On-line Housing Selection – Returning Students
ROOM SELECTION PROCESS

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. **If a returning student, entering his/her sophomore year, does not complete the online housing selection process by May 11, 2012, the student’s fall course registration schedule will be automatically cancelled.**

**Fall 2012 Application and Selection Process**
Returning Student Housing Application

Getting Started: All online housing services are now 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. If you do not have this information, contact the Help Desk at helpdesk@alb.edu, or 610-921-7676. Next, 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.

**STEP 1: Begin your online housing application using ApplyOnline**
(April 2, 2012 – April 5, 2012) (Monday thru Thursday)

Once you click on the MyHousing link, select ApplyOnline. After you select ApplyOnline, select the Returning Student Housing Application (Fall 2012) option from the application drop-down. You will review your 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. Students may begin submitting applications on April 2, 2012 and applications must be completed by April 5, 2012.

**STEP 2: Complete your personal preferences and housing application:** You will need to complete a few required questions in this section that allow the student to update or verify cell phone and emergency contact information. One final question will require students to apply for their preferred room selection process. You must select at least one of the six options, but no more than two: Sign Back, Single, Mohn Honors, Woods Apartments, North Suites, or General Housing. During your housing selection time you will only be able to view available rooms from options you identified interest in on your application. Once you have submitted your application, you will receive an email confirming your selections.

*The deadline to apply or make changes in the on-line returning student housing application is Midnight on Thursday, April 5, 2012.*

Any request to apply or to make changes after this deadline will be considered late and you could be placed on a waiting list for housing.
Roommate, Residence Hall and Room, and Meal Plan Selection Process

STEP 1: Email notification: After the application deadline you will receive an email notifying you of the date and time you will have access to the on-line Roommate, Hall and Room Selection Process, as well as Dining Selection Process.

STEP 2: Selecting your Roommate: During the week of April 9 – April 13 you may select your roommate(s). Note to single room applicants – you do not need to select a roommate. To access MyHousing, you must know your Student Username, Albright e-mail and password. 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, look for “Room Selection” under the navigation bar and click on “Roommate Selection” from the drop down menu. Follow the instructions to enter your preferred roommate information.

STEP 3: Selecting your hall/room and meal plan: During the week of April 23 – May 3, 2012, students will be eligible to select their hall/room and meal plan preferences. When it is your turn to select a hall/room, you will be able to choose from available options based on your applied living preferences. If you are not eligible for your preferred living option, then you will automatically be reassigned to the general housing selection and will be able to select your hall/room when it is your turn to select.

If your housing option is a double with a returning student, only one of you must complete the on-line Hall and Room Selection Process. Look for “Room Selection” under the navigation bar and click on “Select a Room/Suite” from the drop down menu. Follow the instructions to enter your preferred living information. Choose from the housing options you identified on your housing application. Select a hall to search and then search the list for available rooms. Once you have made your selection, click on the “Reserve Room” button. You will be presented with a housing selection confirmation window for you to approve and finalize your selection. Once you have approved the selection, your hall and room reservation will be complete. Once you have selected a room, no changes may be made. This is because the selection you made affected the choice of those who selected after you.

To select your meal plan, look for “Dining” under the navigation bar and click on the link. You will need to select a new dining plan for Fall 2012 and continue. Then select a meal plan from available options and submit your selection. You can log into MyHousing at anytime to change your meal plan, but you will only be able to change your meal plan one time and no changes may be made after September 7, 2012. Students who do not select a meal plan by Thursday, May 3, 2012 will be automatically assigned to the Silver 14 flex meal plan.

STEP 4: Confirming your assignment: You will receive emails confirming your on-line Roommate, Hall and Room, and Dining Selection. You may review this information at anytime by logging into MyHousing.

Assigning Selection Times
Please note that student applications will be assigned room selection times using the online system based upon credit hours and cumulative GPA. If you are applying for Mohn Hall, you must meet the minimum cumulative GPA requirement of 3.00. If you are applying with a group of students for a Woods Apartment or North Hall Suite, the system will use a weighted average of credit hours and cumulative GPAs for all students in that group. Please note that if a suitable room selection option is not available when it is your turn to select, you will automatically be entered into the General Housing Selection Process.

NOTE: You and your roommate are required to accept the housing contract online prior to viewing the Housing Selection process. Once students submit online applications for preferred living options, only one of the roommate pair will need to access the on-line Housing Selection Process to choose the hall and room.