HOW TO SELECT 2023-2024 HOUSING
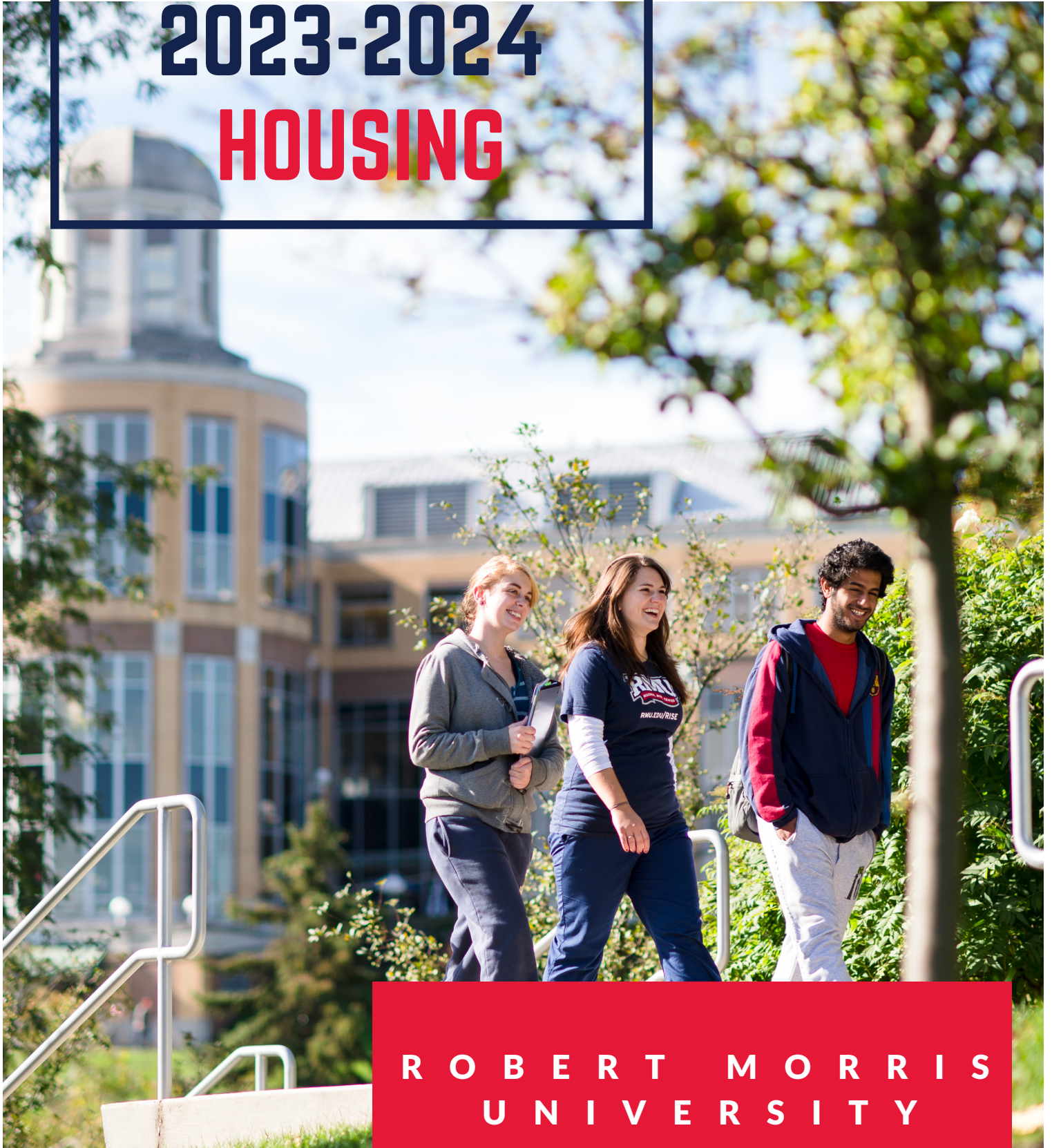
ROBERT MORRIS UNIVERSITY

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HOUSING SELECTION
TIMELINE

Monday, January 30, 2023:
- The housing application will open for all returning students.

