Log-in Instructions:

1) Log-In to WIN:
2) After logging-in, Go to Virtual Campus

3) Click on Residence Life and Housing

VirtualCampus

Your Housing

- Residence Life and Housing
2) Then make a selection from the menu
– Pull-in Password & Information update  **March 18- April 17**

  • Log into WIN
  • Password should be simple and can be reset at any time
  • Update privacy preferences
  • Update contact information
  • Complete the housing agreement
  • **Everyone should do this!**
– Fall Study abroad notification **March 18- March 26**

• Log into WIN
• Formally notifies us that you will be abroad in the Fall
• Spring Room Selection
• Complete the housing agreement
Substance Free Living March 18- March 26
  • Log in to WIN
  • Kitchin Hall
  • Will receive an approval email

Quiet Living request March 18- March 26
  • Log in to WIN
  • Huffman Hall
  • Daily quiet hours from 8PM-8AM
  • Will receive an approval email

Selection will occur on April 9th
Selection times will be available **March 30**

- Email will be sent out when the information is available
- Log-in to WIN
- Specific Selection Instructions based on what you are doing
  - General Selection
  - Substance Free
  - Quiet Living
  - Theme
  - Greek
- Will include Selection Date and Time
Medical accommodation selection: **April 6 & 7**

- Previously documented disabilities or medical concerns
- Deadline to submit information was March 1st
- Options available are based on:
  - The recommendation from Student Health Services
  - What would be reasonable given your selection date and time
- Recommendation does not:
  - Result in the ability to pick any room or building
  - Result in the ability to pull-in as many friends as you want
Theme Housing and Greek Block selection: **April 9**

- Selection will occur at anytime on that day
- The group leader will make the assignment or designate individuals to make the assignment for each suite or apt.
- People living in the block will need to provide their Pull-in information and meal plan preference to the group leader
- Note: Greek Blocks are limited in size (typically 15-20 for fraternities and 30-40 for sororities) and typically do not contain enough space for the entire organization or pledge class

RA selection: **March 18-April 9**

- Selection of meal plans will occur online
- RL&H will assign you to your room
General Room Selection: **April 13-17**

- **8:00AM- 6:00PM**
  - Appointments staggered throughout the day
  - Hour between in the morning and \( \frac{1}{2} \) hour in afternoon
- Randomly assigned within your classification
  - Based on semesters on-campus, not academic hours
- Person with the earliest appt time in your group can select and pull-in the rest of the group
- Person pulling everyone in needs
  - WFU Username
  - Pull-in Password
  - Meal Plan Preference
The Selection Planning Checklist is a handy tool available online to make sure you have all of the information you need.

### Selection Planning Checklist

<table>
<thead>
<tr>
<th>Option A.</th>
<th>Number of People: 5</th>
<th>Block/Apt. Type: 2 doubles, 2 singles on the Quad</th>
<th>Meal plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
<td>WFU Username</td>
<td>Pull-in Password</td>
</tr>
<tr>
<td>1</td>
<td>Deamon Deacon (you)</td>
<td>deacdm08</td>
<td>not needed</td>
</tr>
<tr>
<td>2</td>
<td>Rishi Patel</td>
<td>paterr09</td>
<td>gold</td>
</tr>
<tr>
<td>3</td>
<td>Sean Isaac</td>
<td>issaasm08</td>
<td>bmm</td>
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<tr>
<td>4</td>
<td>Corey Johnson</td>
<td>johncc09</td>
<td>zahc</td>
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<tr>
<td>5</td>
<td>Harvey Gault</td>
<td>gaulby10</td>
<td>dog</td>
</tr>
<tr>
<td>6</td>
<td>Zeb Hurst</td>
<td>hurszgi10</td>
<td>thehurst!</td>
</tr>
</tbody>
</table>

### Option A.

<table>
<thead>
<tr>
<th>Name</th>
<th>WFU Username</th>
<th>Pull-in Password</th>
<th>Roommate</th>
<th>Meal plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>
Second Round of Selection: **July**

- Students who do not select housing in 1\textsuperscript{st} round
  - Someone who wants to live in a double room but does not have a preferred roommate
  - Someone who does not have any options available at selection time- this does occur for some rising sophomores
  - Someone who is unsure if they will return in the Fall

- Space Availability in July
  - Spaces can be anywhere on campus
  - Results from rooms held for accommodations
  - Results from cancellations (Study abroad, transfers, etc)
Update Information (Pull-In Password)- You'll want to make sure you share your Username and Pull-In Password with the person pulling you in. You will be able to reset your password anytime during room selection.

### Housing & Dining Selection Pull-in Password

Create the pull-in password that you will use for any future Housing and Dining Selection processes.

**WFU User Name:**

**Pull-In Password:**

By sharing this information with other students you are giving them authorization to select your housing assignment and dining plans and you are responsible for all charges and obligations of that selection.

