Room Selection Guide 2018–2019

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RMU
OFFICE OF RESIDENCE LIFE
Timeline

**February 7**
The RMU Residence Life housing portal is now accepting Contracts & Deposits!

**March 1**
Washington Hall Suite Applications & Yorktown Conjoined Room Applications available in the Office of Residence Life. Applications are time and date stamped upon return.

**March 13**
Housing Contract & $250 Deposit due by 5:00 pm.
Last day to submit Washington Hall Suite Application by 5:00 pm.

**March 16**
Washington Hall Suite Assignments announced via e-mail to residents.

**March 16**
5 Person Apartment time slots will be e-mailed to participating groups by 5:00 pm.

**March 19**
5 Person Apartment Selection will start at 9:00 am. Rooms will be available for Salem Hall only.
Students that do not select a space will have until Noon to re-group for the next part of selection.
4 Person Apartment time slots will be sent out by 5:00 pm.

**March 20**
4 Person Apartment Selection will begin at 9:00 am for Concord, Lexington, Salem and Quads located in Traditional Hall locations.

**March 22**
Living Learning Community Selection Day

**March 23**
Students requesting medical accommodation will be selecting housing. Students must submit the appropriate medical documentation and be approved for a medical private room prior to this date. Please contact the Center for Student Success to obtain the necessary clearances.
Single room time slots will be sent out by 5:00 pm. Single rooms are located at Braddock Hall.
March 26
Single Room Selection will start at 10:00 am.

March 27
Last day to submit Yorktown Hall Conjoined Room Application Form by 5:00 pm.

March 28
Yorktown Conjoined Room Assignments announced by 5:00 pm.

Double Room Selection time sots will be sent out by 5:00 pm.

March 29
Double Room selection will start at 9:00 am. Double rooms are available at Braddock, Marshall, Washington, and Yorktown.

March 30
Students that do not select housing during the available dates and times will be automatically assigned a room based on availability. Your location and roommate preferences will not be honored.
Room Selection Information

The information contained on the following pages details the 2018-2019 Room Selection Process. This process is for students currently living in university housing and current commuter students who are interested in university housing.

Four-Semester Residence Requirement

All first-year and second-year students are required to live in university housing or with their parents or guardians while enrolled at Robert Morris University.

- First-year students  Students who have completed 0-1 college semesters
- Second-year students  Students who have completed 2-3 college semesters

Housing Selection Process

In order to live in campus housing in fall 2018, students must participate in the housing selection process in spring 2018 through the online housing portal. The steps for participation in the Housing Selection Process are:

Submit a housing contract and housing deposit via the online housing portal by Tuesday, March 13, 2018.

Each student must submit a contract via the online housing portal which can be accessed at www.rmu.edu/roomselection. All students who participate in the housing selection process, including student-athletes and students who receive scholarships, are required to submit a non-refundable $250 housing deposit. The deposit may be submitted online along with the housing contract or at the Office of Student Financial Services in Revere Center.

In extreme circumstances, financial hardship waivers are available for students who cannot afford to pay the deposit. To request a waiver form and inquire about the waiver process, students may contact the Office of Student Financial Services at 412-397-6260. In order to participate in room selection, the student must obtain a waiver approval by Tuesday, March 13, 2018.

Students who are required to live on-campus but have not submitted a housing contract and the $250 deposit by March 13, 2018, will be assigned a space in one of the remaining housing locations available.

Please Note: By submitting a housing contract and deposit, a student is eligible to participate in the Room Selection Process; however this does not guarantee the student will receive a particular space in housing.
1. Enter www.rmu.edu/roomselection to connect to the Residence Life Room Selection Information page. There you will find general information pertaining to the room selection process for the upcoming academic year. Click on “Submit Housing Contract” to access the housing contract for the 2018-2019 academic year.

2. The following screen will appear. Enter your RMU ID and password. **NOT the numbers on your Freedom Card**
3. Select “Contract” to enter or edit your current contract.

4. A window will open offering a description of an application. Click on current Academic Year 2018-2019 and click on “Save and Continue”. You must “Save and Continue” on every page to save your information.
5. Complete the steps as indicated. Please note, you will need to click “Save and Continue” to proceed to the next step. The contract menu will show you what steps you have completed and what steps you have remaining. Completed steps will be “gray” and uncompleted will be “yellow”. Once a section is completed you cannot redo the section. The Deposit Payment will always remain gray.

