

## What’s Inside this Guide?

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## Roommate Group Process Overview

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This Room Selection guide provides information about options that appear within the [Student Housing Gateway](#) and how to select a room during the Room Selection Phase as an individual or group. If you have any questions regarding this phase after reviewing this guide, please email us at [housing@towson.edu](mailto:housing@towson.edu).

## Housing Selection Virtual Help Desk

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The Department of Housing & Residence Life will provide a **Virtual Help Desk** from 9am-5pm each day during each Room Selection Day (April 8-9 and the week of April 22-26). Students can access the help desk via this [Virtual Help Desk link](#).

## Timeslots & Selection Leader Information

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All students who are not assigned through a pre-selection process (ADS Accommodations) will receive a timeslot. This timeslot will indicate when you (or your Selection Leader) will be able to select an open room. **If you do not select a room (for yourself or your group) during your selection timeslot, you will be randomly assigned to a space in June.**

You can view your timeslot in the email that was sent on April 4<sup>th</sup> (if you or your group submitted a Same Building Agreement) and on April 12<sup>th</sup> (if you did not complete a Same Building Agreement or did not participate in the Same Building Selection Process).

**Selection Leader Designation & Responsibilities:** The Selection Leader is the student who goes into the system during the room selection process to assign themselves and their roommates to a unit for next year. The Roommate Group Leader will become the Room Selection Leader by default when Selection Timeslots are distributed. It is important for all group members to discuss various plans for housing if their first choice does not appear during their timeslot. Come up with a plan B, a plan C, and so on.

### To change your Selection Leader, please follow these steps:

1. Decide as a Group who will be your Selection Leader. It should be a mutually agreed upon decision. Ensure that you elect the “most responsible” individual and someone who doesn’t have an academic or personal commitment during your timeslot.
  - a. Remember, **students in a roommate group should designate the Room Selection Leader role to the person currently living in the building their group wants to live in next year.**
  - b. If your Selection Leader will remain the same, there is nothing you need to do.
2. Once that is decided, the current Selection Leader will need to email [housing@towson.edu](mailto:housing@towson.edu).
  - a. **Subject Line:** “Selection Leader Change”.
  - b. **CC (Carbon Copy) field:** Include all roommates. (Essentially, everyone needs to know/confirm)
  - c. **In the email:** Indicate who the new Selection Leader will be.
3. Don’t wait until the day of your selection timeslot to make this request. Selection Leader change requests will be processed within one business day.
4. If there are circumstances where a Selection Leader cannot select a room during the DAY OF YOUR SELECTION TIMESLOT, email us at [housing@towson.edu](mailto:housing@towson.edu).

## Roommate Group Reference: Group Sizes & Available Housing

**For Roommate Groups:** Only rooms large enough to accommodate your roommate group will be displayed during the room selection process. Remember, **only the Room Selection Leader will participate in room selection.** They will assign the group members to their spaces within the room, suite, or apartment during the room selection process. Use the chart below as well as the [Proposed 2024-2025 Housing & Meal Plan Rates](#) when considering your options.

Building / Community	Allowable Group Sizes		
	2	3	4
<b>Residence Halls</b>			
Barton	•		
Douglass	•		
Glen Complex (A, B, C, D)	•	•	•
Residence Tower	•		
Newell Hall	•	•	
Richmond Hall	•	•	
Prettyman Hall	•	•	
Scarborough Hall	•	•	
<b>Apartments</b>			
10 West	•	•	•
Barnes Hall	•	•	•
Marshall Hall	•	•	•
Towson Run	•	•	•

## Room Selection Process

Go to the [Student Housing Gateway](#) and log in using your Net ID and Password. Once you click on “Room Selection Process” and review the information and click “Next” when you are ready to begin. Please use the screenshots and directions below for more guidance.

**After completing the process, be sure to click the “Finish” button to lock your assignment!**

Roommate Group

Below are the students you will be booking during this process. Student's who did not create a roommate below. Click next to continue

Roommate Group

Roommate

Ifrik Obot

Ifriktest Obotstudent

Cancel Next

Room Selection

You need to Know

- Only rooms large enough to accommodate your roommate group will be shown. For example, if your roommate group has 4 people in it, then only a room or suite with 4 vacant bedspaces will be shown.
- You will only see rooms for your legal sex unless you signed up for gender inclusive housing.
- Bedspaces do not represent actual bed locations in the room.

Selecting a Bed-space

- Communities, Buildings, Floors, Rooms and Beds that are UNAVAILABLE will BE HIGHLIGHTED in RED
- Communities, Buildings, Floors and Rooms that contain AVAILABLE bed-spaces will be HIGHLIGHTED IN BLUE
- Hover over a floor with your mouse to display the bed-spaces available on that floor. Once you find a floor you are interested in, click on that floor
- While looking at available spaces, to display information about a student that already selected a bed in a space, click on the red bed.
- Once you are ready to select, you must click on the GREEN bed icon to SELECT YOUR BED-SPACE.

Roommate Next

1. Select the Area you would like to live. Students participating in same building will only see the area of their current booking.

**Lock Status**  
Once you select a bedspace, that space will be locked.

**IMPORTANT:** Click on the bed icon to select your bedspace. Once you have completed the bedspace selection process, click on the **NEXT** button.


