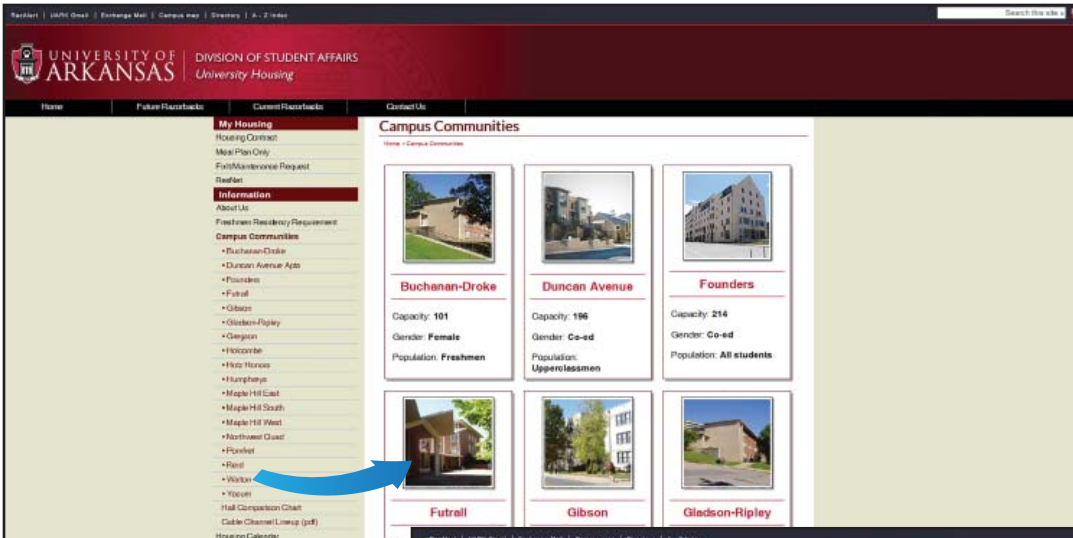
Founders Hall
Futrall Hall
Gatewood Hall
Gladson-Ripley Hall
Gregson Hall
Harding Hall
Holcombe Hall
Hotz Hall
Humphreys Hall

You can click on “here” to go to the Campus Communities web page to view each residential facility.

