ROOM & ROOMMATE SELECTION GUIDE
FOR FIRST-YEAR STUDENTS

#MYLSUHOME

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ACCESS THE HOUSING PORTAL AT
MYLSU > STUDENT SERVICES > ON-CAMPUS HOUSING

GENERAL ROOM SELECTION TIME LINE

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<th>Date</th>
<th>Event</th>
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<tr>
<td>May 4-15</td>
<td>Residential College &amp; Honors House Room Selection</td>
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<td>Housing Portal Closed for Maintenance</td>
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<td>June 22</td>
<td>Housing Portal Reopens for Room Selection</td>
</tr>
<tr>
<td>June 29</td>
<td>Wait Lists Open at 10 a.m. CST</td>
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</tbody>
</table>
PART ONE: SEARCH FOR ROOMMATES
The online housing portal opens at 1 p.m. on March 6, 2020, for you to begin searching for roommate(s)/suite mate(s), creating a “Roommate Group,” and/or joining an existing Roommate Group.

Your preferred roommate(s)/suite mate(s) must have the same housing preference, also known as resident type, as you. For example, students approved to live in the Mass Communication Residential College can only request other students who are also approved residents in the Mass Communication Residential College. If you indicated a preference to live in traditional housing options, you’ll only be able to search for and add students who are also interested in traditional housing options.

Email our team at reslife@lsu.edu if you need to change your housing preference. It will take about 48-hours for your time slot to update in myLSU, and possibly longer if you have to be approved by a residential college first.

PART TWO: CHOOSE YOUR ROOM & PULL IN ROOMMATES/SUITE MATES
You gain access to the online housing portal to select your room and pull in roommate(s)/suite mate(s) into your room/suite based on the date you completed your housing contract.

Compare your time slot with your roommate group. See who has the earliest time slot, and make that person the group leader so he/she can select your room or suite as early as possible.

Your room selection time slot will be viewable on the “My Details” page in the housing portal.

GENERAL TIPS
You must have a completed 2020-21 housing contract on file to participate in the online room selection process.

A large volume of students logged on to the housing portal may cause your network connection to be slower than normal. Please be persistent by logging off and trying again. You are guaranteed to get a room assignment with campus housing.

Contracts are for the academic year, both fall and spring semesters. If you cancel your housing contract/room assignment, you are subject to the cancellation fees outlined in the housing contract as well as penalties for not complying with the first-year housing expectation. See lsu.edu/cancelhousing and lsu.edu/exemptions to familiarize yourself with the cancellation policies. Students who cancel with LSU Admissions must also cancel with the Department of Residential Life.

ROOMMATES/SUITE MATES
You’ll only be able to pull in roommate(s)/suite mate(s) from your roommate group into available spaces who haven’t selected a room already and are the same resident type as you (traditional or residential college). Yes, you can pull in roommate(s)/suite mate(s) who have a later time slot than you.

Accepting someone as a roommate in part one of the process does not guarantee you will be roommates. Only once you and your roommate(s)/suite mate(s) are confirmed in the room/suite are you officially roommate(s)/suite mate(s).

You must select a room/suite with enough available bed spaces (one for each student) in order to pull in your roommate(s)/suite mate(s) into your room/suite. If there are not enough spaces available in the room/suite, you will not be able to invite all of your preferred roommate(s)/suite mate(s).

The online system time stamps the assignment made by each student. If two students try to select the same space, the earlier time stamp will be assigned.

ROOM SELECTION & ROOM CHANGES
You can only make one room assignment in the online system. If you make a room assignment and want to change it, do not cancel your housing contract as this will delete your contract entirely and you will lose your priority application date. If you need to make a room change, email the Res Life Assignments Team at reslife@lsu.edu.

If you are not admitted into your preferred residential college by the end of residential college and honors house room selection time, you will participate in the traditional hall room selection process to choose a space in a traditional hall. If a space is available in your preferred residential college, you can select that space and the residential college staff will work to approve you to participate in the program.

