The information contained on the following pages details the 2020-2021 Room Selection Process. This process is for students currently living in university housing and current commuter students who are interested in university housing.

In order to live in on campus housing in fall 2020, students must participate in the Housing Selection Process in spring 2020. The Housing Selection Process is a 4 step process that you will complete between January 29, 2020 and March 19, 2020. This process is detailed in the following pages.

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

If you choose to pay your non-refundable 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.
# Table of Contents

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>Selection Timeline</td>
</tr>
<tr>
<td>05</td>
<td>The 4 Step Selection Process</td>
</tr>
<tr>
<td>06</td>
<td>Contract &amp; Deposit Requirements</td>
</tr>
<tr>
<td>07</td>
<td>How to Complete Contract/Deposit</td>
</tr>
<tr>
<td>09</td>
<td>Housing Options</td>
</tr>
<tr>
<td>11</td>
<td>Living Learning Communities</td>
</tr>
<tr>
<td>13</td>
<td>Washington Roommate Groups</td>
</tr>
<tr>
<td>13</td>
<td>Yorktown Conjoined Room Groups</td>
</tr>
<tr>
<td>14</td>
<td>Apartment Roommate Groups</td>
</tr>
<tr>
<td>14</td>
<td>Triple/Double Roommate Groups</td>
</tr>
<tr>
<td>15</td>
<td>How to Create an Online Roommate Group</td>
</tr>
<tr>
<td>16</td>
<td>How to Join a Roommate Group</td>
</tr>
<tr>
<td>18</td>
<td>Washington Suite Applications</td>
</tr>
<tr>
<td>18</td>
<td>Yorktown Conjoined Room Applications</td>
</tr>
<tr>
<td>18</td>
<td>Living Learning Community Applications</td>
</tr>
<tr>
<td>19</td>
<td>How to Choose Your Room in the Housing Portal</td>
</tr>
</tbody>
</table>
Thursday, January 29, 2020

- Housing Application will open for all returning students.

Wednesday, February 19, 2020

- Washington Hall Suite, Yorktown Conjoined Room, and Living Learning Community Applications available at 1:00 PM.

Friday, March 13, 2020

- Housing Contract and $250 non-refundable deposit due by 5:00 PM.
- All roommate groups should be created by 5:00 PM.

Monday, March 16, 2020:

- 5 person apartment time slots will be e-mailed to participating groups.

Tuesday, March 17, 2020:

- 5 person apartment selection will begin at 9:00 AM.
- Students that do not select a space will have until 12:00 PM to re-group for the next part of selection.
- 4 person group time slots will be sent by 5:00 PM.

Wednesday, March 18, 2020:

- 4 person apartment selection will begin at 9:00 AM.
- Single room time slots will be sent by 5:00 PM.

Thursday, March 19, 2020:

- Single room space selection will begin at 9:00 AM.
- Washington Hall Suite, Yorktown Conjoined Room, and Living Learning Community Applications due by 12:00 PM.

Friday, March 20, 2020:

- Washington Hall Suite, Yorktown Conjoined Room, and Living Learning Community assignments announced via email by 5:00 PM.

Monday, March 23, 2020:

- Double/triple room selection time slots will be sent by 5:00 PM.

Tuesday, March 24, 2020:

- Double/triple room selection will begin at 9:00 AM.
4 STEPS OF THE HOUSING SELECTION PROCESS

STEP #1

COMPLETE YOUR HOUSING CONTRACT & PAY YOUR $250 NON-REFUNDABLE DEPOSIT

LEARN HOW TO DO THIS ON PAGE 6 - 7

STEP #2

LEARN ABOUT THE HOUSING OPTIONS AVAILABLE TO RETURNING STUDENTS

LEARN ABOUT OPTIONS ON PAGES 8 - 11

STEP #3

CREATE YOUR ROOMMATE GROUP FOR THE HOUSING OPTIONS YOU PREFER

LEARN HOW TO CREATE A ROOMMATE GROUP ON PAGES 12-16

STEP #4

CHOOSE YOUR PREFERRED HOUSING THROUGH A PAPER OR ONLINE PROCESS

LEARN WHICH HOUSING OPTIONS ARE PAPER & ONLINE ON PAGES 17-21
All students who participate in the housing selection process, including student-athletes and students who receive scholarships, are required to submit a $250 non-refundable housing deposit. The non-refundable deposit may be submitted via the housing portal at www.rmu.edu/roomselection or at the Office of Student Financial Services in Revere Center.

