

Robert Morris University
Housing Application & Room Selection Process Step-by-Step Instructions
2012 – 2013 Academic Year

**PRIORITY DEADLINE FOR CONTINUING STUDENTS TO APPLY FOR HOUSING IS:
FRIDAY, March 16, 2012 at 5:00pm**

LISTED BELOW ARE THE BASIC STEPS TO APPLY FOR STUDENT HOUSING FOR THE 2012-2013 ACADEMIC YEAR FOR BOTH NEWLY ADMITTED AND CONTINUING STUDENTS.

BEFORE APPLYING FOR HOUSING YOU MUST:

- A. Be admitted to and accepted into a degree program at Robert Morris University.
 - B. Have your credit card information available in order to make a non-refundable housing deposit payment of \$250.00 for Returning Residents and \$500.00 for New Applicants.
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1. Enter www.rmu.edu/roomselection to connect to the Residence Life Room Selection information page. There you will find general information pertaining to the room selection process for the upcoming academic year. Click on "Submit Housing Contract" to access the housing contract for the 2012-2013 academic year.

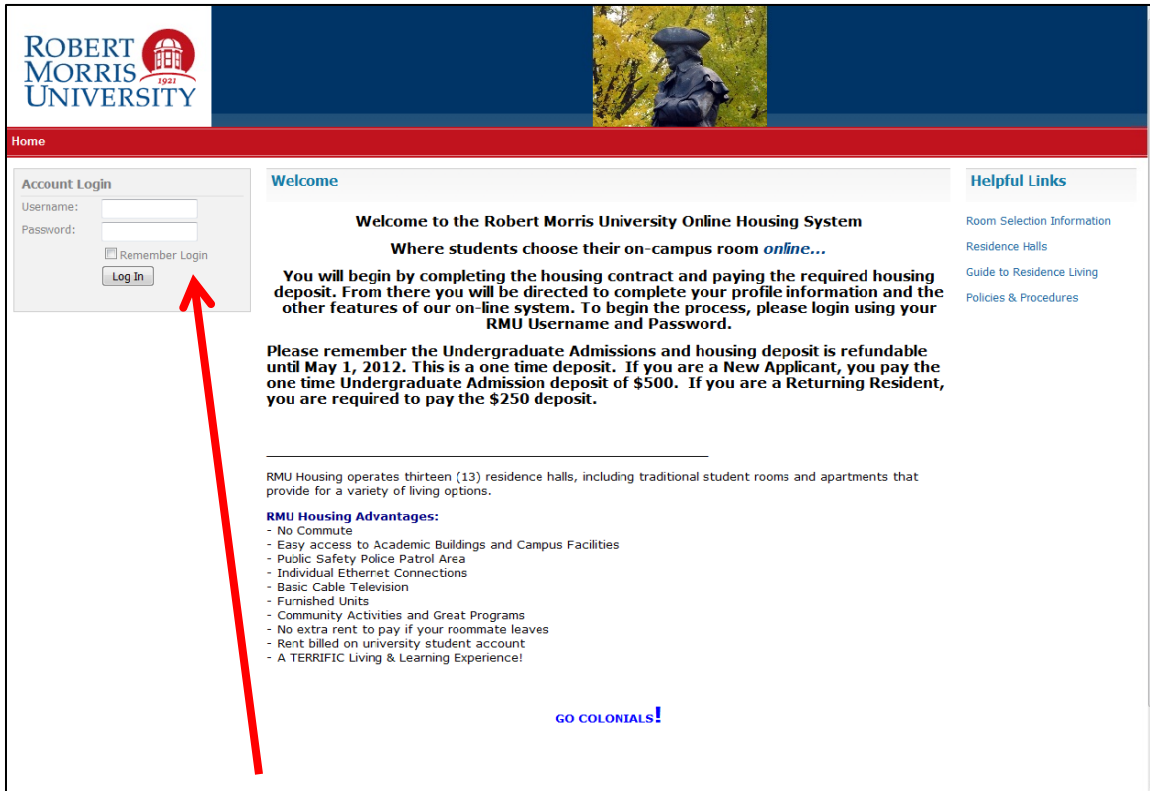


The screenshot shows the Residence Life website interface. At the top, there is a banner with the text "Residence Life" and a photo of students. Below the banner is a navigation menu on the left with categories like "Residence Life Home", "Current Students", "Future Students", "Parents & Families", "Residence Halls", "Guide to Residence Living", "Policies & Procedures", "Resources", "Room Selection Information", "Professional Staff", "Paraprofessional Staff", "Resident Assistant (RA) Selection", "Summer Intern Housing Program", "National Residence Hall Honor Society", "Residence Hall Association", "Alcohol 101 & Alcohol 102", "Fees & Rates", "Links", "Calendar & Important Residence Life Dates", and "Colonial Living Newsletter". The main content area is titled "2012-2013 Room Selection Information" and contains the following text: "The information contained in the documents linked below details the 2012-2013 Room Selection Process. This process is designed primarily for those students currently living in campus housing, however, current commuters may participate on a somewhat limited basis as well. This information is provided here for your reference and convenience. Please print materials, as needed." Below this text is a red heading: "If you are a New Applicant, you pay the one time Undergraduate Admission deposit of \$500.00." This is followed by another red heading: "All continuing students