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Room Selection Process Overview

This Room Selection guide provides information about options that appear within the Living@TU Portal and how to select a room during the Room Selection Phase as an individual (solo student) or group. If you have any questions regarding this phase after reviewing this guide, please email us at housing@towson.edu.

Housing Selection Virtual Help Desk

The Department of Housing & Residence Life will provide a **Virtual Help Desk** from 10am-4:30pm each day during each Room Selection Day (**April 27 through May 1**). Students can access the help desk via this [Virtual Help Desk link](#). **Students will need to authenticate using their TU login credentials.**

Timeslots & Group Leader Information

Your Selection Timeslot indicates when you (or your Group Leader) will be able to select a space in an open room. If students (or their group leader) do not select a room during their selection timeslot, they will have to select during the Room Selection Make Up Day on May 1st. **Students who do not select a space by the May 1st Make Up Day will have their contracts cancelled and will not have a space for the 2026-2027 academic year.**

Group Leader Designation & Responsibilities:

The Group 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. 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, etc.

To change your Selection Leader, please follow these steps:

1. Decide as a Group who will be your new Group 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.
2. Once that is decided, the current Group Leader will need to do the following:
 - a. Log into the [Living@TU Portal](#).
 - b. Click on Roommate Group on the sidebar.
 - c. Select the current term by clicking continue.
 - d. Select the new roommate group leader by click on the **"Make Group Leader"** button next to the person that will be the new group leader.
3. If there are circumstances where a Group Leader cannot select a room during the DAY OF YOUR SELECTION TIMESLOT, email us at housing@towson.edu.

Cancel Your Housing Contract for 2026-2027

If your plans have changed and you are no longer planning on living in University Housing next year, please complete the “Contract Cancellation Request” form via the [Living@TU Portal](#).

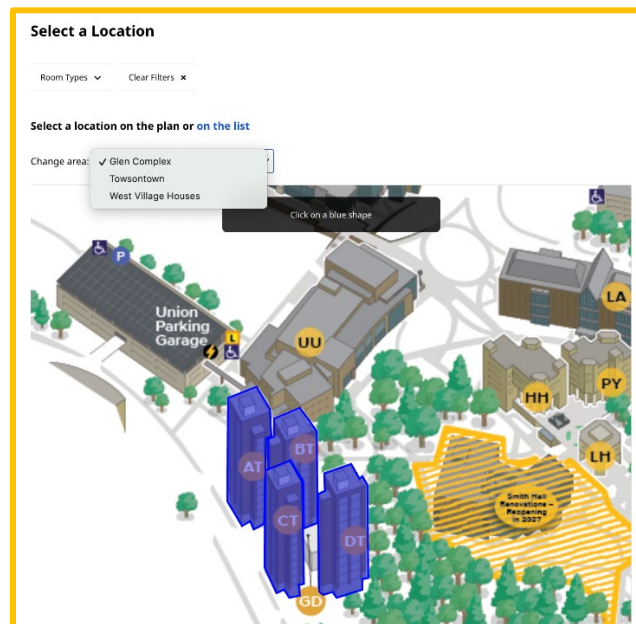
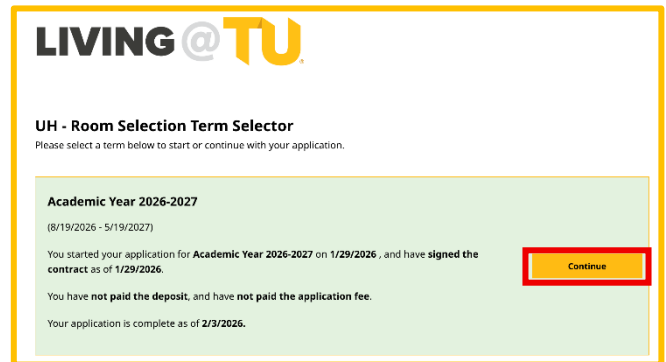
Roommate Group Reference: Group Sizes & Available Housing

Only rooms large enough to accommodate your roommate group will be displayed during the room selection process. Remember, **only the Group 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 2026-2027 Housing & Meal Plan Rates](#) as guides in determining the size of your roommate group.

