Room Selection for Returning Students 2020-2021

Information Session
Returning students will select a room for Academic Year 2020-2021 (AY2021) using our Housing Management System (HMS) website. This document provides a step-by-step presentation of the screens you will use to complete the online room selection process (screenshots are from Academic Year AY1819).
Step 1. Log onto BraveWeb.

About BraveWeb

Welcome faculty staff and students to BraveWeb, UNC Pembroke’s central resource for online applications.

BraveWeb is unique to each user providing access to specific services and options based upon your log in information. Inside BraveWeb, students may register for courses, pay tuition, check grades and complete a host of other services. Faculty and staff also have numerous services available including time/leave sheets, address information, grade submission, plus accessing course rosters or specialized reports.

To Use BraveWeb

Login on the left to access grades, address information, registration, etc. You must have a valid UNCP network username and password. This is the same account used for orientation registration, Canvas, BraveMail, ResNet, etc.

Course Sections Search

Use to search for classes without registering.
Step 2. Select the Housing Application link to access our Housing Management System (HMS).

Banner Self Service

**Students:** register for classes, check your grades, etc.

**Faculty:** view class rolls, enter your grades, etc.

**Employees:** check your address and phone number, enter time and leave, etc.

Orientation Registration

Register for your required orientation (Freshmen, Transfer and Online Students)

Housing Application

Access UNCP's Housing Management System
Step 3. As a security precaution, you will be required to login again to verify your credentials.

<table>
<thead>
<tr>
<th>Login ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
</tr>
</tbody>
</table>

Submit
Step 4: Select the Housing Agreement & Roommate Selection Form link.

Office of Housing and Residence Life
William E. Wittenberg (840)

Academic Year 2018-2019

- [HOUSING AGREEMENT & ROOMMATE SELECTION FORM (TEST)]

You have not started a Housing Agreement. Click the link to begin.
Step 5: Agree to abide by the Student Code of Conduct

General Terms and Conditions

William E. Wittenberg (840)

All materials contained herein are legal and binding parts of the Housing Agreement. It is the student's responsibility to become familiar with all provisions of the agreement. Student housing will be used by the student solely for residential and educational purposes at the University of North Carolina at Pembroke. Rooms are to be occupied only by the students assigned to them. A student's right to occupy a room pursuant to this agreement may not be assigned or transferred by the student. It is the policy of the university to assign roommates without regard to race, color, national origin, gender, religion, age, or handicap. Students of the opposite sex will not be assigned to, nor may they reside in the same room. The University reserves the right to consolidate rooms and/or residence halls to ensure full capacity when vacancies occur and may move students to another room or facility when such consolidation becomes necessary. All students housed in the residential facilities are required to abide by the Code of Conduct publicized by UNCP in the Student Handbook.

I Do Not Agree
I Agree
Step 6: Review your name and permanent address, as it exists in HMS. If there are any discrepancies, follow the instructions displayed on the screen to correct them.

**Student Information**

William E. Wittenberg (840) > General Terms and Conditions

Please review the profile information below for correctness. If your name, date of birth or gender are incorrect, contact the Registrar’s Office. Your address can be updated via Braveweb. Go to Banner Self Service, then Update Address(es) and Phone(s).

**Personal Information**

Name: William Edward Wittenberg
Date of Birth: 4/19/1970
Gender: Male

**Home Address**

Street: Uncc Box 5040
1 University Rd
City: Pembroke
State: NC
Zip: 28372-8699
Country:
Home Phone: 9107754610

Next >>
Step 7: List roommates if desired.

The following slides will describe how you will go about selecting a roommate or roommates. However, if you do not wish to list roommates, you may skip this step.
To select a roommate, you simply need to enter their last name and BraveMail (school email) address. If the requested student has already requested you a roommate, you will see “confirmed” in parentheses behind their name. If not, you will see “unconfirmed”. You are allowed to select up to five roommates for Village Apartments, and three for Courtyard Apartments and Cypress Hall. Please do not select more than the given number of roommates for a particular facility.

**INSTRUCTIONS**

- If you want to request a specific person or persons as a roommate(s), list their name below. To list a roommate click the Select link. You must know the correct spelling of his or her last name and complete BraveMail email address (ex. abc123@bravemail.uncp.edu). After the person’s name is loaded, you must confirm the name by clicking the Confirm button. The system will then indicate whether or not the person you confirmed also confirmed you. If that person has not confirmed you, you may want to contact him or her directly. Unconfirmed roommates cannot be assigned together.
- Please keep in mind that for Courtyard Apartments & Cypress Hall you can only select a maximum of three roommates; for Village Apartments you may select a maximum of five.
Everyone wishing to room together needs to list all the others during this stage so that when the Room Assignment stage opens, the highest upperclassman in the group can make assignments for all.

