THREE STEPS TO 18/19 HOUSING

1. Application & Roommate Groups (pg. 2)
   Due by Sunday, February 25, 2018

2. Room Selection (pg. 4)
   March 5-9, opens at 7am daily

3. Confirmation (pg. 11)
   Due within 10 days of receiving an assignment

Application opens **Monday, January 22nd** at 8:00 AM

- Application must be submitted by Sunday, February 25, 2018, at 11:59 PM to be eligible for room selection March 5-9, 2018.
- Any application received after Sunday, February 25, 2018, will automatically be placed on the waiting list; and assignments will be made after spring break.
1. To Apply:
2. Log into your “Manage My Housing” account using FireFox or Chrome.
3. In the “Apply, Confirm or Cancel Housing” section, click “Apply/Update Fall 2018 Application”
4. Complete the 18/19 Current Student Application
   a. If you have never submitted a housing application before, you will have to pay a non-refundable $25 application fee.
      i. Since you will be new to campus housing, you will only be eligible to select a room on Friday, March 9, 2018.
      ii. Building Preferences are not guaranteed and subject to availability.

Please be sure to scroll to the bottom of this page and click “Submit Application”.

Setting up Your Roommate Group

1. You can form a roommate group with 2, 3, or 4 people. These groups can be formed while filling out the housing application, or they can be formed after the application is submitted by updating housing preferences on Manage My Housing.
2. Roommate groups should be set up before Room Selection
3. One person will need to take the role of “leader” and initiate the roommate group. The leader must have submitted their housing application by February 25th.
4. Once the leader has added others to the group they will receive an email to accept the request to join the group. Once accepted, it becomes a mutual request. This should be completed prior to Room Selection.
5. The group creator can add, delete, or change the roommate group at any time. If changes are made by the leader, a notification of the change will be emailed to the other roommates.
6. Only roommates that accept the group request can be pulled-in during room selection.
7. The Leader will be the only one able to log-in and select a space for the entire group during Room Selection.
   i. When a leader logs in to Room Selection, they will only see apartments available with enough space to fit their entire group.
   ii. If no rooms are available they will need to reduce the size of their group and have the others log in separately.
      1. For Example: group of 4, leader will reduce group to leader and 1 other, the 3rd and 4th members will need to set up a new group and that leader will need to log in to select a space.
      2. In the event 2 spaces are not available in the same apartment, students will need to log in individually to book a room.
8. You may update your preferences at any time in the “Apply, Confirm or Cancel Housing” section, click “Apply/Update Fall 2018 Application” of Manage My Housing.
9. All students in the roommate group must:
   i. complete a housing application before Room Selection
   ii. accept the group invite
   iii. confirm the assignment after Room Selection.
      *The group leader cannot perform these essential steps.
10. Incoming Freshmen and Transfers have a separate assignment process and cannot be pulled in by a Current Student during Room Selection.
2. Room Selection Information:

- **Eligibility:**
  - Must submit the 18/19 Current/Returner application by February 25, 2018
  
- 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 of 2017 or Spring 2018 and have a current room assignment.

- **Room Selection Schedule**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students Eligible to log in for selection</strong></td>
<td>Rising Sophomores Only with Current Room Assignment on-campus</td>
<td>Any Students with a Current Room Assignment</td>
<td>Rising Sophomores Only with Current Room Assignment on-campus</td>
<td>Any Students with a Current Room Assignment</td>
<td>Any students who submitted an application by 2/25/18</td>
</tr>
<tr>
<td><strong>Buildings available to select a room in</strong></td>
<td>West Campus, Johnson Obear, UC Foundation</td>
<td>West Campus, Johnson Obear, UC Foundation</td>
<td>Boling, Decosimo, Stophel, Walker</td>
<td>Boling, Decosimo, Stophel, Walker</td>
<td>All Buildings</td>
</tr>
</tbody>
</table>

- **Room availability:**
  - We have **over 1,300 rooms available** to select in West Campus, Stophel, Walker, UC Foundation, Boling, and Johnson Obear.
  
  The chart below shows where the majority of rooms are available for room selection.
Room Selection – March 5th to 9th opens at 7:00am daily

1. Log into your “Manage My Housing” account
2. Click “2018-2019 Room Selection”

Step One: 18/19 Semester Dates & Review Roommate Group Members

<table>
<thead>
<tr>
<th>Room Selection</th>
<th>Roommate Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below are the move in and move out dates for Fall 2018 and Spring 2019 (academic year contract).</td>
<td>If you are the leader of a roommate group, group members will show here. Only members who accepted your invitation can be included in room selection.</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td><strong>Start</strong></td>
</tr>
<tr>
<td>2018 Fall Term</td>
<td>8/19/2018</td>
</tr>
<tr>
<td>2019 Spring Term</td>
<td>1/4/2019</td>
</tr>
</tbody>
</table>

Edit Roommate Group

Click Next Step

Step Two: Select a Building

- You will only see buildings that have rooms available for your gender and/or size of your roommate group.
- 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

Select Your Room

1. Click on the building name on the left, then click the lock icon to select a room.
2. Room Lock on the bottom of this screen. You will have 7 minutes to complete the selection process.
3. Click “Release Lock” to cancel your room lock or to pick a different room. This will cancel your time and make the room available to others.
4. You will only see building that have rooms available for your gender.
5. If you have a roommate group, you will only see apartments that have enough vacancies to accommodate your group.
Step Three: 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.