6. ALL students MUST check the “Include in Search” box to be able to find and accept roommate options.
- **Use the Online Housing Portal to select roommates and a group leader.**

  In order to be eligible to participate in the housing selection process, all members of the roommate group must complete the housing contract and submit the housing deposit prior to the deadline.

  Students choosing to participate in the Washington Suite Application or Yorktown Conjoined Room Process should **not** create online groups.

  All roommate groups will be required to select a group leader. On room selection day(s), the group leader will be the appointed person to submit their group’s request in the online housing portal.

  If you need an additional person, or need to find a roommate group, please email the Office of Residence Life at reslife@rmu.edu with your location preferences.

  If you select into a room and do not fill the room, you will be reassigned to a similar type room to consolidate with other partial groups.

- **The group leader will select the group’s housing preference in the online housing portal at the appointed date and time.**

  Students will be provided with a specific timeslot to select housing. Assigned timeslots are determined by the total credit value of the roommate group.

  Students living in single rooms will be provided with a specific timeslot to select housing. The assigned timeslots are determined by credits completed.

- **Remaining housing options will be assigned to those who do not participate in the Room Selection Process.**

  Students who submit a housing contract and deposit, but choose not to participate in the Room Selection Process, will be assigned housing prior to the beginning of the semester based on contract date, stated preferences, and space availability.

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**We Are Here to Help You Through The Process**

For questions about the Room Selection Process, please contact the Office of Residence Life, at 412-397-5252 or reslife@rmu.edu.

If you choose to pay your housing deposit with check or cash and need assistance, please contact Student Financial Services located in the Revere Center, at 412-397-6260 or stacct@rmu.edu.
Specialty Housing Applications

Themed Housing is available for both first-year and returning resident students. Detailed information about each residence hall and room type is available on the Office of Residence Life website at www.rmu.edu/residencelife.

Returning Resident Student Themed Housing
- Washington Hall
  - Fraternity and Sorority Themed Housing
  - Student-Athlete Themed Housing
  - Student Organization Themed Housing

Living-Learning Communities

Honors Living-Learning Community
- The Honors Living-Learning Community will be located in Hamilton Hall.
- Both roommates must be in the Honors Program to be placed in the Honors Program Living Learning Community.

Women’s Leadership Living-Learning Community
- The Women’s Living-Learning Community will be located in Hancock Hall.
- Both roommates must be in WLMP to be placed in the WLMP Living Learning Community.

Global Village Living Learning Community
- The Global Village LLC is located in Yorktown Hall.
- Upperclassmen who select to live in this community without a roommate will be consolidated with an upperclassmen roommate.

Health Professionals Living Learning Community
- The Health Professionals LLC is located in Hancock Hall
- This community is open to students who are enrolled in the School of Nursing and Health Sciences or Pre-Professional Health Programs.
**Washington Hall Suite Applications**

In order for a student organization, greek organization or athletic team to apply for a suite:

- All participants of the suite must submit a housing contract and deposit.

Keep in mind:

- **Washington Hall suites are available on a first-come, first-served basis.**
- Suite allocations will be determined by the date the suite application is submitted.
- The suite application must be complete with all necessary information and all participants of the suite must have submitted a contract and deposit by the March 13, 2018 deadline.
- Incomplete suite applications will not be considered or accepted.
- Students choosing to participate in the Washington Suite Application Process should **not** create online groups.

**Yorktown Conjoined Room Applications**

- Yorktown Conjoined Room Applications will be made available in the Office of Residence Life on March 1, 2018.
- Applications will be accepted by the Office of Residence Life from March 1, 2018 until March 27, 2018 at 5:00 pm, and spaces will be filled on a first come, first served basis.
- Students choosing to participate in the Yorktown Conjoined Room Application Process should **not** create online groups.
- Should group members select into an apartment during housing selection, the group’s Yorktown Conjoined Room Application will be removed from the process.
- Should group members fail to obtain a Yorktown conjoined room, these students should break into smaller groups and participate in Doubles Room Selection during the Housing Selection Process.
- Yorktown Conjoined Rooms will be announced on March 28, 2018.
Room Selection Options

The housing options available to returning students are listed below. Detailed information about each residence hall and room type is available on the Office of Residence Life website at www.rmu.edu/residencelife.

