



# **eRezLife: Questions and Answers**

Rising Juniors and Sophomores Room Selection

2014-2015

# Most Popular Questions

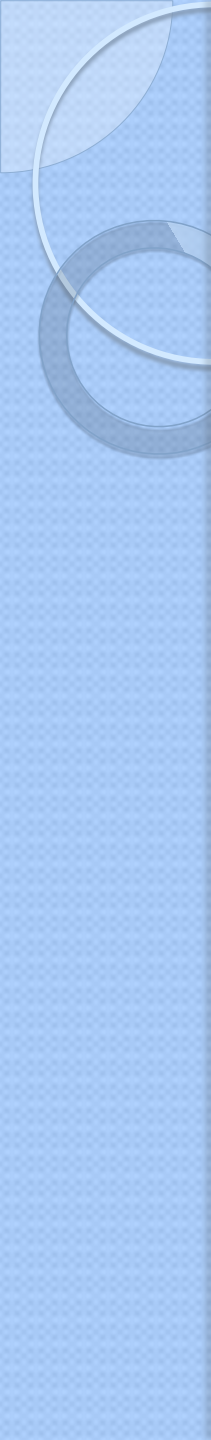
- Junior groups
  - 32 groups:
    - 1<sup>st</sup> group begins at 8am on 3-31-14
    - 2<sup>nd</sup> group begins at 9am on 3-31-14
    - ⋮
    - 32<sup>nd</sup> group begins at 5pm on 4-2-14
  - Each group has 1 hour that is their priority hour.
  - Groups begin at 8am each morning. The last group begins at 6pm each night.
  - 10 students in each group.

# Most Popular Questions

- Sophomore groups
  - 36 groups:
    - 1<sup>st</sup> group begins at 8am on 4-3-14
    - 2<sup>nd</sup> group begins at 10am on 4-3-14
    - ⋮
    - 36<sup>th</sup> group begins at 10am on 4-6-14
  - Each group has 1 hour that is their priority hour.
  - Groups begin at 8am each morning. The last group begins at 6pm each night.
  - 10 students in each group.

# Most Popular Questions

- What if I didn't submit my application on time?
  - Your time slot will be 9:00am Wednesday, April 9, 2014 (after everyone else has chosen).
- What is the last day I can change my application?
  - April 18<sup>th</sup>.
- What is the last day I can cancel my application without penalty?
  - Once you submit an application you are committing yourself to living on campus.

- 
- What if I have a Student Account and/or Financial Aid hold on my account?
    - You have until 4pm on Monday, March 17, 2014 to have your hold removed.
    - Lottery numbers are assigned on 3-18-14 and you will *not* be assigned one.
    - Therefore, you will not be able to pick a room until after everyone else has chosen.