**Search for rooms** [Towson University](#)

Bed Spaces Available:

**Search**

**Community**

- Campus: Towson University (2983)**
  - Community: Glen Complex (1005)
  - Community: Towsontown (856)
  - Community: West Village (1121)



Logged

**Cancel** **Previous** **Next**

2. Select the building you'd like to live in. Students participating in same building will only see their current buildings.

**Lock Status**  
Once you select a bedspace, that space will be locked.

**IMPORTANT:** Click on the bed icon to select your bedspace. Once you have completed the bedspace selection process, click on the **NEXT** button.

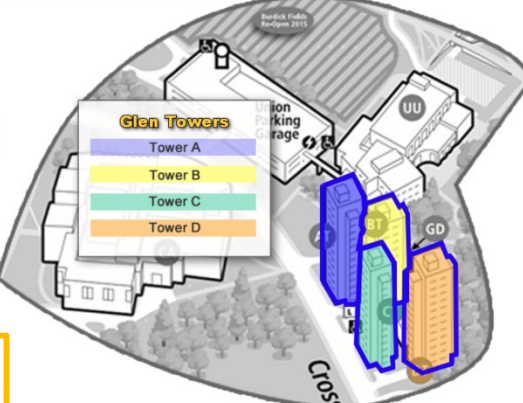
**Search for rooms** [Towson University > Glen Complex](#)

Bed Spaces Available:

**Search**

**Community**

- Campus: Towson University (2983)**
  - Community: Glen Complex (1005)
  - Community: Towsontown (856)
  - Community: West Village (1121)



Logged In: Test Testerson

**Cancel** **Previous** **Next**

3. Select the floor you would like to live on.

**Lock Status**  
Once you select a bedspace, that space will be locked.

**IMPORTANT:** Click on the bed icon to select your bedspace. Once you have completed the bedspace selection process, click on the **NEXT** button.

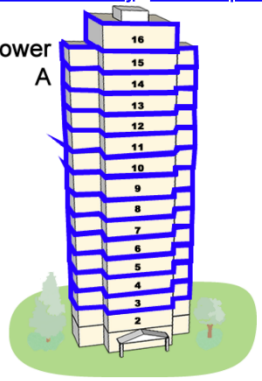
**Search for rooms** [Towson University > Glen Complex > Tower A](#)

Bed Spaces Available:

**Search**

**Community**

- Campus: Towson University (1772)**
  - Community: Glen Complex (975)
  - Community: Towsontown (146)
  - Community: West Village (651)



Logged In: Test Testerson

**Cancel** **Previous** **Next**

**Lock Status**  
Room: TA-0801

Once you select a bedspace, that space will be locked.

**IMPORTANT:** Click on the bed icon to select your bedspace. Once you have completed the bedspace selection process, click on the **NEXT** button.

**Search for rooms** [Towson University > Glen Complex > Tower A > TA-08](#) [Display Table](#)

Bed Spaces Available:

**Search**

**Community**

- Campus: Towson University (1772)
  - Community: Glen Complex (875)
  - Community: Towson town (146)
  - Community: West Village (651)

**TOWER A  
EIGHTH FLOOR**

UNIVERSITY UNION  
UNION GARAGE  
CENTER FOR THE ARTS  
STAIRWAY #1  
STAIRWAY #2

**Cancel** **Previous** **Next**

4. Select the room by clicking on the bed you'd like to live in.

5. Place yourself in the space you'd like to live in using the dropdown menu. Also use this to assign your roommates in beds, if applicable. **All roommates must be placed in a space in order to move past this step.**

**Lock Status**  
09:44 Suite TA-0802 will be unavailable to others while you process your booking.

**IMPORTANT:** Click on the bed icon to select your bedspace. Once you have completed the bedspace selection process, click on the **NEXT** button.

**Current Locks**  
Suite "TA-0802" is locked for your group. Select which beds will be occupied by your group members. If you want to change your selection, click on start over.

**Room:** [TA-0802](#)

Bed Space: [TA-0802A](#) Test Testerson

Bed Space: [TA-0802B](#) Iflok Obot

**Room:** [TA-0803](#)

Bed Space: [TA-0803A](#) Ifloktest Obotstud

Bed Space: [TA-0803B](#)

**Start Over**

Logged in: Test Testerson

**Cancel** **Previous** **Next**

6. Verify you are satisfied with your bookings. Click finish to complete the process. If you'd like to make changes to your bookings, click "Previous" to go back. **Once you click "Finish", your assignment is locked in and cannot be changed.**

**Review and Finish**

**06:34** Suite TA-0802 will be unavailable to others while you process your booking.

Please review your bookings below. You must click "Finish" to lock them in. Once you click finish, you will not be able to make any changes to your booking until the room change period begins.

**Your booking**

Building	Bed Space
Tower A	TA-0802A

**Your roommate(s) booking (if applicable)**

Full Name	Building	Bed Space
Iflok Obot	Tower A	TA-0802B
Ifloktest Obotstudent	Tower A	TA-0803A

Room bookings are for the full academic year.

Please click the "Finish" button below to complete the process.

**Previous** **Finish**