ROOM RETENTION – SPECIFIC ROOMMATE

If you wish to remain in your current room or apartment for 2015-16 with a roommate you have selected, complete the following process. You will need to know your roommate’s PIN and dining plan.
Click Add to add roommates.

Enter any combination of the first name, family/last name and birthdate.

- First and last names must be as they appear in KU student records.
- Name search is not case sensitive.
- If multiple students have the same first and last name, then a birthdate is required.

Click Search.
Enter the Roommate PIN.
- Students set their own PINs.
- Students who forget their PINs may reset them.
- Student Housing does not have access to roommate PINs.

Click **Select**.

Click **Next Step** to continue or **Add** to add another roommate.

Click **Select** to retain your space.

Click **Next Step**.
Roommates will appear in the drop-down menus. Select a person for each bed space. Click Next Step.
Click Add to select dining plans for you and your roommates. Click Next Step.

Select a plan for each from the drop-down menu.

Click Select.
If dining plan is correct, click [Next Step].
Review selections. If correct, click "Submit".

Review your selections. If correct, scroll down and click "SUBMIT".
If the information is incorrect, click previous step(s) to back up to change your selections or click Cancel to restart the selection process.

**Your Room/Apartment Assignment:**

<table>
<thead>
<tr>
<th>Bed Space</th>
<th>Move In</th>
<th>Move Out</th>
<th>Rate Info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAS-304a</td>
<td>08/20/2015</td>
<td>12/18/2015</td>
<td>$2589.00</td>
</tr>
<tr>
<td>HAS-304a</td>
<td>01/16/2016</td>
<td>05/13/2016</td>
<td>$2589.00</td>
</tr>
</tbody>
</table>

**Your Dining Plan Selection**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Crimson Flex 400 Meals+$200</td>
<td>08/20/2015</td>
<td>12/18/2015</td>
</tr>
<tr>
<td>3-Crimson Flex 400 Meals+$200</td>
<td>01/18/2016</td>
<td>05/13/2016</td>
</tr>
</tbody>
</table>

**You pulled in the following roommates**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Bed Space</th>
<th>Move In</th>
<th>Move Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barney Student</td>
<td>HAS-304b</td>
<td>08/20/2015</td>
<td>12/18/2015</td>
</tr>
<tr>
<td>Barney Student</td>
<td>HAS-304b</td>
<td>01/16/2016</td>
<td>05/13/2016</td>
</tr>
</tbody>
</table>

**Their dining plans**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Plan</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barney Student</td>
<td>2-Rock Chalk Uni Meals+$300</td>
<td>08/20/2015</td>
<td>12/18/2015</td>
</tr>
<tr>
<td>Barney Student</td>
<td>2-Rock Chalk Uni Meals+$300</td>
<td>01/16/2016</td>
<td>05/13/2016</td>
</tr>
</tbody>
</table>
Confirmation emails will be sent to you and your selected roommates via KU email, parent email, and alternate email.

You have completed room selection for Fall 2015-Spring 2016. If you selected roommates, they will be notified.

Your mailing address is
1632 Engel Rd #304
Hashinger HAS-304
Lawrence, KS  66045-3897

To review your room assignment, roommates and dining plan.
• Log into Student Housing
• On the Welcome page, click the Assignments link under “What Do You Want To Do?”
• Click Future – Fall 2015-Spring 2016.

See the Student Housing calendar at housing.ku.edu/calendar.
Move-in and dining plan dates may be adjusted as required to accommodate changes in the official university calendar.