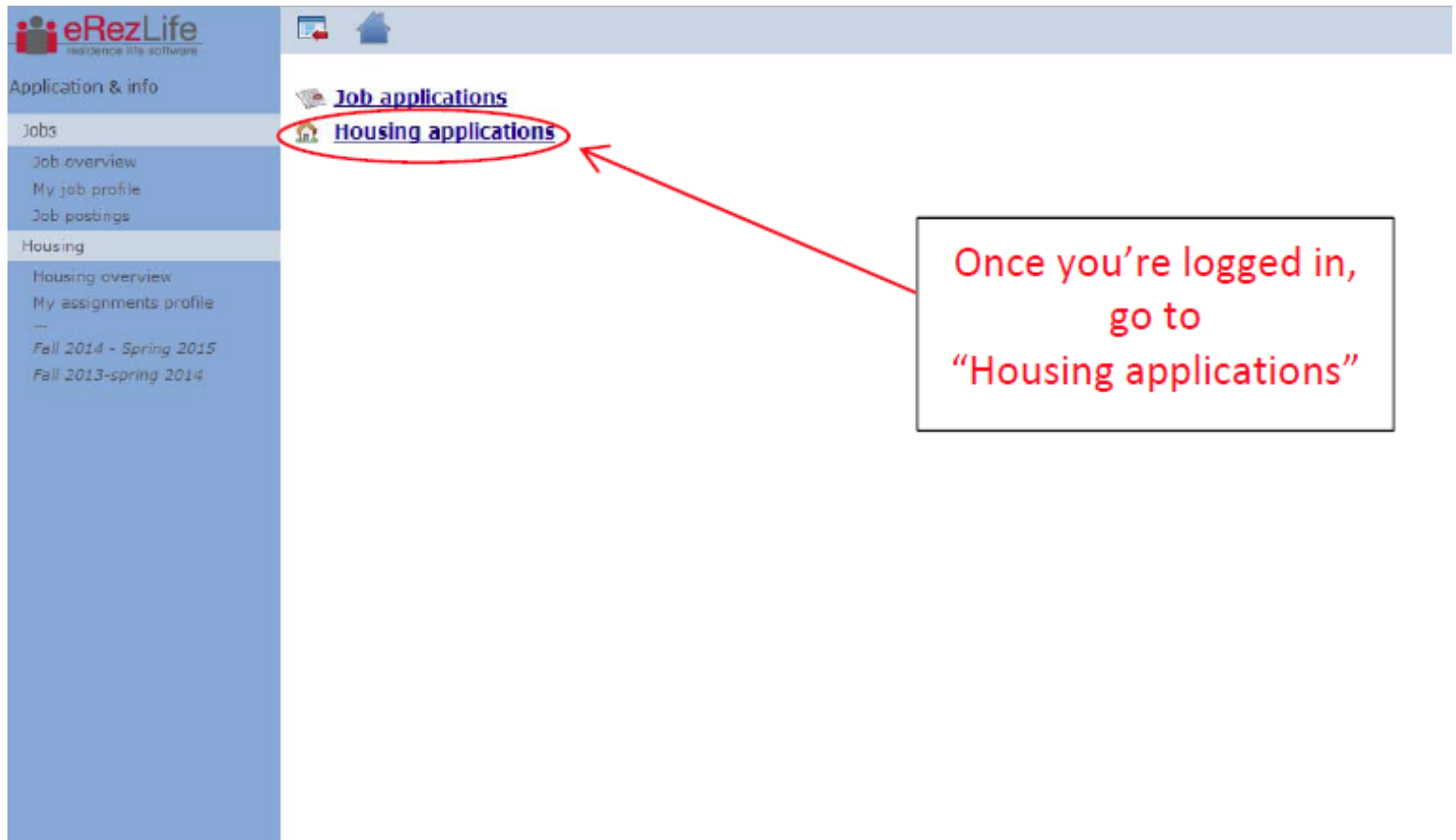
# Most Popular Questions

- Why is 2<sup>nd</sup> Annex in LeMans not available?
  - 1<sup>st</sup> year students are living there next year.
- Why is Queens Court in LeMans available?
  - Rooms in this section have been reconfigured to be all singles except 2 double rooms at the end.

# Most Popular Questions

- Where can I find the room dimensions?
  - On our website. eRezLife does not list them.
- Where can I find the floor plans?
  - On our website. eRezLife does not list them.
- **CAUTION:** These room dimensions and floor plans have not been updated to reflect the changes in occupancy for next year. eRezLife has been updated.

# eRezLife: Room Preview Overview



The screenshot displays the eRezLife web application interface. The left sidebar contains a navigation menu with the following sections:

- Application & info
- Jobs
  - Job overview
  - My job profile
  - Job postings
- Housing
  - Housing overview
  - My assignments profile
  - 
  - Fall 2014 - Spring 2015
  - Fall 2013-spring 2014

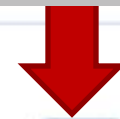
The main content area shows two links: [Job applications](#) and [Housing applications](#). The [Housing applications](#) link is circled in red, and a red arrow points from a text box to it.

Once you're logged in,  
go to  
"Housing applications"



# eRezLife: Room Selection Overview????

The clock on your screen counts down the time until your priority time slot is available.



2:49:09

Time remaining

Before your priority time, you will only be allowed to preview rooms. Click here to see what rooms are available.



**Pending items**  
**Room lottery**  
⚠ Your room lottery timeslot is **Feb 25, 2014 at 18:00 EST.**  
You may browse rooms now, and mark favorites to help you find your room more quickly when your timeslot opens.  
[Preview rooms](#)

### Current assignment

All Residences > Main > Le Mans Hall > 4th Main E > 411 > 1

### Application forms

Start your residence application by clicking the "Apply now" button for the application you are interested in.

Name	Deadline	Occupancy dates	Status
<a href="#">Fall 2013-spring 2014</a>	-	Jul 31, 2013 to May 10, 2014	Accepted Offer
<a href="#">Fall 2014 - Spring 2015 (Returners)</a>	Feb-07-2014 (Feb 14, 2014)	Aug 01, 2014 to May 17, 2015	Complete Deposit received <a href="#">withdraw application?</a>

Room preview opens exactly 1 week prior to your lottery time slot.

[Questions about your application? Having technical issues?](#)

# eRezLife: Room Preview Overview

Use the filters on the left to narrow down your search.

Please note that square footage is not included as a search feature – that information is available on the Residence Life website.

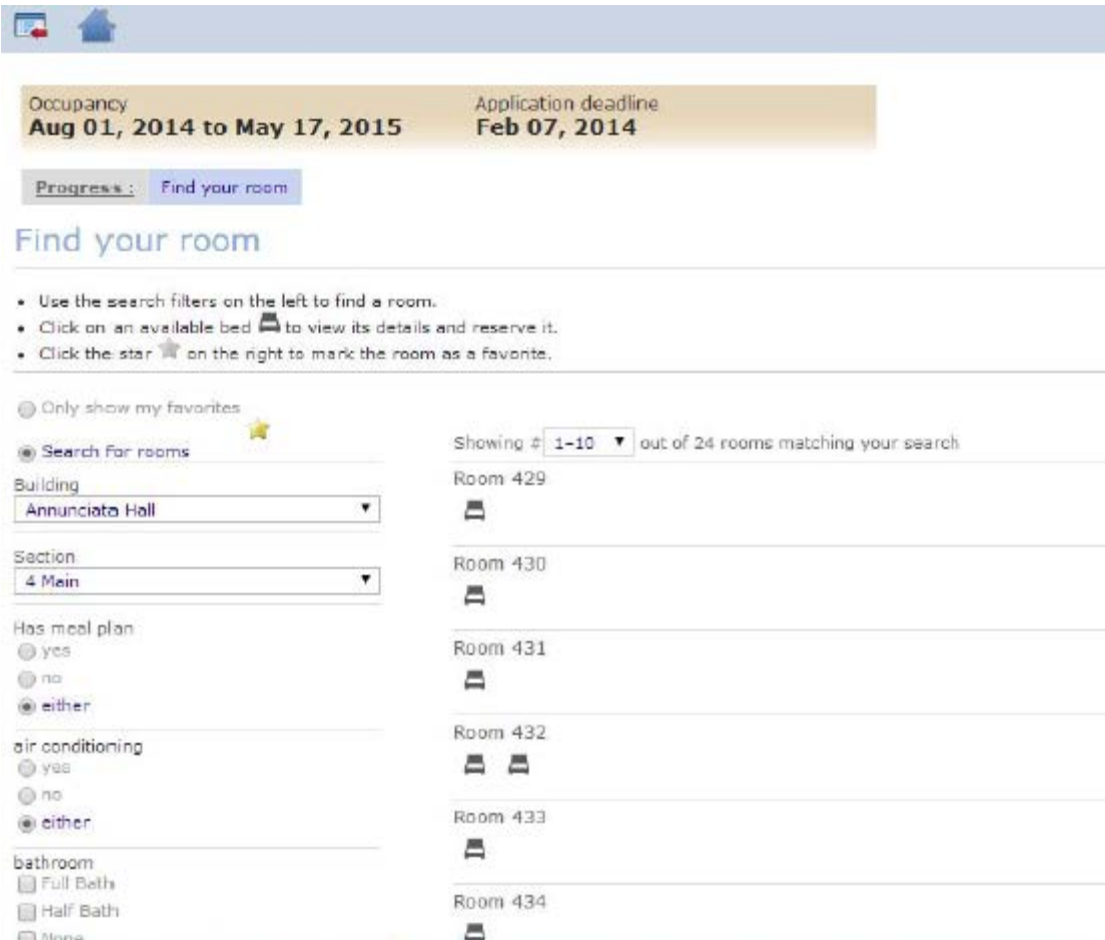
Don't forget to scroll all the way down and click "search" at the bottom to apply your filters!

