



Step by step instructions for participating in “Find A Room”

The following eleven steps will guide you through this process. You are unable to access the web from these instructions.

Step 1: Log into the Housing & Dining contract at www.unco.edu/housing with your “URSA User Name and URSA Password”. Click Submit.

If you wish to live in a residential learning community and you are eligible, please call Housing & Residence Life at 970-351-2721.

UNIVERSITY of
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DEPARTMENT OF HOUSING & RESIDENCE LIFE

On-line Housing & Dining Contract - Login

You will need to use your URSA account login to access the Online Room & Board contract.

- You must setup your URSA account prior to accessing the online contract. If you have not setup your URSA account, please refer to your UNC acceptance letter for activation instructions. Follow this link to the [URSA](#) logon page.
- If you need assistance with the URSA account activation process, please contact the Technical Support Center, 1-800-545-2331 (toll free) or 970-351-4357.

User Name:

Password:

SAMPLE ONLY

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If you have any questions, please
call 970-351-2721.

Step 2: Click on "Academic Year 2009-10 Find A Room"

<p>My Home My Addresses My Emergency Contacts My Messages URSA login Disability Support Services Housing & Residence Life Student Handbook University of Northern Colorado Student Code of Conduct Dining Services Meal Plan Options On-Line Dining Services Contract</p> <p>Logout</p>	<p>Welcome to your personal home page for Housing & Residence Life!</p> <p>Please check your UNC Bear Mail Accounts!</p> <p>Find A Roommate</p> <p>For those of you that have not already indicated a roommate on your housing contract, 'Find A Roommate', our roommate matching process, will begin February 9th at 9:00 am - May 31st at 10:00 pm. You will be able to use the "My Messages" tool to communicate with prospective roommate choices. This feature is only available at https://studenthousing.unco.edu. The messages do not show up in your UNC Bear Mail.</p> <p>Find A Room</p> <p>Beginning March 2nd, you will receive an email from us asking that you 'Find A Room'. Again, this can be done on our website and occurs on a "priority basis".</p> <p>The "priority basis" groups are listed below:</p> <p>Group ...Receipt of Housing Contract ...Find A RoommateFind A Room</p> <p>Group 1 ...Oct 15, 2008 - Dec 31, 2008 ... Feb 9-May 31March 2 @ 3:00 pm-May 31</p> <p>Group 2 ...Jan 1, 2009 - May 31, 2009Feb 9-May 31March 9 @ 3:00 pm-May 31</p> <p>For specific mailing address detail please click here.</p> <p>If you are participating in "Claim Your Space", please do not fillout the New Student contract.</p> <p>If you live at the University Apartments, please complete the University Apartment lease, please do not fill out the "Claim Your Same Space" contract.</p> <p>University Apartments Lease - Academic Year 2009-2010</p> <ul style="list-style-type: none">• University Apartments Lease Academic Year 2009-2010 - Must be 20 years old or have 20 credits to apply : You have not applied. Select the appropriate link to apply:• University Apartments 2009-2010 12 Month - Must be 20 years old or have 20 credits to apply : You have not applied. Select the appropriate link to apply:• University Apartments 2009-2010 Month to Month - Must be 20 years old or have 20 credits to apply : You have not applied. Select the appropriate link to apply: <p>Academic Year 2009-2010 - August 20, 2009 - May 7, 2010</p> <ul style="list-style-type: none">• New Application for Academic Year 2009-10 for New UNC Students: You submitted a complete application on 2/19/2009 1:56 PM.<ul style="list-style-type: none">◦ Edit Preferences◦ Academic Year 2009-10 Find A Roommate - New Student◦ Find A Room for Academic Year 2009-10 - New Students (ends at 2/24/2009)
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If you have any questions, please call 970-351-2721.

Step 3: Choose your area of campus.

