

# Room Selection Guide 2021

Welcome to the Room Selection Guide for Spring 2021. This guide will give you all the information needed to complete Room Selection. Room Selection will be open March 22-25 for students to choose a room. The schedule is outlined below.

- March 22 at 10am** — Leaders of Groups of 4 Select Room for the group
- March 23 at 10am** — Leaders of Groups of 3 Select Room for the group.
- March 24 at 10am** — Leaders of Groups of 2 Select Room for the group
- March 24 at 1pm** — Individual students select their own room.
- March 25 at 10am** — All current students with a completed application are able to select a room.

## Selection Process

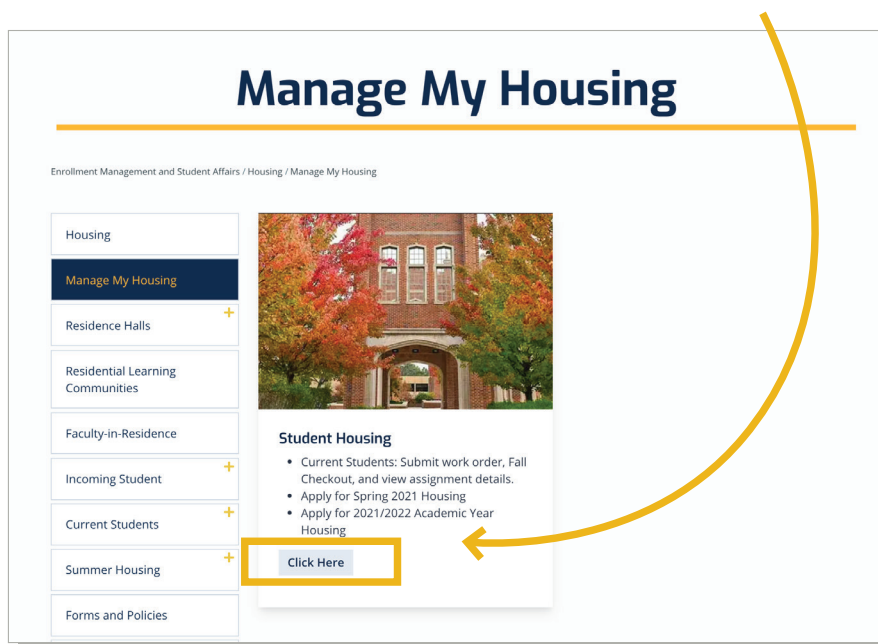
### Follow the steps below to complete Room Selection

*\*This section is for group leaders and individuals.*

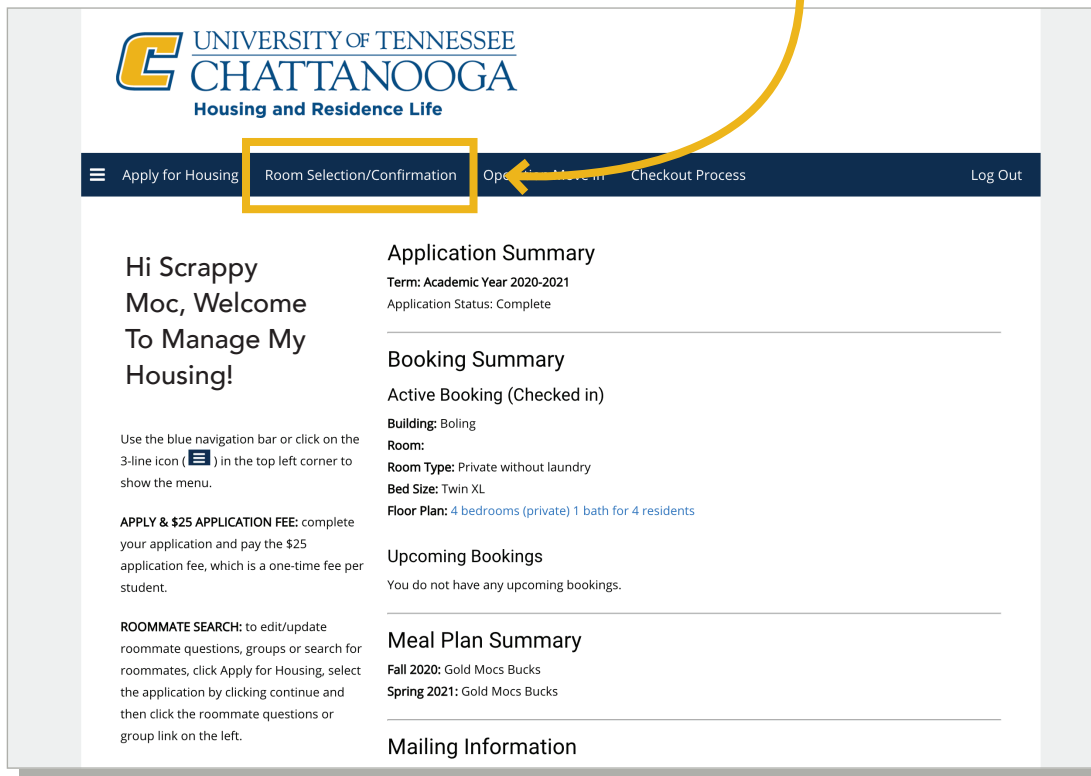
*\*If you are a group member check your email for an assignment and then skip to Confirmation Process on page 6.*