The screenshot displays the eRezLife interface. At the top left is the eRezLife logo and 'Application & info'. Below this, there are navigation links: 'view', 'nts profile', 'ing 2015', and 'ng 2014'. The main header area shows 'Occupancy Aug 01, 2014 to May 17, 2015' and 'Application deadline Feb 07, 2014'. A 'Progress' bar indicates 'Find your room'. The main heading is 'Find your room'. Below this, there are instructions: 'Use the search filters on the left to find a room.', 'Click on an available bed icon to view its details and reserve it.', and 'Click the star icon on the right to mark the room as a favorite.'. There are also options for 'Only show my favorites' and 'Search for rooms'. The search filters on the left include: 'Building' (Annunciata Hall), 'Section' (4 Main), 'Has meal plan' (yes, no, either), 'air conditioning' (yes, no, either), and 'bathroom' (Full Bath, Half Bath). The right side shows a list of rooms: Room 429, Room 430, Room 431, Room 432, Room 433, and Room 434. Each room has a bed icon and a star icon. The text 'Showing # 1-10 out of 24 rooms matching your search' is displayed above the list.

**You can only search 1 section of a building at a time.**

# eRezLife: Room Preview Overview

When you find a room you like, click on the star icon to mark it as a favorite. When it is time to select a room, you will have your list of favorites ready to go!






Occupancy  
**Aug 01, 2014 to May 17, 2015**

Application deadline  
**Feb 07, 2014**

Progress : Find your room

## Find your room

- Use the search filters on the left to find a room.
- Click on an available bed  to view its details and reserve it.
- Click the star  on the right to mark the room as a favorite.

Only show my favorites 

Search for rooms

Building  
Annunciata Hall














Section  
4 Main

Has meal plan  
 yes  
 no  
 either

air conditioning  
 yes  
 no  
 either

bathroom  
 Full Bath  
 Half Bath  
 None

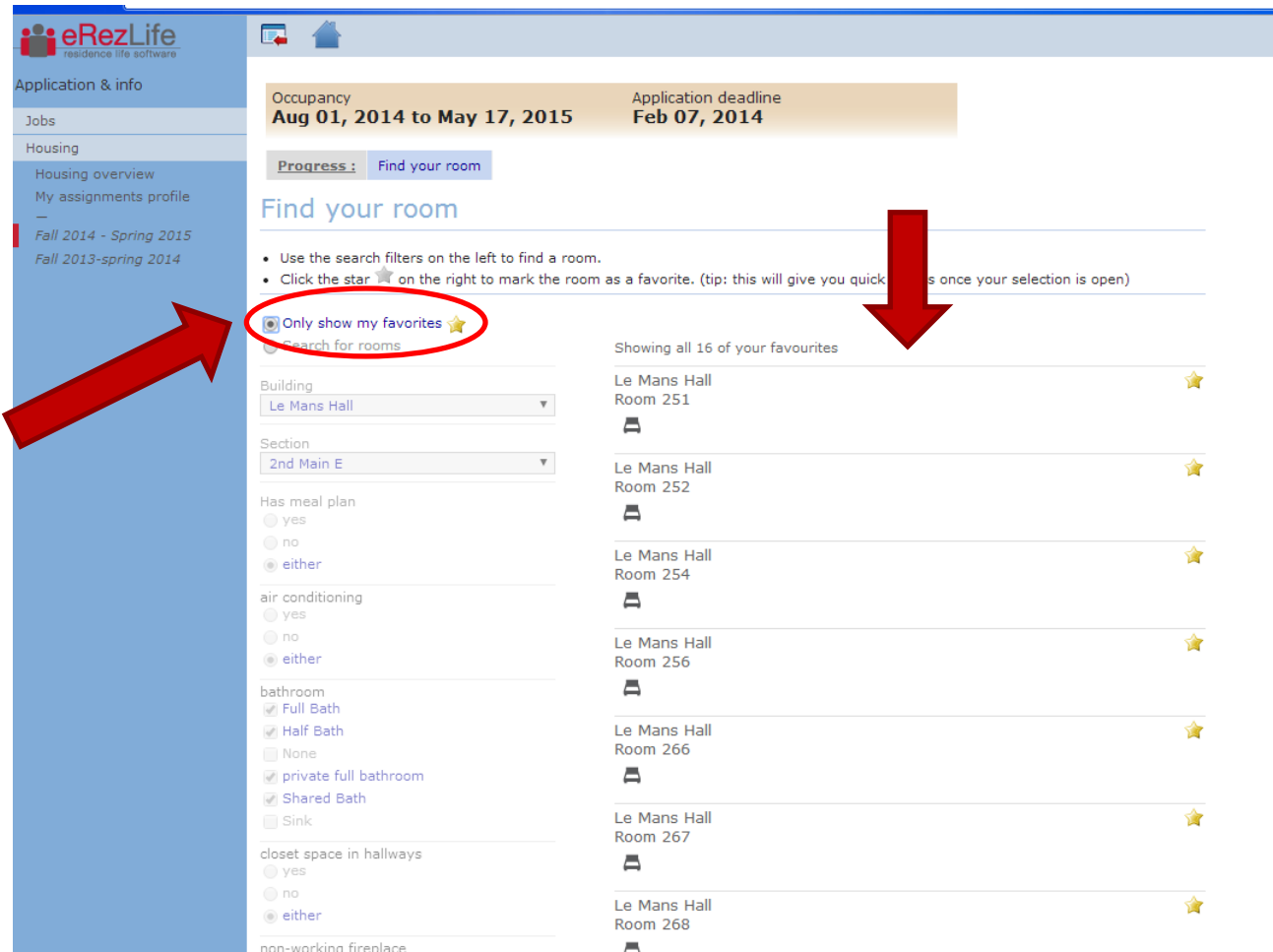
Showing # 1-10 out of 24 rooms matching your search