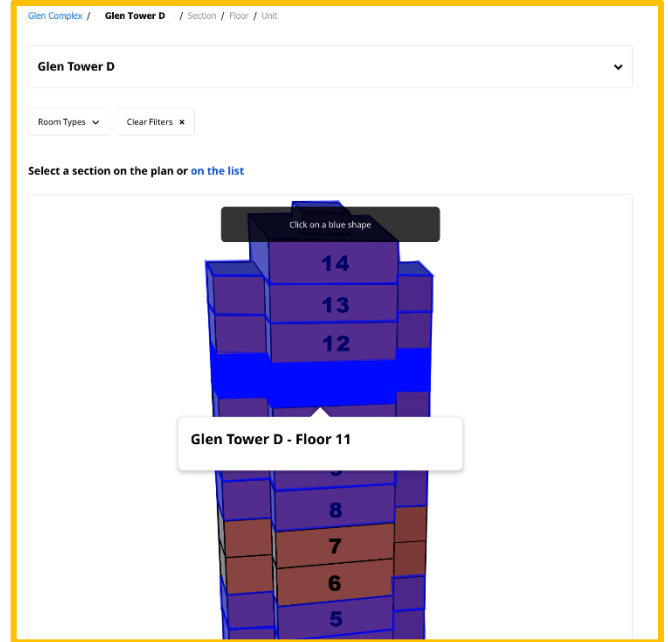
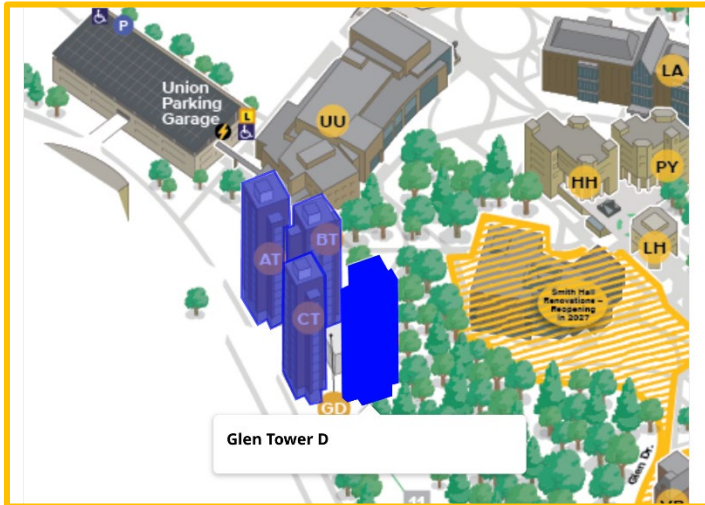
<i>Allowable Group Sizes</i>			
Building / Community	2	3	4
Residence Halls			
Barton	✓		
Douglass	✓		
Glen Complex (A, B, C, D)	✓	✓	✓
Residence Tower	✓		
Newell Hall	✓	✓	
Richmond Hall	✓	✓	
Prettyman Hall	✓	✓	
Scarborough Hall	✓	✓	
Apartments			
10 West	✓	✓	✓
Barnes Hall	✓	✓	✓
Marshall Hall	✓	✓	✓
Towson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

Room Selection Process

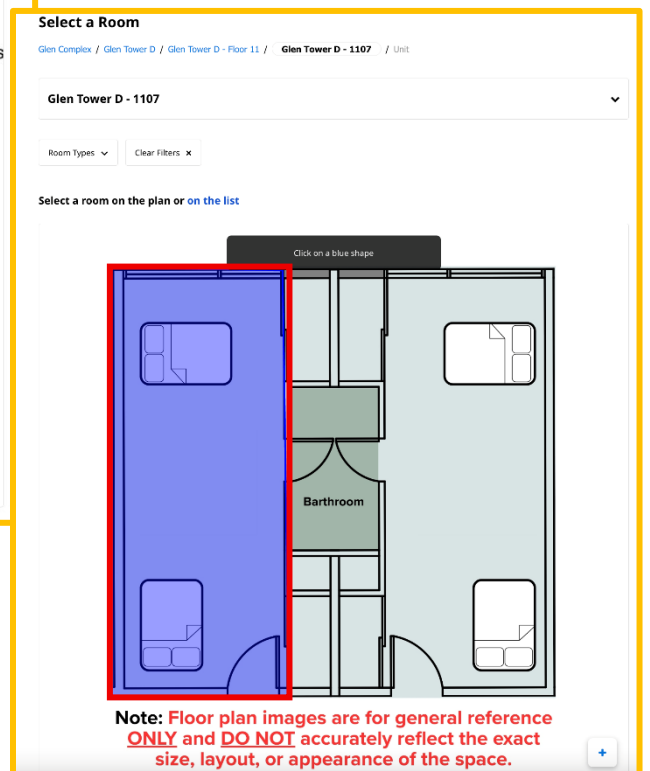
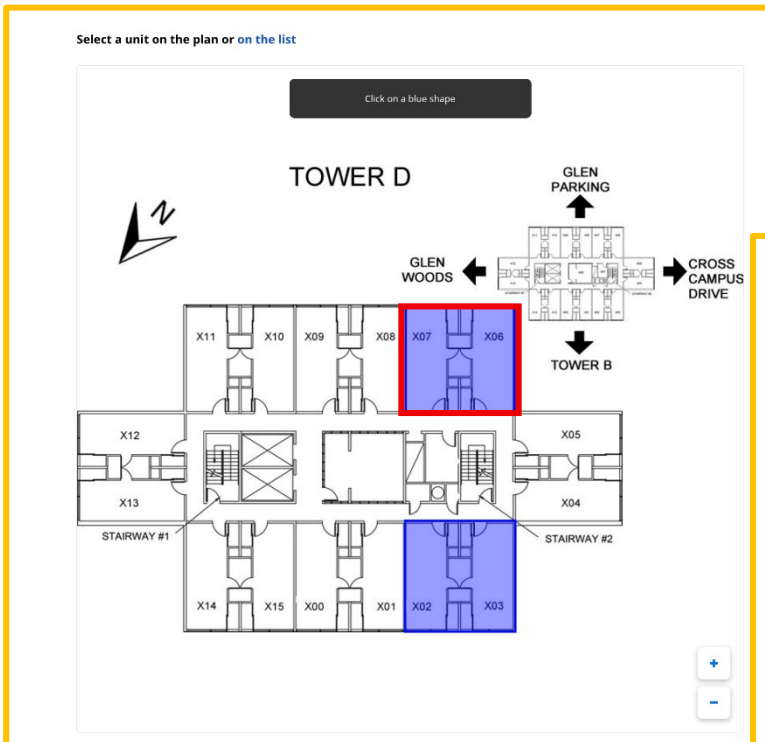
1. Log-in to the [Living@TU](#) portal
2. Select **“Room Selection”** from the top menu bar (next to “Home”).
3. Review the Room Selection Information to ensure that you understand the process. At the bottom of the page, click **“Next”** to continue to the **Term Selector** page.
4. From the Term Selector page, select **“Continue”** to start the process.
5. **Select an Area (Location) from the map.** In the example below, the student is selecting the Glen Complex area.



