2016-2017 ROOM SELECTION

Where do you want to live?

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IMPORTANT DATES

Complete Housing application

MAY 1

MAY 1

Housing Deposit DUE

MAY 1

Group & Profile Creation

MAY 5

JUNE 30

Room Selection

JUNE 1

JUNE 29

Summer Room Change Process

JULY 2

AUGUST 2
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NOTE PAGE 15
1. All students who pay the NON-REFUNDABLE HOUSING DEPOSIT and submit an ONLINE HOUSING APPLICATION in MYHOUSING by the established deadline will be guaranteed a room for the 2016 – 2017 Academic Year.

2. All parts of the Room Selection Process will be online using MYHOUSING. (see page 7)

3. Every student will need to SELECT A ROOM for the 2016-2017 Academic year.
   
   That means you will need to do more than just pay the $250.00 non-refundable housing deposit.

4. All information about the Room Selection Process will be sent to your CCSU E-MAIL ADDRESS.
   
   Please make sure that you have set up and are checking your CCSU e-mail address by MAY 1, 2016.

5. In order to select a room or suite you must FILL IT TO CAPACITY.
   
   Students have the option to move to any available space on campus provided they can fill it to capacity (some exceptions may apply).

6. SUMMER ROOM CHANGE: Students will have the ability to change their housing assignment over the summer multiple times without contacting Residence Life if they choose!

7. Once you have selected a room for the 2016 – 2017 Academic Year, you and your entire roommate group will receive a CONFIRMATION E-MAIL from MyHousing. IF YOU DO NOT receive a confirmation e-mail it means that you have not selected a room.

8. This Room Selection Process is only open to students who are moving onto campus for the FALL 2016 SEMESTER.
   
   Current CCSU students living on campus selected their rooms during the month of April.
THE ROOM SELECTION PROCESS CAN BE DIVIDED INTO 3 STEPS:

1 SUBMISSION
Submit the online housing application & pay the $250.00 non-refundable housing deposit.

2 GROUP/PROFILE CREATION
Create your roommate group.

3 SELECTION
Select your room based on your group.

READ MORE >>
STEP ONE: SUBMIT THE HOUSING APPLICATION & NON-REFUNDABLE HOUSING DEPOSIT DUE MAY 1, 2016

- The first step in the process is to complete the **ONLINE APPLICATION** for housing and submit it along with the **$250.00 HOUSING DEPOSIT**.
- Students may complete the online housing application between **JANUARY 1, 2016** and **MAY 1, 2016**.

INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION

1. Log into **MYHOUSING** from the **WEBCENTRAL-BANNER WEB SERVICES** by clicking on the **MYHOUSING AND MEAL PLANS** link.
2. At the welcome page to MyHousing, select the **GO TO APPLYONLINE** option on the **LEFT** side of the page.
3. Select the **NEW STUDENT HOUSING APPLICATION** and press **NEXT**.
4. **AGREE** to the Occupancy Agreement and select **NEXT**.
5. You will then be notified that completing this application will require the non-refundable housing deposit to be paid. Press **CONTINUE** to move on to the application.
6. **COMPLETE THE QUESTIONS** on the Personal Preferences page and press **CONTINUE**.
7. The next pages will instruct you on **HOW TO PAY THE HOUSING DEPOSIT ONLINE**.
8. Once you have made your payment, you will need to **SELECT A MEAL PLAN** (Resident students can select the following meal plan options: **MPAA, MP01, MP02, and MP03**).
9. Once you have selected your meal plan, you will **RECEIVE A THANK YOU MESSAGE** letting you know that you have successfully submitted your housing application and deposit.

Students who are unable to pay the non-refundable housing deposit online may **DOWNLOAD THE HOUSING DEPOSIT PRE-PAY AUTHORIZATION FORM** and return it with the non-refundable housing deposit (in the form of check or money order to the Department of Residence Life).

**IMPORTANT:** If you mail in your non-refundable housing deposit to the Department of Residence Life, you still MUST complete the online application in order to select a room for the Fall semester.

**Q:** If I can select my own roommate why does the online application ask questions about my personal preferences?

**A:** In the event that your chosen roommate(s) ends up not living on campus for the 2016-2017 Academic year your answers will help you to be paired with a new student.

**PLEASE NOTE:** CCSU uses an **ANNUAL HOUSING CONTRACT**. That means when you pay your non-refundable housing deposit you are signing up for housing for both the Fall 2016 and Spring 2017 semester.

Students identify roommates through MYHOUSING. When you invite a student to be your roommate, they get an automatic e-mail (sent to their CCSU e-mail account). If you choose to delete a roommate request, they will also get an e-mail. Keep in mind that in order to select a particular room or suite, you must fill it to capacity. All roommate requests must be mutual which means that your requested roommate must accept your request in order to be able to select a room. For those students interested in living in a suite, all suitemate requests must be mutual. Roommate requests can be changed multiple times. To assist with the group selection process, students are encouraged to create a personal profile in MYHOUSING. Information on how to create a personal profile can be found on PAGE 10.

