Casper College | Student Life

Room Selection Lottery Instructions

After you have completed your housing application, paid your deposit, and searched for the perfect roommate, it's time to select a room via the room selection lottery! Please note that the room selection lottery is only for non-athlete students who intend to live in a double-occupancy room. If you are an athlete, it is likely that your coach will have assigned your roommate and room. If you requested a single room, please contact us at 307-268-2394, or email mschafer@caspercollege.edu to select a room and to ensure you get into a single.

Note: Before entering into the room selection lottery to pick your room, you'll need to have completed the following steps.

1. Complete a housing application online (help document available for instructions)
2. Pay your $200 housing damage deposit (help document available for instructions)
3. Find a roommate you would like to live with (help document available for instructions)
4. Confirm with your desired roommate that you both agree to live with one another. To tell the eRezLife system that you two have confirmed you want to live together, you will both need to go into **"Roommate groups"** in the eRezLife system and select the roommate group that has both of you in it. You will not be able to pick a room together unless you both have the same roommate group selected.
5. Once you and your roommate both have the appropriate roommate group selected, you can begin selecting a room (provided that the lottery has opened for you). You'll need to designate one of you to pick the room on behalf of both of you (if you want to do this together, we recommend a phone call, or even a Zoom meeting where you share your screen). Instructions on picking a room are listed below.

Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. We suggest you and your group coordinate your building and room type preferences on your applications.

Fall 2020 - Spring 2021

Create new roommate group

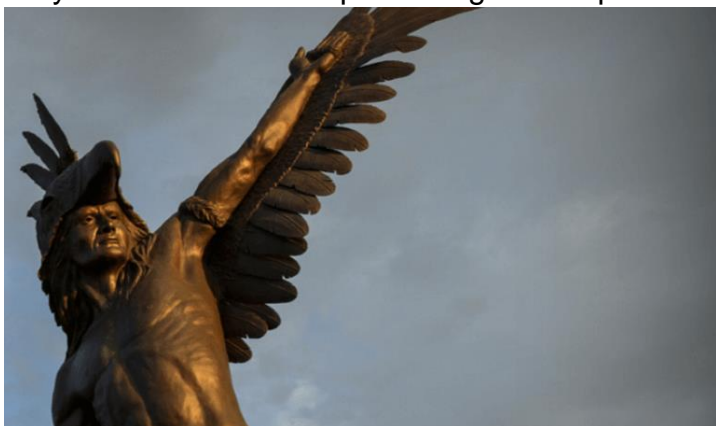| My choice	Group name	Applicants	
✅	Cool Cats	✔ Peacock, Michael Corey (owner) ✔ Hess, Terra	Delete
○	No group		

Casper College | Student Life

Searching for Rooms

Once you have ensured you and your roommate have both completed the steps above, you're ready to enter the lottery and pick your room! The room selection lottery is set to go live for most applicants on **Friday, July 1st**. On that day, we will turn on the lottery for all housing applications who have a completed application and housing deposit. If you applied a little later, or haven't paid your deposit yet, we will add you to the lottery once those two steps are completed.

The deadline to pick a room in the lottery is **Friday, July 22nd**. After this date, the lottery will be turned off and we will assign the remaining applicants to rooms. We encourage all non-athlete students living in a double occupancy room to take advantage of the lottery so you can pick your own roommate and room. The extra steps will be worth it to have a rooming situation that you really like!

<u>To search for rooms:</u>

1. **Visit http://caspercollege.erezlife.com**. You will be taken to a log-in screen that looks similar to the image below. Your username and password are the same as your log-in for all other Casper College software systems (like MyCCInfo, Moodle, etc.). For most students, their username is "firstname.lastname" (ex. "corey.peacock"). If you're having trouble logging in or need your password reset, you can call the Casper College IT Help Desk at 307-268-3648.

2. **Click into your housing application.** Once you successfully log in, click the "**Fall 2022 – Spring 2023**" option on the left-hand menu (which is under the section heading "Housing"). This will bring up your completed housing application. If the lottery has been turned on for you, you will see a third tab on this page titled "**Find your room.**" The image below shows what this looks like.

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Application form   Confirm application   Find your room

- Use the search filters on the left to find a room.
- Click on an available bed 🛏 to view its details and reserve it.
- Click the star ⭐ on the right to mark the room as a favorite.

○ Only show my favorites ⭐
● Search for rooms   Search using the filters on the left.

