

ROOM SELECTION PROCESS

Applicants who accept the guaranteed residence offer of a double traditional room by 11:59 pm June 10, 2024, will be entered into a room lottery to receive a **Room Selection Time Ticket** to select their room in residence.

- Room Selection Time Ticket for room selection will be sent to your [Carleton email](#) only. Please make sure to set/activate your Carleton email in advance.
- Your time ticket states the exact date and time the Housing portal will open for you to select your room. The date of the time ticket will follow the format; “MM/DD/YYYY” and the time will be in **24-hour** clock format. For example:

Your lottery generated time ticket for residence room selection is 06/14/2024 at 15:45.

This means that you can login to the portal to select your space on June 14th at 3.45 PM.

- The room selection function on the Housing portal will **only** become available from the exact date & time listed in your time ticket confirmation email. If your date/time hasn't started yet, you will not be able to proceed with selecting a room.
- Room selection will be open from the start date/time on your ticket and until **June 28th, 2024, 11.59 PM.**

Step 1: Once your Time Ticket opens, Log into the Housing Portal:

- Click on **Housing Application** on the top bar.
- Choose **Academic Year 2024-2025** and select “**Continue.**”

Step 2: This will bring you to **Application Status**, select “**Save & Continue.**”

Step 3: Room Selection: you can now select your residence room for the Academic Year 2024-2025.

There are multiple ways to filter your search results:

- **Room Types:** this allows you to filter the inventory by room types. Such as:
 - Double traditional Room: *double room with a washroom shared between two rooms OR a double room using communal washrooms on the floor.*
 - Double Pods: *a double room with shared washrooms, and a common sitting area with other rooms (4-5 students to share one full bathroom and one powder room).*

- **Locations:** filter by specific buildings.
- **Attributes:** filter by designated floors.

Room List

Room Rate
\$3000 - \$6000

Room Types

- Double in Pod Glengarry
- Double Traditional Room

Locations

- Dundas House
- Glengarry House
- Lennox and Addington House
- Stormont House

Attributes

- All Female Floor
- Substance Free Floor

****You are selecting your room for Academic Year 2024-2025 9/1/2024 and 4/27/2025 ****

Residence is closed from noon, December 22nd until noon, January 5th.

The price shown is for one term; the total cost for the room will be automatically adjusted to the full price for two terms once you have added the room to the cart. **Residence is not offered on a term basis.**

If you are in a roommate group and selecting spaces for all roommates - add to cart spaces for ****all**** roommates and click on Save and Continue.

If there are no spaces available for ALL roommates in your group - do not book a space just for your self - this will prevent everyone else on your group from being able to select any spaces.

If there are no spaces to accommodate your group in the same suite - it is best to disband your group or to break in into small groups (2+2 for example).

If you have picked spaces for ALL roommates in your group (by added them to the cart) - You will assign beds to each roommate on the next page.

Co-ed - multigender space suite/pod - for example in multi-person suite/pod - each room may be occupied by students of different genders but they share common spaces (kitchen/washroom).

Dynamic gender - gender of the first person in the suite determines the gender for all spaces in the suite or canmate configuration.

The information about each room shows the room number, how many beds are in the room, the price of the room for **one** term, and whether it is a Co-ed or Dynamic gender room.

- **Co-ed room** means that different genders can occupy a room/suite/pod.
- **Dynamic Gender** room means that the gender of the first person to select that room determines the gender for all other spaces in the room/suite/pod.

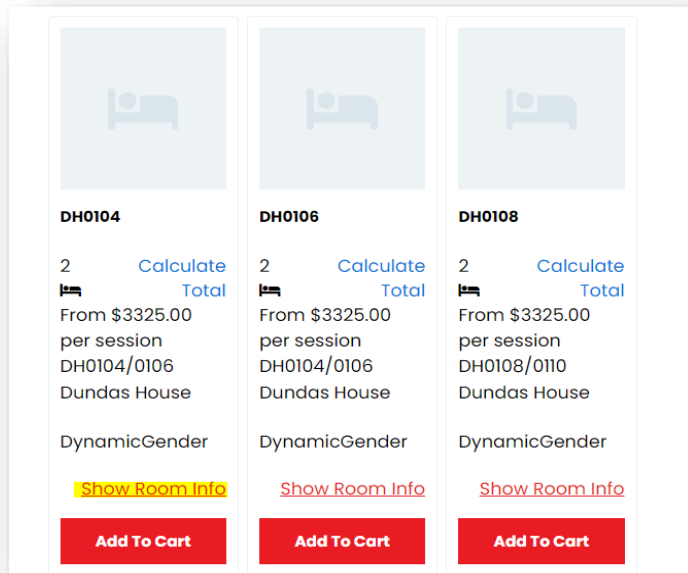
To review room information, you can select **“Show Room Info.”**

Room Info shows you the building name, floor/suite number and room number in an Alpha-numeric format.