Apartment Buildings
- Salem Hall
  o Four and five-person
  o Mixed or same gender
- Concord Hall
  o Four-person
  o Mixed or same gender
- Lexington Hall
  o Four-person
  o Mixed or same gender

Quad Occupancy Rooms
- Gallatin Hall (2)
  o Common area bathroom facilities
- Marshall Hall (2)
  o Common area bathroom facilities
- Madison Hall (2)
  o Common area bathroom facilities
- Monroe Hall (2)
  o Common area bathroom facilities
- Adams Hall (2)
  o Common area bathroom facilities
- Ross Hall (2)
  o Common area bathroom facilities
- Hamilton Hall (2)
  o Common area bathroom facilities
  o Honor’s LLC
- Hancock Hall (2)
  o Common area bathroom facilities
  o Nursing & Health Sciences LLC
  o Women’s Leadership LLC

Suite-Style Rooms
- Washington Hall
  o Six-, eight-, or ten-person suites
  o Common area living room
  o Shared bathroom facilities

Single Occupancy Rooms
- Braddock Hall
  o Conjoined half bath
  o Common area bathroom facilities

Double Occupancy Rooms
- Braddock Hall
  o Discounted double room
  o Conjoined half bath
  o Common area bathroom facilities
- Hamilton Hall
  o Common area bathroom facilities
  o Honors LLC
  o Woman’s Leadership LLC
- Hancock Hall
  o Common area bathroom facilities
  o Health Professions LLC
- Madison Hall
  o Limited number of returning student space
- Marshall Hall
  o Double rooms
  o Common area bathroom facilities
- Washington Hall
  o “400 level” double rooms
  o Common area bathroom facilities
- Yorktown Hall
  o Double room with full size beds
  o Private bathroom
  o Global Village LLC
Yorktown Conjoined Rooms

Would you and your roommate like to share a connecting room with two other friends in Yorktown? If so, you can submit the rooms listed below on your Yorktown Conjoined Room Application.

- 202 & 204
- 302 & 304
- 402 & 404
- 502 & 504
- 602 & 604
- 702 & 704
- 802 & 804
- 902 & 904
- 1002 & 1004
- 1102 & 1104
- 1116 & 1118

- 210 & 212
- 310 & 312
- 410 & 412
- 510 & 512
- 610 & 612
- 710 & 712
- 810 & 812
- 910 & 912
- 1010 & 1012
- 1104 & 1106
- 1117 & 1119

- 211 & 213
- 311 & 313
- 411 & 413
- 511 & 513
- 611 & 613
- 711 & 713
- 811 & 813
- 911 & 913
- 1011 & 1013
- 1105 & 1107

- 218 & 220
- 318 & 320
- 418 & 420
- 518 & 520
- 618 & 620
- 718 & 720
- 818 & 820
- 918 & 920
- 1018 & 1020
- 1112 & 1114

- 219 & 221
- 319 & 321
- 419 & 421
- 519 & 521
- 619 & 621
- 719 & 721
- 819 & 821
- 919 & 921
- 1019 & 1021
- 1113 & 1115
Room Selection Time Slots

5 Person Apartment Selection

Monday, March 19
Groups of five students who wish to live in Salem Hall may participate in this phase. The total number of credits earned by the group determines the time when the group is permitted to select.

<table>
<thead>
<tr>
<th>Time Slot</th>
<th>Credit Value Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m. – 9:30 a.m.</td>
<td>Total credit value of the group is 400 credits or higher</td>
</tr>
<tr>
<td>9:45 a.m. – 10:15 a.m.</td>
<td>Total credit value of the group is 350 – 399 credits</td>
</tr>
<tr>
<td>10:30 a.m. – 11:00 a.m.</td>
<td>Total credit value of the group is 300 – 349 credits</td>
</tr>
<tr>
<td>11:15 a.m. – 11:45 a.m.</td>
<td>Total credit value of the group is 250 – 299 credits</td>
</tr>
<tr>
<td>12:15 p.m. – 12:45 p.m.</td>
<td>Total credit value of the group is 200 – 249 credits</td>
</tr>
<tr>
<td>1:00 p.m. – 1:30 p.m.</td>
<td>Total credit value of the group is 150 – 199 credits</td>
</tr>
<tr>
<td>1:45 p.m. – 2:15 p.m.</td>
<td>Total credit value of the group is 100 – 149 credits</td>
</tr>
<tr>
<td>2:30 p.m. – 3:00 p.m.</td>
<td>Total credit value of the group is 80 – 99 credits</td>
</tr>
<tr>
<td>3:15 p.m. – 3:45 p.m.</td>
<td>Total credit value of the group is 60 – 79 credits</td>
</tr>
<tr>
<td>4:00 p.m. – 4:30 p.m.</td>
<td>Total credit value of the group is 35 – 59 credits</td>
</tr>
<tr>
<td>4:45 p.m. – 5:15 p.m.</td>
<td>Total credit value of the group is less than 35 credits</td>
</tr>
</tbody>
</table>

4 Person Apartment & Quad Selection

Tuesday, March 20
Groups four students who wish to live in Concord, Lexington, or Salem Halls may participate in this phase as well as quad rooms. The total number of credits earned by the group determines the time when the group is permitted to select.