Students who do not select their room/suite by the end of room selection will have their room assignments made by the Res Life staff.
LOG IN
Log in to the Housing Portal via
myLSU > Student Services > On-Campus Housing

When navigating in the housing portal, please click on the section on the Progress Bar or the “GO BACK” button on the web page rather than using your browser’s back button.

FIRST-YEAR HOUSING EXEMPTION Tab
First-year students do not need to submit a housing contract in order to request an exemption.

In the housing portal, select First-Year Housing Exemption, and click “APPLY” for the Housing Exemption Request.

See lsu.edu/exemptions for a full list of qualifying exemptions.

ON-CAMPUS HOUSING CONTRACT Tab
All first-year students must complete at least one process to remain in compliance with the university’s first-year housing expectation and inform Res Life of housing needs.

If a student is not requesting an exemption, a contract will need to be submitted. In the housing portal, select On-Campus Housing Contract, and click “GET STARTED” or “CONTINUE” to open the 2020-2021 On-Campus Housing Contract.

MY DETAILS Tab
Resident Type on the “My Details” tab indicates your current housing preference. You will only be able to see other students with the same housing preference, or resident type, as you.

In the first example, Mike’s preference is to live in a traditional hall option.

In the second example, Mike has been approved to live in the Mass Communication Residential College.
ROUNMMATE FINDER & GROUPS

The roommate finder service in the housing portal lets you search for compatible roommate(s)/suite mate(s), create a “Roommate Group,” and/or join an existing Roommate Group. Using the roommate finder is optional.

When you select your room/suite, you’ll only be able to pull in people in your roommate group who are the same resident type as you and do not already have a room assignment.

PROGRESS BAR: MY PROFILE
Enter your personal preferences about your room environment, sleep habits and extracurricular preferences.

Your answers will help match you with suggested roommates.

You can come back to this section and change your answers later.

PROGRESS BAR: ROOMMATE GROUPS

On this page, you can create a Roommate Group, join an existing Roommate Group, search for students by PAWS ID, and look at suggested roommate(s)/suite mate(s). You can come back to this section to make changes throughout the spring and summer.

However, once you have created or joined a Roommate Group, you cannot create or join a second Roommate Group. You will have to leave your current Roommate Group in order to create or join another Roommate Group.

Remember you’ll only be able to search for students in the same type of housing as you.

ROOMMATE GROUPS: CREATE GROUP
Allows you to create a group by searching for specific people by PAWS ID to add to your group.

Groups can be as small as 2 and as large as 4 people.
ROOMMATE GROUPS: JOIN GROUP
Allows you to join a group that has already been created. You must input the **exact** name to find your Roommate Group.

![Join a Roommate Group](image)

ROOMMATE GROUPS: ROOMMATE SEARCH BY PAWS ID
If you know who you want your roommate(s)/suite mate(s) to be, you can simply enter their PAWS ID here to find and add them to your Roommate Group.

You will only be able to add a person to your Roommate Group if you are the Group Leader.

![Roommate Search By PAWS ID](image)

ROOMMATE GROUPS: SUGGESTED ROOMMATES
Based on your answers in the “My Profile” section, your most compatible roommate/suite mate options appear here. You can view their profile, send a message through the housing portal, or add them to your Roommate Group.

You will receive a message through the housing portal (top left hand corner) when someone messages you, adds you to a Roommate Group, joins your Roommate Group, or leaves your Roommate Group.

![Suggested Roommates](image)

ROOMMATE GROUPS: COMPLETE
When you’ve reached this screen, you’ve gone through all the steps of roommate search and selection. You can still access the “Roommate Groups” section of the process to make changes to your roommate(s)/suitmate(s) and your Roommate Group.
ROOMMATE GROUPS: WHAT GROUP LEADERS SEE

Verified
Your roommate group has been verified.

if you are your group’s lead, you will be able to make changes to your group order, change who the group leader is, send messages, and view member profiles. if you decide to leave the group, you must make someone else the new group leader.

if you are a group member, you will be able to view member profiles, send messages, or leave the group.