Note: If a roommate has not confirmed you, you will want to contact him or her directly. You cannot assign unconfirmed roommates. Only confirmed roommates can be assigned.
Housing Agreement Terms
William E. Wittenberg (840)

General Terms and Conditions > Roommates

SIGNATURE PAGE

By clicking I Agree, I hereby certify the following:
1. The information submitted on this Housing Agreement is true.
2. This Agreement is for on-campus student housing for the 2019-2020 academic year.
3. The deadline to cancel this contract is May 31, 2019 at 5:00pm.
4. If I am not registered for classes at UNCP by 5:00pm on May 31, 2019, my housing assignment will automatically be cancelled and I will forfeit my housing deposit.
5. If I withdraw from UNCP before the first official day of classes my housing agreement is automatically cancelled, but my housing deposit will only be refunded if I withdraw before 5:00pm on May 31, 2019.
6. If I withdraw on or after the first day of classes, my housing refund will be based upon the UNCP refund policy. Visit the UNCP Bursar’s Office website for more information.

I have read this document and understand the terms thereof.

I Do Not Agree
I Agree
You have just completed your Housing Agreement & Roommate Selection Form. You do not have a room at this step in the process. You still must select a room.

You will see a summary screen similar to the one below. To select a room, return to the HMS home page before the deadline for your stage. If your stage is currently running, you can proceed with room selection immediately by clicking the link to the HMS home page. You can also logout and return before the deadline.

Form successfully submitted
William E. Wittenberg 1602

You Housing Agreement & Roommate Selection Form has been successfully submitted

**ATTENTION: YOU DO NOT YET HAVE A HOUSING ASSIGNMENT!**

Although you have successfully completed your Housing Agreement & Roommate Selection Form, you do not yet have a housing assignment. Please follow the schedule below:

- **MONDAY, FEBRUARY 4 - FRIDAY, MARCH 22**
  - Housing Agreement and Roommate Selection Form for the 2019-20 academic year
- **MONDAY, FEBRUARY 11 - FRIDAY, FEBRUARY 15**
  - Online Room Selection for seniors and rising seniors (will be senior in Fall 2019)
- **MONDAY, FEBRUARY 18 - FRIDAY, FEBRUARY 22**
  - Online Room Selection for rising juniors (will be junior in Fall 2019)
- **MONDAY, FEBRUARY 25 - FRIDAY, MARCH 1**
  - Online Room Selection for rising sophomores (will be sophomore in Fall 2019)
- **MONDAY, MARCH 11 - FRIDAY, MARCH 22**
  - Open Room Selection for any student who has not selected a room at this point. Students who are not currently residing on campus will be able to make an on-campus assignment. Roommates may not be brought in during this stage.

**REMINDER:**
Only Courtyard Apartments, Cypress Hall, and Village Apartments are available for returning students. Belk Hall, North Hall, Oak Hall, and Pine Hall are only available to incoming freshmen residents.

Note: Applications begin at 9 a.m. on Monday and end at 12 p.m. on Friday.

For additional information relative to Housing and Residence Life, visit our website at [uncp.edu/housing](http://uncp.edu/housing)

Please remember that you need to log back into the [Odyssey HMS homepage](http://odyssey.housing) during your allotted window in order to make your room assignment. You should receive an email confirming submission of the Housing Agreement & Roommate Selection Form. You will receive a second email when your room assignment has been made.
You will also receive an email at your BraveMail address (similar to the one below) confirming submission of your Housing Agreement & Roommate Selection Form.

Dear William Wittenberg (8405),

Congratulations, your Housing Agreement & Roommate Selection Form has been successfully submitted

ATTENTION: YOU DO NOT YET HAVE A HOUSING ASSIGNMENT!

Although you have successfully completed your Housing Agreement & Roommate Selection Form, you do not yet have a housing assignment.