<table>
<thead>
<tr>
<th>Time Slot</th>
<th>Credit Value Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 a.m. – 9:15 a.m.</td>
<td>Total credit value of the group is 400 credits or higher</td>
</tr>
<tr>
<td>9:15 a.m. – 9:30 a.m.</td>
<td>Total credit value of the group is 375 – 399 credits</td>
</tr>
<tr>
<td>9:30 a.m. – 9:45 a.m.</td>
<td>Total credit value of the group is 350 – 374 credits</td>
</tr>
<tr>
<td>9:45 a.m. – 10:00 a.m.</td>
<td>Total credit value of the group is 325 – 349 credits</td>
</tr>
<tr>
<td>10:00 a.m. – 10:15 a.m.</td>
<td>Total credit value of the group is 300 – 324 credits</td>
</tr>
<tr>
<td>10:15 a.m. – 10:30 a.m.</td>
<td>Total credit value of the group is 275 – 299 credits</td>
</tr>
<tr>
<td>10:30 a.m. – 10:45 a.m.</td>
<td>Total credit value of the group is 250 – 274 credits</td>
</tr>
<tr>
<td>10:45 a.m. – 11:00 a.m.</td>
<td>Total credit value of the group is 225 – 249 credits</td>
</tr>
<tr>
<td>11:00 a.m. – 11:15 a.m.</td>
<td>Total credit value of the group is 200 – 224 credits</td>
</tr>
<tr>
<td>11:15 a.m. – 11:30 a.m.</td>
<td>Total credit value of the group is 175 – 199 credits</td>
</tr>
<tr>
<td>11:30 a.m. – 11:45 a.m.</td>
<td>Total credit value of the group is 150 – 174 credits</td>
</tr>
<tr>
<td>11:45 a.m. – 12:00 p.m.</td>
<td>Total credit value of the group is 125 – 149 credits</td>
</tr>
<tr>
<td>12:00 p.m. – 12:15 p.m.</td>
<td>Total credit value of the group is 100 – 124 credits</td>
</tr>
<tr>
<td>12:15 p.m. – 12:30 p.m.</td>
<td>Total credit value of the group is 80 – 99 credits</td>
</tr>
<tr>
<td>12:30 p.m. – 1:00 p.m.</td>
<td>Total credit value of the group is 60 – 79 credits</td>
</tr>
<tr>
<td>1:00 p.m. – 1:30 p.m.</td>
<td>Total credit value of the group is 35 – 59 credits</td>
</tr>
<tr>
<td>1:30 p.m. – 2:00 p.m.</td>
<td>Total credit value of the group is less than 35 credits</td>
</tr>
</tbody>
</table>
Living-Learning Communities Selection

Thursday, March 22 LLC Room Selection

All living learning community locations offer a limited number of double rooms. Only student who complete the Living Learning Community Application will be eligible for LLC Housing Selection. Please complete the application with this link https://goo.gl/forms/unIo9zSQ3nULjkwq2

- Only students in the Honors Program can select to live in the Honors LLC in Hamilton Hall
- Only students in the Women’s Leadership Program can select to live in the WLMP LLC in Hancock Hall.
- Only students who are a Health Professional major can select to live in the Health Professions LLC in Hancock Hall.
- All LLC applications are due on Tuesday, March 21, 2018 by 5:00pm.

All Students living learning community applications will be approved as they are received. Students approved to live in a LLC will be placed in LLC buildings on March 22, 2018.

Students approved to live in an LLC should select at the times listed below for each LLC group.

10:00 a.m. – 10:55 a.m.  Honors LLC
11:00 a.m. – 11:55 a.m.  WLMP LLC
12:00 p.m. – 12:55 p.m.  Health Professionals LLC
1:00 p.m. – 1:55 p.m.    Global Village LLC
Traditional Room Selection

Monday, March 26    Single Rooms
Students should select at the times listed below if seeking to select a single occupancy room. The total credits earned and times when you are permitted to select are listed below.