Step 1: Go to the [ManageMyHousing](#) page.

Step 2: Click the CLICK HERE button and log in using your UTC ID and password.



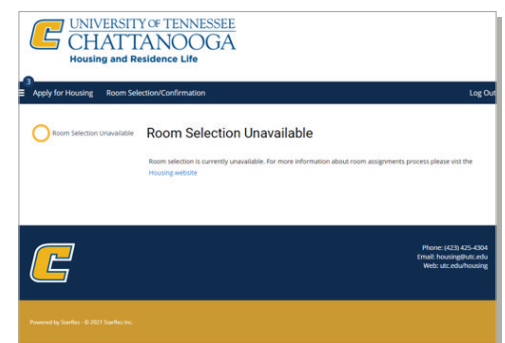
Step 4: Click on ROOM SELECTION/CONFIRMATION.



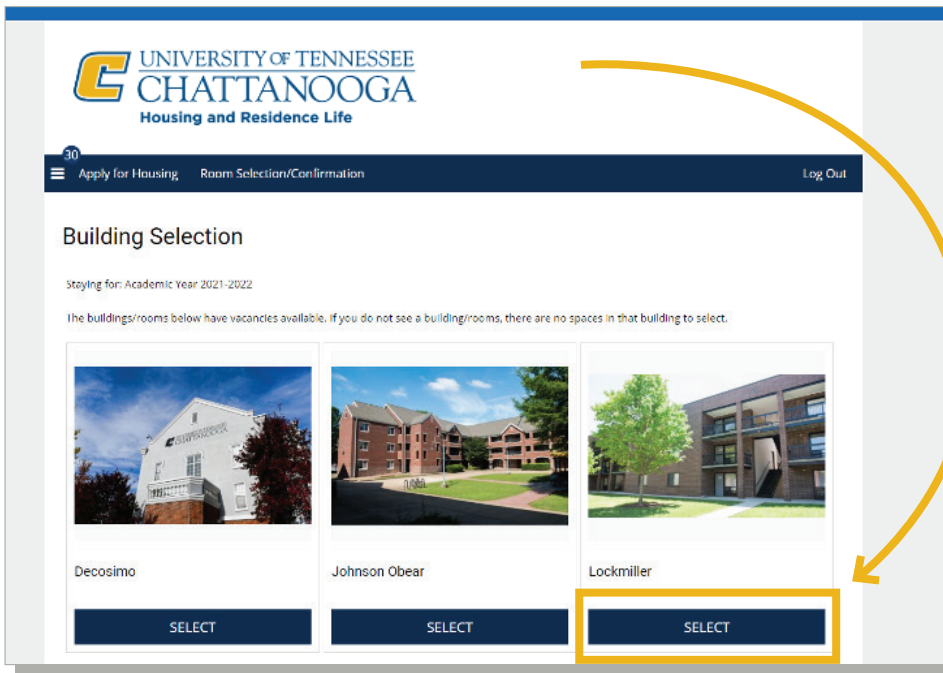
Step 5: Click CONTINUE in the Academic Year 2021 – 2022 section.



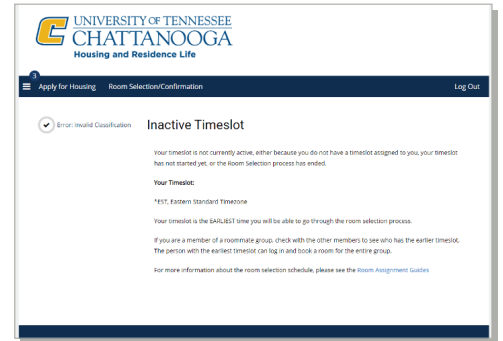
\*If you reach this page before Room Selection is available, you will reach the screen below.