University of Arkansas Housing Contracting Process

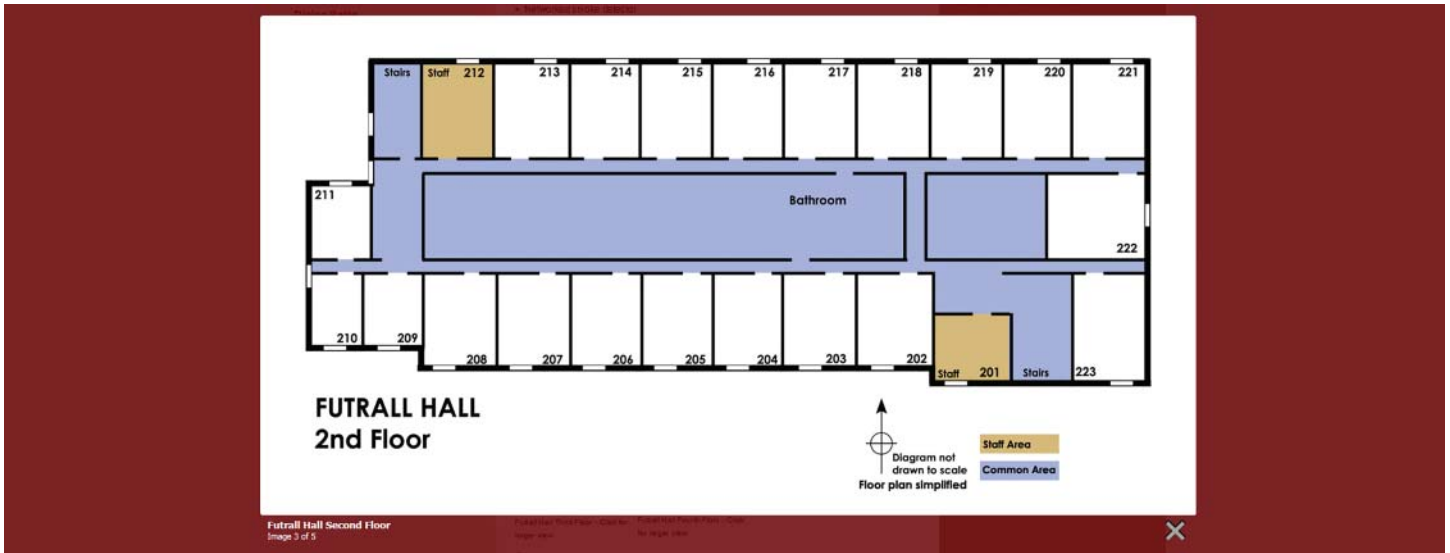
6. Hall Information

On the Campus Communities page, click on the hall you're interested in. There you will find information about the building, rooms and, as you scroll down, floor plans showing room position on each floor.



University of Arkansas Housing Contracting Process

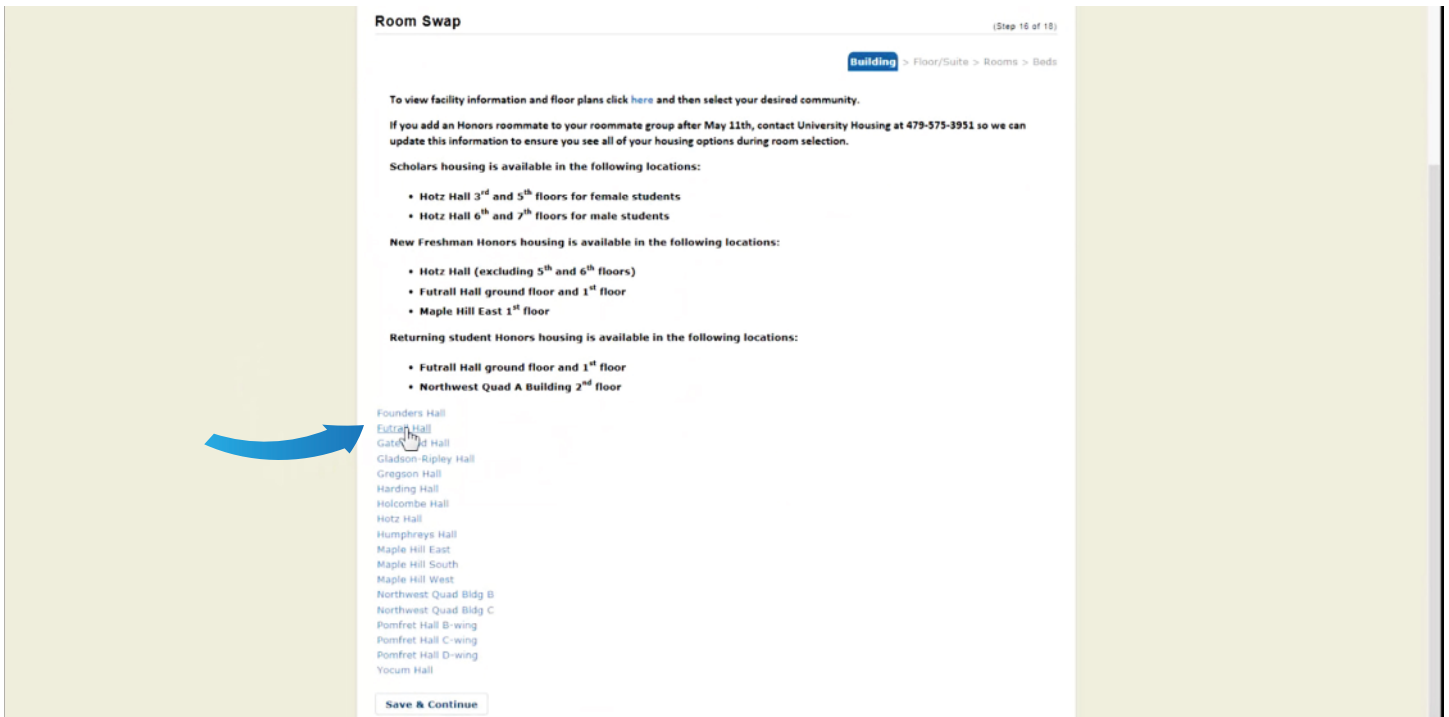
7. Floor Information



The floor plans included on each hall page will inform you what side of the building the rooms are, nearness to bathrooms, elevators, stairwells, etc.

