

Room Selection - Communities

Before room selection opens, be sure to:

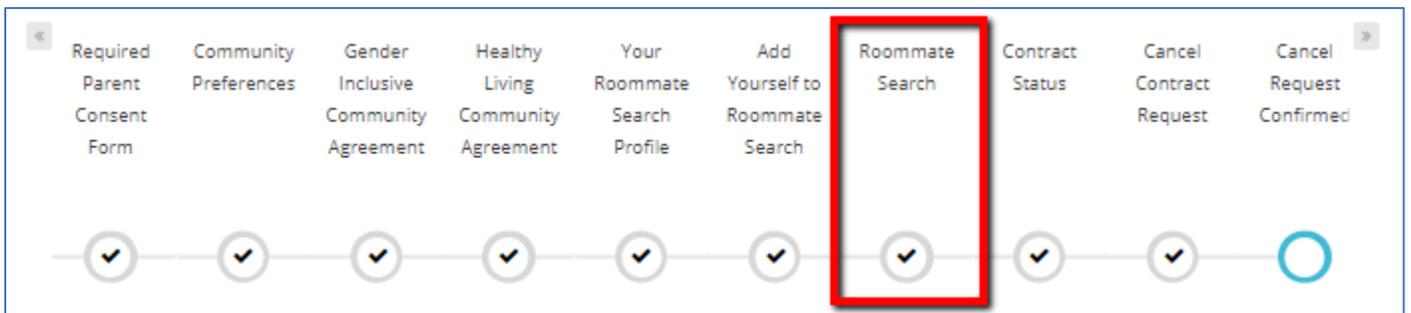
1. **Sign and complete the “2025-26 Res Hall and Meal Plan Contract” here:**
<https://uwrf.starrezhousing.com/StarRezPortalX/>
2. **Both you and your roommate (if you have one) should request the same community(ies) on the “Community Preferences” page, and in the same order of preference:**



3. **Mutually accept a roommate**

You are not required to accept a roommate using Roommate Search. However, if you do not, then you will receive a random roommate if there is an empty bed in your room.

A [Guide to Request a Roommate](#) is available on the Roommate Search page in the Portal shown here.



4. **Communities Lottery:** Your first chance of getting a room in a community is through the Communities Lottery. Visit the Room Sign Up web page for a timeline and instructions here: <https://go.uwrf.edu/roomsignup>.

After the Communities Lottery has ended, if rooms or beds are still available in a community, students can reserve a room or bed during an upcoming room sign up phases that includes the same hall as the community.

5. **On the day of room sign up, only one roommate** should follow step-by-step instructions on the following pages in this handout to reserve beds for both roommates.

On the day of Room Sign-Up

One roommate will log into the Housing Portal and enter the 2025-26 contract here:

<https://uwrf.starrezhousing.com/StarRezPortalX/>

The screenshot shows the 'Residence Hall and Meal Plan Portal' interface. At the top, there is a navigation bar with a hamburger menu icon, the text 'Residence Hall & Meal Plan Contract', and a 'Log Out' link. Below the navigation bar, the main heading reads 'Residence Hall and Meal Plan Portal'. A red callout box with the text 'Enter the 2024-25 contract' has two arrows: one pointing to the 'Residence Hall & Meal Plan Contract' link in the navigation bar, and another pointing to the 'CONTINUE' button on the '2024-25 Housing & Meal Plan Contract' card. The main content area is titled 'Select a contract below to sign up for living on-campus.' and includes contact information for Residence Life. There are three main sections: 'Spring 2024 Meal Plan' (which is closed), 'Meal Plan for Students Living Off Campus', and 'Live Contracts:'. The 'Live Contracts:' section features a green card for the '2024-25 Housing & Meal Plan Contract' (Aug 29, 2024 - May 16, 2025) with a status of 'COMPLETED - Signed up for a room' and a blue 'CONTINUE' button. To the right, there is a 'Contracts:' sidebar with details for 'Spring 2024 Only' and '2024-25 Academic Year'.

Residence Hall and Meal Plan Portal

99+ Residence Hall & Meal Plan Contract Log Out

Select a contract below to sign up for living on-campus.
Questions? Please contact Residence Life at reslife@uwrf.edu or 715-425-4555.

Spring 2024 Meal Plan

The ability to sign up for the Spring 2024 meal plan is closed in this portal. To add, change or cancel your Spring 2024 meal plan, please go to the [UWRF Dining web site](#).

