2017-2018
Current Student Room Selection Guide

1. Application: January 23 – February 26

2. Roommate Pin/Pulling in a Roommate: Optional

3. Room Selection: March 6 - 10

4. Confirmation: within 10 days of selecting or being assigned a room

5. Waiting List

6. Additional Notes
1. Application:
Visit www.utc.edu/housing and log into your “Manage My Housing” account.

- Click “Manage My Housing” twice
- Click “Apply for Housing”

- Complete the 17/18 Current Student Application
  - Be sure to scroll to the bottom of the last page and click “Submit Application”.

  - If you have not submitted an application before, you will have to pay a non-refundable $25 application fee.
    - Since you will be new to campus housing, you will only be eligible to select a room on Friday, March 10, 2017.
    - Building Preferences are not guaranteed and subject to availability.
Application will open **Monday, January 23th** at 8:00 AM EST

- Application must be submitted by **February 26, 2017** at 11:59 PM EST to be eligible for room selection **March 6-10, 2017**.

- Any application received after **February 26, 2017** will automatically be placed on the waiting list.
2. Roommate Pin/Pulling in a Roommate:

• Only students eligible on a given day will be able to log in (see schedule on slide #9), however, ANY Current/Returning student with a completed application by February 26th is eligible to be pulled in through the roommate pull-in option on any day during room selection.

• Incoming Freshmen and Transfers have a separate assignment process and cannot be pulled in by a Current Student.

• Every student who wants to be pulled in by a friend must set up a PIN. This is not the same PIN used during course selection.

• Anyone who is pulling in roommates must have the UTC ID AND PIN number(s) of the roommate(s) they are pulling in
Setting up your PIN

- Log into “Manage my Housing”
- Click “2017-2018 Room Selection”
- Click “Roommate PIN”
After you click “Roommate PIN”, follow the instructions and then click “Save PIN”
3. Room Selection:

Eligibility:
- Must submit the 17/18 Current/Returner application by February 26, 2017 (will open January 23th, 2017)
- Begins at 7:00 am each day
- Once a Residence Hall is available it will remain open until it is filled. Once filled, it will no longer be available

**Rising Sophomore:** First-time college students enrolled at UTC for the first time in the Fall
Room availability:

We have rooms available to select in Johnson Obear, Decosimo, UC Foundation, Boling and Stophel.

The chart below shows where the majority of rooms are available for room selection.
# Room Selection Schedule

**March 6th - 10th opens at 7:00am daily**

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<td>Boling Stophel</td>
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Buildings will remain open until all rooms have been selected. The student eligible to log in for room selection is able to pull-in ANY Current/Returning student with an application submitted by February 26, 2017.
1. Log into your “Manage My Housing” account
2. Click “Manage my Housing” twice
3. Click “2017-2018 Room Selection”

**Step One: 17/18 Semester Dates**

- If you are not pulling in a roommate, you will not need this information
- Click here to begin Room Selection Process

**Step Two: Roommate Pull In**

To add roommates
1. Click the green +
2. Enter the UTC ID
3. Click search
4. Roommate’s name will appear on the left
5. Enter Roommate’s PIN
6. Click Select
7. Name will be added in the Roommate List above the gray search box
- If you enter 3 roommates, on the next screen you will only see rooms with 4 rooms available. As space fills up you may need to contact your friends to inform them to log in separately to select a room as we may not have a completely vacant apartment for you to select.

- Roommate not found = your friend may not have applied in time to be eligible for room selection or they may have changed their PIN without telling you.
Select a Building

- You will only see buildings that have rooms available for your gender
- The number to the right shows the number of spaces available
- If you click the hyperlink (blue) room number, you will get a description of the cost and room type

Click on Building – Rooms that were not selected on specific dates will stay open throughout room selection until booked
Select a Room

- If you are pulling in roommates your LOCK button will be on the right side.
- If you are pulling in roommates you will only see apartments that have enough vacancies to accommodate your group.

Click on the arrow of the room you are wanting to lock – make sure you pick a room with the amount of spaces you need.
• If you are only selecting a room for yourself, you will need to click the drop down arrow and then LOCK the bed space you wish to have.
Lock your room:

- When you click the lock the entire apartment is locked. Therefore, all other rooms will be unavailable to others until you complete the process.
  - For instance, let’s say Bob is selecting his own room, Boling 104A, when Bob logs in and selects Boling 104 all spaces are locked. Bob will have 7 minutes to complete the process. When he’s done, bed spaces B, C and D will become available for others to select.
- It is important to refresh your page to ensure you are seeing up-to-date information, click Previous, then Next, to refresh your screen.
Verify your selection or book yourself and your roommates into each room:
4. Confirmation:

Accepting Your Contract, Select Meal Plan and submit $225 Pre-payment

Once you have selected or been assigned a room you have 10 days to complete the confirmation steps. Failure to sign your contract, select your meal plan and pay the $225 pre-payment will result in your application and assignment being cancelled.

*The confirmation step will not be available March 6-9 from 6:00am-11:00am during peak Room Selection times

- Log into your “Manage My Housing” account
- Click “Manage My Housing” twice
- Click “Contracts & Assignment Confirmation”

1. First step: Select Your Meal Plan
2. Second Step: Accept Your Contract

3. Third Step: Pay your $225 pre-payment
5. Waiting List:

If you are not eligible for room selection or unable to select a room during room selection, you will automatically be placed on the waiting list.

- Students will be assigned off the waiting list based on when they completed the application (earliest date first).
- Once assigned off the waiting list you will have 10 days to pay the $225 pre-payment to confirm your assignment.
- **If you do not pay the $225 pre-payment by the deadline, your room and application will be cancelled.**
- For the last 2 years, we have been able to assign every student off the waiting list.
  - In 2016 we assigned everyone by May 1st.
6. Additional Notes

1. For roommate pull-in, only one person needs to log in, select rooms and pull in roommates. You must have their UTC ID and PIN in order to do so.

2. Only students eligible on a given day will be able to log in (see schedule on slide #9), however, ANY Current/Returning student with a completed application by February 26th is eligible to be pulled in.

3. Once you have completed the room selection process you will NOT be able to change rooms or complexes.

4. CANCELLATION DEADLINE: The pre-payment is refundable in full if cancellation for fall semester is received by the deadline below. After the deadline, there are no refunds. Current/returning students: May 1, 2017.

5. Snow/Weather Plan – Room Selection will continue as scheduled even if the university closes for weather. However, assistance will only be available via email and live chat on the housing website.