



**Selecting Your**  
**ROOM IN THE**  
**RESIDENCE HALLS**

### You're in charge!

Select your own room when completing your online RIT housing contract!

Read through this booklet for easy instructions and important information about selecting your own room in the RIT residence halls.

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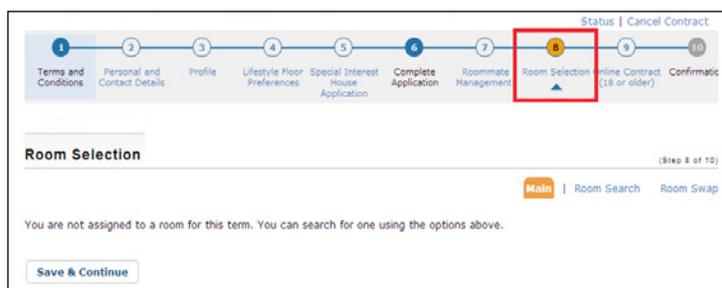
#### Complete Your Online RIT Housing Contract:

Once your tuition deposit is paid or waived, you will have access to the 2016–2017 RIT housing contract. Housing contracts will be available online beginning January 4, 2016. Go to [myhousing.rit.edu](http://myhousing.rit.edu) to complete your online housing contract. If you require a paper copy of a housing contract, contact Housing Operations at (585) 475-2572 or [housing@rit.edu](mailto:housing@rit.edu).

## How to Select A Room

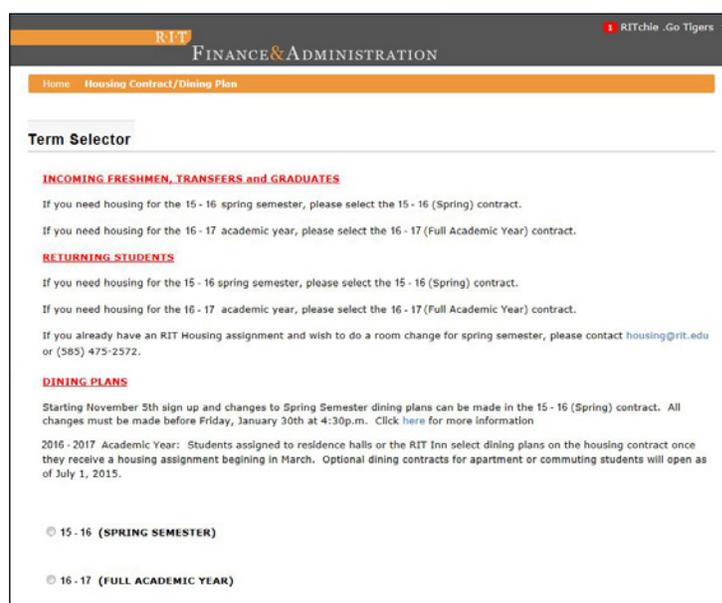
1. Once your appointment time and date arrives, follow the steps in the *How to Complete Your Housing Contract* below.
2. On the top menu bar click **Room Selection** to select your room.

**Note:** *Room Selection* will be grayed out and unavailable until your appointment date and time.



## How to Complete Your RIT Housing Contract

1. Go to [myhousing.rit.edu](http://myhousing.rit.edu)
2. On the RIT authentication page, enter your RIT computer account username and password; then click Log on.
3. On the home page, *click Housing Contract/Dining Plan* in the orange header bar.
4. On the Term Selector page, *select 16–17 Full Academic Year*
5. On the Begin Contract page, click the **Save & Continue** button.
6. You are now ready to begin filling out your RIT housing contract. Work through the steps on the top menu bar.
7. When you get to Roommate Management, you are now ready to begin searching for and selecting a roommate. You may go back into your housing contract as many times as you like to search for roommate(s) through May 13, 2016.



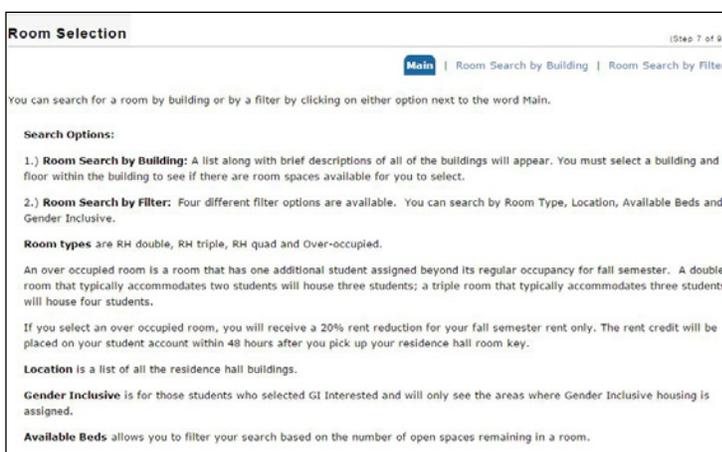
## Room Selection

You can search for a room by building or by filter, by clicking on either option next to the word Main.

