Self-Service Housing Lottery: How to Self-Select Your Campus Housing

The following documentation will provide step-by-step instructions for:

- Applying for Campus Housing
- Self-Selecting Room Spaces as a Group Application
- Self-Selecting a Room Space as a Solo Applicant
- Troubleshooting Questions

Applying for Campus Housing:

The Academic Year Housing Application is available to students early November.

Step 1: You can access the Housing Application via your myPugetSound dashboard:

> It is located under the "Campus Housing and Meal Plans" tile.

> This tile will log you into the Housing Portal where you can apply and Self-Select your room space through Lottery processes.
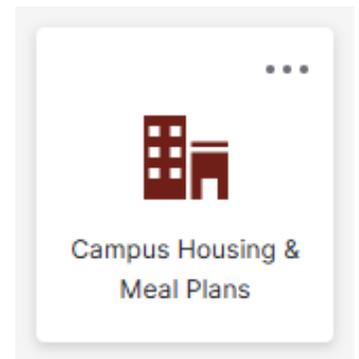
Step 2: Begin your Housing Application by clicking on the application button:

Housing and Meal Plan Portal

Apply For On-Campus Housing

Step 3: Follow the directions on the Housing Application to progress:

- Review your Housing Agreement
- Request roommates and group up
- Indicate building preferences
- Select your meal plan

Special Living Options: Current Students are eligible to apply for housing in various different ways. You can apply for these programs under the Special Housing Options tab on the application. Selecting one of these options does limit your ability to participate in Group or Solo Lottery Self-selection:

- Trans or Non-Binary Housing
- Greek Housing
- MRID Housing (Rising Junior / Senior only) – February 1 deadline
- Homestead Housing (Rising Junior / Senior only) – November 15 deadline

Self-Selecting Room Spaces as a Group Application:

Students are able to create a Roommate Group and self-select room spaces together as part of the Group Application. Below are the steps to group up and prepare for the Group Lottery process.

Step 1: Apply for Housing:

Each member of your group will need to have an active Housing Application in order to be eligible to group up. Review your Housing Agreement and sign off that you agree to live on campus.

- As you apply, be aware that applicants who request a Special Living Option are not able to participate in Group or Solo Lottery Self-Selection.
- Each member will also want to indicate they want to be searchable as a potential roommate. This is located under the Roommate Matching Questionnaire section of the application:

Step 2: Pair up as a Roommate Group:

One of your group members can begin your "Roommate Group" by starting to request each person individually. They can search and request each person using the Search for Roommates by ID Number tool:

You will be able to find your group members individually and add request them to your roommate group:

Step 3: Each member requested to the Roommate Group will need to confirm the request under the Roommate Selection section on their application. Roommate requests expire after 7 days, so you will want to make sure you confirm your roommate requests before then.

Incoming Requests

Roommate Group #8c0e5d0
Leader: Susan
Members: Grizz
Expiry Date: 2/25/2025 09:54

Accept

Decline

Step 4: Once your Roommate Group is established, and each member has confirmed their participation in the group, your Group Leader will be able to review the group as a whole:

Roommate Selection

Delete Group

Search for Roommates by ID Number
Search for Roommates by Roommate Profiles
Suggest Roommates

Name: Susan
Age: 20

View Profile

Name: Grizz
Age: 21

Remove Roommate

Make Leader

Send Message

View Profile

Group leaders are able to further add or remove other members to the Roommate Group. They are also able to promote other members to "Group Leader" using the Make Leader button (shown above). This can be a handy trick if your Group Leader is not able to make the assigned lottery time slot for room selection, and you need to pass the Group Leader role to another member in order to coordinate your room selection.

Step 5: Now that you are all grouped up, the next step is to wait for your Lottery Time. Your group will be placed in a Room Selection Holding Room until your lottery time. Once you have been assigned a lottery time, you will be able to view it on this page (shown below):

Remember: Groups are only assigned a Lottery Time if they complete their group application by the deadline.

Step 6: Select your room spaces as a group. The Group Leader will need to log into their application and select room spaces as part of Lottery. The first selection page your Group Leader will see is the building selector page:

Step 7: The Group Leader can use the filters on the left-hand column to best filter room options for the group. They can filter down to room type (single vs double), building location, and suite / room location.

Click "Add To Cart" for each room / suite space your group. You are only able to select spaces within the same room / suite location for your group sign up:

Step 8: The Group Leader can assign specific room assignments for each student. Don't forget to assign all group members bed spaces:

Each bed space in each room has its own bed designation.

In this example there are two bed spaces available:
Oppenheimer 007-1
Oppenheimer 007-2

Students can choose their side of the room at move in. These bed designations help us track student placements.

Click "Assign Beds" to finalize.

Self-Selecting Room Spaces as a Solo Application:

Selecting a room space as an individual applicant is very similar to the Group Application process – you just don't pair up with other applicants as a Roommate Group. Below are the steps to help you prepare for the Solo Self-Selection Lottery process.

Step 1: Apply for Housing:

Review your Housing Agreement and sign off that you agree to live on campus.

- As you apply, do not select a Special Living Option. Selecting a Special Living option will limit your ability to participate in the Lottery Self-Selection process.
- As you are applying as an individual, you do not want to request other students to be in a Roommate Group. Adding yourself to a Roommate Group will limit your ability to take part in the Solo Lottery.