It is STRONGLY encouraged that you and your roommate group have a BACK-UP PLAN in the event that your first choice of housing is not available. For example, if a group of six students is attempting to get into a suite in James but all six-person suites are taken, the group should plan to break down into three groups of two so that they could select available double rooms.

INSTRUCTIONS FOR SELECTING A ROOMMATE WHEN YOU KNOW WHO YOU WANT TO LIVE WITH

1. Log into MYHOUSING and place your mouse over the ROOM SELECTION MENU option on the Navigation Panel. A drop down menu should appear.
2. Select the ROOMMATE SELECTION option from the drop down (If the screen informs you that you are not eligible to submit a roommate request(s), PLEASE CALL OUR OFFICE for more information).
3. You can search for a roommate by filling in some or all of the form displayed on this page. (You do not need to fill in all fields. If your search yields more than 10 results, you will need to add in MORE INFORMATION to select your roommate).
4. If you received NO MATCHING STUDENTS WERE FOUND, it may mean one of the following:
   - You misspelled your desired roommate’s name.
   - You used a nickname for their actual name.
   - They are not eligible for room selection.
   - They are of the opposite gender.
ROOMMATE STATUSES
When you add a roommate, the student you requested will RECEIVE AN E-MAIL informing them that you have selected them as a roommate. Until that student selects ACCEPTS YOUR REQUEST, your roommate request will be marked as “DOES NOT MATCH”. You will need to wait for that student to accept your request to be marked as “MATCHES”. Thus, you will need to be communicating to all of your roommate(s) about requesting one another. Do not worry if you see that you receive a “DOES NOT MATCH”, especially if you are waiting for one of your roommates to log into MyHousing and request you in return. You will receive the “DOES NOT MATCH” message until you all request one another. When you log into MyHousing, you will be able to see which requests are still pending.

- If you accidently added a roommate in error, simply click the “REMOVE” button next to that student. He/she will be informed that they were removed as a requested roommate.

EXAMPLES OF A MATCHED VS. UNMATCHED ROOMMATE GROUPS
ADVANCED ROOMMATE SEARCHING

Students who do not have a roommate in mind can take advantage of the ADVANCED ROOMMATE SEARCH feature to help them find a possible roommate(s). This feature will allow students to search for possible roommates based on major, class year and several of the questions that all students filled out on the online housing application (e.g., preferred campus location, study habits, music tastes). In addition, each student can submit a brief profile that can be used to share more information about them.

- To utilize the Advanced Roommate Search feature all you need to do is CHECK OFF THE BOXES that best match what you are looking for and click “BEGIN SEARCH”. You will then be shown a list of students who matched your preferences along with their profile (if they set it up).

From your search results, you then request an individual as a roommate and follow the same process for creating a matched roommate pair as stated earlier.
STEP TWO PERSONAL PROFILE

ADVANCED ROOMMATE SEARCHING
When using the Advanced Search feature sometimes less is more. If you are too specific in your search criteria, it may lead to you not receiving any matches. A better strategy is to start out by selecting a few attributes and then scanning those results to find a match.

YOUR PERSONAL PROFILE
• A student can elect to not have their name show up in Advanced Roommate searching if they change their profile to private. To make your profile private in MyHousing select PERSONAL PREFERENCES.
• It is highly encouraged that all students create a personal profile.
• Under the MAKE PROFILE PRIVATE box, select YES and click on SUBMIT MY PERSONAL PROFILE.
  • You can update your profile to provide other information about yourself.

PLEASE NOTE: If you send a roommate request to a student they will still be able to view your profile even if you have it marked private.
STEP THREE: SELECT YOUR ROOM JUNE 1, 2016 – JUNE 29, 2016

Students will be issued a pick time based on the date they completed their online housing application. All your selection information will be displayed in MYHOUSING under MY FUTURE ROOM SELECTION PROCESSES.

For ease of the process, it is recommended that the person with the earliest pick time chooses for your group. If that person is not available to make a room selection at their designated time, the group will have to wait until that person can login and make a selection for the group or the next best pick time in the group is activated. Room Selection Times are NOT TRANSFERABLE.

Once your Room Selection has started, you can login at any time to see which rooms are still available. However, you will not be able to select a room until your room selection time is active.

INSTRUCTIONS FOR VIEWING AVAILABLE ROOMS

1. Login to MY HOUSING and select “SELECT A ROOM/SUITE” from the ROOM SELECTION MENU on the Navigation panel.
2. Click “FIND AVAILABLE ROOMS” to view all rooms/suites that you and your roommate group can fill.
STEP THREE SELECTION

ROOM BOOKING
When your selection time is active, you will be able to click on SELECT ROOM or SELECT SUITE to book it for the 2015 – 2016 Academic Year. You will then be taken to the ROOM BOOKING SCREEN.

