

# CONFIRMATION DOCUMENTS & MYHOUSING INFO FOR RENEWAL STUDENTS

## PRINT AND SAVE THIS CONFIRMATION

Included are important dates and procedures for you to remember

Thank you for deciding to return to living on campus at ASU! Now that you have submitted your housing application, you are probably wondering what to do next. If it's been a while since you went through the assignment process, this information will help guide you through the process of choosing your meal plan, roommate, and room through 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 for more assistance. Our phone number is: 325-942-2035. Our email address is: [housing@angelo.edu](mailto:housing@angelo.edu)

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### **What is a "Renewal" student?**

A "Renewal" student is defined as a student who currently lives on campus and who IS re-applying or "renewing" their housing arrangements for the next academic year during the established dates of the spring "Renewal Process." During the established spring renewal process, current students receive priority in room assignment and enjoy the ability to assign themselves and mutually requested and eligible roommates and suitemates. The "renewal" designation makes it possible to maintain a reporting distinction between new students and other students who lived on campus during the previous contract period, but who did not renew their housing applications during the regular "renewal" process (Re-contracting students).

### **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 preferences, living preferences, make room and roommate requests, select your meal plan and 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 changes times) and check your housing charges. With all the important 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?**

As a current on campus student, you have access to MyHousing through RAMPORT. You can log-in through RAMPORT and on the Campus Life tab, you will find the Residence Life "channel." MyHousing is a link off the Residence Life channel. You can also find a link to MyHousing on the Residential Programs main web page (near Apply On-Line). If you log in to MyHousing through the main web page, you will need your CID and PIN. You will use the same PIN to log into MyHousing that you use to log in to RAMs.

## How will I know when I have access to MyHousing?

Since you currently live on a campus, you already have access to MyHousing. If you can't log in, and you think you should be able to, please contact us for assistance.

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

You can 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.**”

Personal preferences are used only during auto-assignment. **If you choose self-service (choosing your own roommates / room during the renewal lotteries) please note that you will be overriding personal preferences information.** The system will assume that you know who and what you are choosing and will NOT alert you to possible personal preferences conflicts i.e. smoking vs non-smoking, music styles, etc.

Any changes you make to your Personal Preferences will be considered in auto-assignment 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 for you to be involved in a future assignment process—usually as a result of your roommate leaving or during a consolidation process. *(See the on-line Residence Hall Handbook for information about the consolidation 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 them requested 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 dropped schedule for payment owed.**

## Room Assignment Process Overview

After you have submitted your on-line application and \$50.00 application fee to the Residential Programs office in Hardeman 200, you will be eligible to participate in the Room and Room Assignment Process (Please check the Residential Programs web-site for dates and times).

There are two primary methods by which room and roommate assignments are made. Both processes are described below.

- 1 **Self-service / Lottery**
- 2 **Auto assignment**

### Self-Service / Lottery:

*\*\*\*Self-service, or the process of assigning yourself to the available room of your choosing, is available to Renewal students only. First-year and recontracting students are assigned through the auto-assignment process.\*\*\**

MyHousing, calls this self-service process a “lottery.” The 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 set 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— 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 into MyHousing to make your assignment choices.

### **Roommates. Can I request a specific person? 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 and plan to let the system match you to a roommate **OR** if you are participating in the same room/suite lottery, you can skip this section and go directly to "Choosing a Room/Suite."*

**If you DO have specific person(s) in mind to be your roommate(s)** they **MUST** have already submitted their application, fee and deposit, **AND** they **MUST be in the same lottery as you**. Check with them to confirm this **BEFORE** the lottery starts! You will need their CID number(s) to request them. You don't have to wait for the lottery times to arrive to begin requesting roommates. You may begin to request roommates who are in the same lottery as you during the **Roommate Request Lottery** which will be held just before the **Room Selection Lottery** you are participating in. (except for same room/suite lottery). Check your MyHousing and the Residential Programs web page for dates.

### **How do I request a specific person to be my roommate or suitemate?**

- 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 you to be able to assign your chosen roommate to your room with you, or 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.

## How do I choose a room/suite and assign myself and roommates

- Once your lottery time starts, log in to **MyHousing**. Click “**Room Selection**” from the navigation bar on the left hand side of the screen.
- Under the drop down menu click “**Select a room/suite.**” Enter your search criteria by hall or room and click “**Find Available Rooms.**” This will bring up a listing of all available rooms for which you are eligible. The rooms are listed in alphabetical order by building. This screen will also display the semester cost for each room. **Please make sure that you are choosing a room that fits within your expected budget, as you will be assuming financial responsibility for payment.** In the second column, you will see that the screen also tells you **how many spaces are available in each room.** Make sure there are enough available spaces (beds) for you and all your roommate/suitemates in the room or suite. You can also click on the room or suite to view the floor plan.
- When you are ready to make your choice, click “**Select Room.**” This will take you to the Room Booking screen.
- Next to the building and room number, you will see a drop down menu that by default says “leave empty.” If you have mutual roommate requests, the student’s names will be listed in this drop down menu. In order to be matched in the room you selected, with your mutually requested roommates, you MUST select them from the drop down menu. **Make sure you include yourself!**
- When you have confirmed that the information displayed is correct, click on “**Submit Room Selection.**” At this point, congratulations! You are assigned!

**IMPORTANT NOTE:** After you have submitted your room selection, you CAN’T go back to make changes at this time. Since you now have an assignment, you have been removed from the lottery process. Your room and roommate information will now display on your MyHousing main overview page. It is important that you 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.

## Auto-Assignment Process Overview

The auto-assignment process starts out the same as the self-service process. After you submit

your on-line application and pay your application fee, you are automatically included in the lottery process described above. Whether or not to self-select or opt for system matching based on the personal and living preferences you entered during application, is really up to you. Auto-assignment works best for students who don't have a specific person in mind to be their roommate, but who would like a match on some level of compatibility based on your personal preferences. It is designed primarily for first-year students, although returning students who did not participate in the renewal process may be included. In order to be included in the auto-assignment process, you just DON'T participate in the self-service lottery process. Even though you will show an assigned lottery time in your MyHousing—disregard it. At the conclusion of the lottery process we will have the system “auto-assign” students who have active housing applications, but who do not yet have a room assignment.

### **Auto-assignment. Key points for you to remember:**

1. Keep your Personal and Living Preferences updated in MyHousing. This is the information that will be used to match you to a room and roommate.
2. Just as in Self-service, once you have been assigned to a room, you are done. You can NOT go back to make changes to your assignment. Any changes you make to your personal or living preferences after you have been assigned, will be used only in future auto-assignment processes.
3. You will be able to see your room and roommate assignment immediately after auto-assignment is complete. Please check back frequently in the event of changes to this information that may occur as a result of cancellations, etc.

### **What if I change my mind and am not coming to ASU or if 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 students entering for spring semester is December 15<sup>th</sup>.
- Your 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

- o email address (and a post on the Residential Programs web page).
- o 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.
- o 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.

### **How to contact the Residential Programs Office if you 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

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!