



# SELECTING A ROOM IN STARREZ WITH A ROOMMATE GROUP

**In order to select a room with a preferred roommate, students must create and verify their roommate group in the StarRez Portal.**

1. Log into the StarRez Portal. From the “Home” page click on the “Housing Contracts” tab.

2. Read through the “Welcome” page and then click “Start or Continue Process.”

Incoming first-year students and associate students are automatically granted access to the housing/dining section of the portal upon their acceptance of the admissions offer. Returning, undergraduate students receive their offer either by their participation in the Housing Application Process (“the housing lottery”) or through their membership in a living-learning community or area such as our on-campus fraternity and sorority houses. Transfer and graduate students receive housing from their entry onto the contract wait list.

The process is broken down into 5 general sections:

1. Begin Process and Confirm Demographic Information
2. Living-Learning Community Interest Application (for new students)
3. Completion of the electronic signature on the terms and conditions page. This step is crucial and it helps establish your priority in the assignment process, so you should do this as soon as possible.
4. Creation of your roommate profile and roommate selection management.
5. For many students, you will self-select your room when it is your turn (you’ll be assigned a timeslot to return to the site and pick a room)

If you have questions during this process, please contact the assignments staff at [housing@vt.edu](mailto:housing@vt.edu)

**START OR CONTINUE PROCESS**

3. Find the correct term and click “Apply.” This will be an Academic Year term. This opens the housing contract process. Read the introduction prior to clicking “Proceed to Housing/Dining Contract.”

## Term Selector - First-Year/Associate Students

Please select the academic year or summer semester for which you are applying for campus housing.

Your housing contract spans both the fall and spring semesters if you remain enrolled at Virginia Tech. For example, the Academic Year 2022 - 2023 would include both fall 2022 semester and spring 2023 semester.

Please select an active term process below:

Academic Year 2023-2024

APPLY

For returning students, please make sure you have read your contract offer letter for any specific details and have reviewed the terms and conditions of your offer. The housing/dining contract is a legally-binding agreement (lease) between you and the University. If you return the housing contract, you agree that you cannot seek contract cancellation at any time subsequent to signing and returning the lease and that you are financially liable for room-and-board charges for the entire academic year, if you continue to be enrolled.

We're really excited to have you on campus with us in the upcoming year! Please click the button below if you are ready to start!

PROCEED TO HOUSING/DINING CONTRACT

4. Follow the on-screen instructions until you get to the Room Assignment Process page. Click “Accept the Notice and Continue.”

## Room Assignment Process

### TimeSlot Distribution

For returning students, you will receive a timeslot email notifying you of your time to select a room if you have a standard contract offer. This will occur in March and April.

For incoming first-year students, your timeslots for assignment will be in June and July. Please watch your *@vt.edu* email for this information.

### TimeSlot

Your scheduled timeslot starts at 1/31/2023 09:15. (Note 24-hour time format)

#### Room Selection Guides:

In preparation for Room Selection, we have two guides to show the steps in making your room assignment when you are notified that it is time for your assignment timeslot via email. Students joining the Corps of Cadets will be assigned by the Office of the Commandant.

• [Making Your Room Assignment - No Roommate Group](#)

5. On the Initial Selection Page, you will see the Residence Halls which you are eligible to select.

## Initial Selection

Term: Academic Year 2023-2024

Please click on "Show Room Info" to see information about the currently assigned occupant of the room, if any.

### Ambler Johnston West

In selecting this space, you are opting into being a member of a residential college community, which offers opportunities for intellectual and social connections across faculty, staff, and students. We encourage you to take advantage of the programs and resources available in this community as all residents pay a \$100 program fee. We are excited to welcome you!

Air Conditioning: Yes

Room Style: Mostly Traditional, Few Suites

Living-Learning Program: The Residential College at West Ambler Johnston

SELECT

6. The Room List Page will show you the available rooms that have either one or more bed spaces available. You can use the filters on the side if you wish to narrow your search.

## Room List

### Room Types

- Alumni Weekend - 2 Nights, Double Traditional Rooms in East AJ
- Alumni Weekend - 2 Nights, Private Bath Double in East AJ
- Alumni Weekend - 2 Nights, Private Bath Single in East AJ
- Alumni Weekend - 2 Nights, Single Traditional Rooms in East AJ

### Areas

- Blacksburg Hotel
- Drillfield Quad
- National Capital Region
- Oak Lane Community
- Prairie Quad
- Presidents Quad

Term: Academic Year 2023-2024

Please click on "Show Room Info" to see information about the currently assigned occupant of the room, if any.



AJ W-6102

2

Suite/Room Code: AJ W-6102

Residential College Hawthorn Hse

Building: Ambler Johnston West

Room Type: Trad Multiple

Quad/Area: Summit Quad



AJ W-6104

2

Suite/Room Code: AJ W-6104

Residential College Hawthorn Hse

Building: Ambler Johnston West

Room Type: Trad Multiple

Quad/Area: Summit Quad



AJ W-6112

2

Suite/Room Code: AJ W-6112

Residential College Hawthorn Hse

Building: Ambler Johnston West

Room Type: Trad Multiple

Quad/Area: Summit Quad

7. Clicking “Show Room Info” will inform you if both beds are vacant or if there is someone currently occupying one of the beds. Since you are in a roommate group, you must find a space with two vacant beds.

