

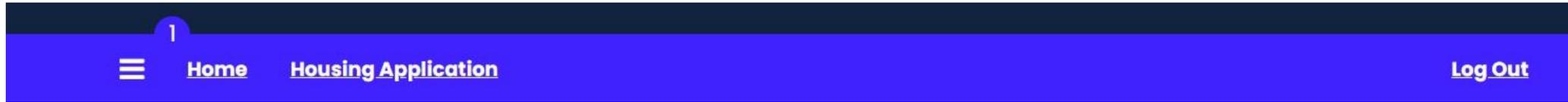
# Rising Sophomore Housing Room Selection Guidebook



Welcome to the Rising Sophomore Room Selection Guidebook! This means you have already completed the housing application for the 2025-2026 academic year, and you are ready to select your own room!

**NOTE:** If you are in a roommate group with your friends, all members of the group will have the same randomly assigned room selection time. During the room selection time, any member of the group can go into the portal to select the room for the all members of the group. We recommend assign only one person from the group to select the room on behalf of everyone to avoid confusion.

Step 1: Log back to the MyHousing portal at <http://www.xavier.edu/myhousing>



## Application Term Selector (TESTING USERS)

Please select a term below to start or continue with your application.

**Academic Year 25-26**  
(8/13/2025 - 5/8/2026)

You started your application for **Academic Year 25-26** on **1/21/2025**, have a room reservation for **MAN-1-1**, and have **signed the contract** as of **1/22/2025**.

You have **not paid the deposit**, and have **not paid the application fee**.

The status of your application is **Application Complete**.

**Continue**



Click on "Continue" to select a room.

**NOTE:** The screenshot may not look identical to yours due to testing user settings

## Step 2: Select your preferred hall location

- ✓ [Rising Sophomore Housing Application](#)
- ✓ Personal Information
- ✓ Contact Information
- ✓ Roommate Matching Profile
- ✓ Rising Sophomore Process Contract
- ✓ Preferences
- ✓ Rising Sophomore Application Summary
- ✓ RSHS Roommate Groups
- ✓ RSHS Room Selection Information
- Room Selection - No Selection Options

### Initial Selection

#### One Student Selects Room

Only one member of the roommate group should log in to make the room selection.

Staying between 08/13/2025 and 05/08/2026 for Term: Academic Year 25-26



#### Buenger Hall

Buenger Hall

Select



#### Commons

#### Apartments

Commons Apartments

Select



#### Justice Hall

Justice Hall

Select



#### Kuhlman Hall

Kuhlman Hall

Select



#### Manor House

Manor House

Select



#### University Apartments

University Apartments

Select

You will see all the available hall options to pick from based on existing availability & preferences.

Click here to select your preferred hall.

### Step 3: Select the room you want to be in

- ✓ Rising Sophomore Housing Application
- ✓ Personal Information
- ✓ Contact Information
- ✓ Roommate Matching Profile
- ✓ Rising Sophomore Process Contract
- ✓ Preferences
- ✓ Rising Sophomore Application Summary
- ✓ RSHS Roommate Groups
- ✓ RSHS Room Selection Information
- Room Selection
- Application Status

#### Room List

You have selected rooms with 2 available space(s), but your roommate group contains 3 member(s) without bookings. There are not enough beds available to assign all roommates.

Staying between 08/13/2025 and 05/06/2026 for Term.  
Academic Year 25-26

- Bathroom
- Double Room
- Expanded Occupancy Double
- Expanded Occupancy Quad
- Expanded Occupancy Triple

#### Buildings

- 1415 Dana House
- 1421 Dana House
- 1425 Dana House
- Brockman Hall
- Buenger Hall

#### Suites/Apts.

- 1019 Dana-1
- 1019 Dana-2
- 1019 Dana-3
- 1019 Dana-4
- 1019 Dana-5



MAN-18

2 MAN-18  
Manor House  
Apartments

[Show Room Info](#)

Add To Cart



MAN-2

2 MAN-2  
Manor House  
Apartments

[Show Room Info](#)

Add To Cart



MAN-20

2 MAN-20  
Manor House  
Apartments

[Show Room Info](#)

Add To Cart



MAN-3



MAN-4



MAN-6

If the selected space(s) does not currently have enough availability to house the total number of your roommate group, you will need to select a different hall/room option.