Central Campus Halls:

Belford	Hansen-Willis
Bond	Luján
Brown	Sabin
Decker	Snyder
Dickeson	Wiebking
Gordon	Wilson

West Campus Halls:

Harrison
Lawrenson
New West Campus Residence Hall - South
New West Campus Residence Hall - North
Turner

Lifestyle Buildings and Floors

All Female

Wilson, Wiebking 3rd floor
Sabin Hall
Gordon Hall 2nd Floor

Wellness Community

Hansen-Willis Hall
Harrison 4 North rooms 429-456

Quiet Life Style

Turner 13th Floor
Harrison 5 North rooms 529-557
New West Hall South 5 rooms 502-591

Leadership Community

Turner Hall 7th Floor
Harrison Hall 3rd Floor South rooms 301-328

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Select A Room

cbord test1

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

Select Area WEST CAMPUS

Building CENTRAL CAMPUS
WEST CAMPUS

Search

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If you have any questions, please
call 970-351-2721.

Step 4: Select your Residence Hall preference.

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Select A Room

[cbord test1](#)

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

Select Area

Building

- Bond
- Brown
- Dickeson
- Florio House
- Gordon
- Hansen-Willis
- Harrison
- Kiel House
- Lawrenson
- Lujan
- Lutz House
- Martin House
- New West Campus Residence Hall - North
- New West Campus Residence Hall - South
- Sabin - All Female
- Snyder
- Trotter House
- Turner Hall New
- Warren House
- Wiebking
- Wilson

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[Logout](#)

If you have any questions, please call 970-351-2721.

Step 5: Click "Search" and a list of available rooms will appear.

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Select A Room

[cbord test1](#)

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

Select Area

Building

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If you have any questions, please call 970-351-2721.

Step 6: View your results and select room by clicking on the blue hall name and room number.

Example:

[Turner Hall New](#)
[1107](#)

Additional results may be found by clicking on “next page” or “previous page”.

Example: << [Previous Page](#) | [Next Page](#) >>

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Select A Room Results - Page 1

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If you are assigning yourself to a Living & Learning Community, and are not qualified to live in the community, you will be contacted and re-assigned. If you have any questions, please feel free to contact Housing & Residence Life at 351-2721.

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[Return to Search Criteria](#)

Name	Capacity	Occupied	Available	Living & Learning Community Type	Room Type
Turner Hall New 1107	5	2	3		Suite
Turner Hall New 1207	5	0	5		Suite
Turner Hall New 1210	2	1	1		Suite
Turner Hall New 1213	2	1	1		Suite
Turner Hall New 1303	2	0	2	Quiet Living (Turner Hall 13 Floor)	Suite
Turner Hall New 1307	5	0	5	Quiet Living (Turner Hall 13 Floor)	Suite
Turner Hall New 1309	2	0	2	Quiet Living (Turner Hall 13 Floor)	Suite
Turner Hall New 1311	1	0	1	Quiet Living (Turner Hall 13 Floor) Un-revonated	114 - Turner Design Small Single
Turner Hall New 1313	2	0	2	Quiet Living (Turner Hall 13 Floor)	Suite
Turner Hall New 1314	2	0	2	Quiet Living (Turner Hall 13 Floor)	Suite

If you have any questions, please call 970-351-2721.

Step 7: Once you have made a decision on your room, confirm your room selection by clicking on the blue "Select This Room".

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Select A Room Detail
[cbord test1](#) > [Room Search Results](#)
Room Details for Turner Hall New 1107

Room	Capacity	Occupied	Available	Living & Learning Community Type	Room Type
Turner Hall New 1107A	1	1	0		114 - Turner
Turner Hall New 1107B	1	0	1		114 - Turner
Turner Hall New 1107C	1	0	1		114 - Turner
Turner Hall New 1107D	1	0	1		114 - Turner
Turner Hall New 1107E	1	1	0		114 - Turner

Occupant Details for Turner Hall New 1107

Room	First	Last	Smoker?	Neatness	Music preference:	Room Temperature
Turner Hall New 1107A			No	Not spotless but organized	Country	Warm
Turner Hall New 1107E			Yes	Not spotless but organized	Reggae	Warm

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If you have any questions, please call 970-351-2721.

Step 8: To find out room details or to see roommates assigned to the room you chose, please click on the hall name and room number.

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Select A Room

[cbord test1](#)

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

You have successfully chosen a new room!

You are currently assigned to: [Turner Hall New 1107D](#)

Select Area

Building

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If you have any questions, please call 970-351-2721.

Step 9a: If your screen looks like this, nobody has been assigned to this room as of yet. To view floor plans and hall information, click on the link below.

