

Incoming Freshman Housing Guide

University of Arkansas at Pine Bluff

Housing Selection Process for Incoming First Year Students

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Welcome to the incoming freshman Housing Selection Guide

This guide assists incoming freshman 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 the first-year 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 Date

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

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Logging Into Your RESIDENCE Account

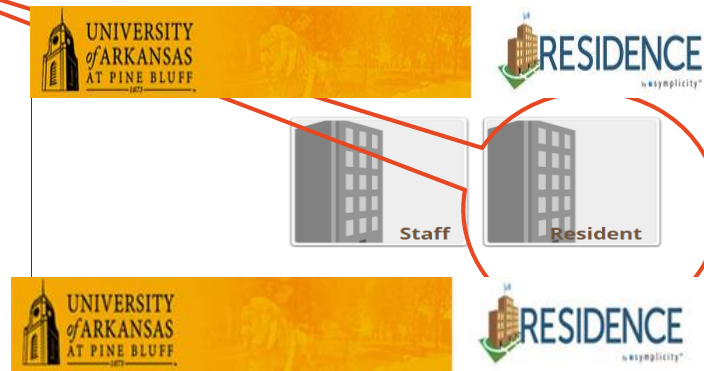
- ▶ If you are an incoming freshman at the University of Arkansas at Pine Bluff, you must know a few things before logging into RESIDENCE for the first time. To access your new **Housing RESIDENCE** online account, you need to contact the Office of Residential Life at 870-575-7256 or 870-575-8079 or 870-575-8080 or 870-575-8360 or email 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 that 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.symlicity.com>. Once you have a login 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 Into Your RESIDENCE Account

Its Easy! Log into your RESIDENCE online account at <https://uapb-residence.symplicity.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 that 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
 - ▶ 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 profile is displayed as 'Dude Teststudent' with a roommate code of 'engenpre538' and an email icon. The main content area is divided into two columns. The left column contains three sections: 'Assigned Roommates' with the message 'You currently have no roommates.', 'Applications' with the message 'Start, continue or view the application(s) listed below.', and a table listing applications. The table has one entry: '2022-2023 Housing Application - Incoming First-Year Students' with a blue 'Get Started' button. The right column contains three sections: 'My Room' with the message 'You currently have no rooms.', 'Announcements' with the message 'There are currently no announcements.', and 'Quick Links' with three dots below it.

Home Applications Roommates My Account More

Dude Teststudent
Your Roommate Code: engenpre538

Assigned Roommates
You currently have no roommates.

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

Year	Application Name	Action
2022-2023	Housing Application - Incoming First-Year Students	Get Started

My Room
You currently have no rooms.

Announcements
There are currently no announcements.

Quick Links
...

After you log into your RESIDENCE account click the “Get Started” button and begin the 2020-2021 Incoming Freshman Housing Application

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

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Selecting and Creating Roommate Groups (1 of 3)

- ▶ Things to keep in mind when creating roommate groups.
 - ▶ Do not feel pressured into accepting another student's invitation ... you have the right to reject an invitation at any time!
 - ▶ **Make sure you and your chosen roommate have selected the same building and room preferences in your housing application or you will not be placed together.**
 - ▶ You can contact the Office of Residence Life to assist you with changes to a housing application at any time.
 - ▶ If you are not sure about what building and room preferences you chose, simply log back into your RESIDENCE account at <https://uapb-residence.symplicity.com>, and you can review your submitted application.
 - ▶ You do not have to choose a roommate. However, if you decide not to select a roommate, a roommate assignment will be made for you according to the preferences you entered in your application

("Selecting and Creating Roommate Groups"
continued on the next slide)

Selecting and Creating Roommate Groups (2 of 3)

Home Applications **Roommates** My Account More

Abby A. Teststudent
Your Roommate Code: nadorple969

Assigned Roommates
You currently have no roommates.

My Room
You currently have no rooms.

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

2017-2018 Housing Application - Returners **Get Started**

Announcements
There are currently no announcements.

Quick Links
Other

Step 2- Click on the “Roommates” tab and select the Fall 2019 term

Step 1- You must have an approved Housing Application before you can select or be selected for a roommate group

(“Selecting and Creating Roommate Groups” continued on the next slide)

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Selecting and Creating Roommate Groups (3 of 3)

The screenshot shows a user interface for creating roommate groups. At the top, there are navigation tabs: Home, Applications, Roommates (selected), My Account, and More. The user's name is Abby A. Teststudent and their roommate code is nadorple969. The main heading is "Roommate Groups (Fall 2022) Change Term". A light green banner contains a lightbulb icon and the text: "You may only have persons of the same gender in your group." Below this, it says "You must have an application for this term to be in a roommate group." There are two main search options: "Search resident profiles" (Find ideal roommates to invite into your group) and "Find someone you know" (Enter the Roommate Code of a person you know). A "My Group" tab is active, showing a message: "You do not have a roommate group for this term. Invite other users to create a group." Below this, there is a section for "OTHER ROOMMATE GROUPS" with a dropdown for "Fall 2014" and a "+ Create New" button. Several callout boxes provide additional information: one explains that the first person to send an invitation is the Group Leader, identified by a star; another states that group members receive an invitation from the Group Leader; and a third notes that only Group Leaders can invite or release members. A "Table of Contents" link is also present.

You can search and invite specific people by using their **roommate code**

Group members will receive an invitation from the Group Leader. You can accept or reject this invitation. If you accept the invitation, you will then be added to the "group"

Only Group Leaders can invite or release group members from a group

Step 3- Search by profiles for roommates or find someone you know using their **roommate code**

Step 4- Whomever sends the first invitation is considered the Group Leader and will be responsible for all aspects of building the group.

Group Leaders will be identified by a Star ★

- The Group Leader** ★
- Is the first person to send an invitation
 - Will be the person who invites any/all other group members
 - **Can select another group member to be the group leader**
 - Has the ability to release other members from the group

(continued from previous slide "Selecting and Creating Roommate Groups")

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Room and Building Preferences

- ▶ The majority of freshman residents live in double-occupancy rooms. Room types vary depending on the building selected. The Office of Residence Life will consider your preferences but *can not guarantee* any choice or requests.
- Harrold Complex-Freshman Only (Johnson and Copeland male only) and (Fischer and Stevens female only)
 - Predominantly double rooms (2 people to a room) with limited singles (1 person to a room)
- Delta Annex/Delta Housing Complex (female only). There are limited rooms for freshman students located B side on the 3rd floor of Delta Housing Complex.
 - Predominantly 3 rooms to a suite(3 to four people to a suite)
 - Each suite has a bathroom
 - There are limited single rooms

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

[Freshman 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

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
 - ▶ 870-575-8089/ 870-575-4618