The ROOM BOOKING SCREEN is where you will place yourself, and your roommates in the room/suite. Prior to performing this action you should have spoken with your roommates to determine who will be living with whom.

IMPORTANT INFORMATION TO KNOW ABOUT ROOM BOOKING
• You may not place the same student more than once.
• You may not leave a space empty.
• The bed number that a student is assigned to does not mean anything; it is simply how the system records how many students can be placed into a room.
• When booking students into James Hall or the Mid Campus Residence Hall you must select what room and bed each student will be assigned to.

Once you submit the room booking, you will NOT be able to go back and make any changes. At the end of the Room Selection process you will be able to log into MYHOUSING to view your housing assignment for the Fall semester.
FREQUENTLY ASKED QUESTIONS

SUMMER ROOM CHANGE PROCESS JULY 2, 2016 – AUGUST 2, 2016

During the month of July, all students who selected a room during the Room Selection process will be able to change their housing assignment using MyHousing. Please remember that during the Summer Room Change Process, it is the individual that moves not the roommate group. That means that if you and your roommate want to move to the same room in Sheridan Hall you would both need to log in and change your housing assignment. Students may change their housing assignment multiple times during the summer if they wish.

FREQUENTLY ASKED QUESTIONS

Q: When will the bill for the non-refundable housing deposit show up on my account?
A: The non-refundable housing deposit will NOT show up as a part of your bill. Since it is a deposit, you must elect to pay it by logging into MyHousing and completing an online application.

Q: Can my parent/guardian pay the non-refundable housing deposit if they are an authorized payer?
A: No. In order to pay the non-refundable housing deposit you must log into MyHousing, and only the student has access to that site. If your parent/guardian will be paying the non-refundable housing deposit for you, it is suggested you log into MyHousing with your parent/guardian and fill out the online application; then when asked for payment information, your parent/guardian can enter it.

Q: Can I or my parent/guardian pay $250.00 on my e-bill to cover the cost of the non-refundable housing deposit?
A: No. Making a payment on your e-bill will not notify the Department of Residence Life that the non-refundable housing deposit has been submitted for you, and you will not be able to form a roommate group or select a room. The only ways to submit the non-refundable housing deposit are to make payment online using MyHousing, or by obtaining an authorization slip in the Department of Residence Life located in Mid-Campus Residence Hall, Room 118 and making payment in the Bursars Office. REMINDER: If you do mail in the non-refundable housing deposit at the Department of Residence Life, you still must complete an online application to be eligible to choose a roommate group and select a room.

Q: Does my financial aid and/or a scholarship take care of the housing deposit?
A: No. It must be paid and all students must submit an online application to be eligible to form a roommate group and select a room.

Q: What happens if I pay the non-refundable housing deposit after May 1, 2016?
A: No student is able to join a roommate group or select a room until they have paid the $250.00 non-refundable housing deposit and submitted an online housing application. Students will be able to submit an online housing application and pay the non-refundable housing deposit after May 1, 2016 as long as space is available. Please note that students who apply for housing on or after June 29, 2016 will be assigned housing by MyHousing, and will not have the opportunity to select a room, but may change their housing assignment during the summer room change process.
Q: What happens if I just pay the non-refundable housing deposit and don’t do anything else?
A: Students who do not select a room during the Room Selection process will be assigned randomly to a room after June 30, 2016.

Q: If I have trouble finding a roommate, what should I do?
A: Students looking for a roommate should consider using the Advanced Roommate Search. Using this system, students will be able to see what other students filled in on their personal preferences section along with a personal profile (if they have set it up). After finding a potential roommate, students may send a roommate request. It is also suggested that students utilize social media sites (e.g., Facebook, Twitter) to search for a roommate.

Q: What if I am unable to find a roommate?
A: On the final day of the Room Selection (June 29, 2016) students will be able to select a room without filling it to capacity. Once selection is over the Department of Residence Life will assign a student into the remaining space.

Q: What if one of my roommate(s)/suitemates leaves housing after Room Selection is over? Will I have to select another room?
A: No. If a vacancy occurs in your room or suite after Room Selection is over, you will not have to move. Keep in mind that the open space will be listed as available and another student will most likely be assigned to it.

Q: I am applying to receive special accommodations in regard to housing. How does that work in regard to Room Selection?
A: Students who are seeking to receive special accommodations must first register with Student Disability Services. Once your accommodations have been approved, you should contact the Associate Director of Residence Life, Ryan Baumann, at baumannryf@ccsu.edu. The Associate Director will work to ensure that students are placed in a room that meets their accommodation requirements. Please note that the earlier you register with Student Disability Services the easier it is for the accommodation to be approved.

Q: I have a friend who already lives on campus, it is possible for us to be roommates?
A: A current resident student may pair with an incoming CCSU student, provided the current resident agrees to be entered into New Student Selection. Requests to be entered into the New Student Selection can be sent to reslife@ccsu.edu.