Housing Sign Up Process

Created by the Residential Life and Housing Office
Five steps in the process

Step 1. Pay your Room Reservation Fee of $125 at Enrollment Services between Monday, February 15 and Wednesday, March 17th.
Five steps in the process cont.

• Step 2. Register for your classes by Thursday April 8, 2010.

• Step 3. Check your email on Friday April 9, 2010 after 5:00 PM for your appointment time.
Five steps in the process cont.

- **Step 4.** Determine who you would like to live with and create a list of the top five areas. This will be helpful if your first choice has already been taken.
Five steps in the process cont.

• **Step 5.** Attend your scheduled sign-up meeting during the week of April 12th through the 16th.
Important Details to Note

If you do not pay your room reservation fee by March 17th or register for your classes by April 8th, you will not be eligible to be included in the housing sign-up process.

This means that your friends will not be able to pull you into an apartment.
Important Details to Note cont.

• **Apartment Sign-Ups**
  
  ▫ One person can reserve an apartment with their friends. (the one with the earliest appointment.)
  
  ▫ **This individual will be responsible for:**
    
    • Providing names of all housemates;
    
    • Providing the correct roommate combinations and room assignments.
    
    • Those signed up in this manner just need to show up to their normally scheduled appointment to confirm.
    
    • **If one of the prospective housemates missed either deadline (room reservation fee or class registration), they will not be allowed to be included in this process.**
Important Details to Note cont.

All students that missed either deadline will be allowed to select their room during the week of April 19th through the 23rd on a first-come, first serve basis.

You need to have documentation, a receipt from Enrollment Services and your completed schedule, in hand to select your room.

It is your responsibility to bring this to the Residential Life and Housing Office once completed. We will not track you down.
Important Details to Note cont.

Please be sure to take care of any holds on your student account that would prevent you from going through this process.
5th year seniors will be able to have their names added to a waitlist for housing. This will be done during finals week.

A room reservation fee will not be required until you are assigned to housing.
Important Details to Note cont.

Switches will not be permitted until April 19th through the end of the spring term.

All requested switches must be submitted in writing.

All assignments will be final upon the completion of the spring term.
Housing Options

McKean Townhouses

• Offers:
  ▫ Living Room
  ▫ Kitchenette
  ▫ Bathroom
  ▫ Two Double Rooms (upstairs)
  ▫ One Single Room (downstairs)
  ▫ Closet Space on both levels
Housing Options Cont.

Kendall Garden Apartments

• Offers:
  ▫ Living Room
  ▫ Kitchenette
  ▫ Bathroom
  ▫ Three Double Rooms or Four Single Rooms (limited number of singles in both sections)
  ▫ Commons Closet Space
Housing Options Cont.

Garden Apartments

- Offers:
  - Living Room
  - Kitchenette
  - Two Bathrooms
  - Three Double Rooms
  - Commons Closet Space
Suite Style Apartments

- Offers:
  - Living Room
  - Kitchenette
  - Two Bathrooms
  - Combination of Double and Single Rooms Available
  - Commons Closet Space
Housing Sign Up Re-Cap

Pay your room reservation fee of $125 by March 17th.

Register for your Fall Term classes by April 8th.

Receive your Housing Appointment time on April 9th.

Attend your Housing Appointment between April 12th and April 19th.
Additional Questions

• If you have any additional questions about the Housing Sign Up Process please visit the Residential Life and Housing Office.
Thank you!