Room Selection for Returning Students 2021-2022

Information Session
Returning students will select a room for Academic Year 2021-2022 (AY2122) 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 2018 - 2019).
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.
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.

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uncp.edu/housing
Step 5: Agree to abide by the Student Code of Conduct

General Terms and Conditions

William E. Wittenberg [§40]

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 this 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.
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.

**Roommates**

**William E. Wittenberg (940) > Student Information**

**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.

**Roommate(s)**

- [not selected] select
- [not selected] select
- [not selected] select
- [not selected] select
- [not selected] select

Next >

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uncp.edu/housing
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 as 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.
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.

```
[not selected] select:
Please confirm your requested roommate from the list below:
Preston Swiney *
Confirm Cancel

[not selected] select:
[not selected] select:
[not selected] select:
[not selected] select:
```

[Next >](uncp.edu/housing)
Step 8: Agree to the signature page.

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 this one. 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.
Dear William Wittenberg (840 ),

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.

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

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.

uncp.edu/housing
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
William E. Wittenberg (840)

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

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.

Requested Roommates:
- Include J Rogers
- Include Preston Swiney

Residence Hall:
- Building: [Dropdown]
  - Courtyard
  - Cypress
  - Village
  - Wellons

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Step 2. Select a Room (since we are using Wellons Hall as our test building, only one room matches our search criteria).
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 1840

- 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>Select This Room</td>
<td>Wellons K-3</td>
<td></td>
</tr>
</tbody>
</table>
At this point you are assigned a room.

Choose A Building

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

You have successfully chosen a new room!

You are currently assigned to: Wellons K-3
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Wellons K-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Roommates for Wellons K-3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room</strong></td>
</tr>
<tr>
<td>Wellons K-3</td>
</tr>
<tr>
<td>Wellons K-3</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 temporarily located in the Pinchbeck Building, room 141) 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

uncp.edu/housing
IMPORTANT THINGS TO REMEMBER:

• Your Housing Agreement is for on-campus student housing for the 2021-2022 academic year.
• The deadline to cancel this contract is May 31, 2021 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.

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The Returning Room Selection Guide can be downloaded from our website.
The guide summarizes the process and lists the start dates and times of the various selection windows.

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QUESTIONS?

Contact us at housing@uncp.edu or 910.775.4253.