

How do I sign up for a room?

1. Log into myDrake, click on “Student Home”, click on “Campus Resources” then click on the fork&knife icon, “Housing & Meal Plan Selection”. Click on Apply Here and continue to your Residence Hall 2024-2025 application to start the process of your room reservation.
2. Once in your “Residence Hall 2024-2025” application select the page “Room Selection Introduction” page, click on “Save and Continue” once you have read all the information on this page, this will take you to the “Room Selection” page where you will then be able to choose your Hall Preference and Room that you wish to reserve.
3. Once you have found the room that you want, click on “Reserve Room”.
4. Once “Reserve Room” has been clicked, it will open the page “Assign Bed” you will have 5 minutes to complete the process of reserving the room space.
5. In “Assign Bed” you will assign all beds for the verified roommate group, you will have a 5-minute hold to complete this step.
6. Once all beds have been assigned to a room, click on Assign Beds, this will take you to the “Room Selection Confirmation” page, **YOU MUST CLICK, Confirm Room Selection** for this reservation to be completed! You will know that your room reservation is completed when you are redirected to the “Application Status” page, that shows your new room assignment!

What if I can't see the “Room Selection” page?

1. This page will appear with a completed Residence Hall 2024-2025 application with a start date of 2-16-24 or later.
2. If your start date is early than 2-16-24, you will need to email housing@drake.edu for assistance on getting this corrected.

Why can't I choose a room or see the room type that I am looking for?

1. Make sure that your application is completed in its entirety.
2. Has the roommate group been verified?
3. All rooms in the room type that you are looking for may be all booked and no longer available.

How do I delete, change my roommate group?

1. The group leader will need to email housing@drake.edu to request the roommate group to be unverified.
2. Once the group is unverified, the group leader will then be able to remove/delete the group and create a new roommate group to verify.

Can I choose a room without a full group?

1. **No**, your verified roommate group, must be the number of people for the size room you wish to have, ex. 4 people = Quad, 4-person room; 3 people = Triple, 3-person room, etc
2. Random Roommates cannot fill an empty spot.

How do I find another roommate to add to my group?

1. Reach out to your RA or your Hall Coordinator for assistance on finding another roommate.
2. Post on social media/FB group for your class that you are looking for another person to join your group.
3. Talk to friends and inquire if they would like to join your roommate group.

What if I can't find a roommate?

1. If you do not have a roommate, you can complete the Residence Hall 2024-2025 application and after the housing sign up process has completed, you will then be assigned to housing with another person who did not have a roommate.

Please note all information for the Housing Sign Up Process has been provided through the Housing Sign Up newsletter. You may see all documents here for further reference, <https://www.drake.edu/residencelife/returningstudenthousing/signup/> and refer to the email sent on February 16th.