Room 429		
Room 430		
Room 431		
Room 432	 	
Room 433		
Room 434		

Once you click on the star, it automatically saves it.


# eRezLife: Room Preview Overview

When you are done searching, click here to show your favorites list.



The screenshot displays the eRezLife web application interface. The left sidebar contains navigation links: "Application & info", "Jobs", "Housing", "Housing overview", "My assignments profile", "Fall 2014 - Spring 2015", and "Fall 2013-spring 2014". A red arrow points from the text on the left to the "Only show my favorites" link in the search filters section.

The main content area shows the "Find your room" section. At the top, it displays the occupancy period "Aug 01, 2014 to May 17, 2015" and the application deadline "Feb 07, 2014". Below this, there is a "Progress" bar and a "Find your room" button. The search filters section includes:

- Use the search filters on the left to find a room.
- Click the star  on the right to mark the room as a favorite. (tip: this will give you quick access to your favorites once your selection is open)

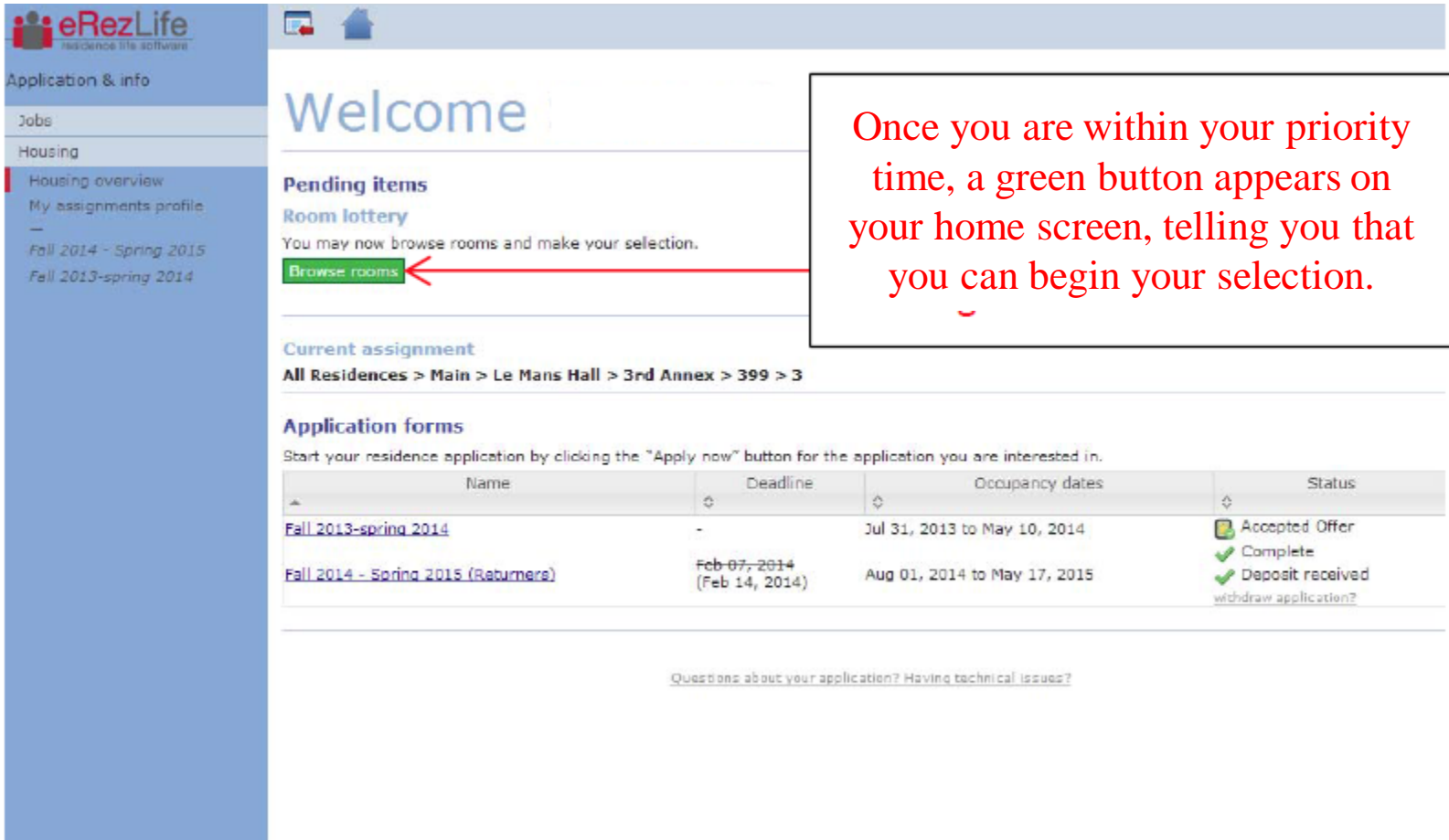
The "Only show my favorites" link is circled in red. Below the search filters, there are dropdown menus for "Building" (Le Mans Hall) and "Section" (2nd Main E). There are also radio button options for "Has meal plan", "air conditioning", and "closet space in hallways".

