Campus Living & Learning wants you to be prepared for the Choose Your Own Room process, so please review the information below about how to successfully Choose Your Own Room.

The Choose Your Own Room Process Overview

- Log into the MyHousing Portal [www.baylor.edu/cll](http://www.baylor.edu/cll)
- Click Housing Application at the top of the page
- Select “Academic Year 2019-2020” and click Continue (Same as when you completed the housing application)
- Go to the Choose Your Own Room page
- Select the community/building for which you have been approved
- Filter by features (Room type/Floor)
- View details of any room, including amenities
- Select the desired room number
- If applicable, place your roommate from the Roommate Matching system in the other space (A or B)
1. Select Your Community

- You can only select a room in a community for which you have been approved.
- First Year Community encompasses multiple buildings. If you were approved for FYC you select your building at this step.

2. Filter By Features

- Filter by room type (if multiple room types are available)
- Filter by floor (if multiple floors are available)
- Calculate total room charges, including any fees
- Show Room Details
3. Show Room Details
- View room attributes including: Floor Plan, View, Room Type, Flooring, Windows, and Dimensions
- If you do not have a roommate, you can browse other students who have already been assigned to the room.

4. Select Your Bed
- Add your room to your cart
- Select Advance to Reserve Room
- If you are picking a suite for multiple roommates then you may need to add multiple rooms to your cart.

Use the available Building Layout map to locate rooms on the floor. Use floor features such as the restroom location to determine your desired room.

If you do not have a roommate, you can browse other students who have already been assigned to the room.
5. **Assign Bed(s)**

- Assign yourself and your roommate to bed spaces.
- Select Assign Beds to complete the process.
- If you do not place your roommate it will show an error message.
- If you wish to leave your roommate group, you can return to Roommate Matching to leave the group.

6. **Confirm Booking**

- Once you are satisfied with your choice, you will confirm the booking. You will receive an email with your confirmation after your booking is created.

7. **View Your Assignment**

- Your assignment and roommate information is viewable on the Application Status page.

- Make sure you also place your roommate into the room. If you forget, you cannot move forward until the whole party is assigned or you leave the roommate group.
8. Room Swap

- You can change rooms only after you have selected a room. If you later find a different room in your approved community where you would rather live, you may change your room selection until midnight on June 10, 2019.

- Don’t forget to consult with your roommate(s) about changing your selection.

- If you change rooms you will also need to reassign your roommate just as you did the first time.

- Within Room Swap, you will keep your current (original) booking until you finish the Room Swap.

9. Move-in Information

- All move-in information will be available on the Move2BU page within the housing application process starting in June.
  - Route Information
  - Move-In Day and Time
  - Change your Move-In Time