

# Transfer Housing Guide

University of Arkansas at Pine Bluff

Housing Selection Process for Incoming Transfer Students

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# Introduction to the Transfer Housing Selection Guide

This guide assists Transfer students with information related to the housing selection process, including how to complete a housing application, how to form a roommate group, and how the room assignment/confirmation portion of the process works.

All housing selection processes will be completed online through your RESIDENCE account.

The Table of Contents page lists the categories of information related to Transfer housing selection process. Each category heading will act as a link to a specific section, allowing you to search for content faster. Each slide also contains a link back to the Table of Contents, as seen below.

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# Important Dates

- ▶ March 28, 2022, at 1:00 PM housing applications will become available online for transfer students.
- ▶ The Office of Residence Life processes transfer housing assignments and will notify new residents about the 2022-2023 room assignment.

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# Logging Into Your RESIDENCE Account

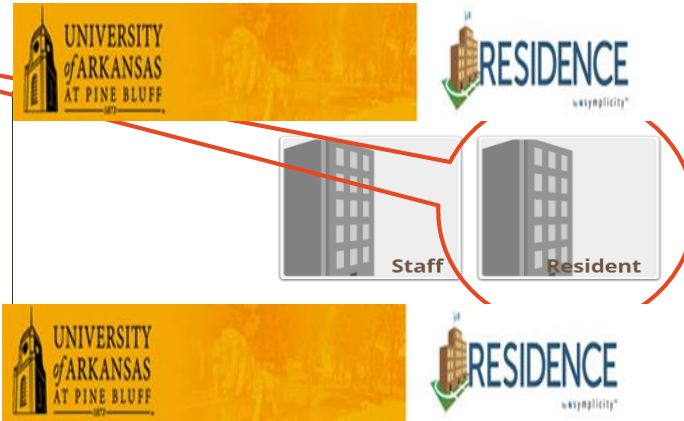
- ▶ If you are a transfer student at the University of Arkansas at Pine Bluff, you must know a few things before logging into RESIDENCE for the first time. To access your new **Housing RESIDENCE online account**, you need to contact the Office of Residential Life at 870-575-7256 or email [reslife@uapb.edu](mailto:reslife@uapb.edu) to receive the temporary password for your account. **Hours of Operation: Monday through Friday, 8:00 AM - 5:00 PM; located at the Delta Annex Suite 111.**
- ▶ **Please note newly admitted students will have to wait a minimum of 48 hours before they can complete the housing application.**
- ▶ Once you have received the temporary password, please log in to <https://uapb-residence.symplicity.com>. Once you have logged in for the first time, the system will prompt you to change your password. Please ensure that your passwords are strong (at least 8 to 10 characters and include number(s)/symbols).

**Logging Into Your RESIDENCE Account  
continued on the next slide)**

# Logging On to Your RESIDENCE Account

Its Easy! Log into your RESIDENCE online account at <https://uapb-residence.symlicity.com>

Make sure you select the “Resident” login



User name

- ▶ Your Login ID is as follows: You will use the 1st six (6) characters of your last name unless your last name is less than 6 characters, and then use your full last name followed by the 1st character of your first name and the last four digits of your *Student Id number*.

Please see example:

- ▶ Your name is William Smith and your ID number is 0009999 then your login id would be **smithw9999@uapb.edu**.
- ▶ **Please note newly admitted students will have to wait a minimum of 48 hours before they can complete the housing application.**
- ▶ **Please note that newly admitted students will have to wait a minimum of 48 hours after submitting the housing application and deposit before you can access the RESIDENCE system.**
- ▶ If you still need help then please contact the Office of Residence Life for assistance
  - ▶ Email: [reslife.uapb.edu](mailto:reslife.uapb.edu)
  - ▶ Phone: 870-575-7256 or 870-575-8079 or 870-575-8080 or 870-575-8360

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# Completing Your Application

The screenshot shows a user interface for a housing application system. At the top, there is a navigation bar with links for Home, Applications, Roommates, My Account, and More. On the right side of the navigation bar, the user's name 'Elf Teststudet' and their roommate code 'kesotas730' are displayed next to an email icon. Below the navigation bar, the main content area is divided into several sections: 'Assigned Roommates' with the message 'You currently have no roommates.', 'My Room' with the message 'You currently have no rooms.', 'Applications' with the message 'Start, continue or view the application(s) listed below.', and 'Announcements' with the message 'There are currently no announcements.'. Under the 'Applications' section, there is a list of applications for the '2022-2023' term, including 'Housing Application - Transfer Students'. A blue 'Get Started' button is positioned to the right of this application entry. A yellow callout bubble points to this button, and a brown circular callout bubble contains text about completing the application and paying the deposit.

Home Applications Roommates My Account More

Elf Teststudet  
Your Roommate Code: kesotas730

Assigned Roommates  
*You currently have no roommates.*

My Room  
*You currently have no rooms.*

Applications  
Start, continue or view the application(s) listed below.

2022-2023 Housing Application - Transfer Students **Get Started**

Announcements  
*There are currently no announcements.*

Quick Links

After you log into your RESIDENCE account click the “Get Started” button and begin your 2022-2023 Housing Application

Once you have completed your housing application and paid the deposit be sure you have clicked the “Submit” button!

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# Room and Roommate Preferences

- ▶ Office of Residential Life will place transfer students in available upperclassman housing spaces. These spaces consist mostly of single and double rooms.
- ▶ Spaces for transfer students will be assigned on an ongoing basis
- ▶ You can request building and room style preferences in your housing application
  - ▶ The Office of Residence Life will consider your preferences, but *can not guarantee* any preference or requests
- ▶ You can also request specific roommate(s) and if you already know someone you would like to live with within one of our upper-class residence halls, please select them during the roommate section of the housing application.

For more detailed information on Transfer Housing Options click on the link provided below:

[Upperclassman Housing Options](#)

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# Additional Important Information

## ▶ Resources that can help with the process

### Office of Residential Life

- ▶ Hours of Operation: Monday through Friday, 8:00 AM-5:00 PM; located at the Delta Annex Suite 111
- ▶ Contact by phone: 870-575-7256 or email: [reslife@uapb.edu](mailto:reslife@uapb.edu)

### Student Financial Services

- ▶ For assistance with all financial questions and processes
- ▶ Hours of operation: Monday-Friday, 8:00 AM-5:00 PM, located in Caldwell Hall Room 102
- ▶ Contact by phone: (870) 575-8302

### Disability Services and Veterans Affairs

- ▶ Provides information and supportive services to students with disabilities
  - ▶ Hours of operation: Monday-Friday, 8:00 AM-5:00 PM, located in Caldwell Hall Room 109
  - ▶ Email: Mr. Michael Bumpers, Director | [bumpersm@uapb.edu](mailto:bumpersm@uapb.edu)
  - ▶ 870-575-8089/ 870-575-4618

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