Meal Plan for Students Living Off Campus

If you will be living off-campus but want to have an on-campus meal plan, then *do not sign the below Residence Hall and Meal Plan contract*. Instead, submit the [Meal Plan Add and Change Form here](#).

Live Contracts:

2024-25 Housing & Meal Plan Contract
(Aug 29, 2024 - May 16, 2025)
Contract Status: Step 3: COMPLETED - Signed up for a room

CONTINUE

Contracts:

Spring 2024 Only

- **Available upon request:** Currently enrolled students living off-campus now may sign a contract to move on campus for the remainder of Spring semester. Email reslife@uwrf.edu to request access to sign the contract.

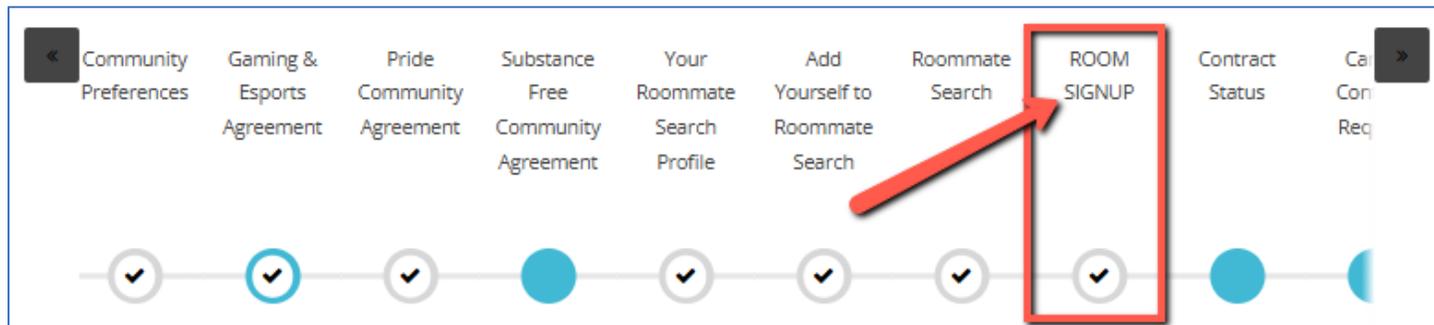
2024-25 Academic Year

- **Step 1:** Sign Residence Hall & Meal Plan Contract (Open now)

Step 1: Select the hall for your community

On this page you will:

1. Select a hall and to go to next step.
2. See halls on next page



Communities:

- **EcoNest Community:**
 - May Hall 2nd (Any student)
- **Falcon Transfer Experience:**
 - Hathorn Hall, 2nd floor center (Graduated high school in 2024 or earlier)
- **Fitness, Wellness & Outdoor Recreation:**
 - McMillan Hall 2nd floor (Any student)
- **Gaming & Esports Community:**
 - May Hall 3rd floor (Any student)
- **Pride Community**
 - Johnson Hall 1st North (Any student)
 - Ames Suites 2nd West (Graduated high school in 2024 or earlier)
- **Substance Free Community**
 - Ames Suites 2nd North (Graduated high school in 2024 or earlier)



AMES SUITES

Hall Requirement:

- Graduated high school in 2024 or earlier

To view Substance Free & Pride rooms:

1. On the Community Preferences page above, add "Substance Free" or "Pride" and save page
2. On the next page agree to the Agreement
3. Your roommate must do the same

SELECT



HATHORN HALL

- Floor 2 Center: Transfers Community

Hall Requirement:

- Graduated high school in 2024 or earlier

SELECT



JOHNSON HALL

- Floor 1N: Pride Community
- Floors 2,3,4: Available to all students

To view Pride Community rooms:

1. On the Community Preferences page above, add "Pride Community" and save page
2. On the next page you must agree to the "Pride Community Agreement"
3. Your roommate must do the same

SELECT



MAY HALL

- Floor 2: EcoNest Community
- Floor 3: Gaming & Esports Community
- Floors 1,4: Available to all students

To view Gaming & Esports rooms:

1. On the Community Preferences page above, add "Gaming & Esports Community" and save page
2. Read and submit the next page "Gaming & Esports Agreement"
3. Your roommate must do the same

SELECT



MCMILLAN HALL

- Floors 1: Available to all Students
- Floors 2: Fitness & Outdoor Rec Cmnty
- Floors 3,4: First year Freshmen students only

Communities

- Floor 4: Substance Free

SELECT

Step 2: Choose a wing in your community's hall

On this page you will:

