Thank you for choosing Albright College to pursue your higher education degree. We are excited that you will join our residential living community this year. Living with a roommate within a community of peers will allow you to learn important life skills such as respect, communication, accountability, problem solving, and decision making. Acquiring these skills will help your personal growth and development, and will make you more marketable when you are interviewing with a potential employer. National research studies show that students who live on campus during their college careers are more satisfied with their college experiences. Overall, resident students are more likely to be involved in campus life including student organizations, intramurals and club sports, social groups, and community service. These students are more likely to perform better academically than those who live off campus; and they demonstrate higher graduation rates.

**Residency Requirement:** All entering students, of traditional age, need to declare their status as a resident or commuter through the Office of Admission. Those not commuting from home are required to live on campus during their first two years. This policy also applies to those who transfer into the college as traditional first year students. Commuting is defined as living exclusively in the permanent and primary residence of a parent or legal guardian. Once a student establishes his/her status as a resident, he/she must seek approval for a change of status to commuter. Formal requests can be made through the Dean of Students Office.

**COMPLETE YOUR HOUSING PROCESS!**

**Getting Started:** All online housing services are provided using a system called MyHousing. You will use various parts of MyHousing to complete your housing application, submit preferences, select roommates, choose a meal plan, and more. To access MyHousing, you must know your Student Username and Password, which would be the same as if you were logging into the Albright Network or Moodle, and your Albright e-mail, which may be mailed to you by the Admission Office. If you do not receive this information, contact the Help Desk at helpdesk@alb.edu, or 610-921-7676. Once you receive this information go to [http://www.albright.edu/housingsignup](http://www.albright.edu/housingsignup) to apply for Fall 2014 housing.

Please note: If you need a special housing accommodation, please contact the Office of Residential Life at 610-921-7641 by Wednesday, June 4, 2014.

**STEP 1: Begin your online housing application using ApplyOnline (beginning Tuesday, April 1, 2014)**

Once you click on the MyHousing link, select ApplyOnline. After you select ApplyOnline, select the New Student Housing Application (Fall 2014) option from the application drop-down. You will review our housing contract online and accept the terms of agreement. Please review the information prior to accepting the housing contract. Once the housing contract has been accepted it is binding for the academic year. Applications must be completed by Wednesday, June 4, 2014. You should print a copy of the housing contract, as well as any confirmation e-mails you receive throughout the housing application process, for your reference throughout the year. **IMPORTANT NOTE:** If you are under 18 years of age you may complete the online application process. However, you MUST print the provided PDF version of the residential and food service contract terms provided to you at the bottom of the 2014-2015 Contract page, and have your parent/guardian sign and return the form to the Office of Residential Life. Students under 18 who do not mail in a signed copy of the contract will have their contracts marked as void.

**STEP 2: Complete your "personal" and "living" preferences**

After you accept your housing contract, you will complete the Personal Preferences screen, which identifies preferences on items such as sleep time, study time, and organizational behavior. The questions were developed based on what we know is important to two people who will be learning to
live together. In order to provide the best service possible, we ask that students – not their parents – complete this section, and that students be as honest as possible. You must accept your housing contract before preference questions may be answered. After you submit the Personal Preferences page, the next screen titled Living Preferences allows you to select a specific residence hall as well as Honors Housing, only if accepted into the Honors Program. Please note that honors housing is limited for first-year students accepted into the Honors Program and will be honored on a first-come, first-served basis.

**STEP 3: Select your meal plan**
To select your meal plan go to http://www.albright.edu/campuslife/housing/index.html and click on the “Housing, Roommate, Dining Selection” link in red font on the left side of the web page. Login to **MyHousing**, and select the **Dining** option on the Navigation bar on the left side. Choose the "Select a New Dining Plan" option under Fall 2014 and select your desired dining plan from the drop-down. **Students who do not select a meal plan will be automatically assigned to the Gold 20 full meal plan.**

**STEP 4: Make a specific roommate request (optional)**
This process will allow you to place a roommate request for another Albright student that has completed the online contract and preferences by searching for them by name. It is very important to remember that all roommates must have submitted their online housing application before they are able to select each other as roommates. Students who submit mutual roommate requests will be placed together regardless of their personal preferences. Students who have mutual roommate requests but have different living preferences will be placed together using one of the student’s living preferences. To accommodate this request, students should make their specific roommate request by Wednesday, June 4, even if they have already completed their living preferences. To make a roommate/suitemate request, go to http://www.albright.edu/campuslife/housing/index.html and click on the “Housing, Roommate, Dining Selection” link in red font on the left side of the web page. Login to **MyHousing**, and select the **Roommate Selection** option from the **Room Selection** menu on the Navigation bar on the left side. On this screen, you can search for and select roommates based on their Student ID #, name, or e-mail address. This screen will also display the status of your roommate requests and whether or not they have been accepted. Remember, ALL roommate requests must be mutual in order for you to be assigned together. Once you have placed a roommate request, an e-mail will be sent to the Albright e-mail account of the potential roommate advising them that a roommate request has been offered to them. They will be required to accept or cancel the roommate offer using the same process as outlined above. Please watch deadline dates carefully. **If offers are pending after the listed deadline they will be automatically cancelled.** Anyone without a requested roommate will be placed by the Office of Housing and Residential Learning. **Making changes to your preferences:**
Students may make changes to their personal and living preferences at any time before June 4, 2014 by logging into **MyHousing** and selecting Personal Preferences or Living Preferences from the Navigation bar on the left side.

**STEP 5: Confirming your assignment.**
You will receive an e-mail when your hall and room are assigned by June 20, 2014. You may then review more detailed information about your hall, room, and roommate name and contact information on the Overview page of **MyHousing**.