

# CONFIRMATION DOCUMENTS & MYHOUSING INFO FOR NEW STUDENTS

**PRINT AND SAVE THIS!**  
**NEW STUDENT CONFIRMATION & ASSIGNMENT INFORMATION**  
Included are important dates and procedures for you to remember

Welcome to living on campus at ASU! Now that you have submitted your housing application, you are probably wondering what to do next. This information will help guide you through the process of choosing your meal plan, roommate, and room through MyHousing, our on-line system. This document also includes important information about cancellation and deposit refund should your plans to attend ASU change. As always, if you have questions that are not answered here or on our web page, please feel free to contact our office directly at 325-942-2305 or via email at [housing@angelo.edu](mailto:housing@angelo.edu) for more assistance.

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### **What is a "New" Student?**

You qualify as a "new" student for housing application / contracting purposes if:

- You are applying to on-campus housing for the first time **or**
- You lived on campus before, but there has been a break in your occupancy. (For example, you lived on campus last fall, didn't live on campus in the spring, and are returning to on campus housing.)

### **MyHousing Overview**

MyHousing is your on-line source for up-to-date information related to your housing arrangements. Through MyHousing, you will be able to edit your personal and living preferences, make room and roommate requests, and select your meal plan. After the semester starts, MyHousing is where you will go to submit room change requests (during open room change processes), change your meal plan, (during open meal plan change processes) and check your housing charges. With all the information available to you, it is important that you check your MyHousing page, as well as the Residential Programs web page, frequently for changes and updates affecting your housing arrangements.

### **How do I access MyHousing?**

You have already taken the first step by submitting your housing application. Once you have submitted your on-line application, you have access to the MyHousing site. You will find the link to MyHousing on the Residential Programs main web page (near Apply On-Line). You will need your CID and PIN (Admissions Office issued) to log in to MyHousing. You will use the same PIN to log in to MyHousing that you use to log in to the RAMs registration. Once you have received and activated your ASU technology account, you will be able to access MyHousing through RamPort and will no longer need your PIN to log in.

### **Your Personal Preferences. (Information to help us match you to a roommate.)**

You may make changes to your **Personal Preferences** by logging in to your MyHousing account through RAMPORT or the link off the Residential Programs web page. On the left hand navigation bar you will notice a "**Personal Preferences**" option. Click on the "Personal Preferences" link. After you have entered or updated the requested information, click "**Submit My Personal Preferences.**"

Any changes you submit will be considered in your room/roommate assignment process UNTIL YOU HAVE BEEN ASSIGNED TO A ROOM. You will know that you have a room

assignment by logging into MyHousing, Home/Overview page, where you will see “My Assignments” with a room assignment indicated. Changes to your room or personal preferences made AFTER this point, will be considered only in the event that it becomes necessary to fill vacant beds through a future auto-assignment process.

### **Living Preferences. (Letting us know which building(s) you prefer to live in)**

You may make changes to your **Living Preferences** by logging in to your MyHousing account through RAMPORT or the link off the Residential Programs web page. On the left hand navigation bar you will notice a “**Living Preferences**” option. Click on the “Living Preferences” link.

Please contact our Assistant Director, Brandy Hawkins, directly if you require special consideration in room or building assignments as a result of mobility impairment; physical or psychological condition, or other special consideration. Brandy may be reached via email at: [brandy.hawkins@angelo.edu](mailto:brandy.hawkins@angelo.edu) or by calling (325) 942-2035.

ADA compliant rooms are available on campus, as well as rooms for students with hearing or visual impairments. We are happy to discuss your specific needs individually with you. Information will remain confidential.

***Please remember that while we do our best to assign you to one of the buildings you indicate as a preference, you are NOT guaranteed assignment to any of the buildings you list under preferences. Your application is for a space on campus, not for a specific building or room.***

**Selecting a Time Frame:** (Fall, Summer, Spring)

On the Living Preferences page, you will find an “**Add a New Living Preference**” selection tool. ***Please pay special attention to the time frame (Fall, Spring, Summer) indicated. Make sure you select the correct time frame.***

**Ranking your choices:**

You may enter up to 3 building living preferences. Please check the drop down box labeled “**Choice #**” to verify which request ranking you are selecting. ***The numbers will not automatically adjust. You must select “1,” “2” or “3” from the drop down menu. Important note: Selecting the same building multiple times does NOT increase your chances of being assigned to that building. In fact, in doing so, you are limiting your assignment options in the event that the building is not available to you. We strongly encourage you to take the most advantage of the system by entering three different choices. Information on ALL of the on-campus housing options is available on our web page if you need to look at some secondary choices.***

