General Information

Open Office Hours For Renewal Sign-Up
Information And Questions:
Friday, October 23
8:00 a.m. – 5:00 p.m.
Grace Watson Lobby
For more information, visit the housing website at housing.rit.edu.

Housing Selection Phase I:
Renewal Process Renewal Sign-Up Dates

Step 1: Renewal Sign-Up
November 2–6 (See page 4)

Step 2: Roommate Adds
November 13–23 (See page 5)

Sign Up at myhousing.rit.edu.

What is Renewal?
Students living in apartments, University Commons suites, and the RIT Inn have the opportunity to renew their housing contract for the space they are currently living in for the 2016–2017 academic year.

To participate in Housing Selection, you must meet the eligibility requirements:

✘ No holds of any kind on your student account.

✘ Not graduating.

Your To-Do List:
✘ Complete an online housing contract at myhousing.rit.edu between November 2–6.

NOTE: The housing contract you need to complete will not be available until midnight November 2th.

✘ If there is a vacancy in your 2016–2017 RIT housing after November 6th, and you want to add a roommate to that vacancy for the 2016–2017 academic year, you must add the roommate between November 13–23. See Step 2 on page 5.

Features of the Renewal Process:

✘ Renewals are online at myhousing.rit.edu.

✘ You will renew as an individual, not as a group.

✘ You will use the online roommate add process to fill a vacancy.

If you are not going to renew your current housing for the 2016–2017 academic year, go directly to page 6 for other Housing Selection options.

Connect With Us!

Twitter: @RITHousing
facebook.com/RITHousing
Instagram: @RIT Housing
Step 1: Complete Contract

- Go to myhousing.rit.edu between November 2–6.
- Complete a contract for the 2016–2017 academic year.
- When completing your online contract, be sure to click on Reserve Bed under the renewal button and then hit submit.

The housing contract you need to complete to renew your housing contract for the 2016–2017 academic year will not be available on the housing portal (myhousing.rit.edu) until midnight November 2, 2015.

Between November 9–13
If you renewed your current housing (step 1) you will receive an email notification if the apartment, suite, or room you renewed has any vacancies for the 2016–2017 academic year. You will have between November 13–23 to complete the online roommate add process in order to add in a student(s) of your choice to fill the vacancy you may have in your housing unit.

Example
Four students live in a 2-bedroom Colony Manor apartment. Three of the four students went online and renewed their contracts. The fourth student did not renew since she is graduating in May. The three students who renewed may decide as a group who they want to add in to the vacancy created by the student graduating. To roommate add a student of their choice in the vacancy, the student adding into the apartment has to do a 2016–2017 housing contract along with a roommate add request. The three students who renewed have to submit a roommate add approval between November 13–23.

Step 2: Roommate Add Process

For students who renewed and need to fill vacancies.

November 13–23
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 their 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.

Important - Please Read Carefully!
Students who do not fill vacancies in their 2016–2017 housing by 11:59 p.m. on November 23 will no longer have the opportunity to add another student to a vacancy.

All vacancies in RIT apartments, University Commons suites, and the RIT Inn that remain open at 11:59 p.m. on November 23 will be entered into the available space pool for Housing Selection Phase II and assigned to students who participate in that phase.
University Commons Only
Under the Renewal button on your online contract, you will see a link to a PDF for the University Commons Suite Bedroom Sign-Up Form. Print, complete, and submit this form to Housing Operations no later than November 23, 2015 if anyone who is renewing wants to change rooms for the 2016–2017 academic year or you are adding a new student to a vacancy within the suite.

Canceling Your 2016–2017 Housing Contract
If you decide you no longer need RIT housing for the 2016–2017 academic year, you must cancel your housing contract. You can cancel your housing contract via the housing portal at myhousing.rit.edu by recalling your housing contract and clicking on the Cancellation button.

Not Renewing
If you are currently living in an RIT apartment, University Commons suite, or at the RIT Inn and you do not want to renew your assignment for the 2016–2017 academic year, you do not need to take any action.

If you would like to participate in Housing Selection Phase II, please see the Phase II Workbook on our website at housing.rit.edu for details and instructions. Housing Selection Phase II is an online process that runs from December 1–7, 2015.

Spring Semester 2015-2016 Academic Year
The Housing Selection Renewal process only applies to the 2016–2017 academic year and has nothing to do with spring semester housing assignments for the 2015-2016 academic year. If you want to add into an RIT apartment/UC suite for spring semester, you need to go through the online roommate add process.

Cancellation Schedule
❌ No penalty for canceling if you cancel your housing contract by June 15, 2016
❌ $300 cancellation fee if you cancel your housing contract between June 16, 2016 – July 31, 2016
❌ $500 cancellation fee if you cancel your housing contract between August 1, 2016–August 21, 2016

Questions? Contact us at:

Housing Operations
Office  Grace Watson Hall
Phone    585-475-2572
Email    housing@rit.edu
Portal   myhousing.rit.edu
Website  housing.rit.edu
Facebook facebook.com/RITHousing
Twitter  @RITHousing
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