Any changes to the group will result in an email automatically sent to all group members.

Group: Future Tigers

DELETE GROUP EDIT GROUP

Search for Roommates by PWIS ID
Suggested Roommates

mit93 (Group Leader)
Age: 18
Classification: New
Gender: Male
Description:

VIEW PROFILE

haki1234
Age: 18
Classification: New
Gender: Male
Description:

DELETE ROOMMATE

MAKE LEADER
SEND MESSAGE
VIEW PROFILE

SAVE & CONTINUE

ROOMMATE GROUPS: WHAT GROUP MEMBERS SEE

Verified
Your roommate group has been verified.

If you are your group’s leader, you will be able to make changes to your group order, change who the group leader is, send messages, and view member profiles. If you decide to leave the group, you must make someone else the new group leader.

If you are a group member, you will be able to view member profiles, send messages, or leave the group.

Any changes to the group will result in an email automatically sent to all group members.

Group: Future Tigers

DELETE GROUP EDIT GROUP

Search for Roommates by PWIS ID
Suggested Roommates

mit93 (Group Leader)
Age: 18
Classification: New
Gender: Male
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VIEW PROFILE

haki1234
Age: 18
Classification: New
Gender: Male
Description:

DELETE ROOMMATE

MAKE LEADER
SEND MESSAGE
VIEW PROFILE

SAVE & CONTINUE
SELECTING A ROOM

After you log in following the directions on page 3, go to the Room Selection step and select an area or location from the Room List to see room availability in that building. You can select multiple areas or locations.

After you click on the area or location, a list of all rooms for that selection will appear. Scroll down the page or click "Next" to see more options. You can view the spaces available in each room before selection. Make sure to look at "Spaces Available in Room" for the amount of available spaces.

AVAILABLE SPACES: Make sure you select a room with enough spaces available for you and your preferred roommate(s)/suitemate(s). If there is only one bed space available in a two-student room, you will be assigned to that available bed space and will not be able to invite a roommate since there are no available bed spaces.

To select a room or suite, simply click on “Select”, scroll down, and then click "Save & Continue" to move to the next step in the room selection process: Assigning Beds.

In this example, Acadian Hall 0325 is a two-student room with two beds available.

If you look at Acadian 0324, you will see a “1” next to “Spaces Available in Room”, which means one bed in that room has already been selected by another student.

In this example, South Hall 0305 is a two-student room with one bed available. That means the other bed in that room has already been selected by another student. It is also a suite-style room, so you will see that there are only three beds remaining in the suite.

In South 0304, that two-student room has two beds available, so no one has selected a space in that room yet.

SUITE TIP: Make sure you know the suite numbers before selecting rooms.

Floor plans are available on each halls’ web page and the connecting suite room numbers are also listed on the room selection page.

In this example, South Hall 0304 is connected to South 0306. So to place
ROOM SELECTION: ASSIGN BEDS

On this screen, you will select your bed. You have ten minutes (10:00) to complete this process. If time expires, the system will time out, you will have to start over, and the space will not be held for you.

If you want to make changes to your assignment (building, room), you MUST do so before assigning beds.

To go back to the list of areas or locations to select a different room, use the progress bar at the top & select “Room Selection” in the system rather than using your web browser’s “back” button.

Click “Remove from Cart” to deselect the room, and go through the selection process again.

In example 1, there is 1 available bed space out of 2 total bed spaces in the room.

Click “Select Bed” to trigger the drop down, and then select your bed. In this case, the student will select Acadian 0324-2 and then click “Assign Beds.”

In example 2, you will assign beds for you & your roommate(s).