## Room Search by Building

1. A list of all the buildings will appear. The buildings you are eligible to live in will show the available rooms when you click on them. A brief description for each building will also appear.
2. Click on building name to view a listing of all floors within the building. Detailed floor information will also appear including any type of special lifestyle floors and room types/ occupancy available
3. Click on the floor of your choice and then click the **Select Room** button to see the listing of available rooms. A listing of all available rooms will appear. Beside each room number you will see:

**M or F** — designates the gender associated to the room. The associated gender to rooms cannot be changed.



**2/2 or a similar formatted number** — this number shows the room's required occupancy/open spaces within the room. For example, "2/2" means that the room is a double and that there are two spaces open and "2/1" means that the room is a double and one space is open. You will also see triples and quads as 3/3 and 4/4.

**Magnifying glass** — click to view additional information about the room.

- If a student is assigned to the room, click on the magnifying glass to view their profile to decide if they would be a good roommate for you.
- Once you have found the room you want, click the **Select Room** button.
- In the **Select the Bed You Would Like to Have** drop down menu, select any open space within the room.

In the **Select the Bed(s) You Wish to Assign to Your Roommate(s)** drop down menu, select None if you do not have an accepted roommate. If you do have an accepted roommate, you must assign them; see **How to Make a Room Selection When You Have an Accepted Roommate** section on page 9.

Click the **Reserve Bed** button when finished. You will have five minutes to select your bed space(s) before your room selection times out.

**\*\* Once your selection times out, start over with step 8 to continue the process.**

- Once you click the **Select Room** button, Room Selection will disappear from the menu on the top menu bar. Your next step is to complete your online contract. Once you have completed your contract the confirmation menu button will appear on the top menu bar. Click the **Confirmation** menu button to view your assignment and roommate, if you selected one.

You may select a room even if you did not select a roommate.

All incoming freshmen are guaranteed RIT housing in the residence halls and there is plenty of traditional and specialty residence hall space to select from! Visit [housing.rit.edu](http://housing.rit.edu) to view residence hall options or to view the online room selection instructional guide.

[Building](#) > [Floor](#) > [Rooms](#) > [Beds](#)

**Carlton Gibson Hall - Coed and Honor Housing**  
The 1st and 2nd floor are coed floors for non honors students. The 3rd, 4th and 5th floors are Honors Housing.

**Eugene Colby Hall (ABB)**  
Home to the study abroad cluster and the House of General Science special interest house.

**Eugene Colby Hall (C,D&E)**  
Houses three special interest houses - International House, Art House, and the Unity House.

**Frances Baker Hall (ABD)**  
Low rise building that houses co-ed floors and substance free lifestyle floors.

**Frances Baker Hall (CBD)**  
Low rise building that houses co-ed floors and substance free lifestyle floors.

**Helen Fish Hall (A)**  
Low rise building that houses substance free lifestyle floor.

**Helen Fish Hall (B&C)**  
Low rise building that houses single-sex floors for males, co-ed floors, wellness and substance free lifestyle floors, as well as the sustainability housing cluster.

**Kate Gleason Hall**  
High rise building with air-conditioning - closest to the quarter mile and Gracie's dining hall.

**Mark Ellingson Hall**  
One of the three buildings where students live in air-conditioned suites - most rooms are structured as three student rooms that share one adjoining bathroom. 50% of the students housed in Ellingson are from the National Technical Institute for the Deaf.

**Nathaniel Rochester Hall**  
High rise building with air-conditioning and is home to Photo House, Computer Science House, Engineering House.

**Peter Peterson Hall**  
Offers air-conditioned suites - most rooms are structured as three student rooms that share one adjoining bathroom. The accessibility of Peterson Hall is considered state of the art.

**Residence Hall B**  
Low rise building with single-sex floors for males and females and one co-ed floor which houses the University Studies Learning Community.

**Residence Hall C**  
Low rise building that houses an all female floor for students not in a Greek organizations and also sorority housing.

**Sol Heumann Hall**  
Mainstreamed high-rise building that houses co-ed and all-male floors and a living learning community.

## Room Search by Filter

Four filter options will be available on this page.

1. **Room Type:** Over Occupied, RH Double, RH Quad, and RH Triple are the different room types that you can search by in the residence halls. When you select one of these room types and click Search for available rooms, a list of that type of room in all the different buildings will appear.

