

## What is the MyHousing/MyDining Portal? (<https://reslife.sru.edu>)

The MyHousing/MyDining Portal is a necessary and important tool that will allow you to do many things such as participate in current housing/dining applications and processes, view your current housing and dining assignments, view your room access code (PIN#), etc. You will find this portal to be valuable to you throughout your years at Slippery Rock. NOTE: The Portal is fluid (continually changing). It will only include options for current/active applications and processes for which you are eligible. Read below for specific information on what this self-service portal can do for you.

### HOME PAGE

- **Messages** – View any messages from the Housing & Res Life Office
- **Room Selection** – View current room selection process
- **Room Assignment** – View your current room assignment and bed number
  - Roommates/Suitemates – View your roommate(s) name(s) and bed numbers; links to email addresses
- **Dining Plans** – View current dining plan selection

### APPLICATION

This section will show only those applications for which you are eligible to complete; for example:

- The **New Student Application** is for incoming first-year students for the upcoming academic year.
- The **Returning Student Application** is for current students returning to housing.
- The **Rock Apartments Application** for upper class students
- **No Available Applications** means that there are no active processes for you. If you think this may be an error, contact us at 724-738-2082.

### ABOUT ME

- Allows you to complete a **Roommate Profile** and participate in the advanced roommate search.
- **Billing Summary** allows you to see what fees have been charged to your Student Account.
- **Addresses/Contacts**

### ROOM/ROOMMATE SELECTION

This section allows you to view your room/roommate selection dates for the Housing Registration Process.

- Allows you to select **Roommates/Suitemates** during an active Housing selection process.
- Allows rising sophomores to **Select a Room or Suite** during an active Housing selection process.

### DINING

The default dining plan is 14 Meals per week plus \$350 Flex Dollars

- Allows you to **Select/Change My Plan**. Meal plan selection begins on July 1 for the fall semester and immediately following Thanksgiving break for the spring semester. The meal plan change period ends 2 weeks into each semester.

### HELPFUL LINKS

- Complete and submit your **Room Condition Report (RCR)** after check-in.
- Complete and submit your **Roommate Success Plan** (if applicable)
- New Students select a **Moving-In** time
- Current Students should request **Early Arrival**
- **Visitor/Guest Pass** provides Guest Registration instructions/View Activity
- **Before U Move-In** requires you to complete various forms before you move-in;
  - Sign-up for a Move-in time
  - View your PIN
  - It also includes important Links and Reminders

- Allows you to request **Break Housing**
- Allows you to view **On-Campus Roommate Wanted Ads.**
- Allows you to **Post an On-Campus Wanted Ad.**
- Allows you to **Edit/Delete My Ad.**
- Allows you to participate in **Open Room Change.**
- Will show active/open **Employment Applications or Intent to Return Forms.** (PLEASE NOTE: If you wish to apply for any of the employment opportunities, please visit the Office of Payroll and Student Employment and click on the [Handshake](#) link to login and apply) Once you have applied in Handshake, there will be an external link that will direct you to the MyHousing website to also apply for the same job.

### **THE MYHOUSING/MYDINING PORTAL LOG-IN INSTRUCTIONS**

- Go to MyHousing/MyDining at <https://reslife.sru.edu>
- Username = Your email address
- Password = Your SRU Network Password (initially your password is your 6-digit birthday followed by a capital 'S' lower case 'ru' (000000Sru))
- For Password help please contact the IT Help Desk at 724-738-4357

## **Housing Selection Process**

### **Where can I find information on the housing selection process?**

**Current Students:** Students already living on campus will receive e-mails (to SRU e-mail address) before and during the housing selection process with an important timeline/schedule to follow.

**First Year Students:** Information will be emailed to SRU enrolled, incoming students starting in December prior to the start of the Fall Semester.

### **When does the housing process start and why does it start so early?**

**Current Students:** The housing process for current students starts in December when applications open and continues in February with the housing selection process because we want to give you the chance to reapply and select your room on campus before we start to house new first year students.

**First Year Students:** Students who have signed their Housing Agreement and paid the \$175.00 fee can participate in phase 1 of the housing assignment process. Phase 2 of the housing assignment process continues in April. After phase 2, the housing assignment process is completed on a rolling basis. Roommate requests must also be completed before each phase of the assignment process begins.

### **How/When do I sign up to live in the R.O.C.K. Apartments?**

The process for signing up for the R.O.C.K. Apartments happens in late Fall of the previous year. Groups of 4 Upper Class students (must be 4) can sign up online on the MyHousing portal. Notification about the process is sent out to on-campus Upper class students through SRU e-mail before the process takes place. For more information go to

<https://www.sru.edu/life-at-sru/housing/types-of-housing/apartment-suites> click on the link about “**ROCK Apartments Contract Process ‘most current semester’**”.