Please follow the schedule below:

MONDAY, FEBRUARY 4 - FRIDAY, MARCH 22
Housing Agreement and Roommate Selection Form for the 2019-20 academic year

MONDAY, FEBRUARY 11 - FRIDAY, FEBRUARY 15
Online Room Selection for seniors and rising seniors (will be senior in Fall 2019)

MONDAY, FEBRUARY 18 - FRIDAY, FEBRUARY 22
Online Room Selection for rising juniors (will be junior in Fall 2019)

MONDAY, FEBRUARY 25 - FRIDAY, MARCH 1
Online Room Selection for rising sophomores (will be sophomore in Fall 2019)

MONDAY, MARCH 11 - FRIDAY, MARCH 22
Open Room Selection for any student who has not selected a room at this point. Students who are not currently residing on campus will be able to make an on-campus assignment. Roommates may not be brought in during this stage.

REMEMBER:

Only Courtyard Apartments, Cypress Hall, and Village Apartments are available for returning students. Belk Hall, North Hall, Oak Hall, and Pine Hall are only available to incoming freshmen residents.

Note: Applications begin at 9 a.m. on Monday and end at 12 p.m. on Friday.

For additional information relative to Housing and Residence Life, visit our website at uncp.edu/housing

Please remember that you need to log back into the Odyssey HMS homepage during your allotted window in order to make your room assignment.
On your HMS Homepage, most students will see the following.

Office of Housing and Residence Life
William E. Wittenberg (840)

Academic Year 2018-2019

- HOUSING AGREEMENT & ROOMMATE SELECTION FORM (TEST) was submitted on 1/22/2019 2:10 PM.

You will not see anything else until shortly before your Room Assignment stage is scheduled to start.
A couple of days before your stage begins, you will see an inactive link appear on your HMS homepage.

Office of Housing and Residence Life
William E. Wittenberg (840)

Academic Year 2018-2019
- HOUSING AGREEMENT & ROOMMATE SELECTION FORM (TEST): was submitted on 1/22/2019 2:10 PM.
  - SENIOR ROOM SELECTION. AVAILABLE FACILITIES: COURTYARD, CYPRESS, AND VILLAGE (TEST) from 2/11/2019 9:00 AM to 2/15/2019 11:59 AM

This link will allow you to make a room assignment when it becomes active. As you can see in this example, the Senior Room selection link will become active on February 11 at 9:00am and end on February 15 at 12:00 noon.
Step 1: Once your link is active, select the building you are interested in and click Search. Selected roommates are automatically included and cannot be removed. If your roommate plans have changed, you will need to contact the Housing Office via email at housing@uncp.edu or by phone at 910.775.4253 or 910.521.6228.

Choose A Building

You are not currently assigned to a room in this term.

REMARKER:
Only Courtyard Apartments, Cypress Hall, and Village Apartments are available for returning students. Belk Hall, North Hall, Oak Hall, and Pine Hall are only available to incoming freshmen residents.

Requested Roommates
- Include J Rogers
- Include Preston Swiney

Residence Hall
- Building: [ ]

Search
- Courtyard
- Cypress
- Village
- Wellons
Step 2. Select a Room (since we are using Wellons Hall as our test building, only one room matches our search criteria).

Available Rooms - Page 1

William E. Wittenberg (840) > Select Room

Room Search in progress...

<< Previous Page | Next Page >>

Name

Wellons K-3
If you do not find a room (or suite/apartment) in the building you selected, choose another building by clicking on Room Search Results.

Once you have identified a room, click Select This Room.

Terms and Conditions

William E. Wittenberg (840)

- I understand that by entering into this housing agreement, if I am enrolled for the fall semester and do not cancel by May 31, 2019 at 5:00pm, I am liable for the room and board charges for the full academic year (August-May).
- I understand that if I decide not to attend the university for the fall semester, I need to cancel this assignment by May 31, 2019 at 5:00pm, or I will forfeit my housing deposit.
- I understand that if I am not registered for classes by 5:00pm on May 31, 2019, my will automatically be cancelled and I will forfeit my housing deposit.
- I understand that I can only change my room assignment during the room change period at the beginning of the fall semester.
- I understand that student housing facilities are smoke-free. By clicking "select this room", I am agreeing to the terms and conditions.

Room Details for Wellons K-3

<table>
<thead>
<tr>
<th>Select This Room</th>
<th>Room</th>
<th>Computer Lab Available:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellons K-3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
At this point you are assigned a room.

Choose A Building
William E. Witternberg (840)

Your chosen room is being reserved, please wait...

You have successfully chosen a new room!
You are currently assigned to: Wells K-2
A link will now appear on your homepage with your assignment. Clicking on your assignment will show you your room and your assigned roommates.

