Rising Second Year Housing Selection Guide
April 3 – April 6, 2023
What Will I See During Selection?
You may find your Housing Selection time on your MyHousing page. You will be able to “View Available Spaces” on **Monday April 3rd**, before selection times begin.

While you can view available spaces throughout housing selection. You can only begin your housing selection after your selection start time.
Night 1 of Selection: Monday April 3

- **“Must Fill” is turned on.** This means that you will only see spaces in apartments that fit your group size.
- If you are a **group of 1 (not matched with anyone)**, you will only see room/suite with 1 space remains. Such as:
  - Harris, Evans, Few Hall single room, or
  - A open space in a double room, with another student.

- If you are a **group of 2 (matched with one person)**, you will only see room/suite with 2 spaces available. Such as:
  - Harris, Few, Evans Hall double room, or
  - *(narrow availability)* Woodruff single room in a 2-person suite.

- If you are a **group of 3 (matched with two people)**, you will only see room/suite with 3 spaces available. Such as:
  - *(narrow availability)* Clifton Tower 3-person suite (single room + double room).
Night 1 of Selection: Monday April 3

- “Must Fill” is turned on. This means that you will only see spaces in apartments that fit your group size.
- If you are a **group of 4 (matched with three people)**, you will only see room/suite with 4 space remains. Such as:
  - Woodruff double room in a 4-person suite.
- If you are a **group of 5 (matched with four people)**, you will only see room/suite with 5 spaces available. Such as:
  - none
- If you are a **group of 6 (matched with five people)**, you will only see room/suite with 6 spaces available. Such as:
  - Clifton Tower double room in a 3-bedroom suite (3 double room).
Night 2 – 3 of Selection: Tuesday April 4 onward

- “Must Fill” is turned off before selection. This means that all available spaces that can accommodate your group size/gender will be viewable.

  **please allow time for our office to perform system maintenance during daytime**

- Our office will email anyone with a start time from Night 1 who did not select a space to let you know “must fill” is off and you may go in and pick.

- If you are a group of 1 (not matched with anyone), you will see all available room/suite.

- If you are a group of 2 (matched with 1 person), you will see room/suite with 2 spaces available. Such as:
  - Double room with 2 open spaces (Harris, Evans, Few)
  - Double room with 2 open spaces within a suite (Clifton Tower, Woodruff)

- If you are a group of 3 (matched with 2 people), you will see room/suite with 3 spaces available. Such as:
  - 4-or-6-person suite with 3 open spaces (Clifton Tower, Woodruff).
Night 2 – 3 of Selection: Tuesday April 4 onward

- If you are a group of 4 (matched with 3 people), you will see room/suite with 4 spaces available. Such as:
  - Woodruff suites with 4 open spaces.
  - Clifton Tower Floor 2 – 5 3-bedroom suites with 4 open spaces.

- If you are a group of 5 (matched with 4 person), you will see room/suite with 5 spaces available. Such as:
  - Clifton Tower Floor 2 – 5 3-bedroom suites with 5 open spaces.

- If you are a group of 6 (matched with 5 people), you will see room/suite with 6 spaces available. Such as:
  - Clifton Tower Floor 2 – 5 3-bedroom suites with 6 open spaces.
Viewing Room Availability

You can view all available spaces by selecting from “Floor Plan” or “Room List”.

While you may view available spaces starting April 3, you cannot select until after your selection time.

The size of your group will determine spaces MyHousing shows you.
Using “Select from Floor Plan”

If you are using “Select from Floor Plan”. You can select the hall & floor from the drop-down menu and click “select room”

DURING DAY 1, “MUST FILL” TURNED ON

On Day 1 of selection, “Must fill” is turned on, you will only see spaces fit your group size. Here our test student is not matched with anyone as a group of 1.

DAY 2 ONWARD, “MUST FILL” TURNED OFF

With “Must Filled” turned off, you can select any spaces available. Our test student as a group of 1 can select any open spaces.
Using “Select from Room List”

“Select from Room List” allows you to see all available rooms. This will also show the description of room type.

DURING DAY 1, “MUST FILL” TURNED ON

As a group of 1, with “Must Filled” turned on. MyHousing will only show room you can fill. You will only see single rooms and not double room.

DAY 2 ONWARD, “MUST FILL” TURNED OFF

With “Must Filled” turned off, as a group of 1. MyHousing will show you all available rooms.
Using “Select from Room List” – Woodruff/Clifton

As Woodruff and Clifton Tower offers suite-style living. The room list will display more information when you are selecting a room in these buildings.

MyHousing will display the number of vacancy for BOTH the suite and each room inside the suite.

Rooms are displayed in alphabetical and numerical order. “Spots” designate the number of vacancy in the room.

Availability within the suite are also display when you are looking at the room.
Using “Select from Room List” – Woodruff/Clifton

As Woodruff and Clifton Tower offers suite-style living. The room list will display more information when you are selecting a room in these buildings.

MyHousing will display the number of vacancy for BOTH the suite and each room inside the suite.

For Example: If “Spots” indicate “1”. Meaning there is another student in 203.

If “Spots” indicating “3” under “Suites” section. Meaning there are 3 spots left in suite 203/205. With 205 having 2 vacancy left.

Once you have identified the room you want. Click “Select Room/Suite” to make your selection.
Selecting Your Room

A new menu will appear showing you of the room you have selected. Your name will go directly to the available space. If you have a matched roommate/suitemates. Make sure you place them into the room/suite using the drop-down menu. Select your matched roommate/suitemate **BEFORE** moving forward.

Make sure you double check the room assignment before moving forward. Roommate are displayed horizontally.

Once everything looks good. Click on “Submit Room Selection”
Once you have completed your room selection you will see this page. Each student assigned through the selection process will receive an email confirmation.

- Select Roommates
- Select a Room/Suite
- Housed Students Waitlist

Your Room Selection

Congratulations! Your room selection process is complete! Your room assignment has been saved. You and your roommates will receive a confirmation email shortly.
Going “Random” During Housing Selection

• During the Housing Selection Process, all students will be selecting their housing assignment next year. MyHousing does not have a feature where it will assign you to a random room.

• If you wish for a random roommate/suitemate, you may either:
  1. Select a complete open room/suite and wait for another student to join you later when they select your room/suite.
  2. Select a partially open room/suite. You will be joining another student whom you may not know.

• MyHousing will display the floor rosters on Day 2 onward, you can see the student’s name, but not the roommate preference within their housing application.
Have a Plan B! and C, D, E, or even F for Housing Selection

- There are limited number of vacancy within each community.
  - Few/Evans accounts for approx. 20% of the second-year housing options.
  - Clifton Tower has 25 3-bedroom suites and 5 3-person suites.
  - Woodruff Hall has 3 single-bedroom suites.
  - There are fewer single room in the second-year communities than first-year communities.
Living Preferences in Your Housing Application

Within the housing application, you may indicate up to 3 Living Requests.

Final housing assignments will be based on what you select during housing selection, your requests will have **no influence** of rooms you see during housing selection.

Housing Operations recommends you list three different types of Living Requests in the event we need to make an assignment for you.
After Selection Has Concluded

- Did you pick a space but you’re not happy with it and you’d like to change it? Our “Housed Student Waitlist” will open after Selection has concluded.

- This is an opportunity to place yourself on a waitlist for another room type/building while remaining assigned at the space you selected.

- Students who picked a room will receive more information via email.