The right side of the interface shows a list of 16 favorites, each with a star icon and a room number:

- Le Mans Hall Room 251
- Le Mans Hall Room 252
- Le Mans Hall Room 254
- Le Mans Hall Room 256
- Le Mans Hall Room 266
- Le Mans Hall Room 267
- Le Mans Hall Room 268

A red arrow points from the top of the favorites list down to the room numbers.

# eRezLife: Room Pick



The screenshot shows the eRezLife web application interface. On the left is a navigation menu with sections for 'Application & info', 'Jobs', 'Housing', and 'Housing overview'. The main content area is titled 'Welcome' and contains a 'Pending items' section with a 'Room lottery' sub-section. A green 'Browse rooms' button is highlighted with a red arrow pointing to it. Below this is a 'Current assignment' section showing a breadcrumb trail: 'All Residences > Main > Le Mans Hall > 3rd Annex > 399 > 3'. The 'Application forms' section contains a table with columns for Name, Deadline, Occupancy dates, and Status. A red text box on the right contains the text: 'Once you are within your priority time, a green button appears on your home screen, telling you that you can begin your selection.'

**Application & info**

- Jobs
- Housing
  - Housing overview
  - My assignments profile
  - Fall 2014 - Spring 2015
  - Fall 2013-spring 2014

**Welcome**

**Pending items**

**Room lottery**

You may now browse rooms and make your selection.

[Browse rooms](#)

**Current assignment**

All Residences > Main > Le Mans Hall > 3rd Annex > 399 > 3

**Application forms**

Start your residence application by clicking the "Apply now" button for the application you are interested in.

Name	Deadline	Occupancy dates	Status
<a href="#">Fall 2013-spring 2014</a>	-	Jul 31, 2013 to May 10, 2014	Accepted Offer Complete Deposit received <a href="#">withdraw application?</a>
<a href="#">Fall 2014 - Spring 2015 (Returners)</a>	Feb 07, 2014 (Feb 14, 2014)	Aug 01, 2014 to May 17, 2015	



[Questions about your application? Having technical issues?](#)


# eRezLife: Room Pick

**You will go back to your favorites list and see what is still available to choose from.**

**Progress :** Find your room

## Find your room

- Use the search filters on the left to find a room.
- Click on an available bed  to view its details and reserve it.
- Click the star  on the right to mark the room as a favorite.

Only show my favorites   Search for rooms

Building  
Annunciata Hall

Section  
4 Main

Has meal plan  
 yes  
 no  
 either

air conditioning  
 yes  
 no  
 either






















bathroom  
 Full Bath  
 Half Bath  
 None  
 private full bathroom  
 Shared Bath  
 Sink

closet space in hallways  
 yes  
 no  
 either

non-working fireplace  
 yes  
 no  
 either

reserved room

Showing all 8 of your favourites

Annunciata Hall Room 435		
Annunciata Hall Room 436	 	
Annunciata Hall Room 437		
Annunciata Hall Room 441		
Le Mans Hall Room 249	   	
Le Mans Hall Room 310	 	
Le Mans Hall Room 340		
Le Mans Hall Room 358		

To select this space, simply click on the bed icon.

This means that this bed has already been taken. You can click on it to see who is living there.



# eRezLife: Room Pick


Housing

- Housing overview
- My assignments profile
- Fall 2014 - Spring 2015
- Fall 2013-spring 2014






















Progress : Find your room

## Find your room

- Use the search filters on the left to find a room.
- Click on an available bed  to view its details and reserve it.
- Click the star  on the right to mark the room as a favorite.

Only show my favorites   Search for rooms

Showing all 8 of your favourites

Annunciata Hall Room 415		
Annunciata Hall Room 436	 	
Annunciata Hall Room 437		
Annunciata Hall Room 441		
Le Mans Hall Room 249	   	
Le Mans Hall Room 310	 	
Le Mans Hall Room 340		
Le Mans Hall Room 358	 	

Room 415

Details

choose this bed

close

Air conditioning: No

Bathroom: None

Closet space in hallways: No

Non-working fireplace: No

Reserved room: No

Room facing: Facing the convent

Room size: Single

Study carrel: No

Turrets: No

Wheelchair accessible: No

Once you click on the bed you want, you will see the bed icon in a green circle.

A pop-up window will appear confirming the characteristics of this room.

Then, click on “choose this bed.”