Monday, February 20, 2023:
- Washington Hall Suite, Yorktown Conjoined Room, and Living Learning Community Applications are available at 2:00 PM.

Tuesday, March 14, 2023:
- The Housing Contract and $250 non-refundable deposit are due by 5:00 PM.

Friday, March 17, 2023:
- All roommate groups should be created by 5:00 PM.

Monday, March 20, 2023:
- 5-person apartment time slots will be e-mailed to participating groups.

Tuesday, March 21, 2023:
- 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 22, 2023:
- 4-person apartment selection will begin at 9:00 AM.

Thursday, March 23, 2023:
- Single room time slots will be sent by 5:00 PM.

Friday, March 24, 2023:
- Single room space selection will begin at 9:00 AM.
- Washington Hall Suite, Yorktown Conjoined, and Living Learning Community Applications are due by 12:00 PM.

Tuesday, March 28, 2023:
- Washington Hall Suite, Yorktown Conjoined, and Living Learning Community assignments announced via email by 5:00 PM.
- Double/triple room selection time slots will be sent by 5:00 PM.

Wednesday, March 29, 2023:
- Double/triple room selection will begin at 9:00 AM.

** If you select your room based on utilizing the conjoined rooms, please complete a conjoined room form with the Office of Residence Life.

Contract &

Non-Refundable Deposit Requirements

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 ww.rmu.edu/roomselection and make your payment within the Housing Contract 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 Tuesday, March 14, 2023.

Within the Housing Contract, you will have the option to pay your non-refundable deposit electronically or save and continue to be able to pay later with a different form of payment.
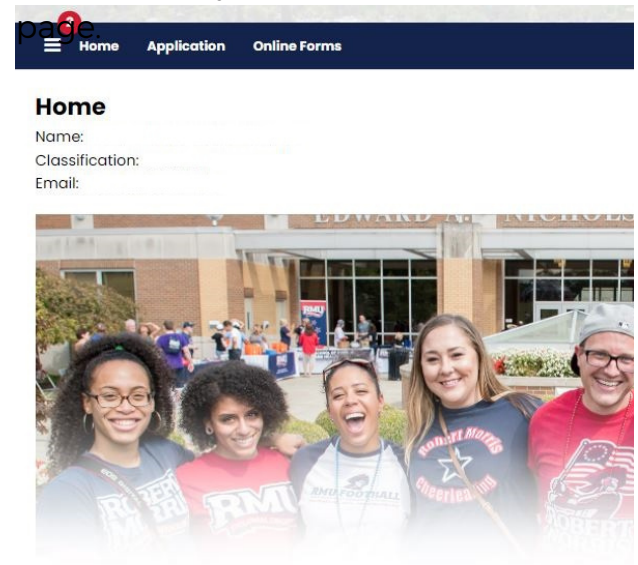
If you choose to pay your non-refundable housing deposit with a check or cash and need assistance, please contact Student Financial Services located in the Revere Center, at 412-397-6260 or stacct@rmu.edu.