Click here to select a room

# Step 4: Select a bed for yourself; if you are in a group, you will also select their bed spaces



Please note that this is the time remaining for you to select a room.

- ✓ Rising Sophomore Housing Application
- ✓ Personal Information
- ✓ Contact Information
- ✓ Roommate Matching Profile
- ✓ Rising Sophomore Process Contract
- ✓ Preferences
- ✓ Rising Sophomore Application Summary
- ✓ RSHS Roommate Groups
- ✓ RSHS Room Selection Information
- Room Selection
- Application Status

## Assign Beds My Room



**Porthos Musketeer**  
Age: 18  
Gender: Male

Select Bed

Select Bed

**JTH-214A (2 total spaces, 2 available, 0 unavailable)**

JTH-214A-1

JTH-214A-2

**JTH-214B (2 total spaces, 2 available, 0 unavailable)**

JTH-214B-1

JTH-214B-2

**Dart Musketeer**  
Age: 18  
Gender: Male

Select Bed

**Aramis Musketeer**  
Age: 18  
Gender: Male

Select Bed

Click here to select a bed for you & your roommate(s).

## Step 5: Confirm bed selection

- ✓ Rising Sophomore Housing Application
- ✓ Personal Information
- ✓ Contact Information
- ✓ Roommate Matching Profile
- ✓ Rising Sophomore Process Contract
- ✓ Preferences
- ✓ Rising Sophomore Application Summary
- ✓ RSHS Roommate Groups
- ✓ RSHS Room Selection Information
- Room Selection
- Application Status

### Assign Beds

#### My Room



#### Porthos Musketeer

Age: 18  
Gender: Male

JTH-214A-1

#### My Roommates

Below are your current roommates. You can assign beds to all of them.

#### Dart Musketeer

Age: 18  
Gender: Male

JTH-214A-2

#### Aramis Musketeer

Age: 18  
Gender: Male

JTH-214B-1

Go Back

Assign Beds



Make sure to save your selection here.

## Step 6: Final confirmation on selections for ALL members of the group

- ✓ Rising Sophomore Housing Application
- ✓ Personal Information
- ✓ Contact Information
- ✓ Roommate Matching
- ✓ Profile
- ✓ Rising Sophomore Process Contract
- ✓ Preferences
- ✓ Rising Sophomore Application Summary
- ✓ RSHS Roommate Groups
- ✓ RSHS Room Selection Information
- Room Selection
- Application Status

### Confirmation

To secure your housing assignment for next academic year, you **must** click on the final "Save and Continue" button on this page.

### Confirmation

#### JTH-214A, JTH-214, Justice Hall

1. JTH-214A-1: Porthos Musketeer
2. JTH-214A-2: Dart Musketeer

#### JTH-214B, JTH-214, Justice Hall

1. JTH-214B-1: Aramis Musketeer

Go Back

Save & Continue



Make sure to save your selection here.

**NOTE: You must click on "Save & Continue" to ensure your room selection is confirmed.**

## Step 7: Room selection complete

- ✓ Rising Sophomore Housing Application
- ✓ Personal Information
- ✓ Contact Information
- ✓ Roommate Matching Profile
- ✓ Rising Sophomore Process Contract
- ✓ Preferences
- ✓ Rising Sophomore Application Summary
- ✓ RSHS Roommate Groups
- ✓ RSHS Room Selection Information
- ✓ Room Selection
- Application Status

### Application Status

You started your application for Academic Year 25-26 on 1/23/2025, have a room reservation for **JTH-214A-1**, and have signed the contract as of 1/23/2025. You have not paid the deposit, and have not paid the application fee. The status of your application is **Application Complete**.

### Booking Summary

**Room:** JTH-214A-1

**Room Type:** Double Room

**Location:** Justice Hall

**Floor:** JTH-214

#### Available Terms:

- Academic Year

#### Available To:

- Rising Sophomore
- New Transfer

Bed	Occupant	Check In Date	Check Out Date
JTH-214A-1	Porthos Musketeer	8/13/2025	5/8/2026
JTH-214A-2	Dart Musketeer	8/13/2025	5/8/2026
JTH-214B-1	Aramis Musketeer	8/13/2025	5/8/2026
JTH-214B-2	-Vacant-		

***You have now secured the room for the 2025-2026 academic year! You are all good to go!***