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Room Selection

1. Click on the building name on the left, then click the lock icon to select a room.
2. Room Lock Clock is on the bottom of this screen. You will have 7 minutes to complete the selection process.
3. Click "Release Lock" to cancel your room lock or to pick a different room. This will cancel your time and make the room available to others.
4. You will only see buildings that have rooms available for your gender.
5. If you have a roommate group, you will only see apartments that have enough vacancies to accommodate your group.
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![Select Your Room]

Click Lock
- 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
- You can also see who is already booked to the apartment and their roommate matching questions/answers and major
You will then 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 locks 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’s important to refresh your page to ensure you are seeing up to date information, click Previous, then Next to refresh your screen.

**Step Four: Assign Rooms**

Place yourself and/or roommates in the specific rooms inside the apartment.
Step Five: Finish Room Selection

You have selected the following housing for the Fall 2018 and Spring 2019.
You will be living in UC Foundation.
Your Assignment:

<table>
<thead>
<tr>
<th>Bed Space</th>
<th>Move In</th>
<th>Move Out</th>
<th>Rate Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCF-5201A</td>
<td>9/16/18</td>
<td>2/12/19</td>
<td>$600.00 Term</td>
</tr>
<tr>
<td>UCF-5201A</td>
<td>1/4/19</td>
<td>1/12/19</td>
<td>$800.00 Term</td>
</tr>
</tbody>
</table>

Your Roommate Assignment(s):
- Melissa A Bennett UCF-5201B
- Melissa A Bennett UCF-5201B

If this is correct, please click “Finish” to finalize your room selection(s).
If this is incorrect, please click “previous” and return to the selection step to change your assignment.

**Room Lock Status**

[Room Lock Status]

05:52 Hours UCF Dorm will be unoccupied to others (until your time expires).

Thank you for completing room selection.

YOU'RE ALMOST DONE, you (and roommates) must accept your contract, pick your meal plan and pay the $400 pre-payment to confirm your room. You have 10 days to complete the confirmation steps.

This step will NOT be available during peak room selection times (March 5-9 from 7:00am-11:00am).

Please check back after 11:00am EST and complete the following in Manage My Housing:

select “Contract & Assignment Confirmation”:

1. select a meal plan
2. review room assignment
3. agree to the contract
4. pay the pre-payment
5. click “CONFIRM ROOM”

*If you do not confirm your room by the 10 day deadline, your room and application will be cancelled.
3. Accepting Your Contract, Booking Your Meal Plan and $400 Pre-payment

Once you have selected a room during room selection or you have been pulled in as a roommate, you have 10 days to confirm your assignment. Failure to sign your contract, select your meal plan and pay the $400 pre-payment will result in your application and assignment being cancelled.

The $400 prepayment is 100% refundable until May 1, by completing a housing cancellation request through Manage My Housing. The $400 prepayment is 50% refundable by June 1. The prepayment is forfeited for cancellations received on/after June 1.

According to UTC policy, freshmen and sophomores (based on credit hours), are required to have a meal plan. Juniors and seniors are not required to have a meal plan. You must make a selection based on your current classification. If you classification changes after this semester, you may log-in to change your preference this summer.

*The confirmation step will not be available March 5-9 from 6:00am-11:00am during peak Room Selection times

- Log into your “Manage My Housing” account
- Click “Confirm Fall 2018 Assignment” in the “Apply, Confirm or Cancel Housing”

1. First step: Select Your Meal Plan & review assignment

<table>
<thead>
<tr>
<th>Meal Plan Descriptions</th>
<th>Students Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Day All Access - $1,950/semester</td>
<td>FR, SO, JE, SR</td>
</tr>
<tr>
<td>5 Day All Access - $1,845/semester</td>
<td>FR, SO, JE, SR</td>
</tr>
<tr>
<td>160 Block - $1,725/semester</td>
<td>FR, SO, JE, SR</td>
</tr>
<tr>
<td>240 Block - $1,725/semester</td>
<td>FR, SO, JE, SR</td>
</tr>
<tr>
<td>Upperclassmen Moe's Bucks Plan (Dining Membership) - $775/semester</td>
<td>SO, JR, SR</td>
</tr>
<tr>
<td>Block 100 - $1,625/semester</td>
<td>JR, SR</td>
</tr>
</tbody>
</table>
2. Second Step: Pay your $400 pre-payment

3. Third Step: Accept Your Contract
**Additional Notes**

1. Only students eligible on a given day will be able to log in. However, ANY student with a completed application is eligible to be pulled in through the roommate group option.

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

3. CANCELLATION DEADLINE: The pre-payment is refundable if cancellation for fall semester is received by the deadline below. After the deadlines, there are no refunds. **If cancellation is received by May 1, 2018, student will receive a 100% refund. If cancellation is received by June 1, 2018, student will receive a 50% refund.**

4. 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.

5. Room selection will close at 3:00pm EST each day.

**Waiting List Information**

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 $400 pre-payment to confirm your assignment.
- **If you do not pay the $400 pre-payment by the 10-day deadline, your room and application will be cancelled.**