REMEMBER: The only roommates you’ll be able to pull in are those listed in your “Roommate Group” in the housing portal who do not already have a room assignment.

In this example, there are 2 available bed spaces out of 2 total bed spaces in the room. Click “Select Bed” to trigger the drop down, and then select your bed. In this case, the student will select South 0304-1.

To assign your roommate(s) to a bed, find their PAWS ID under the My Roommates section, click “Select Bed” to trigger the drop down, and then select an available bed. You will notice that the drop down only allows you to select available beds and shows any beds taken.

In this case, the student will select South 0304-2 for the roommate. Follow the same process to place suitemates.

Once you have selected beds for you and your roommate(s), click “Assign Beds.”
In example 3, you will place three students in a suite (2 two-student rooms).

Make sure to look at “Spaces Available in Suite” for the amount of available spaces (beds).

In this example, South 0105 and South 0107 have 4 spaces available in the suite. There are 3 students in the Roommate Group, so you will need to select more than one room to assign everyone to a bed in the suite.

Select the two rooms that make up the suite.

**SUITE TIP:** Make sure you know the suite numbers before selecting rooms.

Floor plans are available on each halls’ web page and the connecting suite room numbers are also listed on the room selection page.

In this example, South Hall 0105 is connected to South 0107.

**REMEmBER:** The only roommates you’ll be able to pull in are those listed in your “Roommate Group” in the housing portal who do not already have a room assignment.

Click “Select Bed” to trigger the drop down, and then select your bed.

In this case, the student will select South 0105-1.

To assign your roommate to a bed, find their PAWS ID under the My Roommates section, click “Select Bed” to trigger the drop down, and then select an available bed.

You will notice that the drop down only allows you to select available beds and shows any beds taken. In this case, the student will select South 0105-2 for the roommate.

Suite mate(s) will also appear under the My Roommates section. After assigning you and your roommate to your beds in your room, you will need to assign your suite mate(s) to the bed(s) in the other room.

In this case, the student will select South 0107-1 for the suite mate. Once you have selected beds for you, your roommate, and your suite mate(s), click “Assign Beds.”

Once you have selected beds for you and your roommate(s)/suite mate(s), click “Assign Beds.”
ROOM SELECTION: REVIEW YOUR SELECTION(S)
On this screen, you will confirm the details of your room selection.

CLICKING “SAVE & CONTINUE” MAKES YOUR ROOM ASSIGNMENT FINAL!
Make sure you have your room and roommates to your liking before reserving your assignment!

You will not be able to go back and change it yourself.

After you complete the process, review your booking and roommate information on the “My Details” tab.

Remember you can only make one room assignment in the online system. If you make a room assignment and want to change it, do not cancel your housing application as this will delete your contract entirely and you will lose your priority date. To make a room change, work with our Res Life Assignments staff at reslife@lsu.edu.
HOUSING STATUS: MY DETAILS

**MY DETAILS tab**

**Resident Type / Preference:**
Here you will see what you indicated as your housing preference on the application. If you indicated the Mass Communication Residential College, for example, it would appear here. If you indicated preference to live in a traditional hall, that will appear here.

You cannot make changes to your housing preference in the housing portal. To change your preference, email reslife@lsu.edu with your request, or add your name to a building wait list according to the instructions on the next page.

**Room Selection Timeslot:**
Here you will see your assigned day and time to go online to select your room.

**Booking and Room Number:**
Once you have a room assignment, the details of it will appear here.

**Roommates:**
See what roommates/suite mates are in your room and suite. Your roommates’ and suite mates’ PAWS IDs and names are the only information we can release. Use the PAWS ID to email. If the PAWS ID is MikeT, then the LSU email address is MIKET@LSU.EDU.
FLOOR GENDERS

Spaces’ gender designation is subject to change based on need. This information current as of 5-29-2020. Building floor plans with room and suite numbers are available on each hall’s web page.

