

## 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#) and mailbox combination, etc. You will find this portal to be very 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
  - PIN Code – View your unique PIN# to access your room
  - 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 Freshman for the upcoming academic year.
- The **Returning Student Application** is for current students returning to housing.
- The **On-Campus Housing Request Form (Placement Form)** is for Transfer Students and those that did not participate in the process/missed the deadline.
- **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.

### ROOM 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 you to **Select a Room or Suite** during an active Housing selection process.
- 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**.

### DINING

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

- Allows you to **Select/Change My Plan** between July 1<sup>st</sup> through 2 weeks into the semester.

### EMPLOYMENT

- 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.

### **MORE TASKS**

- Complete and submit your **Room Condition Report (RCR)** after check-in.
- New Students select a **Moving-In** time
- Current Students should request **Early Arrival**
- **Safe Rental** allows you to reserve a safe and make the payment online.
- **Billing Summary** allows you to see what has been charged to your Student Account.
- **Visitor/Guest Pass** provides Guest Registration instructions/View Activity
- **Before U Move-In** requires you to complete various forms before you move-in;
  - Pay your Housing Council Fee
  - Sign-up for a Move-in time
  - View your PIN# and Mailbox Combination
  - It also includes important Links and Reminders
- Allows you to request **Break Housing**

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

- Go to MyHousing/MyDining at <https://reslife.sru.edu>
- Username = Your email address (Not included '@sru.edu')
- 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. There will also be banners in all of the residence halls.

**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 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 the selection process in the Spring. Roommate requests must also have completed the application process.

### **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 in 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 Freshmen have to live on Campus?**

First year students are required to live on campus during their first year unless they are within a reasonable commuting distance and provide a notarized letter stating that they will be living at their permanent home address with their parent(s), are married, 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, DO NOT SIGN AND ENTER INTO THIS 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 against parents completing 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 initiatives 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)
- Sign your Dining contract

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.
- Check the two boxes at the bottom Agreeing to the statements.
- 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.
- After you have completed both the agreement and deposit, you will then be directed to sign your Dining contract. You will be given a default Plan #12 that includes 12 meals per week and \$445.00 Flex Dollars. Changes to your dining plan can be made after July 1<sup>st</sup> via the MyHousing portal up until 2 weeks into the semester.

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

Yes. All residence hall students are required to purchase a full meal plan. Plan #12 is automatically assigned to each resident (12 meals/week plus \$445.00 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, 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.

**When will I get my room assignment?**

Housing assignments can be viewed on the MyHousing portal. If you did not participate or were not eligible to pick your own room, you will receive an email stating that you have been assigned a room so check your email regularly.

**What if I get a room assignment before my intended roommate turns in their housing agreement?**

We can remove you from your assignment and wait for your roommate's agreement and fee. Once we have both, we can reassign you together. We cannot guarantee, however, that you will be assigned the same room type/building as the original assignment.

**What if I cannot get the room type I want?**

Rooms are available on a first-come-first-serve basis. If you have signed an agreement and paid the housing fee but do not choose a room, we will auto-assign you at the end of the process to an available space.

**Current Students/Upper Classmen Only:**

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

You can cancel your housing agreement online in the MyHousing portal and forfeit your Housing Fee up to and including June 1<sup>st</sup>. If you meet the June 1<sup>st</sup> deadline you will automatically be released from your housing agreement. After June 1<sup>st</sup>, 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.