

Room Sign-Up Process for New Students

Online Housing Selection- Dates

2024-2025 Academic Year

Dear Future Resident:

I am pleased to announce our online housing selection process for the 2024-2025 academic year. Dates and rules are detailed below, so please take some time to review this document and the FAQ's carefully. You will be using our housing software, eRezLife, that will require you to fill out your profile and application first and please make sure that all of the information is correct.

The initial housing application opens on Tuesday, May 21st and initially closes on June 7th - **this is only to apply for housing and form roommate groups (if applicable), NOT to be assigned a room.**

Once everyone has filled out the initial application, we will assign housing and roommates if applicable. You will receive an email with updates.

Website: stephens.erezlife.com

Use your Stephens email and password to sign in.

Please click on the housing application that says "Fall 2024 New Students"

Housing Sign-Up Calendar

Tuesday, May 21: Application Opens

- Login
- Apply for housing
- Choose roommates/form roommate groups (if needed)

Friday, June 7th: Application Closes

Housing assignments will be configured beginning June 10 and you will receive a notification towards the end of the month.

Process

You must be deposited for Fall 2024 to participate in the online housing process.

Access to Housing Application

Website: stephens.erezlife.com

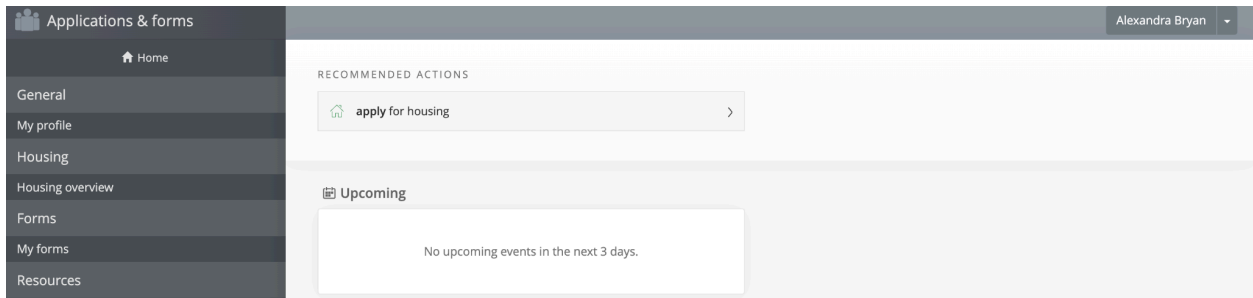
Use your Stephens email and password to sign in

“Fall 2024: New Students”

Please see screenshots below. Your application will look slightly different from the screenshots.

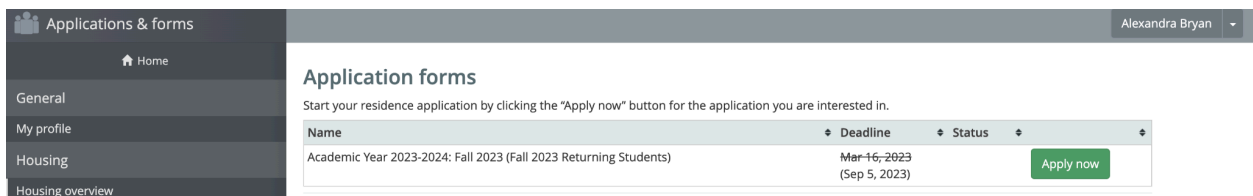
Step 1

- Click on the “Home” tab on the left side > Recommended Actions > Apply for Housing



Step 2

- Click “Apply now” - your application will say “New Students”



- **Step 3 Select building preferences in order of most to least favorite**
 - **Save and continue**

The screenshot shows the 'Residence building preference' step of the application form. The page title is 'Academic Year 2023-2024: Fall 2023 (Fall 2023 Returning Students)'. The application deadline is 'Mar 16, 2023'. The navigation tabs are 'Residence building preference', 'Application form', and 'Confirm application'. The main content area contains the instruction: 'Choose where you would most like to live from the list on the left. Rank your selections accordingly from most to least preferred.' There are two columns of building options. The left column contains 'On Campus > Pillsbury Hall', 'On Campus > Searcy', and 'On Campus > Wood Hall'. The right column contains 'On Campus > Columbia Hall', 'On Campus > Prunty Hall', and 'On Campus > Tower Hall'. Each option in the right column has a small 'x' icon to its right, and a double-headed arrow is positioned between the two columns.