### Residence Life - Room Details

**William E. Wittenberg (840)**

<table>
<thead>
<tr>
<th>Room Details for Wellons K-3</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Room Type</td>
<td></td>
</tr>
<tr>
<td>Wellons K-3</td>
<td>Double</td>
<td></td>
</tr>
</tbody>
</table>

**Roommates for Wellons K-3**

<table>
<thead>
<tr>
<th>Room</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellons K-3</td>
<td>James</td>
<td>Rogers</td>
<td><a href="mailto:james.rogers@uncp.edu">james.rogers@uncp.edu</a></td>
</tr>
<tr>
<td>Wellons K-3</td>
<td>Preston</td>
<td>Swiney</td>
<td><a href="mailto:preston.swiney@uncp.edu">preston.swiney@uncp.edu</a></td>
</tr>
</tbody>
</table>

Once you have made an assignment, you cannot change it without contacting the Housing Office. You may stop by (we are located in Belk Hall, room 119) or call us at 910.775.4253 or 910.521.6228. You may also email us at housing@uncp.edu.
You will also receive an email at your BraveMail address (similar to the one below) confirming you housing assignment.

Dear William Wittenberg,

You have successfully been assigned to Wellons K-3.

An email reminder of your assignment will be sent via email in mid May.

Office of Housing and Residence Life
Belk Hall, Room 119
Phone: 910.775.4253 or 910.521.6228
Email: housing@uncp.edu
Hours of Operation: 8am to 5pm Monday through Friday
IMPORTANT THINGS TO REMEMBER:

- Your Housing Agreement is for on-campus student housing for the 2020-2021 academic year.
- The deadline to cancel this contract is May 31, 2020 at 5:00pm.
- If you withdraw from UNCP before the first official day of classes the Housing Agreement is automatically cancelled.
- Any housing refund will be based upon the UNCP refund policy. Visit the [UNCP Bursar's Office](#) website for more information.
IMPORTANT THINGS TO REMEMBER:

RETURNING STUDENTS
ROOM SELECTION GUIDE

GETTING STARTED
The selection period is January 27–March 23, 2020 and includes an open selection period the last two weeks in March where all classes can participate for any available remaining spaces. Students will select a room based on their academic class status (sophomore, junior and seniors) for the 2020-2021 academic year. Seniors will be selected first, followed by juniors and sophomores.

If you are not sure about your plans, we encourage you to make an assignment. You can cancel by May 31, 2020, Symon, and receive a full housing deposit refund. For current residential students who have already submitted a deposit, another is not required.

If you select a room for 2020-21 and do not register for fall 2020 classes prior to May 31, 2020, you will lose your housing assignment. You may reapply for a room on campus after you register for courses, but you are not guaranteed that housing will be available. It is important you register for courses prior to May 31, 2020.

Note: Students who are not currently residing on campus will not be able to make an on-campus assignment until all current residents are assigned.

HOUSING AGREEMENT
Students should understand by entering into the Housing Agreement, they are liable for the room and board charges for the fall semester (Aug 1st – Aug 31st). If cancellations of the Housing Agreement are accepted after May 31, 2020 at 5 p.m., no cancellations of the Housing Agreement will be accepted after May 31, 2020 at 5 p.m.

ROOM ASSIGNMENT PROCESS
To begin the room assignment process, access BoardWeb.

Complete the Housing Agreement and Roommate Selection Form. You are not required to select a roommate, but if you do please keep in mind that for Courtyard, Apartments and Cypress Hall, you can only select a maximum of two roommates. For Village Apartments you may select a maximum of five. Note: Roommates do not need to be in the same academic classification.

Check out tips and rules for submitting your room selection on the website.

SELECTING YOUR ROOMMATE

STEP 1
The roommate selection process begins January 21, 2020 and remains open until March 27, 2020. Students must complete the Housing Agreement and select roommates before March 27, 2020.

STEP 2
Complete Online Room Selection by the deadlines outlined below:

FEBRUARY 3-4 | Room Reclain for upperclassmen (students with a current assignment in Courtyard, Cypress and Village)
FEBRUARY 6-7 | FYE student selection (FYE students who attended a minimum of 15 FYE programs)
FEBRUARY 10-14 | Senior room assignments
FEBRUARY 17-21 | Junior room assignments
FEBRUARY 24-26 | Sophomore room assignments
MARCH 2-13 | Room consolidation
MARCH 16-27 | Room Selection for all students

Note: Applications begin at 9 a.m. on Monday and end at 5 p.m. on Friday. Selection runs weekdays only, no weekends.
QUESTIONS?