<table>
<thead>
<tr>
<th>TRADITIONAL HALLS</th>
<th>MALE SPACES</th>
<th>FEMALE SPACES</th>
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<tbody>
<tr>
<td>Acadian Hall</td>
<td>Floors 3, 4</td>
<td>Floors 1, 2, 5</td>
</tr>
<tr>
<td>Annie Boyd Hall</td>
<td>Ground floor, Floor 2</td>
<td>Floors 1, 3</td>
</tr>
<tr>
<td>Beauregard Hall</td>
<td>Stacks 2, 3</td>
<td>Stacks 1, 4, 5</td>
</tr>
<tr>
<td>Cedar Hall</td>
<td>Floors 1, 4 Floor 3 rooms 3006-3030</td>
<td>Floors 2, 5 Floor 3 rooms 3101-3127</td>
</tr>
<tr>
<td>Herget Hall</td>
<td>-</td>
<td>Floors 1-6</td>
</tr>
<tr>
<td>Kirby Smith Hall</td>
<td>Floors 2, 4</td>
<td>Floors 3, 5, 6, 7, 8</td>
</tr>
<tr>
<td>Jackson Hall</td>
<td>Stacks 3, 4</td>
<td>Stacks 1, 2, 5</td>
</tr>
<tr>
<td>LeJeune Hall</td>
<td>Stacks 1, 2, 3</td>
<td>Stacks 4, 5</td>
</tr>
<tr>
<td>McVoy Hall</td>
<td>Floors 2, 4</td>
<td>Floors 1,3</td>
</tr>
<tr>
<td>Miller Hall</td>
<td>-</td>
<td>Floors 2-7</td>
</tr>
<tr>
<td>Taylor Hall</td>
<td>Stacks 1, 2</td>
<td>Stacks 3, 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESIDENTIAL COLLEGES</th>
<th>MALE SPACES</th>
<th>FEMALE SPACES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Residential College Blake Hall</td>
<td>Floors 1 Floor 3 rooms 301-318</td>
<td>Floors 2, 4 Floor 3 rooms 349-378</td>
</tr>
<tr>
<td>Business Residential College Res College One – West Hall</td>
<td>Floors 1, 2, 3</td>
<td>Floor 4</td>
</tr>
<tr>
<td>Engineering Residential College Spruce Hall</td>
<td>Floors 1, 2, 3 Floor 4 rooms 4028-4076</td>
<td>Floor 4 rooms 4100-4427</td>
</tr>
<tr>
<td>Honors House East &amp; West Laville Halls</td>
<td>Basement, Floor 3</td>
<td>Floors 1, 2</td>
</tr>
<tr>
<td>Human Sciences &amp; Education Residential College Cypress Hall</td>
<td>Floors 1, 3</td>
<td>Floors 2, 4</td>
</tr>
<tr>
<td>Humanities &amp; Social Sciences Residential College Res College One – North Hall</td>
<td>Floors 1, 3</td>
<td>Floors 2, 4</td>
</tr>
<tr>
<td>Mass Communication Residential College Res College One – South Hall</td>
<td>Floors 1, 3</td>
<td>Floors 2, 4</td>
</tr>
<tr>
<td>Science Residential College Evangeline Hall</td>
<td>Floors 1, 3</td>
<td>Floors 2, 4, 5</td>
</tr>
<tr>
<td>Science Residential College Highland Hall</td>
<td>Ground floor</td>
<td>Floors 1, 2, 3</td>
</tr>
<tr>
<td>Visual &amp; Performing Arts Residential College Broussard Hall</td>
<td>Floor 2</td>
<td>Ground floor, Floor 1</td>
</tr>
</tbody>
</table>
CANCELING HOUSING

Only cancel your housing if you no longer need on-campus accommodations. Do not cancel your housing to make a room or building change.