6. **Select a Building.** In the examples below, the student is selecting Glen Tower D, 11th floor.



7. **Select a Unit from the Floor Plan.** In the examples below, the student is selecting suite 1106/1107, then selecting room 1107.



8. **Hold the Room:** Click "Add to Cart" to temporarily hold the room. You will have 3 minutes to assign yourself (or everyone, if in a group) to a bed.

Room Details

Glen Complex / Glen Tower D / Glen Tower D - Floor 11 / Glen Tower D - 1107 / Tower D - 1107

Tower D - 1107

About This Room

Disabled Access	Details	Unit
No	0 bedroom(s) 0 bathroom(s)	Glen Tower D - 1107

Add To Cart


Building	Room Type	Floor
Glen Tower D	Double Room	Glen Tower D - Floor 11

Roommates

Bed	Occupant	Room Gender
GLTD-1106-1	-Vacant-	
GLTD-1106-2	-Vacant-	
GLTD-1107-1	-Vacant-	
GLTD-1107-2	-Vacant-	

Welcome ✓ Visual Room Selection ✓ Room Selection Summary ✓

Assign Beds
My Room



Ifiok Obot
Age: 41
Gender: Male

Select Bed

- ✓ Select Bed
 - GLTD-1107 (2 total spaces, 2 available, 0 unavailable)
 - GLTD-1107-1
 - GLTD-1107-2

Go Back **Assign Beds**

9. **Pro Tip for Solo students:** If you're going through as a solo student, try to choose a room that already has someone in it. This helps reduce the chance of being moved later (a process called consolidation).
10. Click "Assign Bed" to lock in your spot.
 - a. **For Roommate Groups:** Place yourself and your roommates in the available beds using the dropdowns for each available space.
11. Double-check everything! Make sure you're happy with your selection(s).
12. Click "Confirm Assignment." Once you confirm, you won't be able to make changes.

Confirmation

Tower D - 1107, Glen Tower D - 1107, Glen Tower D

Rate: AY 2026-2027: \$4336.00

1. GLTD-1107-1: Ifiok Obot, Rate: AY 2026-2027: \$4336.00

Go Back **Confirm Assignment**

13. The Room Selection Summary will confirm that you have completed all of the steps and will show all assignments. You can click "Finish" on this page.

Room Selection Summary

All Done!

You have completed all the steps.

Residents can view their assignment information at any time by visiting the Living@TU Portal and clicking on the **View Assignment** link located on the right side of the page.

Booking Summary

Room: GLTD-1107-1
Room Type: Double Room
Building: Glen Tower D

Room Occupants

Bed	Occupant
GLTD-1106-1	-Vacant-
GLTD-1106-2	-Vacant-
GLTD-1107-1	Ifiok Obot
GLTD-1107-2	-Vacant-

Finish