ROOM ASSIGNMENTS FOR TRADITIONAL HALLS

FALL 2012
PROCESS GUIDE

It’s time to live gold.
First-year students opting to live in traditional residence halls, those open to all years of students and all majors, can begin to select their rooms online in April. Use this guide to learn how to select your room on the appropriate day and time with the option to invite a roommate.

<table>
<thead>
<tr>
<th>If you applied for housing:</th>
<th>You will select your room:</th>
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<tbody>
<tr>
<td>Up to October 15, 2011</td>
<td>April 10 (3 p.m.) - April 11 (2 p.m.)</td>
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<tr>
<td>October 16 - November 30, 2011</td>
<td>April 13 (3 p.m.) - April 14 (2 p.m.)</td>
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<td>December 2011 - January 2012</td>
<td>April 17 (3 p.m.) - April 18 (2 p.m.)</td>
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<td>February 2012 - April 2012</td>
<td>April 20 (3 p.m.) - April 21 (2 p.m.)</td>
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This guide is NOT for students living in a residential college or the Honors House.

Residential college or Honors House students will have their room assigned by the Residential Life assignments staff. If you have been accepted into a residential college or the Honors House, you can’t participate in online room selection, be invited, or invite someone else as a roommate. Students should check their PAWS account under “Student Housing” to see the status of their housing application. Refer to page 11 for detailed instructions.

In This Guide Book:
- How To Make Your Room Assignment Without a Roommate p. 3-4
- How To Make Your Room Assignment With a Roommate p. 5-6
- How to Accept or Decline a Roommate Invitation p. 7-8
- How to Change Your Room p. 9-10
- How to View Your Housing Status p. 11

Helpful Tips for the Online Room Selection Process:
- Begin the online process at www.lsu.edu/housing, and follow the steps outlined in this guide.
- Room selection is based on housing date of application.
- Traditional halls are self-assigned, which means students will go online and pick their hall and room from the list of available options. Traditional halls include Miller Hall, McVoy Hall, Blake Hall, Acadian Hall, Louise Garig Hall, Highland Hall, Kirby Smith Hall, Jackson Hall, Beauregard Hall, LeJeune Hall, and Taylor Hall.
- Have a list of building preferences so you’ll know which building and room to look for first.
- Be sure to select “student housing” and not “housing application” in PAWS.
- Review the steps in this guide to get comfortable with the process prior to logging in to the system.
- The system opens at 3 p.m. (central time) on the days indicated above.
- Students who do not select their hall/room during the dates posted above will have their assignments made by the Res Life staff.
- The online system time stamps the assignment made by each student. If two students try to select the same space, the earlier time stamp will be assigned. You will not receive a confirmation of assignment message if you are the later time stamp for the selected room.

Roommate Information:
- If you invite someone to live with you, be sure to have their PAWS ID, the part of their e-mail before the @ sign, and not the “89” number!
- The person you invite must have already applied for housing for the fall, and they cannot already have a res college, Honors House, or traditional assignment in the system.
- You may invite a roommate who is in a later group than you.
- You must select a room that has at least two available spaces (one for each student) in order to invite a roommate to a room. If there are not two spaces, the invitation will not be sent.
- You are only allowed to invite one (1) roommate into your room. If you want to live in a 3- or 4-student room with specific roommates, we advise you to plan ahead about which room you will try to select and which roommate will invite which roommate or if each roommate will select their own space in the same room individually. The online system will not allow you to invite more than one roommate. An invited roommate cannot invite another student.

Room Changes:
Beginning May 1 at 3 p.m. through June 30, the online system will allow you to make up to two (2) changes per day. (See page 9 for details.) Note that you can only change rooms into an unoccupied space. If a room is completely occupied, you will need to ask the person in your desired room for a Room Swap.

Room Swaps:
If you and your preferred roommate(s) are assigned to different rooms, you will need to request a room swap with your assigned roommate(s). Remember, during online room changes starting May 1 you are only able to change rooms into ‘unoccupied’ spaces. To initiate a roommate swap, you may e-mail your assigned roommate(s) to request their permission to swap with your preferred roommate. If the roommate(s) agree to swap, they must provide a statement in the following manner:

“I, (student’s name) (LSU 89-ID Number, NOT PAWS), am currently assigned to (Building/Room assignment for fall 2012/2013), but would like to swap with (Swapee’s name) in (Swapee’s Building/Room assignment for fall 2012/2013).”

Your preferred roommate must also provide this statement. To increase the possibility of a room swap, you and your preferred roommate(s) should e-mail your assigned roommate(s) as it is not required, but only a courtesy, for them to agree to the request. To expedite the room swap, these statements should be provided in one e-mail to reslife@lsu.edu. Once received, our staff will work diligently to swap the two students so that you may have your preferred roommate.
How To Make Your Room Assignment Without a Roommate

Step one: Go to www.lsu.edu/housing
Step two: Click on the “It’s Time” button

Step three: Click on the “Make Assignment Now” tab

Step four: Enter your PAWS ID and password (NOTE: NOT the student ID number that begins with 89).