# eRezLife: Room Pick

Application & info

Jobs

Housing

Housing overview

My assignments profile

—

Fall 2014 - Spring 2015

Fall 2013-spring 2014

Occupancy **Aug 01, 2014 to May 17, 2015** Application deadline **Feb 07, 2014**

**Progress :** [Application form](#) [Confirm application](#) [Find your room](#)

## Find your room

**All Residences > Main > Annunciata Hall > 4 Main > 415**

Please review the details of the bed you are picking.

**Room 415**

Air conditioning  
No  
Bathroom  
None  
Closet space in hallways  
No  
Non-working fireplace  
No  
Reserved room  
No  
Room facing  
Facing the convent  
Room size  
Single  
Study carrel  
No  
Turrets  
No  
Wheelchair accessible  
No

This bed is reserved on your behalf.

[Look at other rooms](#) [Cancel this reservation and continue looking at rooms](#)

You may change your mind and choose from alternate available beds until midnight, **Apr 11, 2014 at 12:00 am**, after which your choice will be considered final.

### Choose mealplan

Belles Blue Plan – This provides 50 meals and \$60 munch money for the entire academic year

Full Residential Plan – You may choose any of the 4 full residential meal plans with dining services. All plans cost the same amount.

### Your roommate group

Your chosen roommates have room assignments.

• **This is your confirmation screen. Please review it carefully.**

• **If you want to change rooms, you must first cancel your reservation and then look at other rooms.**

• **You have until 4-18-14 at 12am to change your room selection.**

• **You will also need to choose a meal plan (if applicable).**




# eRezLife: Roommate Groups


- **This is very, very important!!!**
- If you want to add or modify a roommate group, this can only be done by an administrator.
- You must email [reslife@saintmarys.edu](mailto:reslife@saintmarys.edu) and copy your roommate group members and state in the body of the email the legal first name and SMC email address of each group member.
- **All emails received before Friday, March 21<sup>st</sup> at 4pm will be completed in time for the lottery.**

# eRezLife: Roommate Groups

This is what happens when you are in a roommate group of 4 and you change to a roommate group of 2 (you and your friend). The remaining 2 students stay as a group.

 Denotes that member has accepted group offer

My choice	Group name	Applicants
<input type="radio"/>	kaity, kristine, babri, isela	Kristine (owner)  , Barbara, Isela, Kaitlyr 
<input checked="" type="radio"/>	Prokup and Rojas	Barbara (owner)  , Isela 
<input type="radio"/>	No preference	

 [create new group](#)

# eRezLife: Roommate Groups

- You can only be in 1 roommate group.
- The person with the earliest priority time can pull the group into spaces.

The screenshot shows the eRezLife web application interface. On the left is a navigation sidebar with the eRezLife logo and menu items: Application & info, Jobs, Housing, Housing overview, My assignments profile, and a list of semesters: Fall 2014 - Spring 2015 (highlighted), and Fall 2013-spring 2014. The main content area has a top navigation bar with a home icon and a calendar icon. Below this is a summary box for 'Occupancy' (Aug 01, 2014 to May 17, 2015) and 'Application deadline' (Feb 07, 2014). A progress bar shows 'Find your room' as the current step. The main heading is 'Find your room'. Below this is a breadcrumb trail: 'All Residences > Main > Annunciata Hall > 4 Main > 432'. A message states: 'Please review the details of the bed you are picking.' The room details for 'Room 432' are listed on the left, including features like air conditioning, bathroom, closet space, and room facing. On the right, there is a reservation notice: 'This bed is reserved on your behalf.' with links for 'Look at other rooms' and 'Cancel this reservation and continue looking at rooms'. Below this is a section for 'Choose mealplan' with two options: 'Belles Blue Plan' and 'Full Residential Plan'. The final section is 'Your roommate group', which includes a link for 'Place your roommates' and a sub-link 'Place your friends nearby' (highlighted with a green arrow). Below this, the name 'Kelsey A. Kirbie' is listed.

**eRezLife**  
residence life software

Application & info

Jobs

Housing

Housing overview

My assignments profile

—

Fall 2014 - Spring 2015

Fall 2013-spring 2014

Occupancy  
**Aug 01, 2014 to May 17, 2015**

Application deadline  
**Feb 07, 2014**

Progress : [Application form](#) [Confirm application](#) [Find your room](#)

## Find your room

**All Residences > Main > Annunciata Hall > 4 Main > 432**

Please review the details of the bed you are picking.

**Room 432**

Air conditioning  
No

Bathroom  
None

Closet space in hallways  
No

Non-working fireplace  
No

Reserved room  
No

Room facing  
Facing the Avenue

Room size  
Double

Study carrel  
No

Turrets  
No

Wheelchair accessible  
No

This bed is reserved on your behalf.

[Look at other rooms](#) [Cancel this reservation and continue looking at rooms](#)

You may change your mind and choose from alternate available beds until midnight, **Apr 11, 2014 at 12:00 am**, after which your choice will be considered final.

### Choose mealplan

Belles Blue Plan – This provides 50 meals and \$60 munch money for the entire academic year

Full Residential Plan – You may choose any of the 4 full residential meal plans with dining services. All plans cost the same amount.

### Your roommate group

Place your roommates

[Place your friends nearby](#)

Kelsey A. Kirbie

# eRezLife: Roommate Groups

- When you hit the “place my friends nearby” it means:
  - Place as many of my roommate group members as possible into this room with me. If you have the same # of people in your group as the room has spaces, your group is all set.
  - **HOWEVER**, if you have more people than spaces, the system will randomly choose who goes into your room. The remaining people will be placed near your chosen room.

