

# X-Guide

## Room Selection

**XAVIER**



During your assigned selection time, a member of your roommate pair will be able to login to Housing Self-Service using your Xavier username and password. Only one student in the group must log in to select and the selections that individual makes for the group are final.

### Room Selection Process

The below groups of students will have their housing assignments made in advance for them and will not need to select their own space:

- + Students with approved housing accommodations
- + Roommate pairs consisting of two Honors students
- + Roommate pairs consisting of two student-athletes

All remaining roommate pairs will receive a random selection time for either **June 17 or June 18**.

✔ Room Selection

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2024-2025 First Year Housing Selection

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New first year students to Xavier University will select their room through this process.

Start Time: 06/17/2024, 02:31:30 PM

Selection Times

06/17/2024, 09:00:00 AM to 06/17/2024, 05:00:00 PM

06/18/2024, 09:00:00 AM to 06/18/2024, 05:00:00 PM

**Select A Room/Suite**

Login to **Housing Self-Service** using your Xavier username and password.

On the home screen, scroll down to “Room Selection” to find the time you can access the system (this time or later).

The screen will also show the general hours that the selection process will be open. When your time is live, select “Select a Room/Suite”

Select from Room List

Hall (no filter)

Room Type (no filter)

**Search Available Rooms**

Click “Select from Room List” and “Search Available Rooms” to locate a space. You can enter filters for hall and room type or can leave empty to show all available remaining spaces.

Locate the room/suite desired and click “Select Room/Suite”. Screen also shows room type, spots in room, if room is part of an apartment or suite, and the costs per semester.

Assign each student in your group to the appropriate bed space in the unit using the drop down boxes. (The system will not allow you to assign yourself to multiple beds and will force you to fill a bedroom)

Make sure you have assigned individuals into the correct spaces as no changes will be permitted until two weeks into the fall semester. Once assigned, students are held to the terms of the housing contract.

## Wait Lists

We recognize all students may not secure space in a preferred location. After selecting space, students may place themselves, as individuals, on wait list in Housing Self-Service under Room Selection--> Room Wait Lists.

Over summer as cancellations occur, we will adjust assignments as possible. This is more easily done for individuals rather than groups.

## Other Considerations

- + Once a space has been selected, no changes to a student's assignment for next year will be made over the summer.
- + Discuss at least three housing options with your roommate and to know each other's level of comfort with selecting a particular community or pricing option.
- + If you are not free during your room selection time, check with your roommate to see if they can select the room since only one of the pair is required to select. You can also select at any point forward during the selection hours or a trusted family member can log in to select for you.
- + If a new roommate is assigned to the space due to a student later not coming to Xavier, their information will appear under the Room Assignment section of the main page of Housing Self Service.
- + More information regarding the different residence halls available for first-year students and the rooms within them is available on the [Residence Life website](#).

### Office of Residence Life

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If you need help selecting, join us on Zoom during room selection days (**June 17 and June 18**) for help.

Links will be sent out with room selection times.