

You are receiving a paper copy of this information because you completed your online housing contract and have been assigned one or more time slots for housing selection for the 2016-2017 Academic Year.

Please follow all of these instructions – and the online instructions – very carefully.

If you do not select a room by April 29th, you will have a second chance during finals week but your options will be more limited.

If you have questions, please see your Residence Hall Director or contact the Office of Residence Life.

**Log on to the Student Housing Management System
(www.delhi.edu/studentHMS)
prior to Monday, April 25 to learn your exact start time.**

Your exact start time is determined by the number of completed credit hours you had at the end of fall 2015 semester. *Those with more credits have an earlier start time.* There are separate start times for selecting Triple Rooms and for selecting Double & Single Rooms.

Starting Monday, April 25 th	Triple Rooms (DuBois, Gerry, Murphy, O'Connor & Russell Halls) You must have a group of three in order to reserve a triple.
Starting Tuesday, April 26 th	Remainder of Campus (doubles in DuBois & Gerry; doubles & singles in Murphy, O'Connor & Russell)

Why Knowing your Roommate's Selection Time is Important

Odds are that if you have potential roommate(s) lined up, you will each have different selection start times. For the greatest number of room options, you should compare selection times and have the person with the earliest time select the room. Remember: you will only automatically pull in roommates to your housing assignment if you have each requested each other as roommates on the contract BEFORE you choose your room. Also, if you choose a room and then decide to move to a different assignment, you will NOT be able to bring your roommates along with you; they must move themselves if they are to join you in the new assignment.

For example:

Kristin and Lyana requested each other as roommates on their contracts. Kristin has earned 45 credit hours and Lyana has earned only 35 credit hours. Kristin will have the earlier selection time, so she can log in and pick a room before Lyana can. Logging in earlier gives you more options to pick from, so Kristin will log in, pick a room, and bring Lyana in as her roommate.

Selecting a Room Without a Particular Roommate Request

If choosing a room on your own, you are only able to place yourself in a double or single room. Please note that any student that is in a room alone (other than in a single room) may be administratively moved by the Office of Residence Life to a different room at any point. We suggest that students find roommates in advance, or place themselves in a room that already has one person in the room.

**If you are interested in Riverview Townhouses,
please contact the Office of Residence Life directly**

CHECK YOUR SELECTION TIME & SELECT YOUR ROOM



1. Go to <http://www.Delhi.edu/ResLife>
2. Click on the button on the right hand side of the page that says "Student Housing Management Access". This is where you went to complete your contract.
3. Log into the system. Instructions on how to login are in a red box at the top of the screen.
4. You are now on the "Home Page." Look under 2016-2017 Academic Year for Information.

- [2016-2017 On-Campus Housing Contract and Request Form : You submitted a complete application on 3/10/2016 3:23 PM.](#)
- [Request a Roommate](#)
- [Edit Your Preferences](#)
- [Room Selection for Triple Rooms \(ends at 4/29/2016 5:00 PM\)](#)
- [Room Selection for the Remainder of Campus \(doubles and singles in all halls except Catskill and Riverview\) from 4/25/2016 6:30 PM to 4/29/2016 5:00 PM](#)

Go to "Request a Roommate" to add additional roommates

Selection periods that have started for you will have a live LINK to that selection. The end time will be shown.

Selections that have NOT started yet will not have a link, but will show you the earliest time you can select a room of that type.

5. After you click on the Room Selection link that you will participate in, **follow all of the instructions on the screen.** At the bottom of the page you will see the following.

Any students who you selected as a roommate on the contract who also selected you will appear here. Check the box next to their name if you want to take them into the room with you.

Requested Roommates

Include Sally C Skywalker (999999999)

Building

Room Type

Enter the building and type of room that you are looking for (single, double, triple). Click the "Search" button to continue.

6. All available rooms that meet your search criteria will appear on the next screen. For example, a double room in O'Connor Hall:

Name	Number of Occupants	Open Spaces	Room Gender	Room Type	Special Interest (if applicable)
O Connor Hall 108	0	2	Female	DBL	
O Connor Hall 415	1	1	Female	DBL	24-Hour Quiet Area

Shows the available rooms

Shows the number of people currently in the space

Shows how many more people can be assigned to a space

Describes any special interests that might apply to the room

7. Click on the room name link that you would like to select or that you would like more information on. You will see Occupant Details only if someone is already assigned to the room.

Room Details for O Connor Hall 415

Room	Room Type
Select This Room	O Connor Hall 415 DBL

Occupant Details for O Connor Hall 415

Room	First Name	Last Name	Major	Email
O Connor Hall 415	Francesca	Magro	41B - Hotel and Resort Management	

Click on "Select This Room" to be assigned to the space.

8. Your new assignment will appear at the top of the next screen. You will also get an email confirmation sent to your Delhi.edu email account. ***Please read this email, as it contains important information.***