

Online Room Selection FAQ

General Questions

Q: How do I get to the Online Room Selection system?

A: Using your JMU e-ID and password, log into <https://rms.jmu.edu/>.

Q: I can't access Online Room Selection on my computer.

A: You must use Internet Explorer or Firefox on a PC or Firefox on a Mac.

Q: I like the room I live in now. Can I stay in the same room next year?

A: At JMU, housing is designated as freshmen or upperclass housing. Students going through Online Room Selection can choose from rooms that are designated as upperclass housing.

Q: Which buildings are available for Online Room Selection?

| Bluestone Area | Lake Area | Skyline Area | Village |
|--|------------------|---|----------------|
| *Converse | Chandler | *Chesapeake (A section) | Chappelear |
| *Logan | | *Rockingham | Huffman |
| | | *Shenandoah (selected floors of B section are designated as Honors) | White |
| Rooms noted with a * have air-conditioning. | | | |

A portion of rooms in each building will be held back for students who don't go through Online Room Selection until the Individual Student process begins on Monday, February 27.

Q: I am studying abroad for the fall semester. How do I pick a room?

A: You will not select a room for the fall. Please email the Housing Office at res-life@jmu.edu in November 2012 so that we may assign you a space for the Spring semester. If you do go through Online Room Selection and we are later informed that you are not going to be on campus for the fall, that assignment will be cancelled and you will be placed in an available spot for Spring semester.

Q: Are rooms with shared bathrooms (such as Logan Hall) available for groups of 4 people to pick at one time?

A: No. The only types of rooms that can be selected as a unit are the Village suites in Chappelear, Huffman, and White Halls. Suites are available for selection by groups of 6 students.

Q: Are there singles available for Online Room Selection?

A: There are approximately 15 singles that will be made available through Online Room Selection in Chandler and Shenandoah Halls.

Q: Are there triples available for Online Room Selection?

A: There are three triples that will be made available through Online Room Selection in Chesapeake Hall. These rooms will have 3 beds, desks, desk chairs, dressers, and wardrobes.

Q: Are there quad rooms available for Online Room Selection?

A: Yes, there are two quad rooms in Chappellear Hall available. These rooms will be made available during the Roommate process, which begins on Wednesday, February 22. These rooms are only available to groups of 4 students with housing contracts.

Q: How can I tell where specific rooms are located within a building?

A: The Office of Residence Life is in the process of modifying floorplans to post to our website. The Housing Office in Huffman Hall, A section has detailed floorplans available during business hours for students to review.

Q: Can I change my room after I have completed Online Room Selection?

A: If you are interested in changing rooms once you have picked a space online, you can complete a Room Change Form in the Housing Office. Room change requests can be submitted starting on Monday, February 20, but no changes will be made until the summer. Requests will be considered in **reverse** lottery number order. It's important to be aware that we cannot guarantee any changes once you have chosen a space through Online Room Selection.

Lottery Numbers and Appointment Times

Q: When will I receive my lottery number?

A: Lottery numbers will be emailed to JMU email addresses by Friday, January 27.

Q: I signed my housing contract back when I completed my freshmen contract. Do I get a better lottery number?

A: Lottery numbers are randomly generated; therefore when you signed your contract does not impact the number you receive.

Q: Can I switch lottery numbers with another person?

A: No, lottery numbers are non-transferable.

Q: When do I get to log in and pick a room?

A: It depends on what type of rooming situation you interested in. Online Room Selection is made up of different processes:

- A) Learning Community and Theme Housing Day, Monday, February 20: only students accepted into Madison International Program and Honors communities can pick during this process.
- B) Suite Day, Tuesday, February 21: groups of 6 students can select from available suites in Chappellear, Huffman, and White Hall. One representative will pick the suite for all suitemates.
- C) Roommate Days, Wednesday, Thursday, Friday, February 22-24: groups of 2, 3, or 4 students can select from available double, triple and quad rooms throughout campus. Triples and quads are EXTREMELY limited. Also, any Village double rooms not selected during Suite Day as well as double rooms located within RA suites will be available for roommate pairs to select. One representative will pick the room for the roommate(s).
- D) Individual Student Days, Monday, Tuesday, Wednesday, February 27 - 29: individual students can select from available bedspaces throughout campus.

Q: I missed my appointment time! Can I still go through Online Room Selection?

A: You can log into Online Room Selection beginning at your appointment time. You can continue logging into the system until you have chosen a bedspace or the system closes.

Q: I won't be able to access the Online Room Selection system during my appointment time. Can someone else pick a bedspace for me?

A: Only if they are pulling you in as a roommate or suitemate.