HOW TO COMPLETE YOUR HOUSING CONTRACT & PAY YOUR NON-REFUNDABLE DEPOSIT IN THE HOUSING PORTAL

1. Go to rmu.edu/reslife and click on "Housing Contract" to access the housing contract for the upcoming academic year.
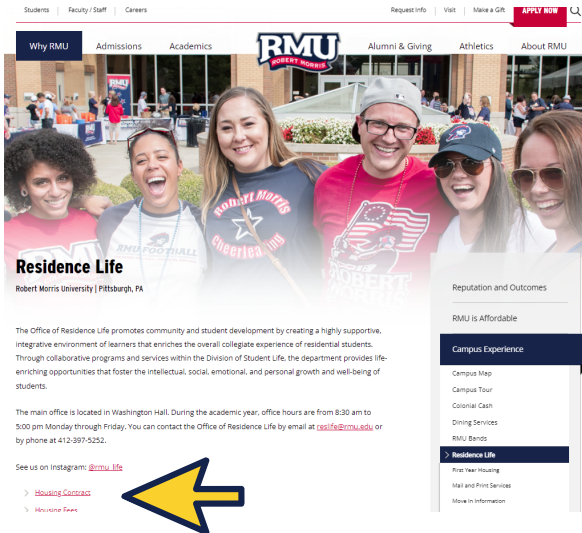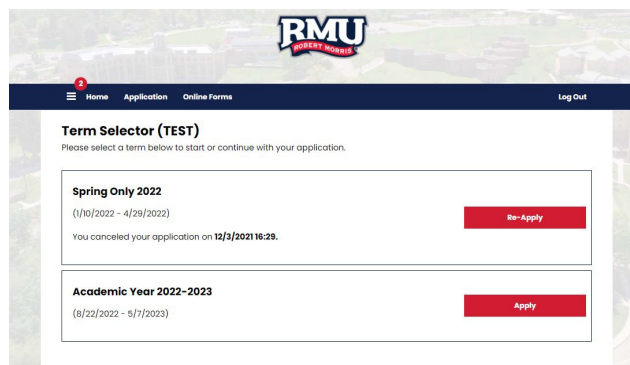

2. The Duo Sign In screen will appear. Enter your RMU ID (ex: xxxst###) and password. *NOT the numbers on your ID Card* Once you enter that information, you will be taken to this page.
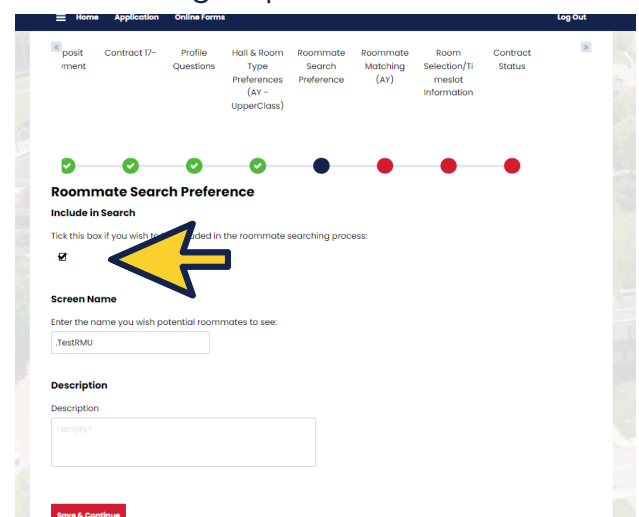

3. Click on the academic year that you are submitting a housing application for and click on "Apply".

4. On the Roommate Search Preference page, All students MUST check the "Include in Search" box to be able to find and accept roommate options for their roommate group.

Housing Process

PAPER APPLICATION FOR SELECTION:

WASHINGTON, LIVING LEARNING COMMUNITIES & YORKTOWN CONJOINED ROOMS

PAPER APPLICATION: COMPLETE PROCESS

You will not create a roommate group online if you are choosing this type of housing, however, all students need to complete a housing contract and pay the non-refundable deposit by March 14, 2023, to be eligible for housing selection.

Roommate Groups With Paper Applications

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 2:00 PM on Wednesday, February 22, 2023.
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 Friday, March 24, 2023.
6. Some Living Learning Communities have membership requirements. Both roommates must meet the program membership requirements to be approved to live in certain LLCs.

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 2:00 PM on Wednesday, February 20, 2023.
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 Friday, March 24, 2022. 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. A group for this type of housing should have 4 members or roommates.
2. Establish a group leader.
3. Group leaders can pick up the Yorktown Conjoined Room Application in the Office of Residence Life after 2:00 PM on Wednesday, February 20, 2023.
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 Friday, March 24, 2023.
6. Conjoined Rooms are available on a first-come, first-served basis, and incomplete applications will not be considered or accepted.