If you cancel your housing contract/room assignment, you are subject to the cancellation fees outlined in the housing contract as well as penalties for not complying with the first-year housing expectation. See lsu.edu/cancelhousing and lsu.edu/exemptions to familiarize yourself with the cancellation penalties outlined below.

<table>
<thead>
<tr>
<th>Contract Cancellation Fee Schedule</th>
<th>2020-21 Cancellation Fee Schedule Assessed on Student Account</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Cancel June 16-30</td>
<td>$250</td>
</tr>
<tr>
<td>Cancel July 1-31</td>
<td>$500</td>
</tr>
<tr>
<td>Cancel August 1 - before first day of fall classes</td>
<td>$500</td>
</tr>
<tr>
<td>Cancel on or after the first day of fall classes because student is <strong>resigning from LSU</strong></td>
<td>25% of the rent remaining on their room for the fall semester</td>
</tr>
<tr>
<td></td>
<td>75% of the room rent for the spring semester</td>
</tr>
<tr>
<td></td>
<td>After the 14th class day of the spring semester, the spring rent penalty will be reversed if student is not registered for classes at LSU.</td>
</tr>
<tr>
<td>Cancel on or after the first day of fall classes without resigning from LSU and are exempt from the first-year housing expectation</td>
<td>75% of your assigned room rent for the fall</td>
</tr>
<tr>
<td></td>
<td>75% of your assigned room rent for the spring semester</td>
</tr>
<tr>
<td></td>
<td>After the 14th class day of the spring semester, the spring rent penalty will be reversed if student is not registered for classes at LSU.</td>
</tr>
<tr>
<td>Cancel on or after the first day of fall classes without resigning from LSU, are a first-year student and not exempt from the first-year housing expectation, or an upperclassman student</td>
<td>100% of the lowest priced two-student room offered in the fall semester</td>
</tr>
<tr>
<td></td>
<td>100% of the lowest priced two-student room offered in the spring semester</td>
</tr>
<tr>
<td>Does not cancel, does not check in, and is not registered for fall classes</td>
<td>$500 rent penalty for the fall</td>
</tr>
<tr>
<td></td>
<td>75% of your assigned room rent for the spring semester</td>
</tr>
<tr>
<td></td>
<td>After the 14th class day of the spring semester, the spring rent penalty will be reversed if student is not registered for classes at LSU.</td>
</tr>
<tr>
<td>Does not cancel, does not check in, and is registered for fall classes</td>
<td>100% of your assigned room rent for the fall</td>
</tr>
<tr>
<td></td>
<td>75% of your assigned room rent for the spring semester</td>
</tr>
<tr>
<td></td>
<td>After the 14th class day of the spring semester, the spring rent penalty will be reversed if student is not registered for classes at LSU.</td>
</tr>
<tr>
<td>Cancel contract for spring housing before first day of spring classes, lived on campus for the fall and is eligible to return to LSU or is registered at LSU</td>
<td>75% of your assigned room for the spring semester</td>
</tr>
<tr>
<td></td>
<td>After the 14th class day in the spring semester, the spring penalty will be reversed if the student is not registered for classes at LSU.</td>
</tr>
<tr>
<td>Cancel contract for spring housing before first day of spring classes and did not live on campus in the fall</td>
<td>No spring rent penalty</td>
</tr>
<tr>
<td>Fall Graduates</td>
<td>No spring rent penalty</td>
</tr>
<tr>
<td>Academically ineligible to return for spring semester</td>
<td></td>
</tr>
<tr>
<td>Participating in a university-affiliated exchange program</td>
<td></td>
</tr>
</tbody>
</table>

If you decide to no longer attend LSU, you must cancel your housing application with the Department of Residential Life, not just your LSU Admissions application. Failure to cancel your housing application/room assignment according to the Department of Residential Life’s procedures results in penalties as outlined above and at lsu.edu/cancelhousing.

View the housing contract, learn how to cancel your application, and review the full cancellation refund & fee schedule at lsu.edu/cancelhousing.