Room Selection Instructions

Overview

Room Selection for the 2016-2017 academic year will take place on Eaglesnest Housing. Please take some time to visit the Residence Life website (http://www.winthrop.edu/reslife/) and click on the “Eaglesnest” button. Included on this website are detailed instructions and other resources.

If you have any questions, our staff is available to help!

- Department of Residence Life (237 DiGiorgio Campus Center) :: Open Monday-Friday, 8:30 AM - 5:00 PM.
- Eaglesnest Hotline (803-323-2223) :: Available any time, day or night, starting Feb. 15th.

Two Phases During Eaglesnest Room Selection

Eaglesnest has 2 separate phases. You must complete Phase One before attempting room selection in Phase Two.

Phase One: Application, establish PIN, list roommates, select a meal plan, sign contract. Students MUST complete Phase One in order to select a room in Phase Two. It is HIGHLY recommended that you complete Phase One by February 22! DO NOT WAIT until the day you select a room to complete Phase One.

Phase Two: Select room.

Items to Note

Eaglesnest Housing is on Wingspan.

- Log in and select Eaglesnest Housing under Student Tools, then scroll down to Eaglesnest Room Selection.

- You must complete Phase One before attempting room selection in Phase Two.

- Richardson, Phelps, and Lee Wicker will be open for breaks (excluding semester break).

- You may select a room only once during Phase Two.

- You may only “pull-in” another student who is eligible to sign up on the same day.

- Read the 2016-17 Residence Hall Contract/Lease available online.

- Selecting a Room with Roommate and Suitemates: ONLY ONE ROOMMATE/SUITEMATE LOGS IN

  Select the room/suite, and use the roommate/suitemate’s PIN to sign them up.

Phase One and PIN

Once logged in, click on the appropriate Phase One button. Follow the instructions on the screen.

During Phase One, you will establish a PIN (required), which is not related to any password. It is best to limit the number of characters and to keep it simple. If you’ve used this system before and created a PIN we recommend that you reset it to a new PIN. REMEMBER YOUR PIN!

- The PIN is used for roommate/suitemate groups. During Suite Fill-All and General Room Selection, only one student in a roommate group will log in to Wingspan to select a room.

- The roommate/suitemates will be pulled in by the person who logged in.

- The individual PIN is entered for each roommate pulled in. If your roommate/suitemate is pulling you in during Suite Fill-All or General Room Selection in Phase Two, you will need to give your roommate your PIN so that it can be entered as the bed spaces are selected.

- If you are pulling in a roommate or suitemate during Phase Two, you will need to enter each roommate/suitemates' PIN(s).

Phase Two Room Selection: Three Options

There are three different ways to select a room in Eaglesnest. Use the option that works best for your situation.

Each option occurs on a different date. See “Important Dates” on back for details. Remember, you may only select a room once.

- Same Room (rising sophomores only): You may select the room in which you currently reside. Only you and your current roommate are eligible to select your current room.

- Suite Fill-All: For suites in Lee Wicker, Thomson, or Phelps, AND if you have a group of 4 who can fill all four beds in the suite. If you do not have a group of 4, you will NOT be able to complete the Eaglesnest process during Suite Fill-All. Space is limited. If you log on to Eaglesnest during Suite Fill-All and you cannot find full suites, some full suites will be available during General Room Selection.

- General Room Selection: You can select from available rooms in Lee Wicker, Margaret Nance, Phelps, Richardson, Thomson, or Wofford. You can select individually or with a roommate and/or suitemates.

Please see other side for detailed instructions.
Room Selection Instructions

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Suite Fill-All Details (cont.)</th>
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</thead>
<tbody>
<tr>
<td><strong>Week of February 15</strong>: Current residents will receive an email in their Winthrop email account with Suite Fill-All individual start time and information.</td>
<td>- Search for available rooms:</td>
</tr>
<tr>
<td><strong>Beginning Monday, February 15</strong>: Phase One- Application, establish PIN, list roommates, select a meal plan, sign contract.</td>
<td>- Click the arrow to the left of the building name to show floors</td>
</tr>
<tr>
<td><strong>Rising Sophomores</strong> Includes first, second, and third semester students, Winthrop Fellows scholarship recipients, and full-scholarship athletes:</td>
<td>- Click on the NAME of the floor and the floor will become highlighted. A list of available rooms will appear on the right screen.</td>
</tr>
<tr>
<td>- <strong>Tuesday, February 23</strong>: Same Room</td>
<td>- Click “SELECT This Room.” Once you click “Select This Room,” you will need to monitor the Lock Status at the top of the screen and complete the process before time runs out.</td>
</tr>
<tr>
<td>- <strong>Tuesday, March 1</strong>: Men Suite Fill-All (individual start time received in email). The start time is randomly computer generated. The person with the earliest time will be able to log in for others in the group. Ends at midnight.</td>
<td>- Select Bed Space:</td>
</tr>
<tr>
<td>- <strong>Thursday, March 3</strong>: Women Suite Fill-All (individual start time received in email). The start time is randomly computer generated. The person with the earliest time will be able to log in for others in the group. Ends at midnight.</td>
<td>- Click the dropdown to place roommates</td>
</tr>
<tr>
<td>- <strong>Tuesday, March 8</strong>: Men General Room Selection. Starts at 11:00 AM. Ends Wednesday, March 4 at 6:00 PM.</td>
<td>DO NOT CLICK THE RELEASE LOCK BUTTON UNLESS YOU WANT TO START OVER. IN ORDER TO SAVE YOUR SPACES SCROLL ALL THE WAY DOWN AND CLICK “Complete Room Selection”</td>
</tr>
<tr>
<td>- <strong>Thursday, March 10</strong>: Women General Room Selection. Starts at 11:00 AM. Ends Friday, March 6 at 6:00 PM.</td>
<td>- Once you see Big Stuff on the confirmation screen, you are finished! You will receive a confirmation email.</td>
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**Rising Juniors and Seniors** Those currently beyond their third semester at Winthrop:
- **Tuesday, March 22**: Suite Fill-All. Women start at 11:00 AM. Men start at 11:30 AM. Ends at midnight. 
- **Thursday, March 24**: General Room Selection. Women start at 11:00 AM. Men start at 11:30 AM. Ends on Friday, March 25 at 6:00 PM.

**Same Room Details**
- Click the “Same Room” button on the Eaglesnest main page.
- Follow the simple prompts to select your room. You are not finished until you see a picture of Big Stuff at the end. You will receive a confirmation email.

**Suite Fill-All Details**
- Click the “Suite Fill-All” button on the Eaglesnest main page.
- Select your roommates:
  - Click the green +
  - Enter the roommate/suitemate’s WU ID (recommended) or first and last name
  - Click “Search”
  - Enter the roommate’s PIN
  - Click “Select” (Repeat for the other 2 roommate/suitemates).
- Click “Next Step”

**SEE TOP RIGHT FOR FURTHER INSTRUCTION**