



SUBJECT: Room selection information and appointment time notification

Dear Bulldog,

Congratulations again on joining the Bulldog family; we're excited to have you on campus! This email contains instructions for selecting your room for the academic year beginning fall 2020. We encourage you to learn about the numerous housing options on our [website](#). As you check out the options, make sure to note the length of the contract. Some spaces in East Campus Village (ECV) have contracts for fall, spring AND summer.

Your appointment time to choose a space

Beginning at **TIME on Tuesday, June 2, 2020**, you may log into [The Dawg House](#) to browse all available rooms. After selecting a room, you will be able to assign any members of your roommate group to available bed spaces.

Instructions for selecting a room are below; you may also watch the [First Year Housing Room Selection Tutorial | UGA Housing](#) on YouTube as a step-by-step guide.

Instructions for selecting a space:

Finding a room

- Select "Register for Housing" in the menu bar
- Choose "Residence Halls 2020-2021"
- Start by searching the list of the available spaces
- You can narrow it down by building, by the type of room or by the maximum number of residents allowed in a particular room
- Click the "Search" button to see a list of rooms available
- All open spaces are displayed on this site. If you do not see a particular building or room type, it means there are no remaining spaces of that type available
- You can view the floor plan by choosing "Floor Plans" at the top menu bar and downloading a PDF of available floor plans
- Additionally, you can see room layouts and furniture diagrams on our website at https://housing.uga.edu/site/housing_search_floorplans

Securing your room

- Once you find a space you like, click "Add to Cart." This room/suite/apartment will remain in your cart for 10 minutes
 - If you are the first in your group to select the space, you must add the adjoining suite or room in the same apartment to your cart in order to assign those beds other group members

- Click “Save and Continue” to secure your space or it will be released back into all open searchable rooms
- You’ll be redirected to the Assign Beds page
- Check the drop-down menu to assign beds for yourself and your roommate(s), if applicable
- Once you have added everyone to a bed, click “Assign Beds”
- On the confirmation page, double check the hall/room number and that you’ve pulled in the member(s) of your roommate group (if applicable)
- When you are ready to move past the confirmation page, click “Save and Continue”
 - Prior to clicking “Save and Continue,” you can go back to change your space(s); however, you will have lost all prior progress and will be starting the room selection process from the beginning
 - After clicking “Save and Continue,” you will not be able to search for other spaces
- Congratulations – you have your housing assignment!

The room selection period will end at **9 a.m. on June 5**. If you have not selected a space by the conclusion of the housing selection process, you may be randomly assigned a space regardless of roommate group status.

Housing contract

University Housing will email you with instructions for executing your housing contract. In order to complete your reservation, you must execute a contract for your reserved space by the deadline stated in the email. The housing contract is a legally binding document that confirms your housing assignment for the academic year. If you wish to change your reservation, you must first execute your contract, then complete a room change request in The Dawg House.

University Housing will continue to offer rounds of appointment times until all first-year students are assigned. If you have any questions, please reach out to us; we’re here to help!

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