A. Clicking “Select Room/Bed” will place the room in your cart for 10 minutes. In that time you can back out to select another room, or make your final decision to book the room.

## Room List

Term: Academic Year 2023-2024

Please click on "Show Room Info" to see information about the currently assigned occupant of the room, if any.

**Room Types**

- Alumni Weekend - 2 Nights, Double Traditional Rooms in East AJ
- Alumni Weekend - 2 Nights, Private Bath Double in East AJ
- Alumni Weekend - 2 Nights, Private Bath Single in East AJ
- Alumni Weekend - 2 Nights, Single Traditional Rooms in East AJ

**Areas**

- Blacksburg Hotel
- Drillfield Quad
- National Capital Region
- Oak Lane Community
- Prairie Quad
- Presidents Quad
- Summit Quad

**Locations**

- Ambler Johnston East
- Ambler Johnston West
- Campbell East
- Campbell Main

Room ID	Room Info	Room Info	Room Info
AJ W-6102	AJ W-6104	AJ W-6112	
2	2	2	
Suite/Room Code: AJ W-6102	Suite/Room Code: AJ W-6104	Suite/Room Code: AJ W-6112	
Residential College Hawthorn Hse	Residential College Hawthorn Hse	Residential College Hawthorn Hse	
Building: Ambler Johnston West	Building: Ambler Johnston West	Building: Ambler Johnston West	
Room Type: Trad Multiple	Room Type: Trad Multiple	Room Type: Trad Multiple	
Quad/Area: Summit Quad	Quad/Area: Summit Quad	Quad/Area: Summit Quad	
<b>7</b> <a href="#">Show Room Info</a>	<a href="#">Show Room Info</a>	<a href="#">Show Room Info</a>	
<b>SELECT ROOM/BED</b>	<b>SELECT ROOM/BED</b>	<b>SELECT ROOM/BED</b>	
<b>A</b> <b>Select Room/Bed</b>			

B. After clicking “Show Room Info,” you will see the information below listing whether there is a person assigned to the space or if all bed spaces are vacant.

### AJ W-4102

Location: Ambler Johnston West

### Room Attributes

✔ Visitation 4

Bed	Occupant	First Name	Last Name	Preferred Name	Gender	Profile	Contact
AJ W-4102-1	-Vacant-						
AJ W-4102-2	-Vacant-						

**B**

**GO BACK**

8. Select the Room you wish to be in by clicking “Select Room/Bed.” As the Group Leader, you will place yourself in Bed-1 and your roommate in Bed-2. Make sure that you have selected a bed for your roommate and click “Assign Beds” to complete your assignment.

## Assign Beds

### My Room



Hannah Green

Age: Unknown

Gender: Female

HARP-4071-1

### My Roommates

Below are your current roommates. You can assign beds to all of them.

Hokie Bird

Age: 50

Gender: Female

HARP-4071-2

- A. If you and your roommate have signed up for different LLPs, are different genders in a single-gender room, have not both opted in or both opted out of Gender Inclusive Housing, or have other incompatibilities in your profile, you will not be able to select a room together.

## Assign Beds

Hokie Bird profiles does not match the profiles required for bed HARP-4071-2.

### My Room

- B. It is imperative that you decide on these factors *prior* to entering a roommate group together. If you and your grouped roommate have incompatible profiles, you will have to exit your roommate group and enter the selection process alone, or pair with a new roommate who better matches your preferences.

## 9. Application Summary/Confirmation. "Click Save and Continue."

### Booking Summary

Room Space: AJ W-4102-1

Room Type: Trad Multiple

Location: Ambler Johnston West

Room/Suite: AJ W-4102 Residential College Hawthorn Hse

#### Available Terms:

- Academic

#### Available To:

- Associate
- Continuing
- First-Year Student/Freshman
- Returning
- Transfer

#### Mandatory Housing Profiles:

- Mandatory Room Profile - RCWAJ Hawthorn House

#### General Housing Profiles:

- Residential College Houses - Hawthorn
- Facilities Configuration - Visitation 4

Bed	Web Screen Name	First Name	Last Name	Preferred Name	Contact
AJ W-4102-1	Hannah Green	Hannah	Green	Hannah	<a href="#">Send Message</a>
AJ W-4102-2	Hokie Bird	Hokie	Bird		<a href="#">Send Message</a>

SAVE & CONTINUE

## 10. Log out of the portal and allow others the opportunity to choose their future room.

Home TimeSlots Housing\_Contracts Roommate\_Agreement I.P.Returners Conference\_Inquiry Dining\_Plans Log\_Out

Dining Plan Selection Web Screen Name and Searchable Status Roommate Questions Roommate Groups Strengths Room Assignment Process Room Selection Optional Laundry Service Application Summary

End

Thank you for your input and activities as you schedule your on-campus housing experience.

If you have any questions, please contact our office.