Housing Services
Room Selection Guide
Room Selection takes places in MyHousing, accessed in Cardinal Station. To enter MyHousing, simply log into Cardinal Station with your username and password, and select Student Self-Service from the left-side options.
Next select MyHousing from the options found in Student Self-Service. Then choose “Enter” under “MyHousing.”
This is the first screen you will see when you enter MyHousing. This screen is personalized according to the username used to log into Cardinal Station.
Your personal information is displayed at the top of the MyHousing Overview page. Here you will see your name, student ID number, and your e-mail. All MyHousing notifications will be sent to cardinalmail.cua.edu account.

Your current on-campus housing assignment and dining plan (if any) are also displayed.
Once you have requested someone as a roommate using MyHousing, your roommate information will appear under the My Future Roommate Requests section. This area will show if roommate requests have been confirmed, or if they are still pending. Remember, you cannot participate in room selection if you have any pending roommate requests.
At the bottom of the page, you will see also your Room Selection Information. Here you can find the lottery in which you are enrolled, the “Start” and “End” times for that lottery, “Your Start Time” (when you can actually begin selecting a space), and your lottery number corresponding to “Your Start Time.”
The vast majority of on-campus housing spaces are part of a suite or an apartment OR are a traditional double, triple or quad room type. There are some traditional single spaces in the lotteries.

Therefore, most participants in the lotteries will need to build roommate groups.

The next section of the Room Selection Guide will address how you should proceed in searching for, requesting, and building a roommate group. It is important to remember that a roommate group will be invalid unless all roommates have been mutually matched.
Selecting the “Roommate Selection” link under “Room Selection” on the left-hand navigation menu will bring you to the Roommate Request page.
At the top of the page under My Future Roommate Requests, you will see any roommates you have already requested, and whether that request is pending (DOES NOT MATCH) or has been confirmed (MATCHES).

To request a student to be your roommate, you can search by Student ID number, or First and Last Name. However, your search must produce less than 9 results or MyHousing will not show any results; be specific in your search entries.
Before your Room Selection lottery begins, you will need to request your roommate or roommates, depending on your room type preference. In order to select a room or suite, the number in your requested selection group will need to match the number of beds in that room or suite.

**Selection Requirements:**

- Traditional Single – No Roommate
- Traditional Double – 1 Roommate
- Traditional Triple – 2 Roommates
- Traditional Quad – 3 Roommates
- Centennial Village Suite – 3 Roommates*
- Millennium 3 person Suite – 2 Roommates*
- Millennium 3 Person Apt – 2 Roommates*
- Millennium 4 Person Apt – 3 Roommates*
- Millennium 5 Person Apt – 4 Roommate*
- Opus 5 Person Suite – 4 Roommates*
- Curley Court Apt – 3 Roommates*

*After you have selected your assignment, you will designate who is assigned to which room within the suite or apartment.*
Stacy Cardinal wants to be roommates with Brittany Barber next year. She can type in Brittany’s last name or just the first three letters “BAR.” She enters that into the search field and clicks “Request Student as Roommate.”
MyHousing Shows Stacy a list of the people in the lottery whose last names begin with “BAR.” Stacy then selects Brittany’s name to send Brittany a roommate request.
Once Stacy selects Brittany to be her roommate, MyHousing will send an email to Brittany’s cardinalmail.cua.edu account notifying Brittany that Stacy has requested her as a roommate. However, until Brittany goes into MyHousing and also requests Stacy as a roommate, Stacy’s request will say “DOES NOT MATCH” under “Status.”
When Brittany logs into MyHousing and requests Stacy Cardinal as her roommate, Stacy’s MyHousing will change in two places: her opening screen and her Roommate/Suite mate screen will both say “MATCHES” under “Status.”
If you are selecting more than one roommate, and some of your roommates have yet to confirm you or each other you will see this message on your Roommates/Suitemates and opening screens. You cannot participate in Room Selection until every roommate request within your selection group has been confirmed or removed.
If Stacy, Brittany, and Carol decide they do not want to be roommates, they need to remove each other as roommates. This is done by selecting the “Remove” button where the request is shown.
Once Stacy has removed her roommates, a System Message will appear confirming that the roommate request has been deleted.