10:00 a.m. – 10:15 a.m.     Total credits are 90 credits or higher
10:30 a.m. – 11:00 a.m.     Total credits are 70 – 89 credits
11:15 a.m. – 11:45 a.m.     Total credits are 50 – 69 credits
12:15 p.m. – 12:45 p.m.     Total credits are 25 – 49 credits
1:00 p.m. – 1:30 p.m.       Total credits are less than 24 credits

Thursday, March 29    Double Rooms
Roommate groups and individuals who have not yet selected a roommate should participate in this phase. Students should select at the times listed below if seeking to select a double or triple occupancy room. The total number of credits earned by the group determines the time when the group is permitted to select.

9:00 a.m. – 9:30 a.m.     Total credit value of the group is 200 credits or higher
9:45 a.m. – 10:15 a.m.     Total credit value of the group is 175 – 199 credits
10:30 a.m. – 11:00 a.m.     Total credit value of the group is 130 – 174 credits
11:15 a.m. – 11:45 a.m.     Total credit value of the group is 105 – 129 credits
12:15 p.m. – 12:45 p.m.     Total credit value of the group is 90 – 104 credits
1:00 p.m. – 1:30 p.m.       Total credit value of the group is 75 – 89 credits
1:45 p.m. – 2:15 p.m.       Total credit value of the group is 60 – 74 credits
2:30 p.m. – 3:00 p.m.       Total credit value of the group is 50 – 59 credits
3:15 p.m. – 3:45 p.m.       Total credit value of the group is 40 – 49 credits
4:00 p.m. – 4:30 p.m.       Total credit value of the group is 30 – 39 credits
4:45 p.m. – 5:15 p.m.       Total credit value of the group is 20 – 29 credits
5:30 p.m. – 6:00 p.m.       Total credit value of the group is less than 20 credits
Once you have completed the initial part of the contract and paid your deposit, you may either create or select into a roommate group. You will need to have a group of 5, 4, 3, 2, or 1 formed online and completed prior to entering the selection period for your desired housing. You will have the opportunity to re-group following each selection period.

**Housing Contracts and Deposits are due by March 13, 2018**

If you would like to learn more about selecting a meal plan for the 2018-2019 academic year, please go to the last page of this document.

If you would like to add yourself to a roommate group that is already created, please go to the “Join a group” page of this document.

If you are the designated group leader and would like to create a group for you and your future roommates, please go to the next page of this document.

If you would like to learn how to select a room during your assigned time slot, please flip to “select your room” page of this document. Your time slots throughout the selection process will be emailed to everyone in the group, but only the group leader will be able to select housing for the entire group.
Create a Group

If you are the designated group leader, you will create a group and either add members yourself, or give your future roommates the group name and password to add themselves to the group.

Click here to create a group.

Create a name and password for your group that you will remember, and click “Save & Continue”. This is the group name and password that you will give to the other members of your group.
Create a Group, Continued

You may verify that your group members have joined by viewing this page.
Join a Group

If you are not the group leader, you will select the “Add yourself to a group” option and search for your group with the Group Name and Password created by your group leader.

Click here to join a group.

Your group leader will create the group name and password, and share this information with you.

After you select “Save & Continue” you will be added to the group.
Select Your Room

Only the group leader may go online during the given time slot to select a space for the entire group.

When you enter the portal during your time slot, you will see a list of buildings that are available to select. Click the one in which you would like to live.

Once you are on the building page, you will see each floor listed and how many spaces are available. Click the floor that you would like to live on.
Select Your Room, Continued

After you have selected a floor, you will see the list of open spaces on that floor with the number of available beds in each space.
Example:
If you have a 4 person group you will want to select a space that has 4/4 or 4/5 beds available.
If you have a 2 person group and select a room with 4 available beds, the next person to view that room will see 2/4 instead of 4/4 and may select into the space.

Once a room is selected you will need to assign beds to each member of your group.
In most cases Bed “A” is closet to the front door, followed by “B”, “C”, and “D”, (and in some cases “E” for 5-person apartments). Select your bed and assign your roommates beds by using the drop down bar, and click Reserve Beds.
**Completed Selection**

After you have selected a space and assigned beds, you will see a confirmation page with all of your information. Select “Save & Continue” to confirm.
Selecting a Meal Plan

Every group member should go back into the portal after his or her room has been selected to choose a meal plan for the upcoming semester.