Step 2: Complete your application and wait for your Lottery Time slot. You will be placed in a Room Selection Holding Room until your lottery time. Once you have been assigned a lottery time, you will be able to view it on this page (shown below):

Remember: You will only be assigned a Lottery Time if you complete your application by the deadline.

Step 3: During your Lottery Time slot, log back into your application and select your room space. The first page you will see is the building selection page:

Housing Selection
Term: Academic Year 2025-2026

The floorplans shown during the Self-Selection Lottery process are samples to help illustrate the room configuration. Actual floorplans are listed on the Residence Life Website.

Oppenheimer Hall	**Smith Hall**	**Thomas Hall**
Select	Select	Select

Step 4: Use the filters on the left-hand column to best filter room options for you to choose from. You can filter down to room type (single vs double), building location, and suite / room location.

Click "Add To Cart" for each room / suite space you want to consider.

Room List

☐ Double Room
☐ Single Room

Locations
☐ 32n North 13th
☐ 3615 North 14th
☑ Oppenheimer Hall
☐ Smith Hall
☐ Thomas Hall
☐ Trimble Hall

Suites/Apts.
☐ Oppenheimer 002
☐ Oppenheimer 003
☐ Oppenheimer 004
☐ Oppenheimer 007
☐ Oppenheimer 008

Term: Academic Year 2025-2026

The floorplans shown during the Self-Selection Lottery process are samples to help illustrate the room configuration. Actual floorplans are listed on the Residence Life Website.
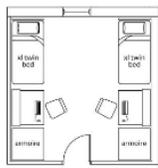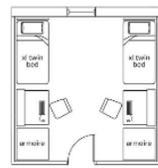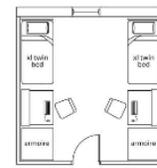
Oppenheimer 002	**Oppenheimer 003**	**Oppenheimer 004**
2 🛏	2 🛏	2 🛏
Oppenheimer 002 Oppenheimer Hall Double Room	Oppenheimer 003 Oppenheimer Hall Double Room	Oppenheimer 004 Oppenheimer Hall Double Room
Show Room Info	Show Room Info	Show Room Info
Add To Cart	Add To Cart	Add To Cart

Step 5: You can select your specific room space within the room you choose from:

Each bed space in each room has its own bed designation.

In this example there are two bed spaces available: Oppenheimer 007-1 Oppenheimer 007-2

Students can choose their side of the room at move in. These bed designations help us track student placements.

Click "Assign Beds" to finalize.

Assign Beds

My Room

Name: Grizz
Age: 24

Select Bed

Select Bed
Oppenheimer 007 (2 total spaces, 2 available, 0 unavailable)
Oppenheimer 007-1
Oppenheimer 007-2

Go Back   **Assign Beds**
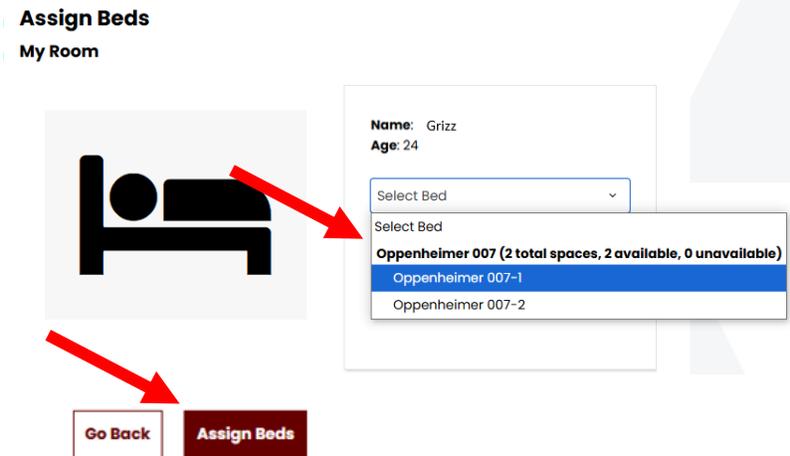
Troubleshooting Your Application Process:

I've completed my Housing Application but did not receive a Housing Lottery Number?
Student groups (and solo applicants) need to submit their Housing Agreement(s) prior to the deadline for Self-Selection in order to receive a Lottery Time Slot. If you or your group did not receive a Lottery sign up time, please reach out to the Residence Life Office and we will try to assist you.

I clicked on a room and now it is no longer available. What happened?
Since multiple students are logging on at the same time, rooms will appear as available until a student has completed the selection process. If you are logging on at the top of the hour to select your housing, there is a chance another student will be able to complete the process before you.

How can I see what the floor plan or layout of the house/flat/suite/room looks like?
All floor plans are available on our website.

I understand that I can see if a room is currently occupied. Does that mean I add myself to a room that someone is already in without their input?
Yes, you can. If you have concerns about a placement after it has been made, please contact reslife@pugetsound.edu to make a request for a room change.

I no longer want the housing assignment I chose. Can I change it?
Any requests to change your housing assignment can be made to reslife@pugetsound.edu. Please note, self-selecting a room assignment completes the terms and conditions of the agreement. All requests to be released from the Housing Agreement must be filed as an appeal. Please visit our website for more information.

More questions about housing selection?   Email: reslife@pugetsound.edu.