



# Co-op & RIT Housing

# Spring Semester Co-op

## Spring semester co-op

If your co-op is in the local area (less than 45 miles away) or virtual, you may continue to live in RIT Housing for spring semester while you are on co-op.

If you will not be living in RIT Housing during your spring co-op, you will need to check out at the end of fall semester.

Room holds are not available for spring co-ops, only for the fall.

## Checking out of RIT Housing at the end of fall

- You must check out and return your key (in a return envelope) to RIT Housing **no later than 10 am on December 21st**. There are two 24/7 drop boxes for out of hours key returns – one in the Grace Watson Lobby, and the other in Global Village at the entrance to the Post Office.
- If you live at the RIT Inn or 175 Jefferson, you should check out at their front desk.
- If you live in Global Village 405, you must complete a key return envelope, even if you use the app instead of a physical key card for access.
- On your key return envelope, check the box for leaving due to co-op. This will alert us that your spring semester rent charge needs to be removed. (Your co-op must be registered in SIS).

# How to reserve RIT Housing for fall semester 2024

- **Renewal**

- For students living in Perkins Green, Riverknoll, University Commons, 175 Jefferson, or the RIT Inn who want to renew the space they are currently living in for the 2024-2025 academic year.
- October 30<sup>th</sup> through November 5<sup>th</sup>, 2023 – Complete a 2024-2025 contract
- November 10<sup>th</sup> through November 19<sup>th</sup>, 2023 – Request a roommate

# How to reserve RIT Housing for fall semester 2024

- **Room Selection**

- For students who do not live in a renewable housing area, or prefer a different type of RIT housing than they currently have. This happens while on spring co-op.
- February 5<sup>th</sup> through February 11<sup>th</sup>, 2024 – Complete a 2024-2025 contract
- February 15<sup>th</sup>, 2024 – You will receive your appointment time to participate
- February 19<sup>th</sup>, 2024 through March 2<sup>nd</sup>, 2024 – Select your RIT Housing during your designated appointment time

**Remember to check your RIT email while you are on co-op!**

# Fall Semester Co-op

## If you have a fall 2024 room assignment

There are two ways to manage your reserved fall housing for the 2024 – 2025 academic year now that you have a fall co-op:

1) Hold your space for your return spring semester

*Or*

2) Cancel your fall housing and reapply in October 2024 for spring semester housing



## Fall Co-ops – Holding Your Space

- You will be charged 50% of the regular fall semester rent amount to hold your room.
- Your space will be held for you and not assigned to anyone else during fall semester when you are gone.
- You may store your items in your space for fall semester.
- You will not have key/card access to the space until the official move-in date at the start of spring semester.
- Your co-op must be at least 45 miles away in order to sign up for this option.

## How to hold your space

- Your room will not automatically be held for you, you must submit a request to have your room held.
- Submit a request to hold your space through the 'Report a Problem/Ask a Question' form at [help.rit.edu](https://help.rit.edu) or call the RIT Service Center at 475-5000.
- Your co-op must be officially registered in SIS before you submit your request.
- Provide the name and address of your co-op placement when you submit your request.

## Fall co-ops – Cancelling your housing assignment

- If you decide you do not want to hold your room (or will not be living in your room), you must cancel your 2024-2025 RIT Housing contract in the Portal ([mylife.rit.edu](https://mylife.rit.edu)) as soon as possible after your co-op is registered in SIS.
- Mid to late October 2024, complete a new 2024-2025 RIT Housing contract in the Portal ([mylife.rit.edu](https://mylife.rit.edu)) to apply for spring housing.
- Assignments for spring semester are made in early January. You will be notified of your assignment via email.
- The space you are assigned to for spring semester will not be the space you canceled out of (residents returning from co-op are guaranteed RIT Housing; however, particular preferences are not guaranteed).

# Late Co-op Registration

If you have an RIT Housing assignment for 2024-2025, and it gets to be close to the end of July and you have still not secured a fall co-op, you should contact the housing office to let them know that you are still looking.

- Your housing application would need to be cancelled/held two weeks prior to move-in.
- You must be enrolled in your co-op or a 1 credit class before you move into RIT housing.
- If you are not enrolled in co-op or a 1 credit class by the end of add/drop you will be ineligible for RIT housing.

# Coming back from co-op and filling a vacant space

If you are returning from co-op and would like to move into an open spot in a specific apartment...

- Current roommates within the apartment will be notified of a vacancy for the future semester, and will have the opportunity to request you as their roommate
- You can then accept the request