Building
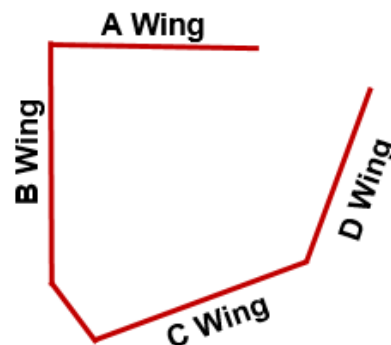[Residence Hall ▼]

Section
[1st Floor A Wing ▼]

Accent Wall Color
☐ Blue
☐ Green
☐ Yellow

**ADA Accessible Room**
○ yes
○ no
● either

[Search]

3. **Search for rooms.** Using the filters on the "**Find your room**" tab, you can begin to look for rooms that are available. To see rooms for the Residence Hall, you will need to specify a section with the drop-down menu. The diagram to the right displays where A, B, C and D wings are located. "A Wing" is on the North side of the building. "B Wing" is on the West, "C Wing" faces mostly South, and "D Wing" faces Southeast. You can also select what accent wall color you would like to have. Once you have specified your desired criteria, click the blue "**Search**" button.

4. **View rooms and save the ones you like.** Once you search the different wings to find rooms you might like, the search results will let you know if the room is available or already taken. Rooms that are already taken will have a red circle-slash over the bed icon. Rooms that are available will not have this circle-slash. The image below shows an example of a room search. If you like a room and want to save it for later, you can click the star icon to the right of the room entry.

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Application form   Confirm application   **Find your room**

- Use the search filters on the left to find a room.
- Click on an available bed 🛏 to view its details and reserve it.
- Click the star ⭐ on the right to mark the room as a favorite.

○ Only show my favorites ⭐
● Search for rooms

Building
[Residence Hall ⌄]

Section
[2nd Floor A Wing ⌄]

Accent Wall Color
☐ Blue
☐ Green
☑ Yellow

ADA Accessible Room
○ yes
○ no
● either

[Search]

6 rooms match your search

Room 279   ⭐
⊗ ⊗

Room 285   ⭐
⊗ ⊗

Room 286   ⭐
🛏 🛏

Room 288   ⭐
⊗ ⊗

Room 289   ⭐
🛏 🛏

Room 296   ⭐
🛏 🛏

5. **Pick your room.** Once you have found a room that you and your roommate would like to reserve, click on one of the bed icons on the search screen. A screen will pop up that will display a blue button that says "**Choose this bed**." Go ahead and click that button.

6. **Confirm your room selection.** After clicking "Choose this bed," the system will ask you some confirmation questions. The most important thing to remember at this step is under Step 2, make sure you select the option "**Yes, place my roommates nearby right now.**" This will ensure that your roommate is placed in the other bed and you reserve the room together. Once you have selected this, click the blue "**Assign me now**" button.

Find your room

Casper College > Residence Hall > 2nd Floor A Wing > 289
You must confirm below before the assignment is finalized.

Step 1 Please review the details of the bed you are switching to.

Room 289
Accent Wall Color
   Yellow
ADA Accessible Room
   No

Step 2 Decide if you are bringing your roommate group with you to this new assignment.

Your roommate group
Hess, Terra (Casper College > Residence Hall > 2nd Floor A Wing > 286)
Place roommates *
● Yes, place my roommates nearby right now.
○ No, remove me from the roommate group and only assign me.

Step 3 Confirm your choice to finalize this assignment.

[Assign me now]   Look at other rooms

7. **Choose your meal plan.** After you've finalized the room selection, the system will place you and your roommate into that room. It will then ask you to confirm your meal plan. Choose the option you'd like, then click the blue "**Choose meal plan**" button.

8. **You're all set!** After you make this selection, the room and board charges for you and your roommate will automatically appear on your student account balance. Remember that a payment plan is required to be set up prior to moving in, unless you have scholarships or financial aid that will cover your entire account balance.

Canceling a Room Reservation

After you and your roommate have selected a room, if you would like to cancel that room reservation (meaning, you don't want that room anymore, or don't want that roommate, but still intend to live on campus), complete the following steps. If you would like to cancel your application completely (meaning you will not) be living on campus anymore, please contact Student Life so we can ensure this is done correctly and your charges are removed. Cancelations prior to August 1st will get the $200 damage deposit refunded; cancelations after will forfeit that deposit.

To cancel a room reservation, click into your housing application by selecting the "**Fall 2022 – Spring 2023**" option on the left-hand menu. Under the "**Find your room**" tab, you will notice a message that says "You have reserved Casper College > Residence Hall > Wing Name > Room Number > Bed Number." To the right of this is a link that says "**Cancel this reservation**." Click this link. When you do this, it will ask you if you would like to cancel for your roommate as well. We recommend you do this, since they will likely want to go pick a new room and roommate if you are no longer living with them. Once you confirm the cancelation, the charges will be removed from your student account (and your roommate's), and will only be re-applied after a new room is selected or assigned. **Note:** After you cancel a reservation, you will be emailed the housing application confirmation email again. This is a system quirk that we cannot turn off— you may delete this erroneous email.

Remember, if you have any specific questions, please do not hesitate to contact us. We are happy to help you in any way we can!

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Email: mschafer@caspercollege.edu