

HOUSING APPLICATION

STEP 3: ROOM SELECTION GUIDE



STEP 1:

Log in to the _____ and click on the Roommate and Room Selection tab.

STEP 2:

You will see a list of communities with available units. If you do not see a community listed on this page, it is either not available due to your

beds available in that community.

STEP 3:

Once you select a community, yoSP 5:



You will have ten minutes from the moment you

if you are a Roommate Pair leader. If you need to start over, the clock will reset and the room(s) will be removed from your cart.

STEP 6:

After you add the room(s) to your cart, you will need to assign yourself and your roommate (if applicable)

forward until you have placed yourself and your roommate.

STEP 7:

STEP 8:

to sign the 2024-25 License Agreement and pay the \$75 Room Booking Fee. You will be taken outside the Housing Portal to complete your payment. You and your roommate must both sign the License Agreement and pay the fee within 48 hours. Failure to do so will result in losing your reservation, and you will need to begin the room selection process again.

STEP 9:

Once you have signed the 2024-25 License Agreement and paid your Room Booking Fee, you have completed Step 3.

Instructions for Students in a Roommate Pair After Their Roommate Pair Leader Has Assigned Them Into A Room

STEP 1:

Log in to the Housing Portal.

STEP 2:


View and accept the room assignment from your Group Leader.

STEP 3:

Sign the 2024-25 License Agreement and pay the \$75 Room Booking Fee.

STEP 4:

Once you have signed the 2024-25 License Agreement and paid your Room Booking Fee, you have completed Step 3.



For more information about Housing and Residence Life, please visit our website, kennesaw.edu/housing