Housing

Selection

2018–2019

Room Selection Workbook

November 15–26

Step 1: Complete 2018–2019 full academic year
contract and request your roommate(s).

November 28

Step 2: Your appointment time will be sent to your RIT email account.

Early December

Step 3: Your appointment time to go online to select your
housing will start and end sometime early December.

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November 28:
Step 02: Your appointment time will be sent to your RIT email account.

Early December
Step 03: Your appointment time to go online to select your housing will start and end sometime early December.

Your to-do list:

- Decide if you will search for housing as an individual or with roommate(s).

- Explore and compare side-by-side and/or by features all of RIT Housing - go to our website at housing.rit.edu and click on Compare Housing box.

- Housing available for you to assign yourself and your roommate(s) to:

  - Global Village
  - RIT Inn
  - residence halls
  - Perkins Green
  - Colony Manor
  - Riverknoll
  - University Commons

- Complete an online housing contract at myhousing.rit.edu between November 15–26.

Informational Housing Selection Presentation Dates

Attend one of the following presentations to learn how to sign-up online for RIT housing for the 2017–2018 academic year!

Sunday, October 22
7:00 p.m. – 8:00 p.m.
Ingle Auditorium

* Wednesday, November 1
5:00 p.m. – 6:00 p.m.
CSD Student Development Center 1300/1310
This Session will be Interpreted

Tuesday, November 7
5:00 p.m. – 6:00 p.m.
CSD Student Development Center 1300/1310

For more information on Housing Selection visit housing.rit.edu.

NOTE: The housing contract you need to complete will not be available until 12:01 a.m. November 15th

Step 1

The correct 18–19 Full Academic Year contract will not be available until 12:01 a.m. November 15th

How to Complete Your RIT Housing Contract | November 15–26

1. Go to 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 **18–19 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.

**When you get to Roommate Management, you are now ready to begin searching for your roommate(s).
You will need your roommate(s) university ID number to link them to you as a roommate(s). You may
go back into your housing contract as many times as you like through November 26.**

Step 2

How to Search & Select a Roommate

Before you begin searching for your roommate, keep in mind:
- In order for a student to be available as a roommate, they will need to have completed a 2018–2019 RIT housing contract. Starting the contract puts a student into the roommate pool for the system to pull from.
- You can search for and link with up to 5 roommates.

No roommates?
Go through as a individual and skip Roommate Search Section

How to link you and your roommate(s) together

1. Ask your desired roommate(s) for their RIT university ID number. You will need this information in order to search for them.

**Reminder: The student that you want as a roommate(s) must have already completed their RIT housing contract
in order for you to request them as a roommate.**

2. Click **Search for Roommates by Details**.
3. Enter your desired roommate's university ID number and click **Search**.
4. Underneath your desired roommate's RIT username you can click **Request** and this will send a request notice to the student's RIT email and the portal Inbox Messages area letting them know that you would like them to be your roommate.
5. When your desired roommate accepts the request, the roommate's RIT user name will appear in the Accepted Roommates Section.

Repeat steps 1 through 4 for multiple roommates

How to Link a Roommate Group larger than 2 people

You can link up to 5 roommates.
Example: Four students want to be roommates.

STEVE	JON	ALLAN	CHARLIE
sends request to:	sends request to:	sends request to:	sends request to:
Jon	Steve	Jon	Allan
Allan	Allan	Steve	Jon
Charlie	Charlie	Charlie	Steve
accepts request from:	accepts request from:	accepts request from:	accepts request from:
Jon	Steve	Jon	Allan
Allan	Allan	Steve	Jon
Charlie	Charlie	Charlie	Steve

Step 3

How to Select Your Housing with Roommates

1. Once your appointment time and date arrives, follow the steps in the **How to Complete Your Housing Contract** section on page 2 to recall your contract.
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.