1. Select a wing.
2. Click "Add to Cart" for your desired room.
3. Click "Save and Continue" before time runs out.

The screenshot shows a room selection interface. On the left, under "Locations", "MCMILLAN HALL" is selected. Under "Floors", "2E McM (201-216) Fitness" is selected. Three room cards are displayed: "202 McMillan (Fitness)", "203 McMillan (Fitness)", and "206 McMillan (Fitness)". Each card shows a photo of the building, the room number, type, and wing. Below each card is a "Show Room Info" link and an "ADD TO CART" button. A red callout box "SELECT A WING to view its beds" points to the "2E McM (201-216) Fitness" selection. Another red callout box "Both beds empty" points to the "Empty Beds: 2" text on the 203 McMillan card. A third red callout box "Add to cart" points to the "ADD TO CART" button on the 203 McMillan card. A fourth red callout box "If a student is in one bed, view their profile here" points to the "ROOMMATE" section on the 206 McMillan card, which lists "Freddy Falcon Parcels" and a "Show Room Info" link. At the bottom, a "SAVE & CONTINUE" button is highlighted with a red arrow. A pagination bar at the bottom right shows "Previous", "1", and "Next".

If you receive an error...

The screenshot shows an error message: "Please select rooms from the same unit." A red callout box with the text "Error: You cannot add more than one room to your cart" points to the error message. Below the error message, the "Floors" section shows "1N Ames (164-178)" selected. The interface also shows "Staying" and "2020 & Spring 2021 Year".

Step 3: Assign yourself and your roommate to the room

On this page you will:

1. Choose your bed and assign the bed of your roommate (if you have one) using the drop-down fields.
2. Notice your limited time to perform this step.
3. Click "Assign Beds."

The screenshot shows a web interface for assigning beds. At the top, a dark blue header contains the text 'Housing & Meal Plan Contract' on the left and a clock icon with '09:39' and a 'Log Out' link on the right. A red box highlights the clock, with a red arrow pointing to a red callout box labeled 'Limited time'. Below the header is the main title 'Assign Beds'. Underneath is the section 'My Room', which includes a photograph of a brick building and a profile for 'Fitz Fitzgeralds' (Age: 18, Gender: Female). A red callout box labeled 'Choose your bed' points to a dropdown menu showing '203A McMillan'. Below this is the 'My Roommates' section, with the text 'Below are your current roommates. You can assign beds to all of them.' It features a profile for 'Freddy Falcon Parcels' (Age: 28, Gender: Female) and a dropdown menu showing '203B McMillan'. A red callout box labeled 'Your roommate's bed' points to this dropdown. At the bottom left, a blue button labeled 'ASSIGN BEDS' is highlighted with a red arrow pointing to it from the 'Your roommate's bed' callout.

Step 4: Final step – reserve beds

On this page you will:

1. Review the reserved beds and your roommate.
2. Click “Save & Continue” to finish reserving those beds.

Confirmation

Your Room IS NOT Yet Reserved!!!

Save and Continue to complete your reservation.

203 McMillan (Fitness), 2E McM (201-216) Fitness, MCMILLAN HALL

1. 203A McMillan: Fitz Fitzgeralds
2. 203B McMillan: Freddy Falcon Parcels

SAVE & CONTINUE

FINAL STEP
IMPORTANT



Step 5: Success! Review your room and roommate

Navigation: STEP 2 (Start), Community Preferences, Gaming & Esports Agreement, Pride Community Agreement, Substance Free Community Agreement, Your Roommate Search Profile, **My Room Assignment**, Roommate Search (Closed to In-Room), Contract Status, Call Center Request

Progress: 10 steps shown, with the 8th step (My Room Assignment) highlighted in a red box.

My Room Assignment

Welcome to University Housing!

We are excited you will be living on campus! Below you will find the room and building you will be moving into. If you have questions regarding your living arrangement, please review the information below as well as the links on the navigation bar above.

Questions? Feel free to contact the Residence Life Office at reslife@uwrf.edu or (715) 425-4...

Your Room Assignment Summary

Hall: MCMILLAN HALL
Room: 203A McMillan
Room Type: Double
Floor & Wing: 2E McM (201-216) Fitness

Roommate(s)

View Profile	Occupant	Preferred Name	Age	Birth Gender	Bed
View Profile	Fitz Fitzgeralds	F	18		203A McMillan
View Profile	Freddy Falcon Parcels	Freddy	28	Female	203B McMillan

VACANT BED
If you did not bring a roommate into your room, then the second bed in your room may be vacant here.
Any random student may reserve a vacant bed in your room - you cannot keep it as a single room.

Your confirmed room and roommate

Scroll down to view additional details