How to select a room in Residence

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

   - Your selection time will appear here
   - Here is your current room assignment and roommates
   - Click here to update your roommate group
   - Click here to select a room

   You will need to complete your application before drawing into a room
   Click “Open” to move on to the next screen and select a room

   This clock will count down to your selection
   Information on your roommate group will appear here

2) You will see this screen:

   - Click here to update your roommate group
     For more info on this see the how to make a roommate group document

   - Your selection time will appear here

Continued on reverse
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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:

![Finalization 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

• The Group Leader selects the room. (see Roommate Group information to learn how to identify a Group Leader)

• You can mark room “favorites” at any time to move them to your individual 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 finalized your selection.

• You can view rooms at any time. The system will display real time updates of room availability with each page refresh.

• While groups of any size can view all 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 also available on the Office of Residential Life website.

• Students will not be able to partially fill a room – i.e., 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.