**All paper applications will be date and time-stamped as they are turned in.

Housing Process

ONLINE SELECTION:

APARTMENTS, TRIPLES, DOUBLES, & SINGLES

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 name".
5. Group leaders must "Verify" their group when complete.
6. The group will receive a time slot for 5 or 4 person housing selection day.
7. Group leaders will place all roommates in an available apartment during the group's 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 name" with their roommates, so they can join the group.
4. Group leaders must "Verify" their group when complete.
5. The group will receive a time slot during double room selection day.
6. Group leaders will place both roommates in an available traditional hall triple room during the group's 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 their roommate to the group or share their "group name" with their roommate, so they can join the group.
4. Group leaders must "Verify" their group when complete.
5. The group will receive a time slot for double room selection day.
6. Group leaders will place both roommates in an available traditional hall or Yorktown Hall room during the group's 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.

HOW TO CREATE YOUR ROOMMATE GROUP IN THE HOUSING PORTAL

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." .

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

Once your group is complete, click "Verify Group."

HOW TO JOIN YOUR ROOMMATE GROUP IN THE HOUSING PORTAL

If you are not the group leader, you will select one of the options on the right. You can search for your group with the group name that was created by your group leader by clicking on "Join Group", or you can search by using the "Search for Roommates by Details or Profiles" if you do not know the group name.

Your group leader will create the group name and share this information with you. Add in the group name and click "Join Group" to be added to the group.

