Step-by-step Residence Application & Room Selection Guide

Entering the Portal

1. Starting at your [Application Status Page](#), click the "Applications" tab and then click on "Apply to Residence"
2. You will arrive at the main page – click on LOGIN in the top-right hand corner,
3. Click on the blue "ACADIAU – STUDENT SSO LOGIN" button.
4. You will be prompted to **login**. Use the **Acadia Network Account and password you recently set**. If you are having trouble logging in, try loading the page in Incognito mode or Private Browsing (or the equivalent). If you mis-typed or previously changed your password, the website will fail to log you in.
5. **Click on the "Residence Application".** If you have already completed your residence application, skip to the "Room Selection" section of this guide.
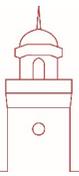
If you have already completed your residence Application skip ahead to 9:47 in the video tutorial or page 3 of this guide.

If you have not yet completed the residence application, please follow the instructions below

1. Click **"APPLY" for the Academic Year 2019-2020**. If you have already started or completed an application, click "CONTINUE".
2. **Review your personal details** – if they are incorrect or incomplete, please advise Residence Life as soon as possible so we can update the database with your information. If you require **special accommodations** for medical, mental, or other reasons, please indicate this using the dropdown box.

NOTE: We will require official documents for assigning special accommodation rooms. These can be sent to Residence Life via email.

3. Please **pick your top 3 Residence Choices** (you will be able to choose your own room later). This is to ensure that if you are unable to book a room for whatever reason, we can assign you to a room that you will hopefully like! The more preferences you give us, the better, but you only need to pick three.
4. Next, please **complete the roommate matching profile** – even if you do not want a roommate right now! Again, in case you want a single room and aren't able to get one, this lets you pair yourself with one or two other people in a group that you would prefer to live with, based on your compatibility from the questions here. **Completing this does not affect your chances of getting a roommate.**

5. You will need to **type in a Web Screen Name**, and you can choose to fill in a little about yourself in the Roommate Profile Description.

 NOTE: Make sure to check off "Show in search results", or no one will be able to find you! This is especially important if you already have a specific roommate in mind.

6. Everyone who lives on campus needs to **select a meal plan**. You can make a selection for each semester, and if you need to change it you can email Residence Life and we can adjust it for you.
7. Once you have chose a meal plan click "Save and Continue".
8. Next, **read through the Acadia University Student Residence Agreement**.
9. **Agree to the terms & conditions** to continue with the application. You can agree by typing in you 9-digit student number (e.g., 100123456).
10. If you haven't paid your **residence confirmation deposit**, you can do so on this page. It is $200.00 Canadian and non-refundable. However, it is put against your first semester residence fees!

Your Residence Deposit can be paid via credit card, online banking, Global Pay, and a few other ways. For more information, visit https://financial-services.acadiau.ca/How_to_Pay.html

11. After paying your residence confirmation deposit, all you need to do is **submit your application** and you are all done until it is time to choose your room!
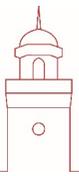
Roommate Requests

Roommate Requests will allow you to form a group with 1-2 other prospective students if you are interested in living in with a roommate or with two suitemates**. If you do not want a roommate, you do not need to form any groups.**

NOTE: Student rooms are not co-ed, so males cannot live in double rooms or suites with females and vice versa.

Ways to search for a roommate

1. Roommates can be searched by compatibility (**Suggest Roommates**),
2. By specific answers to the roommate matching profile (**Search for Roommates by Profiles**)
3. By their age, Web Screen Name, and Roommate Profile (**Search for Roommates by Details**).

NOTE: When searching for roommates in the latter two, a box can be checked to hide results that you cannot join or invite into your group.

Room Selection

1. Once you have a timeslot, navigate back to this page (you can just re-enter or reload the residence application) and you will be able to access the General Room Selection on the next page.

Your timeslot will be emailed out to you in advance on April 25th. Your timeslot is active at 12:00PM noon Atlantic Time on the day specified in your email for one week (e.g., Monday at noon until next Monday at noon**). If you do not choose a room during your timeslot, you will no longer be able to choose a room by yourself**. Please contact Residence Life so that you can be assigned a room. If you do not contact Residence Life by late July, you will be assigned a room based on your indicated preferences.
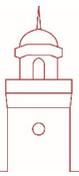
2. Next you will enter the **General Room Selection** where you will select the house you would like to live in.
3. Once you have selected a house you will be brought to room list. From here, you have three main options: choosing a single room, a single in a suite, or a double room.

A) Choosing a single room
1. Start by choosing a residence. This will bring you to a page listing all available rooms, sorted by residence and room type. You can choose any single room type!
2. Rooms will not be able to be properly assigned if you are in a group, so make sure to **leave your roommate group if you decide you want a single room**.
3. Assign yourself to a bed by choosing "add to cart".
4. Confirm your choice at the checkout and **click save and continue**.

B) Choosing a single room in a suite
1. Start by choosing a residence. This will bring you to a page listing all available rooms, sorted by residence and room type.
5. To choose a suite room, you can either **choose one room** if you are not in a roommate group and assign yourself **OR choose as many suite rooms as you have group members** and assign them to each room.
    Assign yourself to a suite by choosing "add to cart" and then clicking save and continue.
6. On the next page you will **assign yourself** (and your roommates to beds in the suite).
2. Once you are sure of your choices **click "Assign Beds"**. This will bring you to the confirmation page

3. Double check your choices and then click **"Save and Continue"**

C) Choosing a double room

1. Start by choosing a residence. This will bring you to a page listing all available rooms, sorted by residence and room type.
2. To choose a double room, you can either **choose a room** if you are not in a roommate group and **assign yourself OR choose a room for you and your roommate** and assign both of you to each room.
3. Assign yourself (and your roommate) to a bed by choosing "add to cart".
7. On the next page you will **assign yourself** a bed in the double room.
4. Once you are sure of your choices **click "Assign Beds"**. This will bring you to the confirmation page
5. Double check your choices and then click **"Save and Continue"**

Once you select a room and confirm your choice, that room will become unavailable for anyone else to choose. However, **you cannot change your choice manually once you have confirmed a room**. If you change your mind, contact Residence Life and we can either move you into another room or place you on a waitlist for your desired room if it is not currently available.

If you have any issues or questions regarding the Room Selection process, please feel free to contact us

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