**Making your choices:**

In the box marked: “**Request**” select “**Specific Hall**” from the drop down menu. Available residence halls / apartment options will be listed by name in the new drop down menu. Select the Hall. Click “**Add Request.**” Your building request should now display in the table above. Check the “choice #” to make sure you have requested them in your desired priority order. Repeat the process for your subsequent choices. Remember to go back to the “Choice #” box to adjust the ranking number.

After you have entered or updated the requested information, click “**Submit My Personal**

Preferences.”

## Am I required to have a meal plan?

You are **required** to choose a meal plan if you meet any ONE of the following criteria:

- You choose or are assigned to live in one of the following buildings and have less than 60 earned semester credit hours:
  - Carr Hall
  - Centennial Village
  - Mary Massie Hall
  - Robert Massie Hall
  - Texan Hall

Meal plans are **optional** for students who choose or are assigned to:

- Harvard House Apartments
- Vanderventer Apartments
- Student in any residence hall who has 60 or more credit hours.
- Summer housing residents

There are three meal plans for you to choose from. More information about meal plans is available on the Residential Programs web site at: [www.angelo.edu/dept/residence\\_life](http://www.angelo.edu/dept/residence_life)

## How do I choose a meal plan?

Log into MyHousing and select “**Dining**” from the navigation menu on the left hand side of the screen. On the “**My Dining**” main screen, find the time frame (Summer, Fall, Spring) for the meal plan you want to change. The page will indicate which meal plan you currently have for that time frame, and IF YOU ARE ELIGIBLE to make a change at that time, a “**Select a New Dining Plan**” box will be displayed. If eligible, click “**Edit My Dining Plan** for (term selected), make your new selection.

- If you are not required to have a meal plan, “No meal plan” will be an option in the drop down menu.
- If you are required to have a meal plan, “No meal plan” will NOT be an option for you.

After you have selected your meal plan, click “**Submit my Dining Plan Change.**” Your selected meal plan has now been added and will show on your MyHousing main page.

**IMPORTANT NOTE:** If you do not select a meal plan, and are required to do so, the “A” meal plan will be automatically assigned to you.

## When can I change my meal plan?

You may change your meal plan during open meal plan change periods. These times will be posted on our main web page, but are typically the week before student accounts installment

deadlines. Please check the Residential Programs web site for the meal plan change dates. When the meal plan change period is open, simply log back into MyHousing and follow the steps outlined above. **Please note that changing your meal plan will affect your bill. Please check your Student Account through RamPort often, in order to avoid registration problems or having your schedule dropped due to non-payment.**

## Assignments Process Overview

After you have submitted your on-line application, paid your \$50.00 application fee and \$150.00 deposit to the Residential Programs office in Hardeman 200, and are **accepted to the University**, you will be eligible to participate in **Roommate Preference Lottery and Auto Assignment** (Please check the Residential Programs web-site for dates and times).

### Self-Service / Lottery:

*Self-service or “Lottery” is the on-line process that allows you to tell us something about you and your preferences in terms of building/room and roommate assignment. You may prefer a particular building or set of buildings (Living Preferences). Maybe you have a specific person or people you would like to live with. Or maybe there are some potential roommate characteristics that you are looking for—(Personal Preferences). **Please bear in mind that while we attempt to honor your preferences, we cannot guarantee that you will be assigned to the building, room or roommate you indicate. First-year students are assigned through the auto-assignment process only.***

During a lottery, the automated assignments system assigns each eligible student a randomly generated lottery number. Lottery numbers determine the order in which participants can begin to log in to MyHousing and make their selections. Lower lottery numbers start earlier in the process. (The time between lottery numbers for log in is only 1 minute.) Once your assigned lottery time arrives, you can log in and start your selections. You can log in at any time between when your lottery time starts and the end of the lottery— so you don’t have to log in at the exact moment that you are assigned. You will find your lottery number and lottery time at the bottom of your **MyHousing** main page under **“My Future Room Selection Process.”** When your lottery time arrives, you log in to MyHousing to make your roommate request.