CHOOSE YOUR ROOM

HOUSING PROCESS

HOW TO SELECT A ROOM 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.
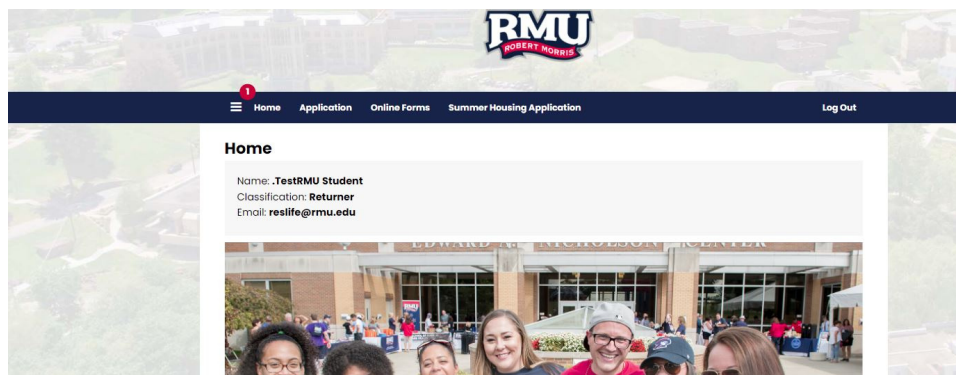
Once your time slot opens, only the group leader may go into their housing contract and select a space for the entire group. An individual student will place themselves in any available space.
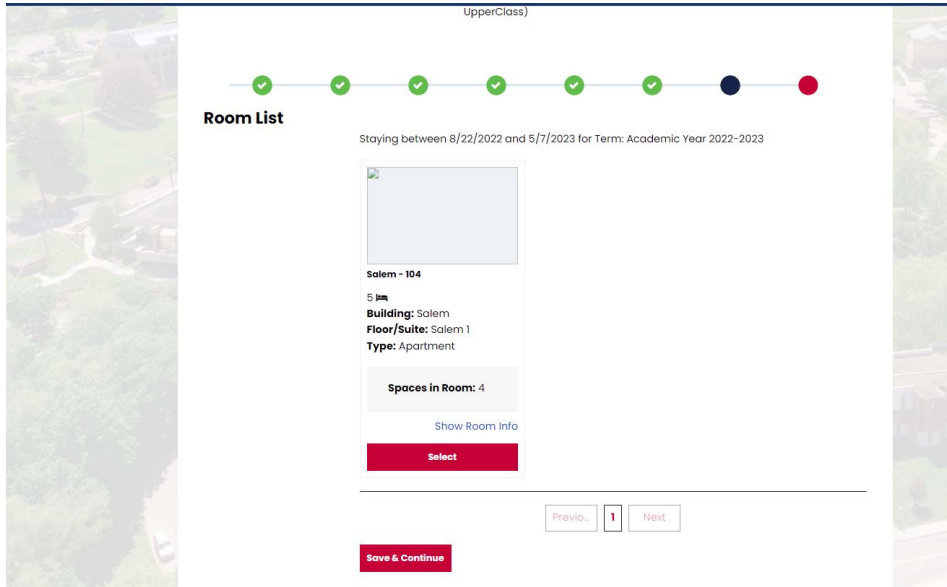
When you enter the portal during your time slot, Start by clicking on "Application". On the next page click on the "2022-2023 Academic year" and click "Continue".
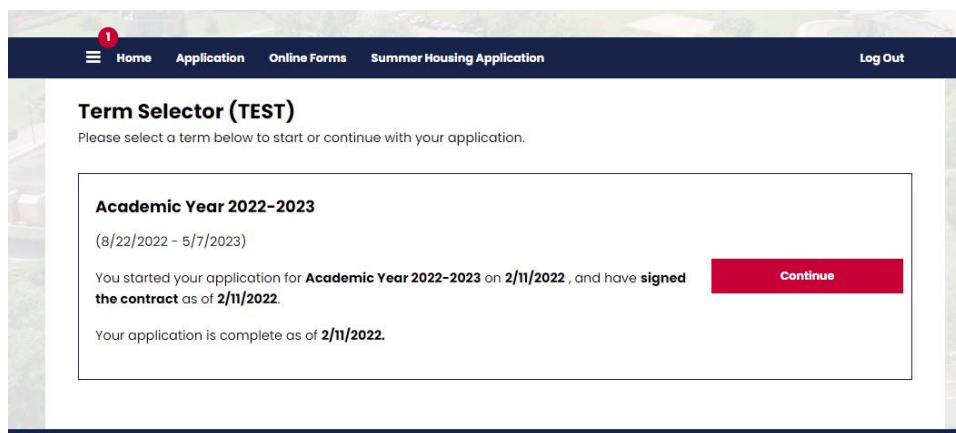
This will take you directly into the selection process. Click on the desired building and then click "Select".
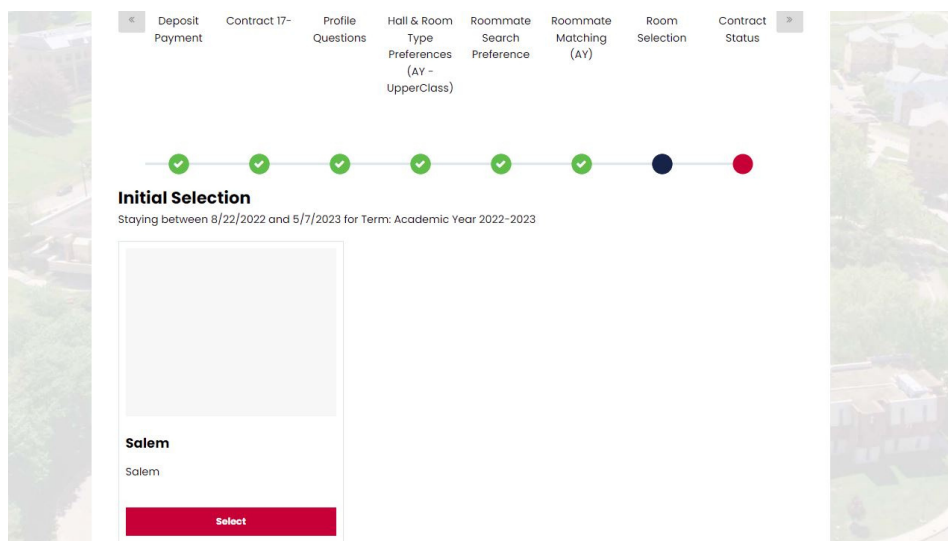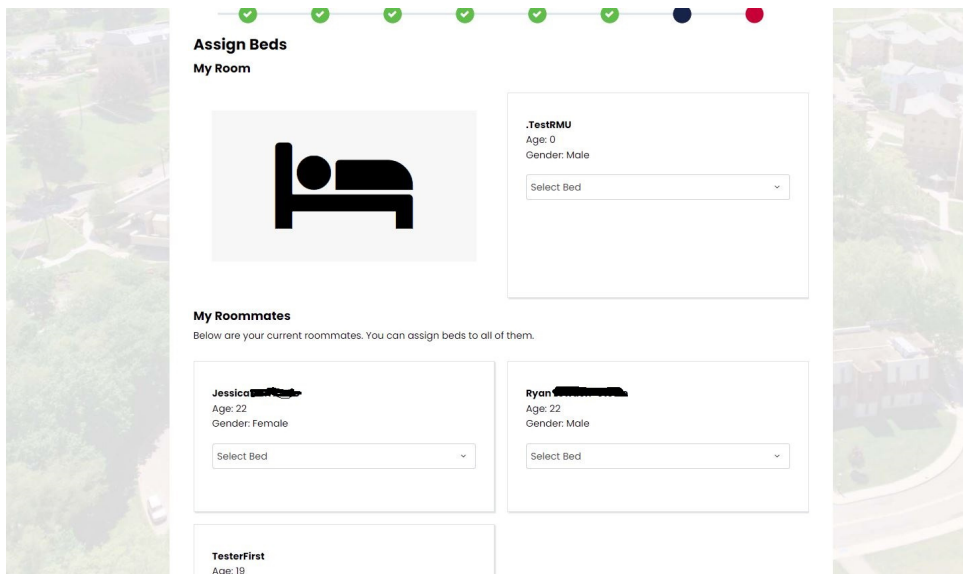
HOW TO SELECT A ROOM IN THE HOUSING PORTAL

