

# Retaining Your Room For Next Year

UMass Dartmouth Room Selection 2015-2016

Hello Brad Rohrer!



Students may be eligible to retain the same bedspace from year to year. This is dependent on the student's on-time housing pre-payment as well as whether or not the bedspace has been listed as retainable.

To continue, please click "Next Step" below.



So you've decided to keep the same room for next year...Click "Next Step" to continue.

**Lock Status**

You have not created a lock.

*To be clear, Room Retention is about you keeping your bedspace for the coming year. You can pull in roommates during the designated "Room Retainer Pull-In" period.*

**Room Retention**

Click the button below to lock your current Bed Space: BR-4301-D .

[I want to retain!](#)

I know it seems like you SHOULD click "Next Step," but you'll actually need to click "I want to retain!" and let the system lock you into your space. This may take a minute.

### Lock Status

**04:57** Bedspace BR-4301-D will be unavailable to others while you process your booking.

*To be clear, Room Retention is about you keeping your bedspace for the coming year. You can pull in roommates during the designated "Room Retainer Pull-In" period.*

### Room Retention

Bedspace "BR-4301-D" is locked for you. Press the Release Lock button below to release this booking. \*

Room: [BR-4301](#)

Bed Space: [BR-4301-D](#) Brad Rohrer ▾

 [Release Lock](#)

 [Cancel](#)  [Next Step](#)

Okay, now that the room is locked (and your name is shown in the correct bedspace), you can click "Next Step."

**You are not done yet!**


**Summary**

**Selected Room Bookings**

| <u>Full Name</u> | <u>Term</u> | <u>Bed Space</u> | <u>Room</u> | <u>Room Type</u>        | <u>Rate Info.</u> |
|------------------|-------------|------------------|-------------|-------------------------|-------------------|
| Brad Rohrer      | 2015 Fall   | BR-4301-D        | BR-4301     | New Apartment - 4 rooms | \$1111.00 Term    |
| Brad Rohrer      | 2016 Spring | BR-4301-D        | BR-4301     | New Apartment - 4 rooms | \$1111.00 Term    |

[Download](#)

[Click here to FINISH RETAINING!](#)



Here you see a summary of the room you are assigned to. The summary is two lines because the billing is done by semester.

You can download the summary (although it will be emailed to you).

You should then click "Click here to FINISH RETAINING!"

# CONGRATULATIONS!

You have successfully retained BR-4301-D for the upcoming academic year.

You may be eligible to pull roommates in to your room at a future time. Those students will need to set up a roommate profile PIN and provide you with their 8-digit student ID and Roommate Profile PIN.

**You still need to sign your contract!** Please follow the below link to the contract signing template.

That is where you select a meal plan (if applicable).

You (and any pull-ins) will also receive an automated email about contract signing.

**\*\*\*Please note contracts must be signed by 5 pm on Wednesday, April 15.\*\*\***

[To The Contract!](#)

You've finished retaining, but you will need to sign the contract. You can either click the button on the "Congratulations!" page or log back in later.

**Contracts must be signed before April 15.**