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 2013-2014 Academic Year.

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

*If you completed a contract but do not select a room the Office of Residence Life will assign you to a room.*

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

---

**Timeline for Housing Selection**

**You should log on to the Student Housing Management System (www.delhi.edu/studentHMS) prior to Monday, April 29 to learn your exact start time.**

Your exact start time is determined by the number of credits that you have completed at the end of the fall 2012 semester. *Those with more credits have an earlier start time.* Below is a list of the three different selection phases. You may have different start times for each selection that you are eligible to participate in.

- **Beginning Monday, April 29th**
  - Triple Rooms (DuBois, Gerry, Murphy, O’Connor & Russell Halls)
    - You must have a group of three in order to reserve a triple.

- **Beginning Tuesday, April 30th**
  - 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; each of you will have different selection times. To give yourself 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 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 automatically bring Lyana in as her roommate.

---

**Not Selecting a Room with a Roommate**

Those choosing a room on their own are only able to place yourselves 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.

---

**For 2013-14 the top floor of O’Connor Hall next year will be a 24 hour quiet hours environment with both double and triple rooms**
Checking your Selection Time and Selecting your Room


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 2013-2014 Academic Year for Information.

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.

   - 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.
   - Selection periods that have started for you will have a live LINK to that selection. The end time will be shown.
   - Go to “Edit Your Preferences” to add additional roommates.

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

   - 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.

   - 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.