An over occupied room is a room that has one additional student assigned beyond its regular occupancy for fall semester. A double room that typically accommodates two students will house three students; a triple room that typically accommodates three students will house four students.

If you select an over occupied room, you will receive a 20% rent reduction for your fall semester rent only. The rent credit will be placed on your student account within 48 hours after you pick up your residence hall room key.

2. **Location:** A list of residence hall buildings will appear for you to filter your search by or you can choose Residence Halls which will include all of the buildings.
3. **Profile:** will prompt you to choose the mandatory profile that you have assigned or you can leave the filter set to All Profiles.
4. **Available Beds:** The choice of 1, 2, 3 or 4 is available to filter the number of beds available in one room. If for example you are part of a group of 4 roommates, you can choose 4 in this filter and the list will show any quads in any of the residence hall buildings that have 4 open beds that you can assign you and your roommates to.

After selection your filter(s), click the **Search for available rooms**.

Follow the same steps under Room Search by Building in the previous section to see room details and select a room.

The screenshot shows the 'Room Selection - Room Search by Filter' page. It includes a breadcrumb trail: 'Main | Room Search by Building | Room Search by Filter'. Below the breadcrumb, there is a section titled 'Select any of the filter options below, then click Search for available rooms.' This section contains a paragraph explaining the 'Over occupied' room type and a note about a 20% rent reduction. Below the text are four dropdown menus: 'Room Type' (set to '- All Room Types -'), 'Location' (set to '- All Locations -'), 'Profile' (set to '- All Profiles -'), and 'Available Beds' (set to '- Any Number -'). A 'Search for available rooms' button is located at the bottom of the filter section.

The screenshot shows the 'Room Selection - Room Search by Filter' page after a search. The 'Room Type' dropdown is now set to 'Over Occupied'. Below the filter section, a table displays the search results. The table has columns for Room, Room Type, Location, Section, Floor, and Room Details. One result is shown: Room 'Peterson 2114', Room Type 'Over Occupied', Location 'Peter Peterson Hall', Section 'Peterson 2', and Floor 'Peterson East 2nd Floor - Coed'. A 'Room Details' link is visible at the end of the row.

Room	Room Type	Location	Section	Floor	Room Details
Peterson 2114	Over Occupied	Peter Peterson Hall	Peterson 2	Peterson East 2nd Floor - Coed	Room Details

## How to Select a Room When You Have an Accepted Roommate

If you have an accepted roommate(s), the linked roommates in the group will have the same appointment times and any student in the linked group can assign all of the roommates in the group.

1. Students with an accepted roommate(s) should follow the same room selection instructions in the How to **Select a Room** section up until the **Select the Bed(s) You Wish to Assign to Your Roommate(s)** drop down menu. At that point, the student in the roommate group who is selecting the room should select a space for themselves and then select a space for their roommates.

The screenshot shows a web interface for room selection. At the top, it says "Room Selection - Room Search" and "(Step 8 of 10)". There are navigation links for "Main", "Room Search", and "Room Swap".

Instructions on the page include:  
- "Your appointment time is the earliest that you can select a room. You will continue to have access to the room selection process until June 12th."  
- "You may select a room even if you did not select a roommate."  
- "All incoming freshmen are guaranteed RIT housing in the residence halls and there is plenty of traditional and specialty residence hall space to select from! Visit housing.rit.edu to view residence hall options or to view the online room selection instructional guide."  
- A breadcrumb trail: "Building > Floor > Rooms > Beds".

The main heading is "Helen Fish Hall (A) - Helen Fish Hall A 1st Floor - Alcohol & Substance Free". Below this, it says "Low rise building that houses substance free lifestyle floor." and "Time remaining for bed selection: 04:50".

The user is prompted to "Select the bed you would like to have." and has selected "Fish A 1012-1" in a dropdown menu labeled "My Bed".

Next, the user is prompted to "Select the bed(s) you wish to assign to your roommate(s)." and has selected "Fish A 1012-2" in a dropdown menu labeled "amm5493". The dropdown menu also shows "- None -" and "Fish A 1012-2".

At the bottom, there is a "Reserve Bed" button and a contact email: "Contact us at housing@rit.edu if you have any questions related to room selection."

**Questions? Contact us at:**

RIT Housing Operations  
Office: Grace Watson Hall  
Phone: 585- 475-2572

Email: [housing@rit.edu](mailto:housing@rit.edu)  
Website: [housing.rit.edu](http://housing.rit.edu)  
Portal: [myhousing.rit.edu](http://myhousing.rit.edu)



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Facebook.com/[RITHousing](https://www.facebook.com/RITHousing)  
Instagram: [@RIT Housing](https://www.instagram.com/RITHousing)

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