Room Selection Application is Now Available!

*If you will be living on campus for 2015-16, this is for you!*  

Go to [my.santafeuniversity.edu](http://my.santafeuniversity.edu) and access the housing portal to complete your application.

There are three applications to choose from:

1. **General Room Selection**: This is the option for most students. General Room selection includes most rooms in the residence halls as well as non-12 month lease apartments.
2. **Apartments 12 Month Lease**: This is the option for students who want a 12 month lease term in the apartments.
3. **Gender Neutral Hall**: This is the option for students who want to live in the Gender Neutral Hall in St. Mikes.

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**Can I complete more than one application?**

Yes, you can! Let’s say your first option is a 12 Month apartment, but you are also willing to live in a non-12 month apartment. You would want to complete both the 12 month application and the general application. That way you can participate in the general process if you are unable to get your first preference.

More information on the room and roommate selection process appears below. Please take a few moments to read this so that you understand what you need to do to select a room for the 2015-16 academic year.

If you have any questions, please feel free to email [reslife@santafeuniversity.edu](mailto:reslife@santafeuniversity.edu).
Step 1 - Application
- Go to my.santafeuniversity.edu and login to the housing portal.
- Complete the desired application from the Application drop down menu.
  - Type your name in the signature box and press continue.
- A confirmation screen will be displayed.

Step 2 – Roommate Request (for residence halls only, not apartments)
- If you are planning to live in an apartment, do not complete this roommate step. You must both complete the room selection process individually.
- After both you and your desired roommate have completed your applications, return to the housing portal to select your roommate.
  - Select “Roommates/Suitemates” from the Room Selection dropdown menu.
  - Select Fall 2015 and press submit.
  - Use the Simple Roommate Search to find your desired roommate.
    - Your requested roommate will now receive a message to confirm your request. If you mistakenly choose the wrong person, simply press Remove.
- Your requested roommate should now go to the roommate request page to confirm your request.

Step 3 – Room Selection
- **Important:** A roommate must be selected before this step for double and triple rooms.
- You will receive an email with your selection time. It will also be displayed on the housing portal.
- Please login to the housing portal on or after your selection time. You must select a room before the process closes at 10pm on April 24th.
- Only one of the paired roommates needs to complete this part of room selection. Both paired roommates will be placed in the same room when one of the roommates selects a room (this does not apply to apartments, please see note above).
- From the Room Selection dropdown menu, select “Select a Room or Suite” and then press Submit next to appropriate process.
Choose your desired building from the list of residence halls.

Press “Select Room” next to your desired room.

![List of Available Rooms](Image)

Press “I Agree” on the Room Booking page.

Don’t forget to select your meal plan from the Dining dropdown menu.

That’s it, you’re done. A confirmation page will be displayed and you will receive a confirmation email.

**Important:** The housing application **must** be completed by 11:59pm on April 17<sup>th</sup> to participate in the *Room Selection process.*

A room must be selected by 10pm on April 24<sup>th</sup>.

**Important Dates**

- April 17 – Last day to complete the housing application.
- April 18 – Room selection date and times available on portal.
- April 19 – Last day to select a roommate.
- April 20 to 24 – Room Selection is open. Check the housing portal for your specific selection date and time.
- April 24 – Room Selection closes at 10pm.
- May 16 – Residence halls close at noon.
- August 28 – Residence halls reopen.

**Thank you!**

Questions? Email reslife@santafeuniversity.edu.