If you are unable to access a computer during your assigned time, you can submit a Proxy Form and the Office of Residence Life can pick a space on your behalf. Forms are available from the Office of Residence Life in Huffman A101 and must be submitted by 5 pm, Monday, February 13. Forms received after the deadline will not be honored.

Roommates

Q: Do I need to have a roommate to pick a room?

A: No, you can choose an individual bedspace in a room during the Individual Student process on Monday, Tuesday, Wednesday, February 27 - 29

Q: Can I pick my roommate?

A: Yes! If you have a friend you want to live with and they have a signed housing contract, you can request each other as roommates. We cannot guarantee that an empty room will be available during your appointment time.

Q: Where do I find my Roommate ID/Screen Name #?

A: Your Roommate ID/Screen Name # is found on the first page after you log into the Online Room Selection website at <https://rms.jmu.edu/>. It has also been included in emails you have received from the Office of Residence Life about Online Room Selection.

Q: How do I pull someone in as a roommate?

A: Once you have logged into the Online Room Selection system, there is an option as you progress through the process for you to enter the Roommate ID/Screen Name # of your desired roommate (this is not their student ID #). You will need to confirm your roommate by entering in their e-ID in the password box. This will allow you to pull them in and pick a room with two empty bedspaces, if space is available.

Because each student is given a lottery number, you should compare your number with your potential roommate. Whichever of you has the lowest lottery number (which results in the earliest appointment time) should log into Online Room Selection and complete the process for both of you. It is important to make sure that you have shared Roommate ID/Screen Name # and JMU e-ID before logging into Online Room Selection.

Q: Can I pick a room even though someone pulled me in as a roommate?

A: No. Once a room has been chosen (either by you or your roommate), you cannot change your room. The Online Room Selection system will not let you log in if a bedspace has already been selected for you.

Q: What if I requested a different roommate on my housing contract?

A: The information you supplied on your housing contract (area and roommate preferences) **does not** impact your Online Room Selection options.

Q: I want to live with someone who doesn't have a housing contract. Can I pull them in as a roommate?

A: No. Only students with signed housing contracts can participate in Online Room Selection.

Q: I want to live with an incoming freshman/transfer. Can I pick a room and have them assigned as my roommate?

A: Only students with signed housing contracts as of Online Room Selection can be assigned. Therefore, current students cannot select to live with incoming students.

Suitemates

Q: I want to live in a suite with friends. Are suites available through Online Room Selection?

A: Three Village buildings, Chappellear, Huffman, and White, are available for 6-person groups to pick complete suites. You must fill an entire suite with 6 people. The Online Room Selection system will not process a suite request that has less than 6 people in it.

It is important to be aware that there are a limited number of suites available. We cannot guarantee that an empty suite will be available during your appointment time.

Q: How do I pull in people as a suitemates?

A: Once you have logged into the Online Room Selection system, there is an option as you progress through the process for you to enter the Roommate ID/Screen Number # of your desired suitemate (this is not their student ID #). You will need to confirm your suitemate by entering in their JMU e-ID (lowercase) in the password box. This will allow you to pull them in and pick a Village suite, if space is available. This process will have to be repeated for all 5 students you are pulling in as a suitemate.

Because each student is given a lottery number, you should compare your number with your five other potential suitemates. Whichever of you has the lowest lottery number (which results in the earliest appointment time) should log into Online Room Selection and complete the process for all six of you. You should tell your suitemate who is completing the online process which people will be rooming in each of the three rooms so everyone gets the correct roommate. It is important to make sure that you have shared suitemate Screen Name #s and JMU e-IDs before logging into Online Room Selection.

Q: I want to live with someone who doesn't have a housing contract. Can I pull them in as a suitemate?

A: Only students with signed housing contracts can participate in Online Room Selection. Any student interested in applying for a housing contract can apply at <https://rms.jmu.edu>. Students must have a signed housing contract as of Tuesday, February 7 in order to participate in Online Room Selection.

Special Groups

Q: I have been selected as an RA. Do I have to go through Online Room Selection?

A: RAs hired for 2012-2013 will pick their rooms during RA Room Selection on Friday, February 17.

Q: I have been accepted as part of the Honors community. Do I need to go through Online Room Selection?

A: Yes, you will select a room online on Monday, February 20. You must be an accepted member of the Honors program AND notified the Housing Office that you want to live in Shenandoah Hall in order to access the Online Room Selection system that day.

Q: I will be living in a sorority house next year. Do I need to go through Online Room Selection?

A: No, women living in sorority houses do not have to go through the online process. However, we must have received your name from your House Manager and you must have a signed housing contract in order to be placed in your sorority house.