### Roommates. Can I request someone? OR What if I don’t know someone to request?

**If you DON’T have a specific person(s) in mind to be your roommate/suitemate, don’t worry!** Most students don’t. Just make sure you have entered your **Living and Personal Preferences**.

**If you DO have specific person(s) in mind to be your roommate(s)** they **MUST** have already submitted their application, fee and deposit, have been formally accepted to the university **AND** they **MUST** be in the same lottery as you. Check with them to confirm this **BEFORE** the roommate lottery starts! We encourage you to use their CID number(s) to request them.

You may begin to request roommates who are in the same lottery as you during the **Roommate Preference Lottery**. The schedule for dates and times for this lottery will show up in your MyHousing under future lotteries and will also be posted on the Residential Programs web page. Generally speaking, this process is held immediately in advance of room assignment process and/or about a week before Summer Orientation and Registration (SOAR) sessions.

### How to request a specific person(s) to be your room and/or suitemates.

- Log into **MyHousing**, in the left-hand side navigation menu, select “**Room Selection**” then “**Roommate Selection.**” This will bring you to the “My Roommate Requests” page.
- Enter any or all of the search criteria information in the indicated fields to search for your requested roommate. **Hint:** *We strongly recommend that you use Student ID to ensure that you get the correct match (in the event of more than one student having the same name, misspellings etc.)*
- Click “**Request Student as Roommate.**” The assignment system will immediately send an email (ASU Email account) to the student(s) you have requested, letting them know that you have requested them as a roommate/suitemate. Since only MUTUAL requests can be considered, the student(s) you requested MUST do the same thing by logging into their MyHousing account and requesting you.
- Confirm that the name(s) you entered appear under “**My Future Roommate Requests.**”

**Important Note:** Please remember that roommate requests must be mutual (you must request each other) in order for the auto assign system to assign you together. If the request is NOT mutual, you will see “**Does not match**” displayed next to the requested name(s) under your “**Future Roommate Requests.**” If this happens, contact your requested roommates and confirm that they have requested you as a roommate as well. Also, remember that prospective roommates MUST be in the same lottery.

### Auto Assignment Overview:

After you submitted your application, fee and deposit, and have been accepted to the University, you are automatically included in the **roommate preference lottery** described above and what the system calls “**Auto-assignment.**” The system will assign you to a room and roommates and/or suitemates based on space availability and the “best match” available based on the **Roommate Preferences** (if you entered a specific person) **Living Preferences** and **Personal Preferences** you entered through MyHousing on-line. Auto-assignment is designed primarily for first-year students, although returning students who did not participate in the renewal process (re-contracting students) may be included.

Please check the dates for the Auto-assignment time line on the Residential Programs web page. Auto-assignment typically happens *prior* to each summer orientation and registration

(SOAR) session. Each auto-assignment process will include all students who currently have complete housing applications and meet the criteria for assignment eligibility, but who are NOT yet assigned to a room. **Please note that auto-assignments groups are not directly tied to registration for a particular SOAR session.** Which auto-assignment process you are in, depends on when you complete your housing application and assignment eligibility requirements not which SOAR session you are registered for. Many students, particularly those who complete their housing application and admissions process early, will have their room assignment well in advance of the SOAR session they are registered for.

**IMPORTANT NOTE:** Please do not wait to turn in your application, fee and deposit, especially if you have a roommate preference or specific hall preference. **You will be included in the Auto-Assignment process based on the date we receive your completed housing application, deposit and application fee (assuming you have also been officially admitted to ASU) NOT based on which Orientation (SOAR) session you plan to attend.** Even if you are coming to a summer orientation session later in the summer, you can participate in an earlier auto-assignment process.

### Key points for you to keep in mind about Auto-assignment:

1. Keep your Personal, Living and Roommate (if applicable) Preferences updated in MyHousing. This is the information that will be used to match you to a building and roommate.
2. Check the Residential Programs web site for information about when auto-assignment processes will be done. Auto-assignment processes are planned for a few days in advance of each summer orientation session.
3. Once you have been assigned to a room, your room and roommate information will now display on your MyHousing main page. You CANNOT go back to make changes to your assignment. Any changes you make to your personal preferences after you have been assigned will be used only in future auto-assignment processes.
4. Regularly log into MyHousing to confirm your status and to see if there have been any changes to your room or roommate assignments that may occur as a result of cancellations, facilities issues, etc. This is particularly true for first-year students as there are likely to be frequent adjustments as plans and preferences change.