UpperClass)

Room List

Staying between 8/22/2022 and 5/7/2023 for Term: Academic Year 2022-2023

Salem - 104

5 🛏

Building: Salem
Floor/Suite: Salem 1
Type: Apartment

Spaces in Room: 4

Show Room Info

Select

Previo... | 1 | Next

Save & Continue

The Room List page will provide all options in that building for you. Select the desired room and click "Select".

Assign Beds
My Room

.TestRMU
Age: 0
Gender: Male

Select Bed

My Roommates

Below are your current roommates. You can assign beds to all of them.

Jessica
Age: 22
Gender: Female

Select Bed

Ryan
Age: 22
Gender: Male

Select Bed

TesterFirst
Age: 19

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 through the drop down menu and assign your roommates' beds.

HOW TO SELECT A ROOM IN THE HOUSING PORTAL

The assigned bed space will show in the drop-box after you select them.

After you have selected a space for yourself and your roommates you will see a confirmation of your selections. Select "Save and Continue" to complete the process.

HOW TO SELECT A ROOM IN THE HOUSING PORTAL

If you have selected an Apartment space, you will be asked to select a meal plan. Apartment students will be able to select between the All-Access and Apartment meal plans. Make your selection on this page and select "Save and Continue" to complete the process.

Once you have completed all steps, you will see a confirmation of your selections. Select "Go to the Home Page" to complete the process.

All apartment students will need to take the time to select their own meal plan for the 2023-2024 Academic Year. This will happen after your housing has been selected.