University of Arkansas Housing Contracting Process

8. Selecting a Building



Room Swap (Step 16 of 18)

Building > Floor/Suite > Rooms > Beds

To view facility information and floor plans click [here](#) and then select your desired community.

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Returning student Honors housing is available in the following locations:

- Futrall Hall ground floor and 1st floor
- Northwest Quad A Building 2nd floor

Founders Hall
Eutaw Hall
Gatton Hall
Gladson-Ripley Hall
Gregson Hall
Harding Hall
Holcombe Hall
Hotz Hall
Humphreys Hall
Maple Hill East
Maple Hill South
Maple Hill West
Northwest Quad Bldg B
Northwest Quad Bldg C
Pomfret Hall B-wing
Pomfret Hall C-wing
Pomfret Hall D-wing
Yocum Hall

Save & Continue

Click on the building you want to live in for 2016-17. As an example, we'll choose Futrall Hall.

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9. Selecting a Floor

UNIVERSITY OF ARKANSAS | DIVISION OF STUDENT AFFAIRS
University Housing

Home | Arrival Time - Band | Contracting Process | Room Change Request Form | Special Arrival Request

Contracting Process Menu | Applying for Acad Year 2016-2017 Residence Hall - New | Contract Status

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18.

1. 2.

Room Swap (Step 16 of 18)

Building > Floor/Suite > Rooms > Beds

Futrell Hall

| Floor | Single - Beds | Double - Beds | Triple - Beds | Quad - Beds | Other |
|---------------|---------------|---------------|---------------|-------------|-------|
| FUTR Floor 00 | 0 | 32 | 0 | 0 | 2 |
| FUTR Floor 02 | 0 | 21 | 0 | 0 | 3 |
| FUTR Floor 04 | 0 | 37 | 0 | 0 | 3 |

Save & Continue

You can now see the floors with rooms available. Here you can see the room types available on the floors.

1. Traditional buildings will show built-as singles and double rooms
2. Suite-style buildings will show units with up to four beds in single (Northwest Quad) or double room (Maple Hill buildings) configurations

University of Arkansas Housing Contracting Process

9. Selecting a Floor

UNIVERSITY OF ARKANSAS | DIVISION OF STUDENT AFFAIRS
University Housing

Home | Arrival Time - Band | Contracting Process | Room Change Request Form | Special Arrival Request

Contracting Process Menu | Applying for Acad Year 2016-2017 Residence Hall - New | Contract Status

Step 1: Complete | Step 2: Waiting List for Resident Reserved Parking | Step 3: Meal Plan Selection | Step 4: Personal Profile Questions | Step 5: Roommate Search Agreement | Step 6: Roommate Matching | Step 7: Emergency Info Sheet | Step 8: Phase II Complete | Step 9: Rooms | Step 10: Room Swap | Step 11: Confidential Contact | Step 12: Safety Addendum | Step 13: | Step 14: | Step 15: | Step 16: | Step 17: | Step 18: |

Room Swap (Step 16 of 18)

Building > **Futrail Hall** > Rooms > Beds

Futrail Hall

| Floor | Single - Beds | Double - Beds | Triple - Beds | Quad - Beds | Other |
|----------------------|---------------|---------------|---------------|-------------|-------|
| FUTR Floor 00 | 0 | 32 | 0 | 0 | 2 |
| FUTR Floor 02 | 0 | 21 | 0 | 0 | 3 |
| FUTR Floor 04 | 0 | 37 | 0 | 0 | 3 |

Save & Continue

Hover over and click on the floor you are interested in, then **click** save and continue

