

ROOM SELECTION PROCESS

Applicants who apply 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.

Welcome to Carleton Residence!

Personal Information

Winter Holiday Stayover

Special Accommodations

Roommate Matching

Questions

Preferences

Roommate Groups

Confirm & Submit

Room Selection

Residence Agreement

Meal Plan Selection

Residence Advance Payment \$700

Shopping Cart Checkout

E-xact

Shopping Cart Receipt

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

Quiet 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).

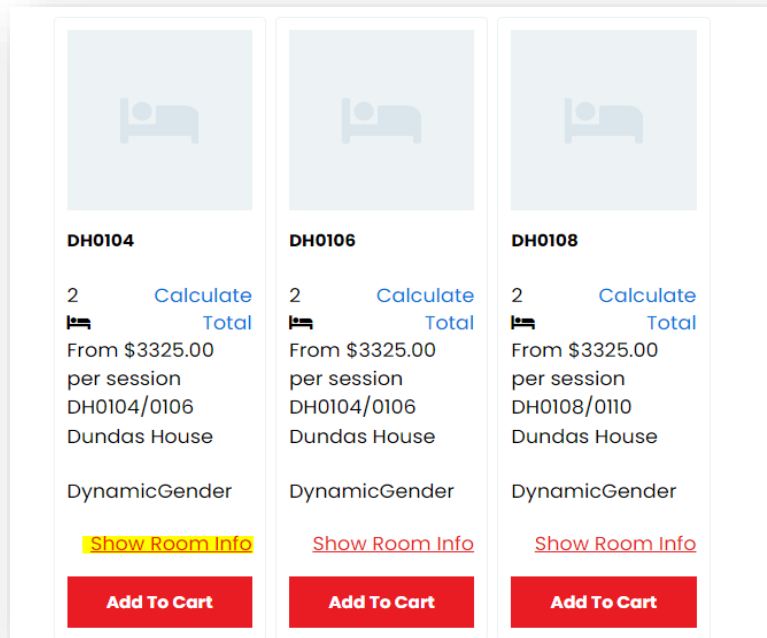
If you have picked spaces for ALL roommates in your group (by added them to the cart) - You will assign beds to each roommate on the next page.

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).

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, 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 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 need to assign everyone a bed as well.

Step 5: Residence Agreement: Review the document as it outlines all conditions of your residence stay.

You must sign the agreement by entering your Student Number or, for students currently under 18 years of age, by providing the contact information for a parent or a legal guardian.

By signing the residence agreement, you confirm that you will abide by the terms and conditions for living in Residence. Once you have signed it, select **“Save & Continue”** to proceed.

Residence Agreement

To accept your residence offer you must virtually accept/sign the Residence Agreement; and by signing the residence agreement you confirm that you will abide by the terms and conditions that come with living in Residence.

Please review and sign.

Enter your **student number** below to sign your contract.

I Agree:

signature

Save & Continue

Step 6: Meal Plan Selection: Select your choice from the drop box below:

You can review the difference between these meal plans on the website linked on the page. Once you are done, select “**Save & Continue**” to proceed.

Welcome to Carleton Residence!

Personal Information

Winter Holiday Stayover

Special Accommodations

Roommate Matching Questions

Preferences

Roommate Groups

Confirm & Submit

Room Selection

Residence Agreement

Meal Plan Selection

Meal Plan Selection

Meal Plan selection is based on the building you have chosen. [Explore our Residence Meal Plans.](#)

Please select from the options below:

Academic Year 2024-2025:

(Please Select Meal Plan)

Save & Continue

Step 7: Residence Advance Payment: To confirm your residence acceptance, you are required to pay the \$700 Residence Advance Payment (RAP). The RAP is partially refundable for Non-Guaranteed First Year students should you cancel before or on **July 15th, 2024**. Click

here to review our Cancellation Policy: [Cancellation Policy Before September, January, or Early/Late Summer Move In - Housing and Residence Life Services \(carleton.ca\)](#).

Select “**Save & Continue**” to proceed to make payment and complete your application.

Residence Advance Payment \$700

Residence Advance payment

To confirm your residence acceptance you must pay the \$700 residence advance payment (RAP).

Please proceed to the next page to complete your transaction.

Once you have completed the transaction the receipt will be emailed to your Carleton email account.

Students are eligible for a partial refund of \$350 if cancellation is received prior to the end of the day July 15th, 2024.

Residence Advance payment is non-refundable if cancellation is received after July 15th, 2024. NO EXCEPTIONS.

To review the complete cancellation and refund policy please visit:
<https://housing.carleton.ca/cancellation-policy-before-september/>

Save & Continue

Progress bar items (from top to bottom):
Welcome to Carleton
Residence!
Personal Information
Winter Holiday Stayover
Special Accommodations
Roommate Matching Questions
Preferences
Roommate Groups
Confirm & Submit
Room Selection
Residence Agreement
Meal Plan Selection
Residence Advance Payment \$700

Once you have successfully selected a space(s) and paid your RAP, 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).