

## **Instructions for the On-Going Room Sign-Up Process**

**We recommend you print these instructions before you begin.** Other students may also be online searching for a room while you are. Reviewing the instructions in advance will save you valuable time.

- At any given time during the summer months, room vacancies may be available in the 12-month halls (Ackell, Broad & Belvidere, Cary & Belvidere, and Ramz) and/or in the Gladding Residence Center Apartments (a 9-month hall). **Your “Student Profile Category” is automatically set so you can view any available vacancies in the 12-month halls first.**
- After logging into the Residential Gateway, to begin your search for rooms in the 12-month halls, click “Self Assignment” on the left side of your Welcome page, then click “General Room Selection.” Then follow the prompts on each page to proceed.
- After checking for possible vacancies within the 12-month halls, should you wish to check for available rooms in the Gladding Residence Center Apartments, you must change your “Student Profile Category” before you can view the GRC vacancies.
- **To change your Student Category, you will:**
  1. Click the “Student Profile” link on the left.
  2. Click the “Change Category” link.
  3. Choose “Lottery 9 month” from the drop-down.
  4. Click “Continue.”
- You cannot view the 12-month hall vacancies AND the Gladding Apartments (a 9-month hall) vacancies at the same time. You must follow the “Change Student Profile Category” instructions, as noted above, to go back and forth.

Example: You are searching for vacancies in Ramz Hall, but you don’t see any available spaces. You decide to check for vacancies in the Gladding Apartments. You must change your “Student Category” first.

1. Click the “Quit” button on the Room Search page, returning to your Welcome page.
  2. **Follow the steps listed above.** You will automatically be logged off **once you click “Continue.”**
  3. Log into the Residential Gateway again (enter your VCU ID number and password).
  4. You may now search for rooms available in the 9-month Gladding Apartments.
  5. To switch back to look for spaces in the 12-month halls again, click the “Quit” button and repeat these steps.
- When searching for current room vacancies, should you see a room you want, you will have just 3 minutes to choose it and then “book” it (sign up for it).
  - If you change your mind about the room you’ve “booked” prior to submitting your selection, you may click “Start Over,” which will take you back to the beginning of the room selection process. **Once you have submitted your room selection online, you cannot change rooms.**

**SIGN YOUR HOUSING CONTRACT!** You must electronically sign your 2009-2010 housing contract online for your new room assignment within 5 days of “booking” it online. Otherwise, your selection will be forfeited and then offered to another student.