By submitting a housing contract and non-refundable 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.

Submit a housing contract and a $250 non-refundable housing deposit via the online housing portal by Friday, March 13, 2020.

Learn how to submit your housing contract and deposit on page 6 of this guide.
How to Complete Your Housing Contract & Pay Your Deposit in the Housing Portal

1. Go to www.rmu.edu/roomselection and Click on “Housing Contract” to access the housing contract for the upcoming academic year.

2. The screen below 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. A window will open offering a description of an application. Click on current academic year and click on “Save and Continue”. You must “Save and Continue” on every page to save your information.

4. ALL students MUST check the “Include in Search” box to be able to find and accept roommate options for their roommate group.
**Know Your Housing Options**

**5 Person Salem Apartments**
- Five bedrooms
- Mixed or same gender
- Shared kitchen & living room
- 2 bathrooms

**4 Person Concord/Lexington/Salem Apartments**
- Four bedrooms
- Mixed or same gender
- Shared kitchen & living room
- 2 bathrooms

**Marshall Hall**
- Double rooms
- 7 - Triple rooms
- Common area bathroom facilities
- Community lounge with kitchen

**Washington Hall “400 level”**
- Double rooms
- Community lounge
- Shared bathroom facilities

**Yorktown Hall Double Rooms**
- Double room with full size beds
- Private bathroom
- Community lounge and kitchen

**Washington Suite-Style Rooms**
- 28 - Ten-person suites
- Common area living room
- Shared in suite bathroom facilities

**Traditional Hall Single Room**
- Single twin size bed
- Community lounge
- Shared bathroom facilities
KNOW YOUR HOUSING OPTIONS

Yorktown Hall Single Room
- Single full size bed
- Private bathroom
- Community lounge and kitchen

Yorktown Hall Conjoined Double Rooms
- Four roommates
- Two double rooms with full size beds
- Joined by a lockable door
- Private bathroom in each room
- Community lounge and kitchen

Yorktown Conjoined Rooms Available
- 702 & 704
- 710 & 712
- 711 & 713
- 718 & 720
- 719 & 721
- 802 & 804
- 810 & 812
- 811 & 813
- 818 & 820
- 819 & 821
- 902 & 904
- 910 & 912
- 911 & 913
- 918 & 920
- 919 & 921
- 1002 & 1004
- 1010 & 1012
- 1011 & 1013
- 1018 & 1020
- 1019 & 1021
- 1102, 1104 & 1106
- 1105 & 1107
- 1116 & 1118
- 1117 & 1119
- 1110, 1112 & 1114
- 1113 & 1115

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

Detailed information about each residence hall and room type is available on the Office of Residence Life website at www.rmu.edu/residencelife.
Health Professions Living Learning Community:
The community was designed with freshmen and sophomore students in mind, and is open to students in the Nursing, Health Administration, Nuclear Medicine, Pre-Medicine, Pre-Veterinary, Pre-Dentistry, Biology, and Bio Engineering students should consider this LLC. This LLC is located in Madison Hall.

Honors Program Living Learning Community:
This community is dedicated to cultivating a community of scholars, encouraging engaged learning and campus involvement, fostering the intellectual, social, and emotional well-being of students, and providing opportunities which will enrich the overall collegiate experiences of students in the Honors Residence Hall. All students enrolled in the Honors Program should consider this LLC. This LLC is located in Hamilton Hall.