### **Do students have to live on Campus?**

The university has a 2-year residency requirement and students are required to live on campus during their first and second year. Transfer students are an exception to the 2-year residency requirement. The exemptions to the requirement include the following: commuting from a permanent home address within 60 miles from the university, are married, student is independent status, have at least 48 cumulative credits, student is part-time status, dependent child/children in student's custody, previous or active military service, participating in the volunteer for local or over 21 years of age.

### **Can I live on campus for only one Semester?**

No. The Housing Agreement is for the entire academic year (meaning Fall AND Spring Semesters). If you will not be a registered student on-campus for the entire year, you should not sign the agreement. An exception to this is IF you cannot fulfill your 1-year contract due to academic reasons such as graduation, internship, or student teaching. In these instances, you could request and be released from your agreement.

### **Can my parents complete the housing process for me?**

We strongly advise parents not to complete any of the phases of the housing process for you. This is the same process you will need to do for the next few years and so it is best that you learn to do it for yourself. We cannot give out your information (your e-mail address and password) which makes the process complicated when you are not the one doing it. We feel it is important that as you start out on this new chapter of your life begin to take initiative for yourself. Sure, *you should talk to your parents about costs and get their input*, but really who knows what your preferences are more than you?

### **How do I apply for On-Campus Housing to reserve a room?**

<https://www.sru.edu/life-at-sru/housing/apply-for-housing>

Applying for Housing is an online process in the MyHousing/MyDining portal. To reserve a space in the residence hall you must:

- Read and Sign the Housing Agreement
- Pay the \$175.00 Housing Fee (Fall Only – Reservation is credited back to you in the Spring Semester)

The complete step-by-step process for First Year Students, Current Students, and Transfer Students is available on our website at the link above.

### **How do I Sign the Housing Agreement and Pay the \$175.00 Housing Fee?**

- Log into MyHousing at <https://reslife.sru.edu> with your SRU email and password.
- Click on Housing Application (make sure to choose the appropriate application)
- READ AGREEMENT CAREFULLY. You are signing a legal binding contract.
- Click on Submit Housing Agreement
- After you sign your Housing Agreement, you will be directed to pay the Housing Fee by credit card or electronic check. Please COMPLETE the form to transmit your payment. NOTE: After paying the \$175.00 in the Fall, the fee is credited toward your Spring Semester housing costs. If you are entering SRU as a new student or transfer student in the Spring, there is no Housing Fee.

### **Do I have to have a meal plan contract?**

Yes. All residence hall students are required to purchase a full meal plan. The Weekly 14 meal plan is automatically assigned to each resident (14 meals/week plus \$350.00 Flex Dollars). You have through the 2<sup>nd</sup> week of classes to change your plan if you wish. R.O.C.K. Apartment residents are not required to purchase a meal plan.

### **I signed the agreement and paid the Housing Fee but did not get to pick a room on my room selection day as a rising sophomore, does that mean I do not have housing now?**

By signing the agreement and paying the deposit you are guaranteed a bed on campus. At this point you will just be auto assigned to a room on campus. **\*\*Failure to choose a room DOES NOT VOID your on-campus living agreement. DO NOT SIGN**

an agreement with an off-campus facility until you have been officially released from your housing agreement.

**As a first-year student, when will I get my room assignment?**

Housing assignments can be viewed on the MyHousing portal. When you are assigned housing, the assignment information will populate in the MyHousing portal and you will receive an email as well notifying you of your room and roommate's name.

**Current Students:**

**What if I no longer want to live on campus because I did not get the room assignment that I wanted?**

You can apply to be released from your housing agreement. The form can be found at

<https://www.sru.edu/offices/residence-life/forms-and-policies>. Click on Residence Hall Agreement Release Application.

This does NOT guarantee that you will be released; the Housing Release Committee reviews each release request and makes recommendations.

**Withdrawals:**

**First Year Students:** If you are a new student who has paid the \$175.00 Housing Fee and withdraw your admission offer prior to May 1<sup>st</sup>, you are eligible for a full refund of the \$175.00 Housing Fee. New Students who withdraw their acceptance of admission offer after May 1<sup>st</sup>, will not be eligible for a refund.

**Current Students:** Returning students who decide to withdraw or transfer from the University after reserving a room for the academic year will forfeit the entire \$175.00 Housing Fee.