



**Spelman College**

**Returning Students  
Housing Selection Process  
for  
Fall 2022 – Spring 2023**



# Things You Should Know

- Dates for Housing Selection, starting at **7am Eastern Time**

**March 22** – Westmar Apartments

**March 23** – Special Groups

**March 24** – All Current Spelman Students

- Interest for on-campus housing exceeds the number of beds available. **Not all students who want to live on campus at Spelman will be able to do so.**
- You should only select a room if you are certain you will live on campus. If you cancel later, you will incur cancellation fees.



# Things You Should Know

- Students will be permitted to select housing with a spring account balance. **Your account balance needs to be paid in full by April 29<sup>th</sup> or your room selection will be CANCELLED.**
- You **WILL NOT** be able to place a roommate in a room with you. Students who would like to be roommates will have to coordinate with each other to select the same room. *There is no guarantee you will be able to live with a preferred roommate.*
- You will only be able to complete this process once. Once you finish the process you cannot change your selection.



# Medical Accommodations & Your Room

- If you have a medical need **ON FILE** with the **Spelman College Student Access Center and the Housing Office**, you are expected to select the type of room that you need during the housing selection process.
- If the type of room needed is not available when you enter the housing selection site AND ***you ONLY want to live on campus, you should choose any on-campus room.*** The housing staff will work to reassign you to the room that meets your medical needs before the fall semester begins. If you do not select a room during the housing process, you will not be able to live on campus next year.
  - To view any medical accommodation on file for you, go to the Housing Dashboard and select “My Individual Housing Needs”.
  - For additional information on the medical accommodation process, please go to the Student Access Center website.



# Westmar Student Lofts

## An Off-Campus Option through Spelman

- **Only students who will be physically at Spelman for the full academic year may select Westmar.** If you will be away from campus (study abroad, domestic exchange, etc.) for the fall or spring semester, you cannot choose this option.
- If you select Westmar through the housing selection process, you will be billed for this off-campus housing BY SPELMAN on your student account at the beginning of the fall and spring semesters and will not pay rent to Westmar.
  - There is additional paperwork you must complete with Westmar management after housing selection to finalize this living option for the upcoming academic year.
  - Students selecting Westmar will NOT be able to return to on-campus housing at any point during that academic year.

# Logging in to the Housing Dashboard

On the day that you are eligible for housing selection, you will go to the “mySpelman” page.

Enter your OneSpelman credentials and select the **HOUSING** Dashboard button to the left of your screen.

Please test your login in advance of the selection day to make sure you are able to access the site.



There will be a **HIGH VOLUME OF USERS!**

Be patient. You may get a message to try again if a large number of students are already logged in.

# Selecting Your Room

On this page you will select your room. You will have *5 minutes* to complete your room selection.

## Selecting Your Residence Hall and Room

**CLAIM your SPACE**

- You will have 05:00 minutes to make your room and meal plan selection once the countdown has started.
- Search for Rooms** - select a room type from the drop down menu and click "Search".
- Available Rooms by Living Area** - click the drop down arrow next to the building you are interested in. Click the drop down next to the floor you are interested in and then click floor section you are interested in.
- Search Results** - shows the availability of rooms for the room type you chose in the building you chose highlighted in green. Click on the bed inside of the the available room you are interested in.

Once you choose the bed space the countdown clock will start. You can always "release" the lock if you change your mind. Your meal plan selection is in the next step.

**You must finish your selection within this time.**

You have not locked in a room selection

### Search for Rooms

Room Type 1

### Search Results

3

Available Rooms 4

Building: **Morehouse James Hall**

- Room: MORE-101 (1 available)
- Room: MORE-102 (1 available)
- Room: MORE-103 (2 available)
- Room: MORE-104 (2 available)
- Room: MORE-105 (1 available)
- Room: MORE-106 (2 available)
- Room: MORE-108 (2 available)
- Room: MORE-109 (2 available)
- Room: MORE-110 (2 available)
- Room: MORE-111 (2 available)
- Room: MORE-112 (1 available)
- Room: MORE-113 (1 available)
- Room: MORE-114 (2 available)
- Room: MORE-201 (2 available)
- Room: MORE-202 (2 available)
- Room: MORE-203 (2 available)
- Room: MORE-204 (1 available)
- Room: MORE-205 (2 available)
- Room: MORE-206 (2 available)
- Room: MORE-207 (1 available)
- Room: MORE-208 (2 available)
- Room: MORE-209 (1 available)
- Room: MORE-210 (2 available)
- Room: MORE-211 (2 available)
- Room: MORE-212 (2 available)

### Available Rooms by Living Area

2

- Building: Abby Hall (119)
- Building: BET Sullivan (294)
- Building: Beale Strong Hall (9)
- Building: Howard Harrel Hall (174)
- Building: LLC1 Starnett (193)
- Building: LLC2 Cole (193)
- Building: Laura Spelman Hall (37)
- Building: Mantley Hall (122)
- Building: McAlpin Hall (111)
- Building: **Morehouse James Hall (24)**

## Housing Waitlist for Fall 2022

If your preferred room type is not available in your search, you may add yourself to the waitlist for fall by clicking the button below.

**There is no guarantee you will be offered housing if you place yourself on the waitlist.**

You are encouraged to select a room now to be certain you will be on campus for next year.

**Waitlist for Fall 2022**

1. Search for Rooms – *the drop-down arrow shows the type of rooms to select and search.*

2. Available Rooms by Living Area – *here you will choose the hall where you want to live*

3. Search Results – *here you will see the rooms that are available from your search request.*

4. Display Map – *You may view the available rooms in a floor plan instead of a list by using display map.*

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Search for Rooms	Search Results
Room Type <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/>	<a href="#">Spelman</a> > <a href="#">Morehouse James Hall</a> <a href="#">Display Map</a> <b>Available Rooms</b> Building: Morehouse James Hall Room: MORE-101 (1 available) Room: MORE-102 (1 available) Room: MORE-103 (2 available) Room: MORE-104 (2 available) Room: MORE-105 (1 available) Room: MORE-106 (2 available) Room: MORE-108 (2 available) Room: MORE-109 (2 available) Room: MORE-110 (2 available) Room: MORE-111 (2 available) Room: MORE-112 (1 available) Room: MORE-113 (1 available) Room: MORE-114 (2 available) Room: MORE-201 (2 available) Room: MORE-202 (2 available) Room: MORE-203 (2 available) Room: MORE-204 (1 available) Room: MORE-205 (2 available) Room: MORE-206 (2 available) Room: MORE-207 (1 available) Room: MORE-208 (2 available) Room: MORE-209 (1 available) Room: MORE-210 (2 available) Room: MORE-211 (2 available) Room: MORE-212 (2 available)

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**Waitlist for Fall 2022**

**5**


# Waitlist

**5. Housing Waitlist for Fall 2022** – If you do not see a room you are interested in, you can put yourself on the waitlist by clicking the “Waitlist for Fall 2022” button.

*There is no guarantee that housing will be offered to you if you place yourself on the waitlist.*

**Please Note:** If you click the Waitlist button it will take you to another page and you will move away from the selection page. You will have to go back to the Housing Dashboard to the Housing Selection button to choose an on-campus room.





Thank you for familiarizing yourself with the process to  
select your room at Spelman College for the  
Fall 2022-Spring 2023 academic year.

## ***Questions?***

Email us at [housing@spelman.edu](mailto:housing@spelman.edu)

Call us at [\(404\) 270-5343](tel:(404)270-5343)