For example, Dundas Building, room 104 will show as **DH0104.**

- The first two letters represent the building: **DH** Dundas

- The first two digits in the number represent the floor **DH [01]** – means 1st floor.
- If the last digit ends 1 or 2 (as in **DH0104-1** or **DH0104-2**) – this is a double room (two students sharing one room).
- If the last digit is **0** – this is a single room (first year students are not eligible to select single rooms).
- For Suites and Pods, we use **letters such as A, B, C, D** to identify the different rooms in a suite/pod. For example: Glengarry pod, 3rd floor, room number 306, room C bed 1 (of 2) will be: **GH0306C1**.



Step 4: Once you are confident in your selection, select “**Add to Cart**”. You will then be assigned to the next available bed in that room.

Adding a room to your cart does NOT assign you to this room yet – you must complete all remaining steps to ensure you have the room confirmed. There is a timer set for 10 minutes – if you have not completed all remaining steps the room will be released back to the available inventory.

If you are in a roommate group, remember whomever holds the earliest time ticket will be able to assign your entire roommate group. Use **Add to Cart** function to select a space for each person in your roommate group.

If there is no room/pod to accommodate your entire roommate group we suggest you split up your roommate group into smaller groups or select spaces individually from the remaining inventory.

Select “**Save & Continue**” to confirm your selection.

Here you assign a bed to yourself; if you are in the roommate group – you should assign everyone a bed as well.

Welcome to Carleton Residence!

Assign Beds

My Room

Teddy
Age: 20
Gender: Female
Select Bed

My Roommates

Below are your current roommates. You can assign beds to all of them.

Favour
Age: 20
Gender: Female
Select Bed

Go Back Assign Beds

Step 5: Once you have successfully selected a space(s), you should be able to view **your** Application Status and Booking Summary.

To make any changes to your booking, you can select **“Manage my Booking”** below and change your room or cancel your booking completely. Please refer to our website for the cancellation policy and deadlines.

- By selecting **Change My Room** you do not cancel your current booking – you simply go back to browse available options.
- If you see another room you prefer – you can **Select & Save** – at this time the change is made, and your previous booking is canceled, and the new one is added instead.
- **Change My Room** option will be available until **June 28th, 2024, 11:59PM**

For any inquiries regarding residence please contact us at residence@carleton.ca.

- ✔ Welcome to Carleton Residence!
- ✔ Personal Information
- ✔ Winter Holiday Stayover
- ✔ Special Accommodations
- ✔ Residence Agreement
- ✔ Meal Plan Selection
- ✔ Roommate Matching Questions
- ✔ Preferences
- ✔ Roommate Groups
- ✔ Confirm & Submit
- ✔ Room Selection
- ✔ Residence Agreement
- ✔ Meal Plan Selection
- ✔ Application Status
- ❌ Manage my Booking

Manage my Booking

You started your application for Academic Year 2024-2025 on 4/24/2024, have a room reservation for **DH0104-1**, and have signed the contract as of 4/26/2024. You have paid the deposit, and have not paid the application fee. Your application is complete as of 4/26/2024

Below is the list of your current suite/pod/can/room mates (if applicable).

Bed	Occupant	Check In Date	Check Out Date
DH0104-1	Teddy	9/1/2024	4/27/2025
DH0104-2	-Vacant-		
DH0106-1	-Vacant-		
DH0106-2	-Vacant-		

If you changed your mind and would like to choose a different space please select **Change my Room**.

If your selection is complete - you can log out or select * I am done, return to Home page* .

NOTE: Due to the limited room availability Graduate students are not currently able to change their room assignment on portal.

Select Next Step

I want to **cancel my booking** and **application** (I no longer plan on living at CARLETON).