2017-2018 ROOM SELECTION

Where do you want to live?

CONTACT US
MIDCAMPUS RESIDENCE HALL ROOM 118
PHONE 860.832.1660
FAX 860.832.1659
EMAIL reslife@ccsu.edu
WEB www.ccsu.edu/reslife
**IMPORTANT DATES**

- Complete Housing application: **February 1** → **March 1**
- Housing Deposit DUE: **March 1**
- Group & Profile Creation: **March 6** → **May 5**
- Room Selection: **March 29** → **May 5**
- Summer Room Change Process: **July 3** → **July 31**
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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 2017 – 2018 Academic Year.

2. All parts of the Room Selection Process will be online using **MYHOUSING**. (see page 8)

3. Every student will need to **SELECT A ROOM** for the 2017-2018 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**.

5. In order to select a room or suite you must **FILL IT TO CAPACITY**.

   Students have the option to select 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. Students can still keep their current housing assignment provided they can fill it to capacity (some exceptions may apply).

8. Once you have selected a room for the 2017 – 2018 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.

9. This Room Selection Process is only open to students who currently live on campus.

   Students moving onto campus for the Fall semester are housed in a different online process during the month of June.
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. **PROFILE/GROUP CREATION**
   Create your online profile & roommate group.

3. **SELECTION**
   Select your room based on your group.
STEP ONE: SUBMIT THE HOUSING APPLICATION & NON-REFUNDABLE HOUSING DEPOSIT DUE MARCH 1, 2017

- 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 **FEBRUARY 1, 2017** and **MARCH 1, 2017**.

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 **CONTINUING 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**.
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 come to the Residence Life Office located in Mid-Campus Residence Hall RM 118 to receive a **PAYMENT AUTHORIZATION SLIP** and return it with the non-refundable housing deposit (in the form of check or money order to CCSU) at the Bursar’s Office and for further instructions for completing the online application.

**IMPORTANT:** If you pay your non-refundable housing deposit at the Bursar’s Office, you still MUST complete the online application in order to select a room for the academic year.

**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 2017-2018 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 2017 and Spring 2018 semester.
STEP TWO: YOUR PERSONAL PROFILE & GROUP

- 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.
- You can update your profile to provide other information about yourself, such as interests, links to social media profiles, and what you are looking for in a roommate(s).
- Under the MAKE PROFILE PRIVATE box, select YES and click on SUBMIT MY PERSONAL PROFILE.

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.
CREATE YOUR ROOMMATE GROUP BETWEEN
MARCH 6, 2017 – MAY 5, 2017

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 7.

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**

![Unmatched Roommate Group](image1)

![Matched Roommate Group](image2)
STEP TWO  GROUP CREATION

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).
- If using the Advanced Roommate Search do not type anything in the name section under Basic Attributes.

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.

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.
STEP THREE: SELECT YOUR ROOM  MARCH 29, 2017 – MAY 5, 2017

ROOM SELECTION IN 5 PHASES:

1. SINGLE ROOM SELECTION  MARCH 29 - MARCH 31, 2017
   - Allows a student to select a single room in either Vance Hall or the Mid-Campus Residence Hall.
   - In order to select a single room, you cannot be part of a roommate group.

2. SAME HALL/SAME ROOM (SAME HALL/SAME SUITE FOR JAMES HALL & MID-CAMPUS RESIDENTS)  APRIL 3 - APRIL 9, 2017
   - Allows a student to select their current room/suite provided they can fill it to capacity.
   - James and Mid-Campus Residence Hall residents can select the same suite, but move to a different room within the suite provided the suite is filled to capacity.

3. SAME HALL/DIFFERENT ROOM (SAME HALL/DIFFERENT SUITE FOR JAMES AND MID-CAMPUS RESIDENCE HALL RESIDENTS)  APRIL 11 - APRIL 16, 2017
   - Allows a student to select a different room/suite within their current residence hall provided they can fill it to capacity.

4. SUITE SELECTION  APRIL 17 - APRIL 23, 2017
   - Allows students to select a suite in James Hall or the Mid-Campus Residence Hall provided they can fill it to capacity.

5. GENERAL SELECTION  APRIL 24 - MAY 5, 2017
   - Allows students to select any available room on campus provided they can fill it to capacity.
   - Students may pick a suite if they can fill it to capacity.

Students will be issued a pick time based on the number of earned credits. 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.

Your group will be eligible to participate in any of the room selection phases, provided that you have enough roommates for it. However, if there are no more rooms available in your selection phase, you will need to reconfigure your roommate group in order to participate in a different phase.

After you and your roommate group select a room-suite, you will not be able to select a room in a different phase.

Once 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 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.
**SUMMER ROOM CHANGE PROCESS**

**JULY 3, 2017 – July 31, 2017**

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. **REMEMBER:** If you do pay the non-refundable housing deposit at the Bursar’s Office, 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 late?
**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. Please come to the Department of Residence life located in Mid-Campus Hall RM 118 if you did not pay the deposit and submit an online application by the March 1, 2017 deadline to discuss other options. Paying the non-refundable housing deposit late may impact when you will be able to select a room.
**FREQUENTLY ASKED QUESTIONS?**

**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 May 5, 2017.

**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. Your RA and/or Area Coordinator/Resident Director may also be able to assist you in finding a roommate.

**Q:** What if I am unable to find a roommate?

**A:** On the final day of the Room Selection (May 5, 2017) 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:** Both my roommate and I want to keep our current room, but we don’t want to live with each other. Who gets the room?

**A:** If both you and your roommate want to select the room with a different roommate, you both need to form a new roommate group. Then during the Same Hall/Same Room, whoever has the earlier pick time would be able to reserve the space for the upcoming semester.

**Q:** I have a friend I want to live with next year, but they are studying abroad this semester. Is it possible to select them as a roommate?

**A:** Yes, so long as the student studying abroad fills out the online housing application and pays the $250 non-refundable housing deposit. Once they have done that, just follow the instruction for choosing a roommate group and selecting a room.

**Q:** I receive special accommodations in regard to housing; what do I do in regard to Room Selection?

**A:** Students who receive special accommodations and have registered with Student Disability Services should contact the Associate Director of Residence Life, Ryan Baumann at baumannry@ccsu.edu prior to April 1, 2017. The Associate Director will ensure that students are placed in a room that meets their accommodation requirements.
Q: I have a friend who is currently a commuter. How can we room together for the upcoming academic year?

A: A current CCSU student who does not live on campus (but has applied for housing) can be entered into the General Selection once all of the pick times have occurred, provided they have a current resident student who requests to pair with them as a roommate. Requests can be sent to reslife@ccsu.edu.

Q: I have a friend who has been accepted to CCSU for the upcoming year, how can we room together?

A: A current resident student may pair with an incoming CCSU student provided they agree to be entered into the New Student Selection. Requests to be entered in the New Student Selection can be sent to reslife@ccsu.edu.