### What if I change my mind and I am not coming to ASU or I need to cancel my housing request?

There are a couple of things to keep in mind.

- Applying for housing is a separate process from applying for admission, registering for classes etc. Notifying Admissions or not registering for classes, does NOT automatically cancel your housing request. **You need to notify our office, in WRITING, (email is fine) if you are cancelling your housing application/contract.**

**Deadline Alert:** In order to receive a refund of your \$150.00 housing deposit, we must have

your written cancellation on or before the appropriate deadline:

- Fall / Academic year applications: Cancellation deadline: July 15<sup>th</sup>
- Spring only applications: Cancellation deadline: December 15<sup>th</sup>
- Summer Session 1 applications: Cancellation deadline: May 1<sup>st</sup>
- Summer Session 2 applications: Cancellation deadline: June 15<sup>th</sup>

**Cancellation requests received after the deadline will result in forfeiture of your housing deposit.** Please take the time to send us written cancellation, even if it is past the deadline for deposit refund so that we can un-assign your room and remove housing charges from your student bill.

### **An important word about the ASU's Housing Policy (requirement to live on campus):**

- Please check the university's **Housing Policy**. If you are requesting cancellation of your housing application/contract, but are still planning to enroll at ASU, you need to check to see if you are required to live on campus. You may need to submit an **exemption request** and be approved to live off campus *before* your housing application/contract can be cancelled. You can find more information about the Housing Policy, exemption process, exemption criteria, deadlines etc. on the Residential Programs web page at: [http://www.angelo.edu/dept/residence\\_life/requirements.html](http://www.angelo.edu/dept/residence_life/requirements.html).
- The deadline to submit exemption requests for the academic year is August 1<sup>st</sup>
- The deadline to submit exemption requests for spring semester is December 15<sup>th</sup>.

The term of your housing contractual agreement is for the entire **academic year** (August – May) or for the remainder of the academic year if you enter into it after the start of the academic year. **Please read your contract carefully for information regarding cancellation, releases, deadlines and other important contract provisions.** We will expect you to be familiar with and abide by the terms of the contract.

### **Overflow or Temporary Housing Contingency:**

In the event that the number of students requesting housing on campus exceeds the regularly available number of spaces (beds) available, one or more of the following may occur:

- **We will suspend the lottery process and manually assign students to overflow / temporary assignments at Concho Hall.** Although not currently being used for regular student assignment, Concho Hall is being maintained and is available for housing if needed to accommodate overflow assignments.
  - Students assigned to Concho Hall in temporary / overflow assignments will initially be charged the Texan Hall room rate. Their student billing accounts will be **credited** appropriately to reflect a daily pro-rated credit for the days that they were assigned to Concho Hall. This adjustment will take place *after* they are assigned to a permanent assignment in another building. We use the higher Texan Hall rate because when the student is assigned to a permanent room, the

change will most often result in a *credit* rather than an additional charge being applied to their student account. We have found that this system helps avoid problems with having class schedules dropped for non-payment etc.

- We have in the past found it necessary to “triple” (add a third person to the rooms at **one or both Massie Halls**. While **we do not anticipate the need to do this at this time**, we wanted to make you aware of this contingency.
  - Should tripling become necessary, affected students will be notified via their ASU email address (and a post on the Residential Programs web page).
  - Students who are assigned to “tripled” rooms receive a discount to their room cost. This discount is calculated on a daily pro-rated amount for the number of days that the room is tripled and will be applied **after** the temporary (or “triple” ) student is moved out to a permanent assignment. All students in the tripled room are eligible for the discount.
  - In order to accommodate the additional student, we will bunk the two beds and third bed, desk and desk chair will be installed in the room.

### What if I still have questions?

Be sure to visit our web page for answers to frequently asked questions concerning our facilities, check-in dates, what to bring, rules, policies and for general information about living on campus at ASU.

### How to Contact the Residential Programs Office.

Residential Programs on the web: [www.angelo.edu/dept/residence\\_life](http://www.angelo.edu/dept/residence_life). For housing related questions, please call the Residential Programs Office at: [325-942-2035](tel:325-942-2035) or e-mail [housing@angelo.edu](mailto:housing@angelo.edu). Our fax number is: [325-942-2239](tel:325-942-2239)

Thank you for choosing living on campus at ASU!