

## Current Residential Students

### Frequently Asked Questions

#### HOUSING APPLICATIONS & DEPOSITS

##### **When and where can I make my \$250 deposit?**

If you are currently living in the residence halls, you will only be required to submit a \$150 deposit for the upcoming academic year. All you will need to do is re-apply online through our website. Before you finish the housing application you will be prompted to pay the deposit through Touchnet with a credit card.

##### **What is the \$150 deposit for?**

The deposit reserves committed applicants a space in the residence halls for the upcoming academic year. \$25 dollars of the deposit is a non-refundable application processing fee. The remaining \$125 becomes a security deposit once the semester begins. Students who successfully complete their Residence Hall/Dining Agreement terms will receive the \$125 back at the end of the academic year, less any cleaning or damage fees.

##### **What happens to my deposit if I don't end up getting a room?**

If you don't end up with an assignment in our halls, but you did apply during your priority period, you will have the option to remain in queue to see if any rooms come available or you can request your deposit be returned. If you are offered a space in the halls at any point after May 20th and decline it, your deposit will be forfeited.

##### **When can I submit my online application for the upcoming year (2012-2013)?**

Current residential students have a priority registration deadline and can apply beginning Tuesday, January 17th – Friday, February 17th. Current residential students who apply between February 18th and May 20th will lose their priority status and will not be given an assignment until after August 1st, if rooms are still available, nor will they be able to use the self-assign feature for selecting their room and/or roommates. Current residential students that apply May 21st and after will not be assigned until August 2nd, if rooms are still available, nor will they be able to use the self-assign feature for selecting their room and/or roommates.

##### **If I am currently living on campus and have submitted my 2012-2013 Academic year housing application and want to live with a new student coming to BSU next year, can I live with them?**

No. All current residential students will get to choose an assignment in University Suites, Yale Court or the Lincoln Townhomes for the upcoming year, if [eligibility requirements](#) for the desired area is met. New students will not be eligible to live in Suites, Yale or Lincoln their first year here unless they are eligible due to transfer status or age.

##### **What happens to my \$250 deposit that is on file for the current academic year?**

Students who successfully complete their Residence Hall/Dining Agreement terms for the current academic year will receive the \$225 (\$25 of the deposit is a non-refundable application processing fee) back at the end of the current academic year, less any cleaning or damage fees.

##### **What happens to my new \$150 deposit if I apply now and then decide to cancel my assignment at a later time?**

For current residential students to cancel an application, University Housing must receive the request via MyHousing. You must log-in and select personal preferences and answer questions 25-28. Please see our [cancellation grid](#) to determine dates and applicable cancellation fees. Returners who reapply after May 21 and beyond will also fall into the corresponding cancellation dates and fees as listed on the grid.

## **WHEN & HOW DO I CHOOSE A ROOM & ROOMMATE?**

### **How do I sign for a room?**

The week of March 12th current residential students will have an opportunity to use a module in MyHousing that will allow you to assign yourself to a room. You will be given a specific date within the week of March 12th when you will be given access to choose your room from those you are eligible to live in. During the process you will be able to view floor plans for each building to ensure you are selecting the room that is of most interest to you. University Housing will notify you at the end of February of the *specific date* you will be able to begin choose a room. Dates to self assign will be designated by how early you have submitted your application and your class standing. More information about how we prioritize student assignments can be found in our [Availability Philosophy](#).

### **Where do I go to sign up for my room when my day to Self Assign comes up?**

The Self Assign Process is all online through [My Housing Director](#), so you will be able to access the system on any computer that is connected to the internet.

### **How long do I have to complete the process?**

When your designated Room Selection day comes, you will be able to sign up from that point up until the close of Self Assignment (or until all rooms have been taken). Just keep in mind that the longer you wait to sign up, the fewer room choices there will be.

### **As a returning student, where can I choose to live next year?**

Returning residential students can select rooms at University Suites, Yale Court and the Lincoln Townhomes as long as they meet the eligibility requirements for the desired area.

### **Will I be required to choose a meal plan for the upcoming year?**

Students with assignments in University Suites, Yale Court and the Lincoln Townhomes are not required to have a meal plan, but may opt to select a full residential or commuter plan if they would like.

### **What if I want to select a meal plan for the upcoming year? How do I make my selection?**

Students will be able to select their meal plans 48 business hours after they have made their final room assignment. After 48 business hours you will be able to log-in to MyHousing and select/change your meal plan. This function will be available to you through the 10<sup>th</sup> day of class each semester.

### **How long do I have to complete the process?**

When your designated Room Selection day comes, you will be able to sign up from that point up until the close of Self Assignment (or until all rooms have been taken). Just keep in mind that the longer you wait to sign up, the fewer room choices there will be.

**As a returning student, where can I choose to live next year?**

Returning residential students can select rooms at University Suites, Yale Court and the Lincoln Townhomes as long as they meet the eligibility requirements for the desired area.

**SELF ASSIGNMENT PROCESS (TECHNICAL ASPECTS)****What information will I need to have prior to sitting down at a computer to sign up for my room?**

All students that will be participating in the Self Assign Process will need their Broncweb log on and password to access the Self Assignment system. If you cannot remember your password, you will need to create a new one prior to signing up for a room.

**What if a room doesn't show up on the list of possible spaces?**

It means that the room has already been selected and is no longer available.

**Oops! I selected the wrong room and now the system is asking me to confirm my choice! How do I correct my mistake?**

As long as you haven't hit the final "confirm" button, you can always hit the "back" button on your browser to return to the last screen to make a new selection. Remember to review your final choice carefully before confirming as you will be locked into that room for the full upcoming academic year.

**How can I ensure that my friend and I can live together?**

There is no absolute guarantee that you will get your preferred roommate. The Self Assign system is a live process, so rooms are continually being selected and removed from the list of possible vacancies. To increase the likelihood of securing the same room/suite, it is recommended that you and your potential roommate/suitemates sit down at the computer at the same time and select rooms one after another. Additionally, you and your preferred roommate(s) will all need to meet whatever eligibility requirements exist for the space you are trying to assign yourself to.

**What if I can begin selecting a space on Monday and my preferred roommate can't begin selecting a space until Tuesday or beyond?**

It is our recommendation that *you choose a room as soon as you are able to*. If you wait until your preferred roommate's selection time, the availability of rooms will be lessened.

**How do I change my room assignment after I have already confirmed my selection?**

You will not be able to make changes until 2 weeks into the fall semester. The system will not allow you to log-in for a second time, so please make sure that you are sure of your choice before you hit the final confirmation button. Additionally, it is likely that by the time the Self Assignment period is over, that there will not be any additional vacancies to change your assignment to.

**What happens if I have applied by the priority deadline but do not select a room by Friday, March 16?**

If any vacancies remain on Monday, March 19, University Housing will assign those students who did not use the self assign function to the rooms that are available. Each student that is assigned can expect to receive an email notification from University Housing confirming the

assignment they have been given. Students who do not want this assignment will need to cancel prior to May 20 to ensure they receive their \$125 deposit back.

**Oh no! I forgot: my roommates/suitemates name, the room number that I selected, which meal plan I chose, etc. How do I get this information again?**

No problem, just log-in to MyHousing any time after you have received your official assignment email from University Housing and you will be able to find all of this information available to you.