

How-To Renew Room

Once you have completed your Profile on the StarRez Portal, you will have the option to renew your current room assignment. To do this, you will go to the “Renew Current Room” tab.

RENEW CURRENT ROOM (Step 12 of 20)

Room:	Calvert 116 - A
Room Type:	Double, private bath
Location:	Calvert Rogers Hall
Floor:	Calvert 116
Available Terms:	Academic Year MBA QTR Semester
Available To:	StCharles-Continuing StCharles-Graduate Continuing StCharles-Graduate Returning StCharles-Returning StCharles-Transfer
Mandatory Housing Profiles:	None

OCCUPANCY INFORMATION

Beds	Occupants
Calvert 116 - A1	- Empty -
Calvert 116 - A2	- Empty -

SAVE & CONTINUE

Once you are on this section, make sure that your current housing assignment is correct. The only thing you need to be concerned with is the information that is circled above. If it is correct, and you'd like to keep this assignment for the next year, click on “Save & Continue”

RENEW CURRENT ROOM

Select the bed you would like to have.

My Bed:

RESERVE BEDS

You will now be asked to reserve your bed. Only available beds in the room will show. Each letter signifies a room, and each number is the occupancy of that specific room. If you are in a double in a Residence Hall, it does not matter if you are A1 or A2. If you are in a house, each room will be separated by a letter, and the number of people in the room will be separated by numbers. For example, if you live in a 3 person/2 bedroom house, the options would include A1, A2, and B1. Two people live in one room and the other person lives in a single room. To reserve your same bed, click on “Reserve Beds”

ROOMS

(Step 12 of 18)

[Back](#) | [Cancel Room](#)

Your selected room is detailed below. To confirm this room, please continue the application process using the options above.

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Available To:	StCharles-Continuing StCharles-Graduate Continuing StCharles-Graduate Returning StCharles-Returning StCharles-Transfer
Mandatory Housing Profiles:	None

OCCUPANCY INFORMATION

Beds	Occupants		
Calvert 116 - A1	- Empty -		
Calvert 116 - A2	ams156 (6/3/2017 - 7/30/2017)	View Profile	Send Message
Calvert 116 - A2	ams156 (8/26/2017 - 12/16/2017)	View Profile	Send Message
Calvert 116 - A2	ams156 (1/6/2018 - 5/5/2018)	View Profile	Send Message

OPTIONS

[Cancel Room](#)
Cancel your current room assignment.

[SAVE & CONTINUE](#)

You will see that your renewal has been successful when you are listed as an occupant for the room.