The screenshot shows the eRezLife web application interface. On the left is a navigation sidebar with sections for 'Application & info', 'Jobs', 'Housing', and 'Housing overview'. The main content area is titled 'Find your room' and shows details for 'Room 432'. It includes a list of room features such as 'Air conditioning', 'Bathroom', 'Closet space in hallways', etc. Below the room details, there are sections for 'Choose mealplan' and 'Your roommate group'. In the 'Your roommate group' section, the option 'Place your friends nearby' is selected, and a tooltip box displays the text 'Place your roommates, subject to availability' with a green arrow pointing to it.

**eRezLife**  
residence life software

Application & info  
Jobs  
Housing  
Housing overview  
My assignments profile  
—  
Fall 2014 - Spring 2015  
Fall 2013-spring 2014

Occupancy  
**Aug 01, 2014 to May 17, 2015**

Application deadline  
**Feb 07, 2014**

Progress : [Application form](#) [Confirm application](#) [Find your room](#)

### Find your room

**All Residences > Main > Annunciata Hall > 4 Main > 432**

Please review the details of the bed you are picking.

#### Room 432

Air conditioning  
No  
Bathroom  
None  
Closet space in hallways  
No  
Non-working fireplace  
No  
Reserved room  
No  
Room facing  
Facing the Avenue  
Room size  
Double  
Study carrel  
No  
Turrets  
No  
Wheelchair accessible  
No

This bed is reserved on your behalf.  
[Look at other rooms](#) [Cancel this reservation and continue looking at rooms](#)

You may change your mind and choose from alternate available beds until midnight, **Apr 11, 2014 at 12:00 am**, after which your choice will be considered final.

#### Choose mealplan

Belles Blue Plan - This provides 50 meals and \$60 munch money for the entire academic year  
 Full Residential Plan - You may choose any of the 4 full residential meal plans with dining services. All plans cost the same amount.

#### Your roommate group

Place your roommates

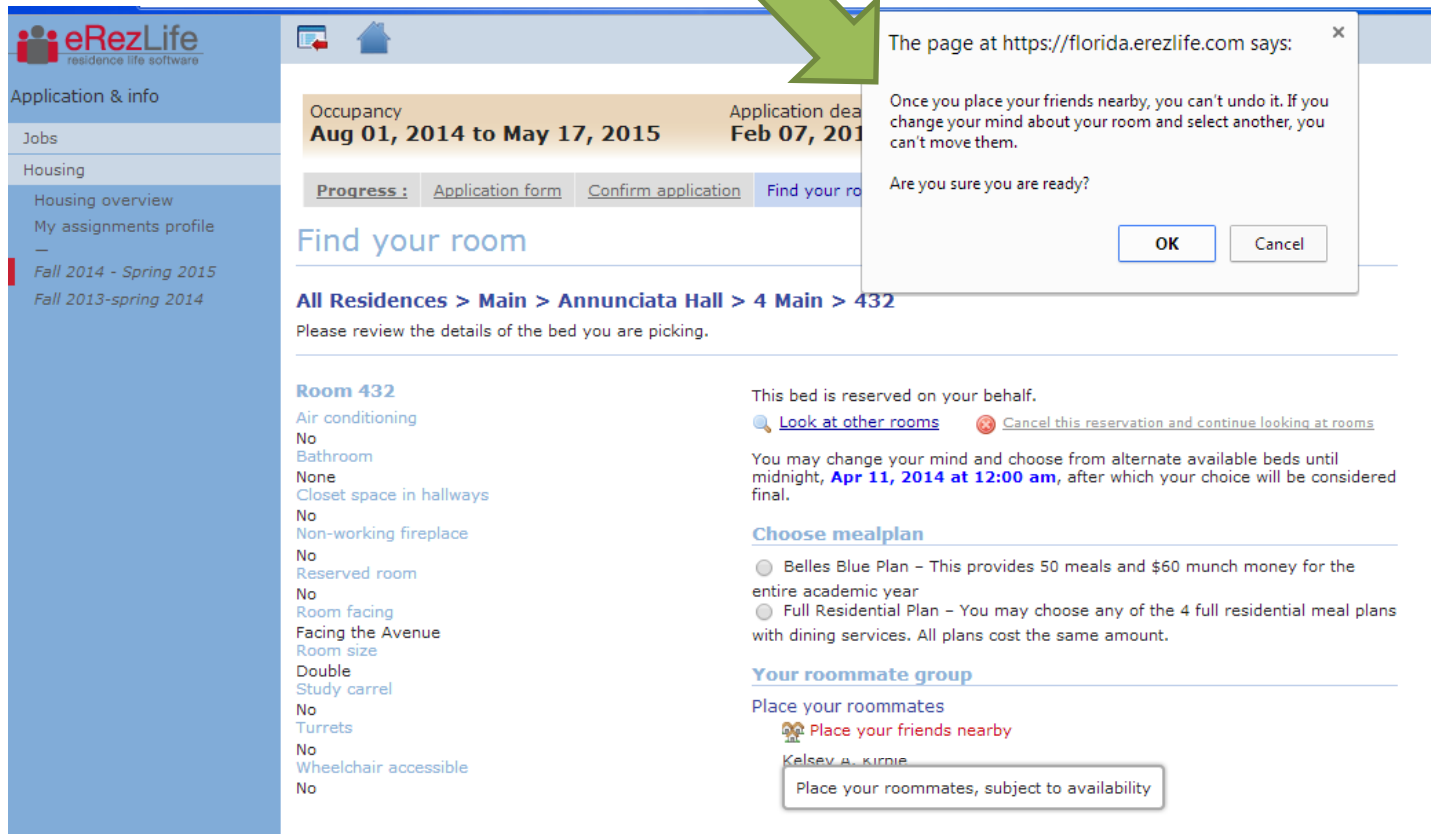
Place your friends nearby

Kelsey ...