Global Village Living Learning Community:
In The Global Village multiculturalism is encouraged and valued and different perspectives are shared and celebrated. The LLC creates a space for deepening and broadening the global perspective of and for the campus community. Students interested in exploring different cultures and building a close knit globally minded community should consider joining this LLC. This LLC is located on Monroe Hall and on the 4th floor in Yorktown Hall.

Women’s Leadership & Mentorship Program Living Learning Community:
By participating in this LLC, WLMP women choose to extend the benefits of their WLMP experience into their residential lives. The shared residential experience builds upon the WLMP goal of fostering young women’s ability to contribute, lead, and engage in mutually beneficial mentoring relationships. Students who are of WLMP should consider this LLC. This LLC is located in Monroe Hall.

"New for 2020" The Sophomore Experience Living Learning Community:
This LLC is an opportunity for second-year students to gain a better understanding of their passions and interests. LLC members will participate in leadership development, self-reflection, and career preparation activities developed for students in their sophomore year at RMU. This LLC is located in Marshall Hall.
Housing Process

Step #3

CREATE YOUR ROOMMATE GROUP
CREATE YOUR ROOMMATE GROUP

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 non-refundable deposit prior to March 13, 2020.

How you establish your roommate group for housing selection will depend on the type of housing your group is going to choose.

Roommate Groups With Paper Applications

Washington Hall Suite - Roommate Groups:
1. Establish a group of 10 roommates.
2. Establish a group leader.
3. Group leaders can pick up the Washington Hall Suite Application in the Office of Residence Life after 1:00 PM on Wednesday, February 19, 2020.
4. All group members must sign the application to confirm they are part of the suite.
5. The application must be turned in by 12:00 PM on Thursday, March 19, 2020.
   Washington Hall suites are available on a first-come, first-served basis and incomplete suite applications will not be considered or accepted.

Yorktown Conjoined Room - Roommate Groups:
1. Establish a group of 4 roommates and determine the 2 roommates that will share each room.
2. Establish a group leader.
3. Group leaders can pick up the Yorktown Conjoined Room Application in the Office of Residence Life after 1:00 PM on Wednesday, February 19, 2020.
4. All group members must sign the application to confirm they are part of the room.
5. The application must be turned in by 12:00 PM on Thursday, March 19, 2020.
   Yorktown Conjoined Rooms are available on a first-come, first-served basis and incomplete applications will not be considered or accepted.

Living Learning Community (LLC) - Roommate Groups:
1. Establish a group of 2, 3, or 4 roommates.
2. Establish a group leader.
3. Group leaders can pick up the Living Learning Community Application in the Office of Residence Life after 1:00 PM on Wednesday, February 19, 2020
4. All group members must sign the application to confirm they are part of the room.
5. The application must be turned in by 12:00 PM on Thursday, March 19, 2020.
6. Some Living Learning Communities have membership requirements. Both roommates must meet the program membership requirements to be approved to live in certain LLCs.
CREATE YOUR ROOMMATE GROUP

Roommate Groups In the Housing Portal

Learn how to create a group in the housing portal on page 15 of this guide
Learn how to join a group in the housing portal on page 16 of this guide

4 & 5 Person Apartments - Roommate Groups:
1. Establish a group of 4 or 5. (Salem Hall is the only building with 5 person apartments)
2. Establish a group leader.
3. Group leaders should create a group in the Housing Portal.
4. Group leaders should add all apartment members to the group or apartment members can join the group with the "group password".
5. The group will receive a time slot for 5 or 4 person housing selection day.
6. Group leaders will place all roommates in an available apartment during the groups selection time.

Triple Room - Roommate Groups:
1. Establish a group of 3 roommates.
2. Establish a group leader.
3. Group leaders should create a group in the Housing Portal. Group Leaders should add all three roommates to the group or share their "group password" with their roommate so they can join the group.
4. The group will receive a time slot during double room selection day.
5. Group leaders will place both roommates in an available traditional hall triple room during the groups selection time.