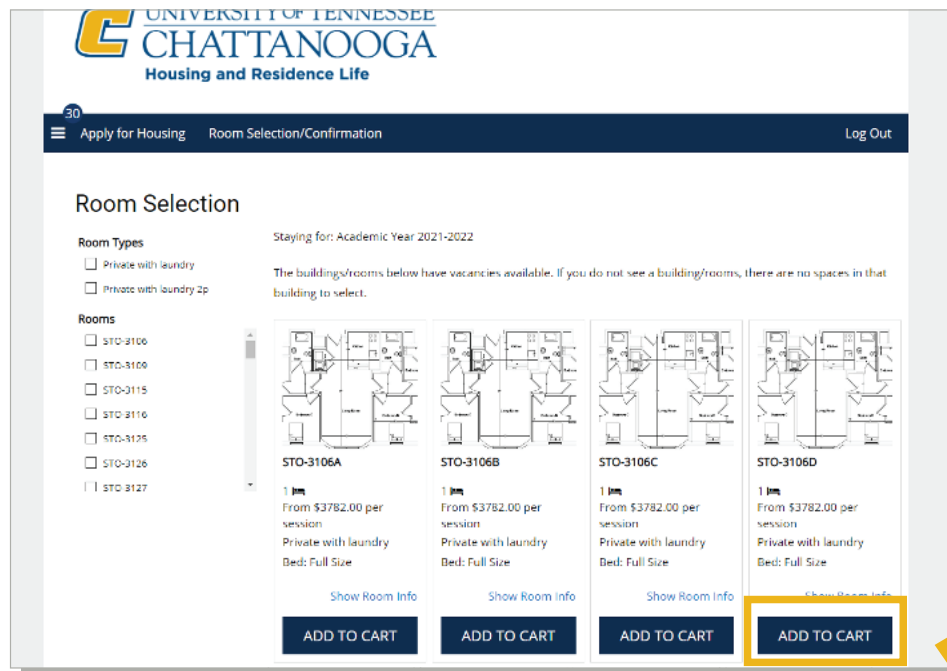
Step 6: On the Building Selection page. You will be able to select from the buildings with available rooms. Click SELECT for your preferred building.



\*If you reach this page before your time slot to select a room you will reach the screen below.



Step 7: Once you select a building it will take you to the Room Selection page where you can select an apartment for you and your roommate group.

