How to select a room in Residence

1) Log into Residence at carletoncollege-residence.symplicity.com and click “Open” next to Room Draw 2015-2016

![Room selection screen]

Click here to begin selecting a room!

2) You will see this screen:

![Room selection interface]

Click here to update your roommate group
Click here to select a room
Your selection time will appear here
This is information on your group

Continued on reverse
How to select a room in Residence

3) When it is time for you to select a room, click “Select a Room” and you will see this screen:

   ![Select a Room Screen]

   Use search filters to find rooms that match what you're looking for

   Click the star to “favorite” a room to find it more easily later

   Blue rooms match your room sizes, white does not

5) At finalization, you will see this screen:

   ![Room Selection Screen]

6) Group Member names will be available through the drop down menus and will need to be slotted into their proper room spaces by the group leader.

7) When the assignment can be finalized, or the group leader prepares to submit the assignment, the “Finalize Selection” button is displayed. After clicking on the “Finalize Selection” button, click OK to confirm that the housing selection is finalized.

8) YOU HAVE COMPLETED ROOM DRAW! Congratulations!
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Notes about selecting a room:

• Only the group leader can chose the room (see Roommate Group info to learn how to select a leader).

• You can mark room “favorites” at any time to move them to your list for easier watching. Only the group leader can add favorites to the groups list.

• When it is your time to select, you will automatically have access to the system. You can select immediately or any time until Room Draw is finished. Please note, if you do not select immediately other students’ times will come and they will be able to select even if your group has not.

• You can view rooms at any time and the system displays real time updates with each page refresh.

• While groups of any size can view rooms, you can only select a room that matches your group’s size. You may wish to have plans in place in case the size room you want is taken prior to your turn to draw. (see roommate group information).

• You can “open” the room to confirm designations such as sub-free and quiet areas.

• You can select the quicklink on your homepage to view the building floor plans. These are available on the Office of Residential Life website.

• Students will not be able to only partially fill a space. Ie, if the space is a triple, a group must have 3 people in order to draw it. It will not allow a group of 2 to select it.

• Some spaces will be listed as “apartments.” This refers to a space that has multiple rooms that must be drawn together, usually due to an adjoining bath. Some of these spaces were drawn separately in the past and students have asked for the ability to draw them as one. Ie, what was 2 doubles with a shared bath in Davis was drawn by 2 separate groups of 2. Now that space is set up to be drawn as 1 group of 4.