Place your roommates, subject to availability

# eRezLife: Roommate Groups

- Are you sure?



The page at <https://florida.erezlife.com> says:

Once you place your friends nearby, you can't undo it. If you change your mind about your room and select another, you can't move them.

Are you sure you are ready?

**eRezLife**  
residence life software

Application & info

Jobs

Housing

Housing overview

My assignments profile

Fall 2014 - Spring 2015

Fall 2013-spring 2014

Occupancy **Aug 01, 2014 to May 17, 2015** Application deadline **Feb 07, 2015**

Progress: [Application form](#) [Confirm application](#) [Find your room](#)

## Find your room

**All Residences > Main > Annunciata Hall > 4 Main > 432**

Please review the details of the bed you are picking.

### Room 432

Air conditioning  
No

Bathroom  
None

Closet space in hallways  
No

Non-working fireplace  
No

Reserved room  
No

Room facing  
Facing the Avenue

Room size  
Double

Study carrel  
No

Turrets  
No

Wheelchair accessible  
No

This bed is reserved on your behalf.

[Look at other rooms](#)

You may change your mind and choose from alternate available beds until midnight, **Apr 11, 2014 at 12:00 am**, after which your choice will be considered final.

### Choose mealplan

Belles Blue Plan – This provides 50 meals and \$60 munch money for the entire academic year

Full Residential Plan – You may choose any of the 4 full residential meal plans with dining services. All plans cost the same amount.

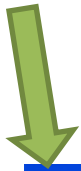
### Your roommate group

Place your roommates

**Kelsey A. Kirnie**

# eRezLife: Roommate Groups

- After you submit “ok”; your screen will refresh with a confirmation.



residence life software

Application & info

Jobs

Housing

Housing overview

My assignments profile

Fall 2014 - Spring 2015

Fall 2013-spring 2014

Occupancy **Aug 01, 2014 to May 17, 2015**

Application deadline **Feb 07, 2014**

Progress : [Application form](#) [Confirm application](#) [Find your room](#)

## Find your room

**All Residences > Main > Annunciata Hall > 4 Main > 432**

Please review the details of the bed you are picking.

**Room 432**

Air conditioning  
No

Bathroom  
None

Closet space in hallways  
No

Non-working fireplace  
No

Reserved room  
No

Room facing  
Facing the Avenue

Room size  
Double

Study carrel  
No

Turrets  
No

Wheelchair accessible  
No

This bed is reserved on your behalf.

[Look at other rooms](#) [Cancel this reservation and continue looking at rooms](#)

You may change your mind and choose from alternate available beds until midnight, **Apr 11, 2014 at 12:00 am**, after which your choice will be considered final.

### Choose mealplan

Belles Blue Plan - This provides 50 meals and \$60 munch money for the entire academic year

Full Residential Plan - You may choose any of the 4 full residential meal plans with dining services. All plans cost the same amount.

### Your roommate group

Your chosen roommates have room assignments

Kelsey  
(All Residences > Main > Annunciata Hall > 4 Main > 432 > 1)



# EXAMPLE: Changing rooms after initial assignment



Application & info

Jobs

Housing

Housing overview

My assignments profile

Fall 2014 - Spring 2015

Fall 2013-spring 2014



Occupancy  
**Aug 01, 2014 to May 17, 2015**

Application deadline  
**Feb 07, 2014**

Progress : [Application form](#) [Confirm application](#) [Find your room](#)

## Find your room

[All Residences](#) > [Main](#) > [Annunciata Hall](#) > [4 Main](#) > [425](#)

Please review the details of the bed you are picking.

### Room 425

Air conditioning

No

Bathroom

None

Closet space in hallways

No

Non-working fireplace

No

Reserved room

No

Room facing

Facing the Avenue

Room size

Triple

Study carrel

No

Turrets

Yes

Wheelchair accessible

No

This bed is reserved on your behalf.

[Look at other rooms](#)

[Cancel this reservation and continue looking at rooms](#)

You may change your mind and choose from alternate available beds until midnight, **Apr 11, 2014 at 12:00 am**, after which your choice will be considered final.

### Choose mealplan

Belles Blue Plan - This provides 50 meals and \$60 munch money for the entire academic year

Full Residential Plan - You may choose any of the 4 full residential meal plans with dining services. All plans cost the same amount.

### Your roommate group

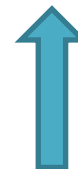
Your chosen roommates have room assignments

Kelsey

([All Residences](#) > [Main](#) > [Annunciata Hall](#) > [4 Main](#) > [432](#) > 1)



I moved rooms from 432 to 425.



My roommate did not move **and** I do not have the option to move her.

# What does this mean?

- Roommate groups can only be used 1 time.
- If you are in a roommate group, you **trust** the member with the earliest priority time to choose a room that can house everyone.
- If the chosen room will not accommodate everyone, you could be randomly assigned a different room. The system will fill the chosen room first, then place the remaining group members in nearby openings.
  - You can log into the system and change your room assignment.
- This system assumes that group members who are unable to find a room that can house the entire group would still want to live close to each other.
- If you decide to cancel your assignment and move to another room, **YOU CANNOT TAKE YOUR ROOMMATE GROUP WITH YOU**. They have to change their own assignments.
- If everyone wants to move to a different room, everyone will need to log into the system and choose a bed in a new room.





# **eRezLife: What Questions are still unanswered?**