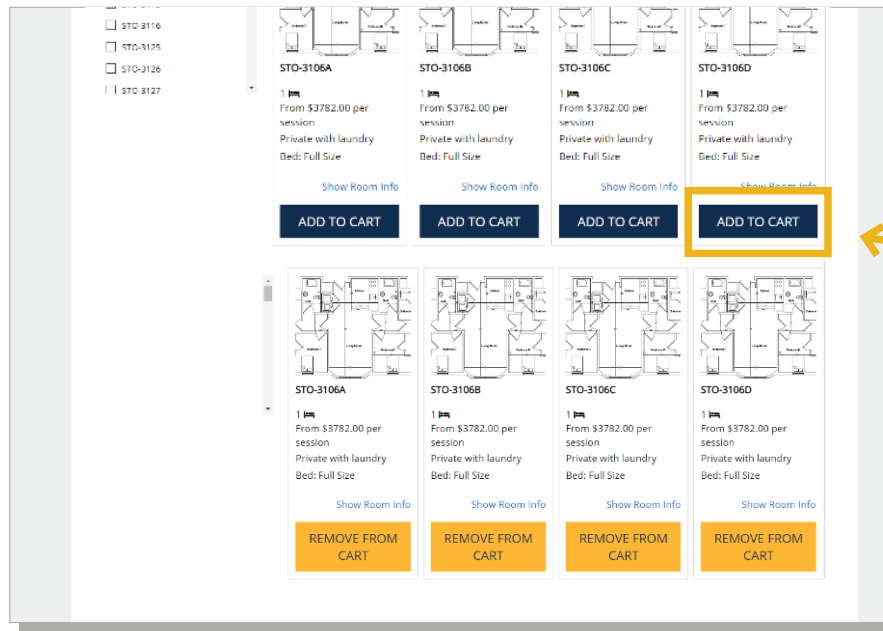


## Step 8: Select a room in the apartment by clicking ADD TO CART.

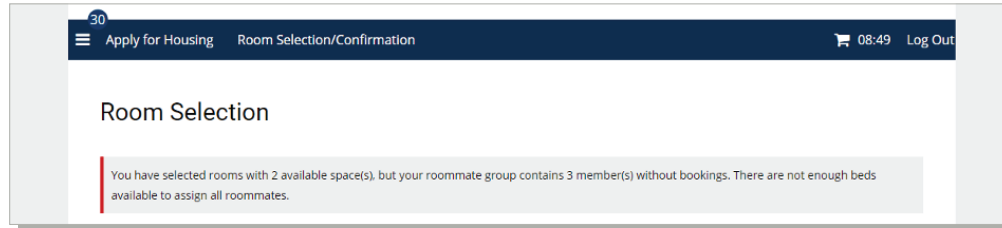
If you are in a roommate group this will select all other vacant rooms in the apartment.

If you are not in a roommate group this will select that individual bedroom in the apartment.

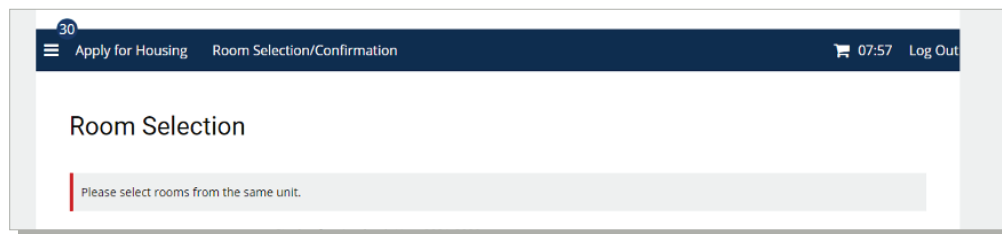
Click SAVE & CONTINUE.



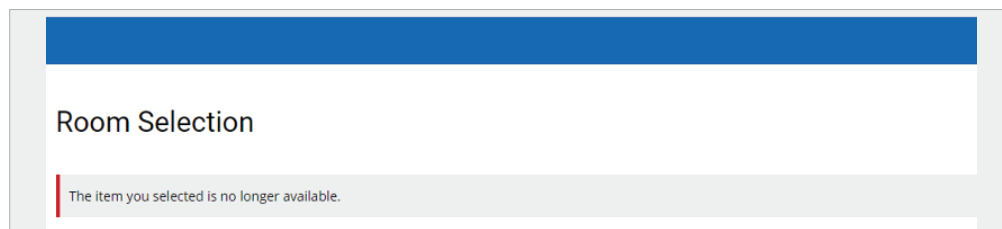
\* If you select a room with fewer vacancies than the size of your group you will receive the following error at the top of the screen.



\* If you have an apartment selected and try to select another apartment you will receive the following error at the top of the screen. Remove an apartment from your cart by clicking REMOVE FROM CART.



\* If you pick a room and another student has selected the room before you then you will receive the below message.



Step 9: On the Assign Beds page. You will assign yourself and any group members to a bedroom.

The screenshot shows the 'Assign Beds' page for a user named Scrappy. The page has a header with the University of Tennessee Chattanooga logo and navigation links. Below the header, there's a section for 'My Room' with a bed icon. To the right, under 'My Roommates', there's a dropdown menu labeled 'Select Bed'.

Under each person, you will designate the exact bed you would like them to be assigned to.

A close-up of the 'Select Bed' dropdown menu. The menu is open, showing a list of bed options: STO-3117A (1 total spaces, 1 available, 0 unavailable), STO-3117B (1 total spaces, 1 available, 0 unavailable), STO-3117C (1 total spaces, 1 available, 0 unavailable), STO-3117D (1 total spaces, 1 available, 0 unavailable), and STO-3117E. A yellow arrow points to the dropdown menu.

Step 10: Once you and any group members are assigned, Click ASSIGN BEDS.  
\*This finalizes the assignment and you will **NOT** be able to make changes once you click ASSIGN BEDS.

The screenshot shows the 'Assign Beds' page with assignments for three users: Scrappy, Steven, and Nancy. Scrappy's bed is STO-3117A. Steven's bed is STO-3117B. Nancy's bed is STO-3117C. At the bottom, there are two buttons: 'CLEAR SELECTION (CART)' and 'ASSIGN BEDS'. A yellow arrow points to the 'ASSIGN BEDS' button.