Stacy will now proceed in Room Selection without a roommate request and in search of a single room.
During the Room Selection process, the person from your roommate group with the lowest lottery number will be responsible for selecting your group’s future assignments.

The lottery start times will be based on Eastern Standard Time although you can select your room from any computer that has internet access.
At the bottom of the MyHousing Overview page, all of your Room Selection information is displayed. Your Room Selection Start Time is determined by your lottery number. You can begin the Room Selection process at Your Start Time.
To begin the Room Selection process, navigate to “Select a Room/Suite” under “Room Selection” on the left-hand navigation bar.
If you go to the Room Selection page before Your Room Selection Start Time, the page will indicate that it is not yet Your Room Selection Start Time. Otherwise, you will see the message above that states you are eligible to begin to select a space.

To search for available rooms either before or during selection, enter your search criteria by using the drop down menus.

Once you have entered your search criteria, select “Find Available Rooms.”
Remember that your roommate group must match the size of the space you’re trying to fill, and that you can only choose rooms available to your class year and your gender.

In this instance, Stacy attempted to search for a suite in CV, and received the message above.
MyHousing will generate a list of all available rooms that can accommodate your Roommate Group and your search criteria. This list takes a little time to generate as the program has to sort through the entire database. Please be patient if it takes about a minute for the screen to load.

Once you have decided which room you wish to select, you can click the Select Room button.
You are almost done. Confirm the room selected is correct and that your name is displayed. When you are satisfied, select the Submit Room Selection button.

**Note:** the room is available to anyone selecting in the lottery until you select the submit button and the selection is confirmed!
Congratulations!

Your selection is complete and you will receive an email notifying you of the assignment. You should click on the “Back to Main Menu” button to select a dining plan and review your future assignment and billing.
The next three slides review how roommate groups would select a space.

If Stacy had stayed in a roommate group with Carol and they were looking for double rooms, MyHousing would display all available rooms that would match their roommate group size of two. But as you see here, they would not be able to select a Centennial Village 4-person suite because they cannot fill the suite.
If your pre-selected roommate group is large enough to select into a suite or apartment (3 to 5 people per roommate group), you will have select the entire suite or apartment at once by selecting the Select Suite button. In this scenario, Stacy and Carol have added two other people to their roommate group and the four students will select a space in CV.
They would not be done yet! The room selection is not confirmed until each of the students in the roommate group is assigned to a bed and you select the “Submit My Room Selection” button. A roommate group should predetermine who is living where within the suite prior to the lottery. Otherwise, while you are deciding who will live in each space another group may select the room and you would need to search for a new assignment.
To select a Dining Plan, click on the Dining menu item in the left-hand column and you will see this screen.

If you will be a Freshman or Sophomore next Fall and are required to have a dining plan, or if you would like to sign up for one, choose “Select a New Dining Plan” from the dropdown menu.
Choose your desired Dining Plan from the drop-down menu; you will only see dining plans that you are eligible for. Residential Freshmen and Sophomores are required to have an Anytime Dining Plan. Dining Plan Rates are also displayed in the drop-down menu.

After choosing your plan, select the “Submit My Dining Plan Selection” button.
Once you have submitted your Dining Plan selection you will be able to see the plan displayed on your Dining screen, along with your current dining plan (if any).

You can change your dining plan through the Friday of the first week of classes each semester.
On the Billing overview screen you can see billing for each semester in which you have accrued housing and dining charges. Your Fall 2012 billing will also show here once you select a space/dining plan, but these charges will not be posted on your student account in Cardinal Station until the summer.
If you have any additional questions, please feel free to contact Housing Services.

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