OFFICE OF HOUSING & RESIDENCE LIFE
Housing Selection Instructions (Returning Students)

Step 1: Sign Your Housing Application (both roommates must do this first):

Note: Sophomore/returning students must select a roommate <u>before</u> selecting a housing assignment. BOTH roommates must complete STEP 1 before you are able to select one another or choose an assignment.

1. Go to www.louisburg.edu
2. Click on Current Students and click on "Housing & Residence Life."
3. Click on "Student Housing Selection" and then click "Self-Service: Sign Up for Housing!" (in red).
4. Log into Self-Service using your Louisburg College username & password. Username example, "jrsmith2015" (do not include full email) and then your password.
5. You will be taken to the Self-Service screen.
6. Click on "Applications" on the top toolbar and choose your application type (Fall 2017).
7. Thoroughly review the housing application, electronically sign your name, then click continue.
8. 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 have filled it out <u>before</u> clicking continue).
9. You will see a thank you message & receive a thank you email for applying to housing & signing your housing application.
10. Communication is key! Make a plan with your roommate. Having trouble finding a roommate? Stop by Davis 105 for assistance!

Step 2: Choose Your Roommate AND THEN Your Hall/Room Assignment:

1. Once both you and your potential roommate have completed Step 1…
2. Go to www.louisburg.edu
3. Click on Current Students and click on "Housing & Residence Life."
4. Click on "Student Housing Selection" and then click "Self-Service: Sign Up for Housing!" (in red).
5. Log into Self-Service using your Louisburg College username & password. Username example, "jrsmith2015" (do not include full email) and then your password.
6. You will be taken to the Self-Service screen.
7. Click "Room Selection" on the top toolbar and then click "Roommates/Suitemates" **<u>FIRST</u>**.
8. Only ONE of you need to search the other by first and last name. Submit and you'll see that your request is saved. The other person will need to login, follow steps 1-7, and approve or deny the request.
9. Once you and your roommate have accepted/been paired, only one roommate can select the room.
10. Click on "Room Selection" on top toolbar and click on "Select a Room/Suite," click "Find Available Rooms." Discuss with your roommate before making decisions!
11. The next screen will show ONLY the available bed spaces. When ready to select, simply click on "select room". Once you click submit, your selection is **<u>FINAL</u>** and cannot be changed.
    (NOTE: If you do not see a specific room, it means it is no longer available. Merritt Hall is available for returning males; Hillman-Morris is available for returning females).
12. You will receive confirmation emails throughout the process.

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