\*If you do not finalize the assignment within 10 minutes the cart will expire. You will receive the below message when you have 1 minute left.

A warning message box that says: 'Warning, you have less than 1 minute to complete your cart. close'. A yellow arrow points to the 'close' button.

\* If you miss assigning one of the group members you will receive the following error at the top of the screen.

An error message box that says: 'Assign Beds' followed by 'All roommates must be assigned a bed before continuing.'

# Confirmation Process

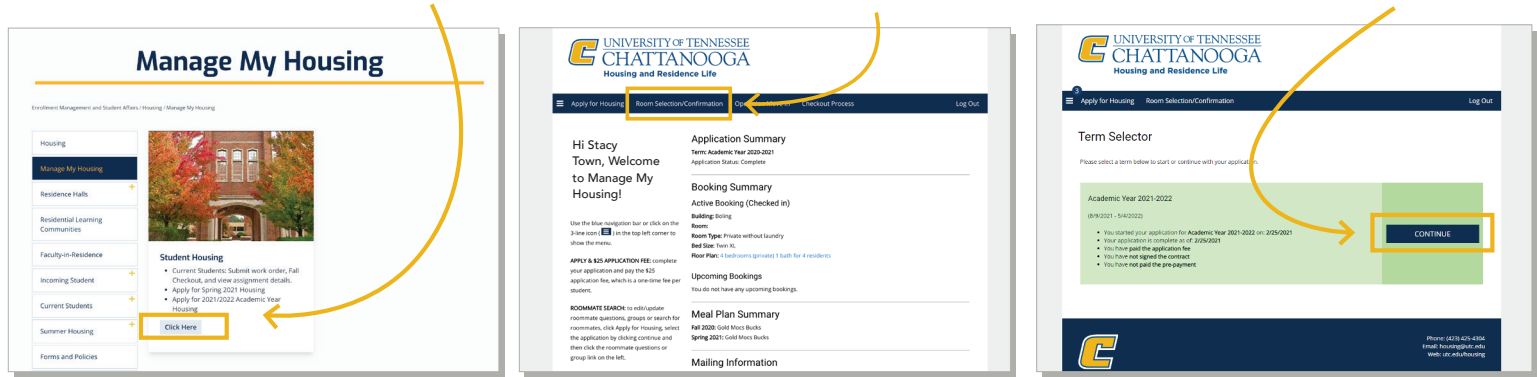
## Follow the steps below to Confirm Your Room

*\*If you are already on the Start Confirmation Process Page then skip to Step 5.*

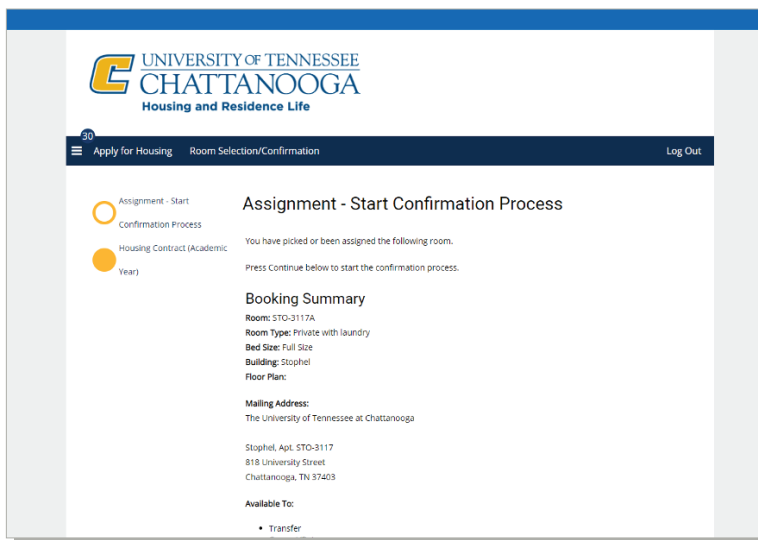
Step 1: Go to the [ManageMyHousing](#) page.

Step 2: Click the “Click Here” button and log in using your UTC ID and password.

