



**OFFICE OF HOUSING & RESIDENCE LIFE**  
**Housing Selection Instructions (New/Incoming Students)**

**Step 1, Sign Your Housing Application (must be completed before SOAR):**

1. Go to [www.louisburg.edu](http://www.louisburg.edu)
2. Click on "Current Students" and click on "Housing & Residence Life."
3. Click on "Student Housing Selection."
4. Click on the red link entitled "Self-Service: Sign Up for Housing!"
5. Log in using your Louisburg College username & password (located in the letter sent home). Username example, "jrsmith2015" (do not include full email) and then your password.
6. You will be taken to the Self-Service screen.
7. Click on "Applications" on the top toolbar and choose "New Student Housing Application (Fall 2017)" and click continue.
8. Thoroughly review the housing application, electronically sign your name (with your mouse/touch pad), then click continue.
9. Fill out personal information, missing person and emergency contact information.  
(NOTE: Questions with red asterisks (\*) are required before you can continue. You MUST click "SAVE THIS CONTACT" once you've filled it out before clicking continue).
10. Click "Save Contact Information" first, scroll back down and then click continue.
11. You will see a thank you message & receive a thank you email for signing your housing application.

**Step 2, Choose Your Residence Hall & Room (can be completed before OR during SOAR):**

*Note: The sooner you select, the better your chances of receiving the assignment you desire. Housing options become limited the longer one waits. Patten, Franklin and Wright Halls are first-year halls only.*

1. Go to [www.louisburg.edu](http://www.louisburg.edu)
2. Click on "Current Students" and click on "Housing & Residence Life."
3. Click on "Student Housing Selection."
4. Click on the red link entitled "Self-Service: Sign Up for Housing!"
5. Log into the housing software using your Louisburg College username & password (located in the attached letter). Username example, "jrsmith2015" and then your password.
6. You will be taken to the Self-Service screen.
7. Click on "Room Selection" & click on "Select a Room/Suite". If you do not select a roommate, you may be paired with another new/incoming student who selects the other bed in your room.
8. The next screen will show the available bed spaces in each residence hall. When ready to select, simply click on "select room".  
(NOTE: If you don't see a specific room, it means it is no longer available. Only males can select Franklin, Patten & Wright. Only females can select rooms in Kenan.)
9. Once you click submit, your selection is **FINAL**. You will receive a thank you email for selecting housing. WELCOME TO OUR COMMUNITY!

**Questions? Call Housing and Residence Life at (919) 497-3310.**

## Frequently Asked Questions

### **Can I request someone as my roommate?**

Yes; however, both students MUST complete a housing application as noted in "Step 1" of the Housing Sign Up Instructions FIRST. Using Self-Service, Simply click on "select roommate/suitemates" and enter in the other student's name. The other student will receive a request and must login to Self-Service to accept it. Please communicate with your potential roommate about who will select the housing and which available housing to select.

### **Are single rooms available?**

No. Because we believe that learning to live in a community is a key experience and due to space limitations, single rooms are not available. The college does reserve the right to adjust assignments throughout the year to make better use of the spaces available, or to make appropriate accommodations.

### **What if I have a physical disability and require special housing?**

First, you should indicate your need when filling out the required information prior to submitting your housing contract. Secondly, be sure to contact Accessibility Services. We will need any appropriate documentation to verify your disability. We will work in coordination with our ADA Coordinator to evaluate your need, determine eligibility, and make the appropriate housing arrangement. Ph: 919-497-3403.

### **Can I switch my housing assignment?**

Yes. You may switch your room or roommate by contacting the Office of Housing & Residence Life at 919-497-3310 or by emailing [housing@louisburg.edu](mailto:housing@louisburg.edu) before August 1, 2017. After this date, housing assignments are frozen and students can request a room switch on a case-by-case basis. Housing & Residence Life uses discretion with room moves in order to optimize use of residence hall spaces. Students will not be permitted to move rooms because they want a "single" as we do not offer single rooms.

*Room "Freeze" Periods:* In order for you to have time to adjust to college and get to know your roommate, and for us to verify every one's housing assignment, we require that all students remain in their original assignment for the first three weeks of each semester. At check-in and during the "freeze," students should fill out roommate contracts with their Resident Advisor (RA) and discuss their living habits together.

### **What is the difference between "suite" and "community" style residence halls?**

A suite-style residence hall refers to two rooms joined together by a bathroom. Four residents would share the bathroom. Students are responsible for providing their own toilet paper, cleaning supplies, and cleaning the bathroom. Suite Style Male Residence Halls: Merritt, Patten, Davis. Female Residence halls: Kenan, Hillman & Joyner.

A community style residence hall has one bathroom that is shared by the floor. Between 20-30 residents may share this bathroom. Multiple private, shower and toilet stalls are in each bathroom. The college's housekeeping staff provides toilet paper and cleans the bathrooms regularly. Community style Residence Halls: Franklin, Wright, Joyner – second floor (female)

### **What is provided for me in the residence hall room?**

Each residence hall room has: 2 Desks, 2 Chairs, 2 Extra-long twin beds (with the exception of Wright Hall (standard twin bed), 2 Wardrobes OR closets, 1 Dresser (typically with five drawers). All rooms have cable, wired internet access, and wireless internet access. Students must provide their own cable cords and Ethernet cords. All residence halls on campus have heat and A/C.

For more FAQs visit: <http://www.louisburg.edu/student/housingfaq>

For information regarding compatible televisions visit: <http://www.louisburg.edu/student/residence/cable>

**FOR MORE INFORMATION, VISIT US AT [WWW.LOUISBURG.EDU/STUDENT/RESIDENCE](http://WWW.LOUISBURG.EDU/STUDENT/RESIDENCE)**