3. **Option 1: Room search by building**
   a. A list of all the RIT housing locations will appear. A brief description for each type of housing will also appear.
   b. Click on building name/complex name to view a listing of all floors, apartments, and suites within the building. Detailed information will also appear including any type of special lifestyle floors and room types/ occupancy available.
   c. Click on the housing of your choice and then click the **Reserve Bed** button to see the listing of available spaces. A listing of all available rooms will appear. Beside each room, apartment, and suite number you will see:

   Option 2 : Room search by filter
   Three filter options will be available on this page.
   a. Room Type: 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.
   b. Location: A list of residence hall buildings will appear for you to filter your search by or you can chose Residence Halls which will include all of the buildings.
   c. 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 selecting your filter(s), click Search. Follow the same steps under Room Search by Building in the previous section to see room details and select a room.

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

Co-ed — If the housing you select is co-ed and you and your roommate(s) do not fill all available spaces in the housing you choose, the vacancies can be selected by other students with no consideration to their gender. Exception: residence halls Example: If there are 4 open rooms in the unit, linked roommates that are a group of 2 females and 2 males can assign themselves to the unit. If 2 females assign themselves to a unit with 4 open spaces, then it is possible that 2 males could assign themselves to the open spaces.

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 housing that has an occupancy of 3 and 4 people as 3/3 and 4/4.

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

Housing Selection Renewal Sign-Up occured prior to this phase of Housing Selection. Space you see already occupied is either a student who renewed the space or a student participating in Room Selection that had an earlier appointment time than you did.

How to Select Your Housing With No Roommate

1. If a student is assigned to the housing you select, click on the magnifying glass to view their profile to decide if they would be a good roommate for you.
2. Once you have found the housing you want, click the **Reserve Bed** button.
3. 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.

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 3 to continue the process.

4. Once you click the **Reserve Bed** button, Room Selection will disappear from the menu on the top menu bar. Your next step is to finalize 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.

Step 4

How to Select Your Room When You Have an Accepted Roommate(s)

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

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 housing should select a space for themselves and then select a space for their roommate(s), as long as there are enough open spaces to accommodate the group in the same apartment/suite/room

What to Do if There is No Housing Available That Accommodates the Size of Your Group

The most important conversation topic you NEED to have before going to the portal in early December to select your housing - What do we want to do if we cannot all get housing together?

Example: If you are linked with 3 roommates because you really want to assign yourselves to a University Commons suite but there are no suites with 4 open spaces in the same suite – what can you do?

Options:
- All 4 of you can be logged into the portal at the same time and each of you can assign yourselves individually to the housing of your choice.
- Maybe 2 of you will assign yourselves to 2 open spaces in one University Commons suite and 2 of you will assign yourselves to 2 open spaces in another University Commons suite.
- Maybe there is a Perkins Green apartment that is open and one of you can assign everyone in the group to that open apartment.
- If one person in the group assigns everyone in the group, other members of the group can sign in to the portal and change their assignment if they want to.
- Some members of the group may want to select a room and others may want to add themselves to a waitlist.

You will have from the date and time that your appointment time starts until the date that Room Selection ends to select your room or do a room swap.

Step 5

How to do a Room Swap —* You can only do this as an individual

Follow the steps below if you have selected your housing and decide you want to look for a different housing.
1. Click on **Room Selection** on the top menu bar. Click on **Room Swap** — this will allow you to browse what rooms and spaces are available while you remain assigned to the room you have previously selected.
2. You can browse available beds or locations or a combination of both by selecting your search using the drop down menus. Now click on the **search button**.
3. A list of results will appear. Click on the room details to get more information about a room. When you find the housing you want to swap your current assignment to — click on the space to highlight it and then click the continue button at the bottom of the page.
4. On the Room Selection — Assign/Confirm Bed(s) page you will then assign your bed space and then click **Reserve Beds**. This will remove you from your original assignment and reassign you and your roommate to your newly selected location.

You will have five minutes to select your bed before the system times out. You will see the time countdown on the screen.

