To participate in the Roommate Selection part of the Housing Contract Process, open the University Housing Website and click on “Housing Contract”
University of Arkansas Housing Contracting Process

2. Enter Living on Campus Contract

On the University Housing and Campus Dining Online Contracts page, click on “Living On Campus Contract.”
3. Connect to Login Page

This will bring you to your Housing Portal. Click on “Visit the University Login Page” to login.
4. University Login

Login with your UARK username - your campus email address without the “@uark.edu,” and your University password. Click “login.”
On the Portal Home page, click on “Contracting Process.”
On the Current Contracts Available page, click on “Academic Year 2016-2017 Room and Board” contract button. Click on “Save & Continue.”
You have reached the Roommate Search Agreement

The “Opt in to roommate selection” box is already checked. Leaving this box checked will allow your profile to be available:

- To be searched by your University ID
- To be searched using your personal profile

Students participating in an LLC may only search for roommates who are also part of that LLC.

If you know your roommate choice, leave the opt in box checked until you select and confirm that roommate.

Click Save & Continue.
Here is important information from the email sent to all students who contracted prior to February 5th about roommate selection:

On Tuesday, February 9th beginning at 10am Roommate Selection will open for 2016/2017.

Here are some important things to know:

- Students who have been officially accepted into Living Learning Communities should only select roommates from that specific Living Learning Community
- Students may select roommates by details (Student ID #’s), matching by specific personal profile questions or select by matching roommates who have similar profiles
- You may only request a maximum of three roommates
- All roommates in a group must request and accept each other in order to fully form a roommate "group”.
- Anyone in your roommate “group” may change your room assignment once room selection begins
- Roommate Selection ends on March 28th

Room Selection:

- Room Selection dates can be found by reviewing the University Housing Calendar.
- Room Selection is not a part of the roommate selection process.
Below the information section, the Roommate Matching page has several parts:

1. Video tutorial to the Roommate Matching process
2. Emails of the students with the best match to your profile according to the Personal Profile Questions you completed in the previous contracting step
3. Status of accepted and requested roommates
4. Search for Roommate options - see page 10
9. Roommate Selection Options

On the Roommate Matching page, you have several options to participate in the roommate selection process.

- You may add roommates whose ID numbers you already know (Search by Details)
- Respond to or send roommate requests
- Search for potential roommates by profiles
10. Search for a Roommate by Details

To add roommates whose ID numbers you already know, scroll to Search for Roommates and click on Search for roommates by details. Enter the student's ID number and the results will appear. Click Search to open the matching interface.

Your selected roommate's email will appear under the Search button with the options to request, view profile and send message. Click on request then Save & Continue.

You will notice on the Roommate Matching Page that your selected roommate is displayed under “Requested Roommates” in the selection status section.
11. Search for Roommate by Profile

Here you can change the profile criteria to best match a potential roommate to you. For instance, if you do not want to search roommates who are interested in or part of the Razorback Marching Band (1) you can select that category and move the indicator to Not Interested (2).
11. Search for Roommate by Profile

You can select and alter as many or as few of the categories as you want. When you are ready click on Search. This will provide you a list of possible roommates who best match the criteria you chose. Here you can view their profile, send them an email message or request them as a roommate. Click on Save & Continue to move on.
Finally, you can click on Browse matching roommates to receive an expanded list of potential roommates. Here you can browse and view profiles, send potential roommates an email message or request them as a roommate.

Remember, any student you select as a potential roommate will have to accept your “respond to or send a roommate request request” before they are confirmed as a roommate.

When you are ready to move on, click Save & Continue.
13. Hall Preference

Students who contract prior to March 16 may skip this page.

Students who contract later in the contracting process may not have the opportunity to self-select room assignments due to high demand and space availability. If this is the situation, Housing staff will assign students to their room assignment.

This page is only used by assignment staff if the staff is required to assign students to determine preferences and use those preferences to assign students based upon availability.

This page does not take the place of the self-assignment process and is also not a guarantee of building placement.
In order to proceed you must select at least ten buildings in your order of preference. Please remember Buchanan/Droke, Gibson and Reid Halls are female-only buildings.

When you are finished, click Save & Continue.
14. Emergency Contact Information

The last step in Phase II is the Emergency Info Sheet. You must enter at least one emergency contact person. The required fields contain the number one.

It is important for you to let Housing know if you have any of the listed medical conditions. This information will only be provided to a parent or legal guardian, medical personnel and/or University Housing staff members in case of emergency.

When you complete the Emergency Info Sheet, click Save & Continue.
Congratulations! You are now finished with Phase II. Roommate selection will end on March 28. Until that time you may return to this section to participate with roommate selection, change building preferences and/or change your emergency contact information.

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