Step five: Click on “Student Services”
Step six: Click on “Student Housing”

Step seven: Click on “Room Assignment”

Step eight: Click on “New Assignment without a Roommate Invitation”
How To Make Your Room Assignment Without a Roommate
(continued from previous page)

**Step nine:** Select your building choice and then click “View Available Spaces”

**Step ten:** Click on the desired room and the “Room Nbr” box will auto fill with your selection

**Step eleven:** Click on “Select Assignment Now”

**Step twelve:** Click on “Confirm Reservation”

**Step thirteen:** Congratulations! You have made your fall 2012 housing assignment and will receive a confirmation e-mail shortly. Please print this screen for your records, and then log out using the top menu.
How To Make Your Room Assignment With a Roommate

Step one: Go to www.lsu.edu/housing

Step two: Click on the “It’s Time” button

Step three: Click on the “Make Assignment Now” tab

Step four: Enter your PAWS ID and password (NOTE: NOT the student ID number that begins with 89).

Step five: Click on “Student Services”

Step six: Click on “Student Housing”

Step seven: Click on “Room Assignment”

Step eight: Click on “New Assignment with a Roommate Invitation”
How To Make Your Room Assignment With a Roommate
(continued from previous page)

Step nine: Enter the PAWS ID of your desired roommate and click “Send Invitation” (NOTE: NOT the student ID number that begins with 89).

Step eleven: Click on the desired room and the “Room Nbr” box will auto fill with your selection

Step twelve: Click on “Select Assignment Now”

Step thirteen: Click on “Confirm Reservation”

Step fourteen: Congratulations! You have made your fall 2012 housing assignment and will receive a confirmation e-mail shortly.

Please print this screen for your records, and then log out using the top menu.

To Check the Status of Your Roommate Invitation:
Once you’ve made your fall assignment and invited your desired roommate, you can check the status of that request online by following these steps:
- Log in to the Room Assignment System as instructed in steps one through seven in this section.
- Once there, click “View Roommate Invitation Status” and your status screen will be displayed. The “Invitee’s Response” appears in the lower right-hand corner.

If your requested roommate declined your invitation, you will receive an e-mail notification.
How To Accept or Decline a Roommate Invitation

Step one: Go to www.lsu.edu/housing

Step two: Click on the “It’s Time” button

Step three: Click on the “Make Assignment Now” tab

Step four: Enter your PAWS ID and password
(NOTE: NOT the student ID number that begins with 89).

Step five: Click on “Student Services”
Step six: Click on “Student Housing”

Step seven: Click on “Room Assignment”

Step eight: Click on “Accept/Decline Roommate Invitation”
How To Accept or Decline a Roommate Invitation
(continued from previous page)

To ACCEPT:

Step nine: Click on “Accept Invitation”

Step ten: Click on “Confirm Reservation”

To DECLINE:

Step nine: Click on “Decline Invitation”

Step ten: You have successfully declined your invitation, and the person who sent you the invitation will receive an e-mail notifying them of your decline. You can now click on “Exit Roommate Invitation” or use the top menu to logout or use other menu options.
How To Change Your Room Assignment

Beginning May 1 at 3 p.m. through June 30, the online system will allow you to make up to two (2) changes per day. Note that you can only change rooms in to an unoccupied space. See page 2 for details on room changes and room swaps.

Step one: Go to www.lsu.edu/housing

Step two: Click on the “It’s Time” button

Step three: Click on the “Make Assignment Now” tab

Step four: Enter your PAWS ID and password

(Note: NOT the student ID number that begins with 89).

Step five: Click on “Student Services”

Step six: Click on “Student Housing”

Step seven: Click on “Room Assignment”

Step eight: Click on “Room Change”
How To Change Your Room Assignment
(continued from previous page)

**Step nine:** Select the building and click on “View Available Rooms”

**Step ten:** Click on the desired room and the “Room Nbr” box will auto fill with your selection

**Step eleven:** Click on “Change Rooms”

**Step twelve:** Click on “Confirm Reservation”

**Step thirteen:** Congratulations! You have changed your fall 2012 housing assignment and will receive a confirmation e-mail shortly. Please print this screen for your records, and then log out using the top menu.
How To View Your Housing Status

Step one: Go to www.lsu.edu/housing
Step two: Click on the “It’s Time” button
Step three: Click on the “Make Assignment Now” tab
Step four: Enter your PAWS ID and password (NOTE: NOT the student ID number that begins with 89).
Step five: Click on “Student Services”
Step six: Click on “Student Housing”
Step seven: Click on “View Housing Status”
Step eight: Select fall 2012 as the semester and click on “View Housing Status”
Step nine: Your housing status is successfully displayed. You can now use the top menu to log out.