Step 6

How the Waitlist Works

Before you begin searching for a wait list, keep in mind:

- The best strategy is to select housing for yourself if it is available.
- It is anticipated that some students will not find available housing and will need to put themselves on the waitlist. (See below how we will work with students on the waitlist)
- You cannot select housing and in addition put your name on a wait list.
- If you add yourself to a waitlist, you do so as an individual. Linked roommates cannot add themselves together on a waitlist. You are no longer a roommate group.
- Putting your name on a wait list for a certain type of housing does not guarantee that you will be assigned to that particular type of housing. You may be assigned to housing that you did not ask for, or you may be assigned to short-term housing.
- You can search for and select up to 5 wait lists.
- You can see where your name ranks on a wait list when you go to select it.

Note: Waitlist Information will be grayed out and unavailable until your appointment date and time.

Steps to Find & Add Yourself to a Waitlist

1. On the top menu bar click **Waitlist Information**.
2. Click on **Room Type**.
3. If you click on **All Room Types**, a list of all the waitlists will appear along with the number of applicants on that waitlist.
4. Click on the waitlist that you want to add yourself to and then click on the **Add to Waitlist** button.
5. If you made a mistake or change your mind, you can click on **Remove Yourself from the Waitlist(s)**.
6. When you are finished in the Waitlist Information section, click on **Move to Next Section**.

How assignments will be made for students on the waitlists:

- After the Room Selection process is over, the housing assignment staff will monitor spaces that open due to cancellations from students that renewed or selected a space during Room Selection.
- The student will receive an email informing them of their assignment and can look at their confirmation page of their contract to see any related roommate information.

More Information

How Appointment Dates/Times are Determined

Appointment dates and times are assigned in class standing order with current first-year students going first, followed by second-, third-, fourth-, fifth-, and sixth-year students.

If you are a current freshman whose class standing has risen above the first-year status due to AP courses or course overloads, for the purpose of Room Selection you will remain in the first-year grouping.

Within each year level, students will be randomly ordered by a computer program. This random ordering will not occur until the day before appointment times are emailed to students.

The residence halls, RIT Inn, a number of RIT apartments, University Commons suites, and Global Village suites will be available during room selection.

If you complete a 18–19 housing contract between November 15–26 but do not select a room or add yourself to a waitlist, Housing Operations staff will add you to a waitlist based on your preferences.

Canceling your 2018–2019 Housing Contract

If you decide you no longer need RIT housing for the 2018–2019 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 tab.

Cancellation Schedule

Cancellation Fee	Cancellation Date
No penalty	May 1, 2018
$300	May 2–31, 2018
$500	June 1–July 31, 2018
$700	August 1–August 26, 2018

Housing Occupancy

RESIDENCE HALL* Furnished	# Of People
Single Room	1 Person
Double Room	2 People
Triple Room	3 People
Quad Room	4 People

RIT INN Gender Inclusive | Furnished	# Of People
Double Room	2 People

GLOBAL VILLAGE Gender Inclusive | Furnished	# Of People
Studio	1 Person
4 Bedroom Suite with Kitchen	4 People
5 Bedroom Suite	6 People
5 Bedroom Suite with Kitchen	6 People

COLONY MANOR Gender Inclusive | Unfurnished	# Of People
1 Bedroom Apartment	1 or 2 People
2 Bedroom Apartment	4 People
2 Bedroom Townhouse	4 People
3 Bedroom Townhouse	4 People

PERKINS GREEN Gender Inclusive | Unfurnished	# Of People
1 Bedroom Apartment	1 or 2 People
2 Bedroom Apartment	4 People

RIVERKNOLL Gender Inclusive | Unfurnished	# Of People
1 Bedroom Apartment	1 or 2 People
2 Bedroom Townhouse	3 People
3 Bedroom Townhouse	4 People

UNIVERSITY COMMONS Gender Inclusive | Furnished	# Of People
4 Bedroom Suite	4 People