- **Step 4 Fill out application form**
 - **Fill out all subsections (contact info, student academic info, bio info, emergency contact info, pet preferences)**
 - **Save and continue**

The screenshot shows the 'Application form' step of the application form. The navigation tabs are 'Residence building preference', 'Application form', and 'Confirm application'. The main content area contains the instruction: 'Please fill out the following questions to the best of your ability.' There are two buttons at the top: 'Show all options' and 'Hide all options'. On the right side, there are two buttons: 'Expand all' and 'Collapse all'. Below these are five subsections, each with a dropdown arrow: 'Student Contact Information', 'Student Academic Information', 'Biographical Information', 'Emergency Contact Information', and 'Pet Preferences'.

- **Step 5 Submit Application**
 - **Read and check boxes**
 - **Read Terms and Conditions (Housing Contract)**
 - **Submit application**

Home

General

My profile

Housing

Housing overview

Academic Year 2023-2024: Fall 2023 ▲

My roommate profile

Forms

Resources

Academic Year 2023-2024: Fall 2023 (Fall 2023 Returning Students)

Application deadline: Mar 16, 2023

Residence building preference Application form Confirm application

Please review your application details before proceeding.

Your application overview:

- You are applying for Academic Year 2023-2024: Fall 2023 residence
- Your first choice for housing is On Campus > Columbia Hall

To complete your application, read the enclosed contract below . Please check off the two items below indicating that you understand and agree with all statements.

I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)

I declare all information I have disclosed throughout this application process is correct

Submit application

- **Step 6 Select My Roommate Profile**
- *****If you plan to select a single room in a residence hall, you do not have to fill out this section. However, we recommend that you fill out this section regardless so that you could be best matched with a suitemate, if applicable.****
 - **On the left side, under the “Home” tab, click “My roommate profile”**
 - **This information is also now located under “Recommended Actions” since your Housing Application has been submitted**

- **Step 7 Create roommate profile**
 - **Check “Turn on my profile” so that you are viewable and searchable to others**
 - **Upload an appropriate photo (photo will appear once you have saved)**
 - **Fill out remaining information and how you would like to be contacted by other applicants**
 - **Save**

Applications & forms
Alexandra Bryan


- Home
- General
- My profile
- Housing
- Housing overview
- Academic Year 2023-2024: Fall 2023
- My roommate profile
- Roommate search
- Roommate groups
- Contacts
- Forms
- Resources

Roommate profile

Please fill out the following profile information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information.

Turn on my profile

This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.



Change photo
 No file chosen

What name would you like other applicants to see when viewing your public profile? *

It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?

Other applicants will be able to see this when they see a list of possible roommates.

Care to elaborate? Tell us more.

Viewable housing application fields

Let us know what information you'd like to share from your housing application.

Field	All applicants	My contacts	Private
First Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Last Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

How would you like your contacts to communicate with you?

This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

- Phone or text
- Email
- Facebook
- Twitter
- Pinterest
- Instagram
- + Other
- Tumblr

- **Step 8 Search for a roommate OR Create roommate group**
 - **If searching for a roommate, the student must have submitted their application and profile in order to be viewable**

Applications & forms Alexandra Bryan ▾

Home

General

My profile

Housing

Housing overview

Academic Year 2023-2024: Fall 2023

My roommate profile

Roommate search

Roommate groups

Contacts

Forms

Roommate search

Here's a chance to look for other applicants you might be interested in rooming with.

Search public name, con

Search

- **If creating a roommate group, select “roommate group” on the left side > “create roommate group”**
- **Save**

Applications & forms Alexandra Bryan ▾

Home

General

My profile

Housing

Housing overview

Academic Year 2023-2024: Fall 2023

My roommate profile

Roommate search

Roommate groups

Contacts

Forms

Resources

Roommate groups

APPLICANT
Bryan, Alexandra

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.

Academic Year 2023-2024: Fall 2023

Create new roommate group

My choice	Group name	Applicants
✔	No group	

- **After saving, you may go back and create more roommate groups**
 - **This would be advisable in the event that you do not get your first choice for housing. For example, if Laura tells me she's decided to room with someone else, I know that I already have another roommate group with Josh that I can easily select when the room lottery opens during my selected time.**

My choice	Group name	Applicants
<input checked="" type="radio"/>	IT Pals	<ul style="list-style-type: none"> ✓ Bryan, Alexandra (owner) Raub, Josh Delete
<input type="radio"/>	Dynamic Duo	<ul style="list-style-type: none"> Bryan, Alexandra Nunnelly, Laura
<input type="radio"/>	No group	

Things to keep in mind:

Single Rooms

Each Residence Hall has a limited number of single rooms available.