Double Room - Roommate Groups:
1. Establish a group of 2 roommates.
2. Establish a group leader.
3. Group leaders should create a group in the Housing Portal. Group Leaders should add both roommates to the group or share their "group password" with their roommate so they can join the group.
4. The group will receive a time slot for double room selection day.
5. Group leaders will place both roommates in an available traditional hall or Yorktown Hall room during the groups selection time.

If your group is not able to choose your first choice for housing you will have the opportunity to regroup. (For example, a four person apartment group that is not able to choose an apartment can regroup into new groups of two people for double rooms selection.)

Students going through the process alone do not need to create a roommate group.
Once you have completed the initial part of your contract and paid your non-refundable deposit, you may create or select into a roommate group. You can create a group with 2 to 5 members. Students applying for Washington Suites, Yorktown Conjoined Rooms, and Living Learning Communities do not have to create a roommate group in the online Housing Portal. You have the opportunity to change/re-group following each selection period.

If you are the designated group leader and would like to create a group for you and your future roommate(s) start with "Create a new group." Save and Continue to next page.

Create a name and password for your group that you will remember. Click "Save & Continue." You can add your group members or share this name and password with your roommates so they can join the 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.

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.

Once all members have joined the group you can review them here.
CHOOSE YOUR ROOM

HOUSING PROCESS

STEP #4
You will not create a roommate group online if you are choosing this type of housing

Washington Hall Suite Application:

1. A group for this type of housing should have 10 members or roommates.
2. Group leaders can pick up the Washington Hall Suite Application in the Office of Residence Life after 1:00 PM on Wednesday, February 19, 2020.
3. All group members must sign the application to confirm they are part of the suite.
4. The group will be able to preference three suite locations but the assigned suite is not guaranteed to meet these preferences.
5. The application must be turned in by 12:00 PM on Thursday, March 19, 2020.
6. Washington Hall suites are available on a first-come, first-served basis and incomplete suite applications will not be considered or accepted.
7. Applications will be date and time stamped as they are turned in.

Yorktown Conjoined Room Application:

1. A group for this type of housing should have 4 members or roommates. Establish a group of 4 roommates and determine the 2 roommates that will share each room.
2. Group leaders can pick up the Yorktown Conjoined Room Application in the Office of Residence Life after 1:00 PM on Wednesday, February 19, 2020.
3. All group members must sign the application to confirm they are part of the room.
4. The application must be turned in by 12:00 PM on Thursday, March 19, 2020
5. Yorktown Conjoined Rooms are available on a first-come, first-served basis and incomplete applications will not be considered or accepted.
6. Applications will be date and time stamped as they are turned in.

Living Learning Community (LLC) Application:

1. A group for this type of housing should have 2, 3, or 4 members or roommates.
2. Establish a group leader.
3. Group leaders can pick up the Living Learning Community Application in the Office of Residence Life after 1:00 PM on Wednesday, February 19, 2020.
4. Both roommates must sign the application to confirm they are part of the room.
5. The application must be turned in by 12:00 PM on Thursday, March 19, 2020.
6. Some Living Learning Communities have membership requirements. Both roommates must meet the program membership requirements to be approved to live in certain LLCs.
ROOM TYPES SELECTED IN THE HOUSING PORTAL

All apartments, triples rooms, double rooms, and single rooms will be selected through the Housing Portal. Follow the guide below to make your room selection for these types of rooms.

Once your time slot opens, only the group leader may go into their housing contract and select a space for the entire group. An individual student will place themselves in any available space.

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

Once you are on the building page, you will see each floor listed and how many spaces are available. Click on the floor you would like and it will highlight yellow. Select “Save and Continue.”
After you have selected a floor, you will see a list of open spaces on that floor with the number of available beds in each space.

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 available space.

Once a room is selected, you will need to assign a bed to each member of your group.

It is IMPORTANT that you select your roommates’ beds as they are unable to do so. Not placing your roommates will leave spaces open in your apartment for someone else to select.

Select your bed and assign your roommates’ beds by using the drop down bar, and click “Reserve Beds.”
After you have selected a space, you will see a confirmation of your selections. Select “Save and Continue” to complete the process.