University of Arkansas Housing Contracting Process

10. Selecting a Room

The screenshot shows the University of Arkansas Housing Contracting Process web application. At the top, the University of Arkansas logo and "DIVISION OF STUDENT AFFAIRS University Housing" are displayed. Below the logo is a navigation bar with links: Home, Arrival Time - Band, Contracting Process, Room Change Request Form, and Special Arrival Request. The main content area features a "Contracting Process Menu" with 18 steps. Step 10, "Room Swap", is highlighted in yellow. Below the menu, the page title is "Room Swap (Step 16 of 18)". A breadcrumb trail shows "Building > Floor/Suite > Rooms > Beds". The main content area is titled "Futrell Hall - FUTR Floor 02" and displays a list of "Available Rooms". A blue arrow points to the room "FUTR-0216 - M - 2/2". Below the list is a key: "Key: Room - Gender (M: Male, F: Female, N: Neutral, D: Dynamic, C: CoEd) - Available Beds/Total Beds". A "Save & Continue" button is at the bottom.

| Room | Gender | Available Beds/Total Beds |
|-----------|--------|---------------------------|
| FUTR-0205 | M | 2/2 |
| FUTR-0206 | M | 2/2 |
| FUTR-0207 | M | 2/2 |
| FUTR-0208 | M | 2/2 |
| FUTR-0210 | M | 1/1 |
| FUTR-0211 | M | 1/1 |
| FUTR-0216 | M | 2/2 |
| FUTR-0219 | M | 2/2 |
| FUTR-0220 | M | 2/2 |
| FUTR-0221 | M | 2/2 |
| FUTR-0222 | M | 2/3 |
| FUTR-0223 | M | 2/2 |

You can now see the rooms available on the floor you chose. First you'll see the hall code, then room number, the gender of the room and space available in the room. Select your room, then **click** save and continue.

University of Arkansas Housing Contracting Process

11. Selecting a Bed Space

UNIVERSITY OF ARKANSAS | DIVISION OF STUDENT AFFAIRS
University Housing

Home | Arrival Time - Band | Contracting Process | Room Change Request Form | Special Arrival Request

Contracting Process Menu | Applying for Acad Year 2016-2017 Residence Hall - New | Contract Status

7 8 9 10 11 12 13 14 15 16 17 18

Step 1 Complete | Waiting List for Resident Reserved Parking | Meal Plan Selection | Personal Profile Questions | Roommate Search Agreement | Roommate Matching | Emergency Info Sheet | Phase II Complete | Rooms | Room Swap | Confidential Contract | Safety Acknowledgment

Room Swap (Step 16 of 18)

Building > Floor/Suite > Rooms > **Beds**

Futrell Hall - FUTR Floor 02

Time remaining for bed selection: 04:47

Select the bed you would like to have.

My Bed: - None -

Select the bed(s) you wish to assign to your roommate(s).

Roommate Name Here - None -

Reserve Beds

You will notice that you have a limited amount of time to select your bed space - while the timer is active this bed space is held and not visible to other students selecting their rooms.

Room Swap (Step 16 of 18)

Building > Floor/Suite > Rooms > **Beds**

Futrell Hall - FUTR Floor 02

Time remaining for bed selection: 04:44

Select the bed you would like to have.

My Bed: **FUTR-02 | S_3**

Select the bed(s) you wish to assign to your roommate(s).

Roommate Name Here - None -

Reserve Beds

Select the bed you want for next year.

University of Arkansas Housing Contracting Process

12. Selecting a Bed Space for a Roommate

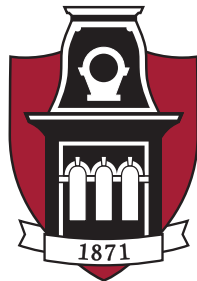
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If you are selecting a room as part of a roommate pair you will select a bed at this time for you and your roommate. Click reserve beds. You now have a room and bed reserved.

The room swap process is identical to the room selection process. Room swapping will continue through to the end of June.

Congratulations! You are now finished with Phase III. Room Swapping will continue to the end of June. Until that time you may return to this section to participate with room selection.

If you have questions during the contract process, please email Housing at housing@uark.edu or call 479-575-3951.



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University Housing

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