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Residence Life - Room Details

[Gibson O. Douglas](#)

To view floor plans and hall information, please follow this [link](#).

By participating in the room selection process, you agree to be respectful and use appropriate language when trying to communicate with a prospective roommate for this fall. Any reported misuse will be addressed through our University conduct system according to our Student Rights and Responsibilities handbook. To report any misuse, please email housing@unco.edu.

Room Details for Turner Hall 0203

Name	Capacity	Occupied	Available
Turner Hall 0203	4	1	3

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If you have any questions, please call 970-351-2721.

Step 9b: If your screen looks like this, there are roommate(s) assigned to the room. To communicate with roommate(s) click the check box next to their name, type in a message and click send message.

Residence Life - Room Details

[cbord test1](#)

To view floor plans and hall information, please follow this [link](#).

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Room Details for Turner Hall New 1107

Name	Phone #	Capacity	Occupied	Available
Turner Hall New 1107A	1	1	1	0
Turner Hall New 1107B	1	0	0	1
Turner Hall New 1107C	1	0	0	1
Turner Hall New 1107D	1	1	1	0
Turner Hall New 1107E	1	1	1	0

Roommates for Turner Hall New 1107

Room	First	Last	Smoker	Music	Neatness	E-Mail
<input type="checkbox"/> Turner Hall New 1107A			No	Country	Not spotless but organized	@bears.unco.edu
<input type="checkbox"/> Turner Hall New 1107E			Yes	Reggae	Not spotless but organized	@bears.unco.edu

Contact Selected Roommates

Subject: Roommates for Academic Year 20

Hello,
I am your roommate for Academic Year 2009-2010 -
August 20, 2009 - May 7, 2010...


Message:

Send Message

If you have any questions, please
call 970-351-2721.

Step 10: If this screen appears, this means either the hall you chose is full or you are not eligible for the hall. Click the "Please search again". If you wish to be assigned to a learning community, please call 970-351-2721, so that we may assign you manually. Your major must be verified before you can be assigned.

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Select A Room Results - Page 1

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Room Search in progress...

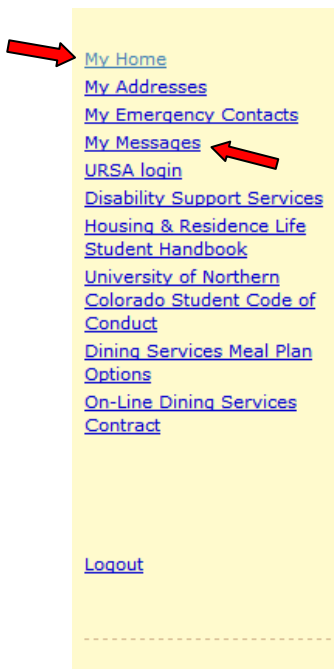
There are no rooms available that match your search. Please [search](#) again.

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Step 11: Click "My Home". Your hall and room assignment information will appear below. Please visit this sight periodically to view new roommate information. Check your "My Messages" link for any messages you may have.



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Welcome to your personal home page for Housing & Residence Life!

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Find A Roommate

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The "priority basis" groups are listed below:

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[For specific mailing address detail please click here.](#)

If you are participating in "Claim Your Space", please do not fillout the New Student contract.

If you live at the University Apartments, please complete the University Apartment lease, please do not fill out the "Claim Your Same Space" contract.

University Apartments Lease - Academic Year 2009-2010

- [University Apartments Lease Academic Year 2009-2010 - Must be 20 years old or have 20 credits to apply](#) : You have not applied. Select the appropriate link to apply:
- [University Apartments 2009-2010 12 Month - Must be 20 years old or have 20 credits to apply](#) : You have not applied. Select the appropriate link to apply:
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Academic Year 2009-2010 - August 20, 2009 - May 7, 2010

- New Application for Academic Year 2009-10 for New UNC Students: You submitted a complete application on 2/19/2009 1:56 PM.
 - [Edit Preferences](#)
 - [Academic Year 2009-10 Find A Roommate - New Student](#)
 - [Find A Room for Academic Year 2009-10 - New Students](#) (You may change your room until 2/24/2009)
- Room: [Turner Hall New 1107D](#)