Room Selection Guide
2024-2025 Returning Student Housing Selection Process

TU Housing & Residence Life

What's Inside this Guide?

Roommate Group Process Overview

This Room Selection guide provides information about options that appear within the Living@TU Portal and how to select a room during the Room Selection Phase as an individual (solo student) or group. If you have any questions regarding this phase after reviewing this guide, please email us at housing@towson.edu.

Housing Selection Virtual Help Desk

The Department of Housing & Residence Life will provide a **Virtual Help Desk** from 10am-4:30pm each day during each Room Selection Day (April 28 through May 2). Students can access the help desk via this Virtual Help Desk link. **Students will need to authenticate using their TU login credentials.**

Timeslots & Group Leader Information

Your Selection Timeslot indicates when you (or your Group Leader) will be able to select a space in an open room. If you students (or their group leader) do not select a room during their selection timeslot, they will have to select during the Room Selection Make Up Day on May 2nd. **Students who do not select a space by the May 2nd Make Up Day will have their contracts cancelled and will not have a space for the 2025-2026 academic year.** You can view your timeslot in the email that was sent on April 17th.

Group Leader Designation & Responsibilities:
The Group Leader is the student who goes into the system during the room selection process to assign themselves and their roommates to a unit for next year. It is important for all group members to discuss various plans for housing if their first choice does not appear during their timeslot. Come up with a plan B, a plan C, etc.

To change your Selection Leader, please follow these steps:
1. Decide as a Group who will be your new Group Leader. It should be a mutually agreed upon decision. Ensure that you elect the "most responsible" individual and someone who doesn't have an academic or personal commitment during your timeslot.
2. Once that is decided, the current Group Leader will need to do the following:
   a. Log into the Living@TU Portal.
   b. Click on Roommate Group on the sidebar.
   c. Select the current term by clicking continue.
   d. Select the new roommate group leader by click on the **"Make Group Leader"** button next to the person that will be the new group leader.
3. If there are circumstances where a Group Leader cannot select a room during the DAY OF YOUR SELECTION TIMESLOT, email us at housing@towson.edu.

Cancel Your Housing Contract for 2025-2026

If your plans have changed and you are no longer planning on living in University Housing next year, please complete the "Contract Cancellation Request" form via the Living@TU Portal.

Roommate Group Reference: Group Sizes & Available Housing

Only rooms large enough to accommodate your roommate group will be displayed during the room selection process. Remember, **only the Group Leader will participate in room selection**. They will assign the group members to their spaces within the room, suite, or apartment during the room selection process. Use the chart below as well as the Proposed 2025-2026 Housing & Meal Plan Rates as guides in determining the size of your roommate group.

Building / Community	Allowable Group Sizes		
	2	3	4
Residence Halls			
Barton	✓		
Douglass	✓		
Glen Complex (A, B, C, D)	✓	✓	✓
Residence Tower	✓		
Newell Hall	✓	✓	
Richmond Hall	✓	✓	
Prettyman Hall	✓	✓	
Scarborough Hall	✓	✓	
Apartments			
10 West	✓	✓	✓
Barnes Hall	✓	✓	✓
Marshall Hall	✓	✓	✓
Towson Run	✓	✓	✓

Room Selection Process for Solos (students without a Roommate Group)

1. Log-in to the Living@TU portal

2. Select **Room Selection.**

3. **Choose Your Building:** Click "Select" next to the building you want to live in.

Select A Building
Staying for **Academic Year 2025-2026**

10 West — Select

Barnes Hall — Select

4. **Filter Spaces:** Use the Room filters located on the left side to filter through the different room types and room attributes

Room List

Room Types
- ☐ Double in 1-Bdrm Ste Den
- ☐ Double in 1-Bedroom Apt
- ☐ Double in 1-Bedroom Suite
- ☐ Double in 2-Bdrm Ste Den

Buildings
- ☑ 10 West
- ☐ Barnes Hall
- ☐ Barton House
- ☐ Glen Tower A
- ☐ Glen Tower B
- ☐ Glen Tower C

Attributes
- ☐ Full Kitchen - No Meal Plan Required
- ☐ Gender Inclusive Housing
- ☐ Has a Den
- ☐ Kitchenette - Weekly Meal Plan Required
- ☐ No Den

5. **Pick a Room:** Browse through the available rooms and click "Add to Cart" to hold the one you like.


6. **Assign Yourself:** Click on the room in your cart and using the dropdowns, select a bed to assign yourself to.

7. **Pro Tip:** If you're signing up solo, try to choose a room that already has someone in it. This helps reduce the chance of being moved later (a process called consolidation).

8. Click **"Assign Bed"** to lock in your spot.

9. Double-check everything! Make sure you're happy with your selection.

10. Click **"Confirm Assignment."** Once you confirm, you won't be able to make changes.

Room Selection Process for Groups

1. Log-in to the Living@TU portal.
2. Select **Room Selection.**
3. **Choose Your Building:** Click "Select" next to the building you and your group want to live in.

Select A Building
Staying for **Academic Year 2025-2026**

10 West	Barnes Hall
Select	Select
Douglass House	Glen Tower A

4. **Filter Spaces:** Use the Room filters located on the left side to filter through the different room types and room attributes

Room List

Room Types
- ☐ Double in 1-Bdrm Ste Den
- ☐ Double in 1-Bedroom Apt
- ☐ Double in 1-Bedroom Suite
- ☐ Double in 2-Bdrm Ste Den

Buildings
- ☑ 10 West
- ☐ Barnes Hall
- ☐ Barton House
- ☐ Glen Tower A
- ☐ Glen Tower B
- ☐ Glen Tower C

Attributes
- ☐ Full Kitchen - No Meal Plan Required
- ☐ Gender Inclusive Housing
- ☐ Has a Den
- ☐ Kitchenette - Weekly Meal Plan Required
- ☐ No Den

5. **Find a Room:** Look for a room that has enough open beds for everyone in your group.

Room List

Room Types
- ☐ Single in 2-Bedroom Apt
- ☐ Single in 4-Bedroom Apt

Areas
- ☐ West Village Apartments

Buildings
- ☐ 10 West
- ☐ Barnes Hall
- ☐ Barton House
- ☐ Douglass House
- ☐ Glen Tower A
- ☐ Glen Tower B

Staying for **Academic Year 2025-2026**

Marshall Hall - 0002A	Marshall Hall - 0002B	Marshall Hall - 0004A
1 🛏	1 🛏	1 🛏
From $6179.00 per Semester	From $6179.00 per Semester	From $6057.00 per Semester
Room Type: Single in 2-Bedroom Apt	**Room Type:** Single in 2-Bedroom Apt	**Room Type:** Single in 4-Bedroom Apt
Location/Floor: Marshall Hall - Lower Level	**Location/Floor:** Marshall Hall - Lower Level	**Location/Floor:** Marshall Hall - Lower Level
Unit Notes:	**Unit Notes:**	**Unit Notes:**
Add To Cart	Add To Cart	Add To Cart

6. The system will notify you if the room doesn't have enough space.

7. **Hold the Room:** Click **"Add to Cart"** to temporarily hold the room. You will have 3 minutes to assign everyone in your group to a bed.

8. **Assign Beds:** Place yourself and your roommates in the available beds using the dropdowns, then click **"Assign Bed"**.

9. **Double-Check Everything:** Make sure everyone is in the right spot and you're happy with the choices.

10. Click **"Confirm Assignment"**. Once confirmed, you will not be able to make any changes, so be sure before clicking.