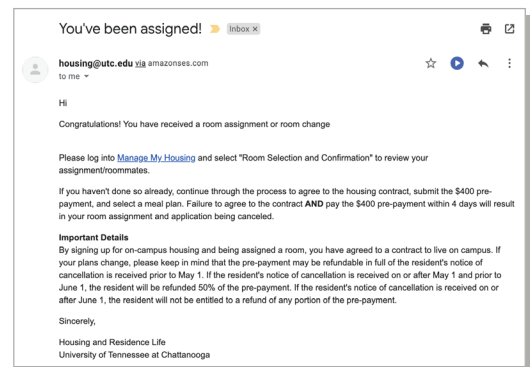
Step 3: Click on ROOM SELECTION/CONFIRMATION



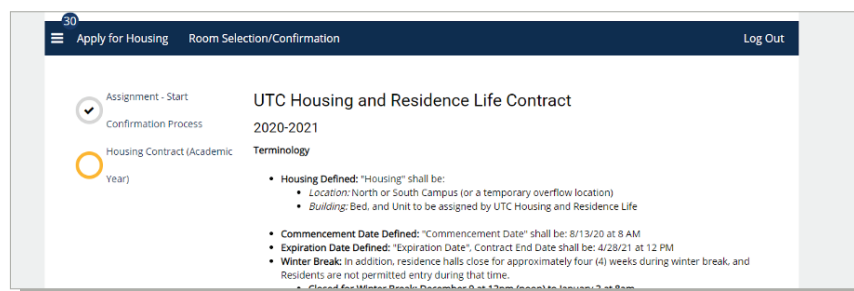
Step 5: Once you have completed the assignment process, you will start the Confirmation Process, which gives you an assignment overview about the room assignment and roommates.



Everyone will receive an email stating they have received an assignment, they have 4 days from that email to log in to sign the contract, pay the prepayment and select a meal plan.



Step 6: Click CONTINUE to confirm the assignment. This will take you to the Contract page. You will sign the Housing Contract by inputting your UTC ID.



Step 7: You will be taken to the Pay Pre-Payment page, which will prompt you to pay the \$400 pre-payment.

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Housing and Residence Life

31 Apply for Housing Room Selection/Confirmation Log Out

Assignment - Start  
Confirmation Process  
Pay Pre-Payment

### Pay Pre-Payment

By signing up for on-campus housing and being assigned a room, you have agreed to a nine-month contract to live on campus.

Each resident must remit a four hundred dollar (\$400) prepayment to retain a room assignment. The \$400 pre-payment will be applied to your fall bill in July.

If your plans change, then please keep in mind that the pre-payment may be refundable in full if the Resident's notice of cancellation is received prior to May 1, 2020. If the Resident's notice of cancellation is received on or after May 1, 2020 and prior to June 1, 2020, Resident will be refunded 50% of the pre-payment. If the Resident's notice of cancellation is received on or after June 1, 2020, Resident will not be entitled to a refund of any portion of the pre-payment.

**SAVE & CONTINUE**

Phone: (423) 425-4304  
Email: housing@utc.edu  
Web: utc.edu/housing

Once you have paid the pre-payment then you will be prompted to select a meal plan.

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Apply for Housing Room Selection/Confirmation Log Out

Assignment - Start  
Confirmation Process  
Meal Plan  
Completion Summary

### Meal Plan

Freshmen and Sophomores living on campus are required to purchase a meal plan.

Juniors and Seniors may choose not to have a meal plan.

Freshmen, Sophomores, Junior or Senior status is based on your current credit hours earned. The University classifies undergraduate students as Freshmen, sophomores, juniors or seniors according to the number of credit hours the student has completed.

- Freshmen: 0-29 semester hours
- Sophomore: 30-59 semester hours
- Junior: 60-89 semester hours
- Senior: 90 or more semester hours

If your credit hours change after a semester ends resulting in your classification changing, you may come back to update your meal plan preference.

Step 8: Once you have completed the confirmation process, you will end at the Completion Summary page, which gives you an assignment overview about the room assignment and roommates.

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Housing and Residence Life

31 Apply for Housing Room Selection/Confirmation Operation Move In Log Out

Assignment - Start  
Confirmation Process  
Meal Plan  
Completion Summary

### Completion Summary

**Assignment Confirmed**

Thank you for confirming your room assignment for Academic Year 2021-2022.

#### Booking Summary

Room: STO-3117A  
Room Type: Private with laundry  
Bed Size: Full Size  
Building: Stophel  
Floor Plan:

**Mailing Address:**  
The University of Tennessee at Chattanooga

Stophel, Apt. STO-3117  
818 University Street  
Chattanooga, TN 37403

**Congratulations!**

You have completed all the steps for selecting and confirming your room for 2021-2022!