Phase I Renewal

Who Can Participate In Phase I

Students who currently live in:

- RIT Inn
- RIT apartments
- University Commons suites

Students who have held their space in one of the locations listed above while on co-op or study abroad
Dates of Renewal

Dates for Phase I

- **Complete Contract to Renew**  
  **November 2 – 6**

  Students who are currently assigned to an RIT apartment, University Commons suite, and the RIT Inn who want to return to the same assignment for the 2016–2017 academic year must sign up online at myhousing.rit.edu.

- **Complete Roommate Add Process**  
  **November 13 – 23**

  If there is a vacancy in your 2016–2017 RIT housing after the above process ends on November 6 and you want to add a roommate to fill that vacancy for 2016–2017 academic year, you must complete a roommate add online between November 13 - 23.
Eligibility Requirement
Students must be eligible to sign up for housing

✗ If you are graduating, then you are not eligible to sign up
How and When to Sign Up

Go to the housing portal myhousing.rit.edu | November 2–6

- You will renew your space in your current housing as an individual by completing the 2016–2017 academic year housing contract.

- The housing contract you need to complete will not be available until midnight November 2.
Room Selection Renewal Tab

✘ On the Room Selection Renewal page, you must click on the words Reserve Bed and then hit submit in order to renew your space.

✘ You will notice that your apartment number will be followed by a1, 2, 3, or 4 — that number has nothing to do with which bedroom you are assigned to or with whom.
Room Selection Renewal Tab

Room Selection Renewals

Select the bed you would like to have.

My Bed: Colony 160 Sp2

Reserve Bed
University Commons Only

☑️ On the room selection renewal page, there is a link to a PDF for the University Commons Suite Bedroom Sign-up Form.

☑️ **You must complete it if:**

  ☑️ you add someone who is not currently a resident into the suite

  ☑️ you all renew but want to change bedrooms

      ☑️ renew your current spaces and then submit your UC bedroom sign up form and Housing staff will change your assignments accordingly.
University Commons Bedroom Form

Room Selection Renewals

You must click on the 'Reserve Bed' button below to renew your current space in the apartment/suite/room listed below for the next academic year.

If you are living in University Commons you can only renew the bedroom you are currently assigned to. If your group would like to change bedroom assignments for the next academic year you must complete a University Commons bedroom form. All members of your group sign the form and it must be submitted to the Housing Operations office.

<table>
<thead>
<tr>
<th>Room:</th>
<th>UC 108</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Type:</td>
<td>UC IIB</td>
</tr>
<tr>
<td>Location:</td>
<td>University Commons</td>
</tr>
<tr>
<td>Floor:</td>
<td>UC 108</td>
</tr>
</tbody>
</table>

 Reserve Bed
Renewal Notification

When you have completed your renewal, you will receive an email notification verifying you have renewed your space for the next academic year.
Vacancy in Apartment/Suite

- If the apartment, University Commons suite, or the RIT Inn room that you renewed has a remaining vacancy at the close of renewals November 6, you will receive an email reminding you that you can roommate add a student of your choice into the vacancy between November 13 – 23.

- All students who renewed the same apartment or University Commons suite will need to take action and agree on who is being added to the vacancy.
How to Roommate Add

✗ The student to be added to your vacancy, must go to myhousing.rit.edu between the dates of November 13-23 and do two things:

✗ Complete a 2016-2017 academic year housing contract

✗ Complete a roommate add request

✗ After the student to be added has completed his/ her contract and roommate add request form, you and your roommates must go to myhousing.rit.edu between November 13 – 23 and each complete a roommate add approval.
Students who do not fill the vacancy(ies) in their apartments/suites by 11:59 p.m. on November 23, will no longer have the opportunity to add another student to the vacancy.

The vacancy will be entered into the available space pool for Housing Selection Phase II.
Cancelling Your 16–17 Housing Contract

✖ If you decide you no longer need RIT housing for the 2016–2017 academic year, cancel your housing contract via myhousing.rit.edu. Recall your housing contract and click on the cancellation button.

✖ Cancellation Schedule

✖ Cancel by June 15, 2016 | no financial penalty

✖ Cancel between June 16–July 31, 2016 | $300 cancellation fee

✖ Cancel between August 1–21, 2016 | $500 cancellation fee
After Housing Selection

What happens when a vacancy occurs in a two or three bedroom apartment after Housing Selection:

- If a vacancy occurs in an apartment, it is the responsibility of the resident(s) on contract to secure a new roommate to fill the vacancy. Residents have 7 days from the vacancy occurring to add a new roommate.

- Housing Operations has the right to assign a new resident to the vacancy if the residents on contract have not done so after 7 days.

- If a replacement roommate has not been assigned by the resident(s) or by Housing Operations, the alternate occupancy rent rate will be applied on the next billing statement.
After Housing Selection (cont)

What happens when a vacancy occurs in a University Commons suite:

- RIT Housing Operations is responsible for assigning a new resident to a vacant suite; however, current residents of the suite may request to add an eligible resident into the vacant space with the approval of RIT Housing Operations.

- The roommate addition must be completed within 7 days of the vacancy occurring.
Connect with us!

Come in to see our Housing Operations staff or…

✗ Email us at housing@rit.edu
✗ Call us at 475-2572

@RITHousing
facebook.com/RITHousing
@rithousing
Roommate Add Instructional Video

- See an instructional video on how to complete a roommate add by going to the home page at myhousing.rit.edu.