### Miscellaneous Information

**Preferred Name:**

**Cell Phone:**

**Height:**

**Accommodation Code 1:**

[Cancel] [Next Step]
There are four steps to this process...
1. Agree to the Residence Hall and Dining Agreement
2. Pull-in any roommates
3. Select your housing from available spaces
4. Select your (and roommates’) meal plan

Make sure you have everyone’s pull-in information and meal plan choices ready!
Residence Hall and Dining Agreement

2015-2016 Residence Hall and Dining Agreement

Residence Life and Housing
Wake Forest University
P.O. Box 7149
Winston-Salem, NC 27109

Student
TEN TH TEST
01

All students 18 years of age residing in campus housing must sign this electronic Residence Hall and Dining Agreement. You must press "I agree" before proceeding to the next step.

I agree to the terms and conditions of this agreement.

This agreement was completed on 03/18/2015 08:09:44 AM.

You must press "I agree" before proceeding to the next step.

Cancel  Next Step
Pull-In Step- Click on the green add button and enter a person’s WFU Username and Pull-In Password to search for and add them.

Pulling in a roommate? You will need their WFU Username (e.g. deacodd17) and Pull-in Password NOW!!!

Click on the Green Plus sign to begin pulling someone in. Search with their WFU Username and then confirm with their Pull-in Password in the pop-up box.

If you are getting an error message with a Pull-in Password, you should contact that student to verify the password. Please note that they can log-in to WIN and reset their password at any time.

If you are not pulling in any roommates, select "Next" below to proceed.
Room Selection- You will only see places with the number of spaces you are choosing (pulling in 5, you will see blocks of 6), Timer starts once you lock a room.

1. Select a building from the left menu
2. Scroll through the available options on the right side
3. Use the Down Arrows to navigate
4. Use the hyperlinks to learn more about the blocks or rooms
5. Click on the "Lock" button to select the block or room
   - You will only see rooms or blocks that match the size of your roommate group and gender.
   - Once you have locked a room you will be able to place your roommates into the rooms/spaces.
   - If no options are visible, then you need to return to the previous screen and change the size of your group.

Locked Room Timer

You have not yet selected a room.

| Building: 109-111 Rosedale Circle House (2) |
| Building: 1115 Polo Road House (4) |
| Building: 1145 Polo Road House (6) |
| Building: 1157 Polo Road House (8) |
| Building: 1210 Polo Road House (4) |
| Building: Babcock Residence Hall (110) |
| Building: Bostwick Residence Hall (86) |
| Building: Collins Residence Hall (80) |
| Building: Davis Residence Hall (30) |
| Building: Dogwood Residence Hall (14) |
| Building: Eufra Residence Hall (10) |
Click on the building you would like to select in and then the available rooms or suites with that # of people are visible. Decide which one you want and then click on the lock icon – You can choose a different building if you want. If there is no availability for that number of people, then no buildings will show in the left menu. You can click Previous screen to go back and add or remove roommates to see other availability.
After you lock the room, you have 10 minutes to finish the process— which is plenty of time! You will assign each person to a bed using the dropdown menu. You can Click “Search Again” if you want to choose a different option.

**Locked Room Timer**

09:46 minutes remaining to complete your booking in Room DAV1015.

**Current Spaces Locked**

Room “DAV1015” is locked for your group. Select which beds will be occupied by your group members. If you want to change your selection, you can release this lock and select again.

Room: DAV1015
Bed Space: DAV1015a
Bed Space: DAV1015b
Meal Plan Selection - You will select a meal plan for you and everyone you are pulling in - **have that info ready**! - Meal Plan changes can be submitted online from April 18th-August 1st - Hit Finish and you are done!

**07:52** Room DAV1015 will be unavailable to others while you process your booking.

**Meal Plan for TEST01 TEST01**

**Meal Plan for TEST02 TEST02**

Press "Finish" below to finalize your Housing and Dining Selection.
Be Prepared!

• Have everyone’s WFU Username, Pull-in Password, and Meal Plans
• What is more important to you- where you live or who you live with
• Know what is going to happen if the number of spaces are not available for your roommate group- How are you adding, subtracting, dividing…
• Be realistic about your expectations
  – Rising sophomores are unlikely to be in Polo, Dogwood or Magnolia
  – Everyone will not be able to be in groups
  – You may be selecting housing in the Second Round
• Any browser should work on a Thinkpad or Mac, but I wouldn’t recommend using a tablet or smartphone.
• Think about where you will be and the connection you will have
Don’t forget!

• Set your Pull-in Password
• Decide which meal plan you want
• Requests for Substance Free or Quiet Living Area by Thursday, March 26

• **Room Showcase Video Contest** Entries due Friday, March 27

• During room selection April 13-17, there will be a **Help Desk** available in Luter lobby from 8:00am-6:00pm
Questions?

Q&A Tables (11AM-2PM)
- March 25th in the Pit
- March 27th in Benson
- April 1st in Miller Center
- April 10th in Benson

FAQs are on our website @ rlh.wfu.edu