must submit a Housing Contract and a \$250 housing deposit by Friday, March 16, 2012 in order to participate in any part of the Room Selection Process. Please note that submission of the contract and deposit does not guarantee a student a particular space on campus. It gives a student the opportunity to participate in the Room Selection Process to select an available residence space. Both the Housing Contract and the deposit may be submitted on-line." Below this text is a list of links: "Room Selection Information Brochure", "Dates to Remember", "Step-by-Step User Guide", "Meal Plan Information", "Housing Contract Terms of Agreement", "Yorktown Hall Fact Sheet", "Yorktown Hall News Article", "2012 Athletic Housing Agreement & Application", "2012 Student Organizational Housing Agreement & Application", and "2012 General Student Suite Agreement & Application". At the bottom of the page is a button labeled "Submit Housing Contract" with a small photo of a student next to it. A red arrow points to this button.

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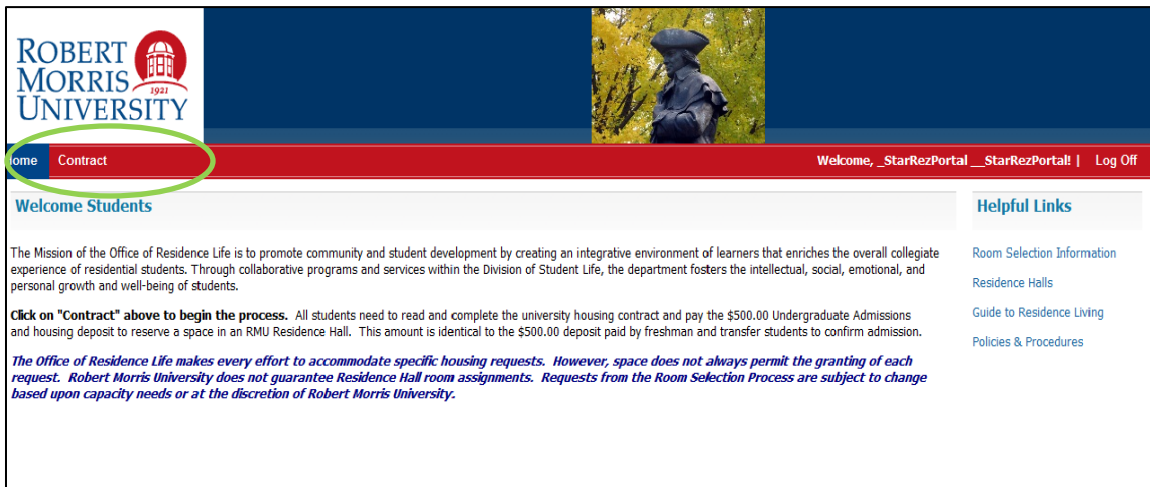
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2. The following screen will appear. Enter your RMU ID and Password.



The screenshot shows the Robert Morris University Online Housing System login page. At the top left is the university logo. Below it is a navigation bar with a 'Home' link. The main content area is divided into three columns. The left column contains an 'Account Login' form with fields for 'Username:' and 'Password:', a 'Remember Login' checkbox, and a 'Log In' button. A red arrow points to the 'Log In' button. The middle column contains a 'Welcome' message with the text: 'Welcome to the Robert Morris University Online Housing System Where students choose their on-campus room *online*... You will begin by completing the housing contract and paying the required housing deposit. From there you will be directed to complete your profile information and the other features of our on-line system. To begin the process, please login using your RMU Username and Password. Please remember the Undergraduate Admissions and housing deposit is refundable until May 1, 2012. This is a one time deposit. If you are a New Applicant, you pay the one time Undergraduate Admission deposit of \$500. If you are a Returning Resident, you are required to pay the \$250 deposit.' Below this is a list of 'RMU Housing Advantages' including 'No Commute', 'Easy access to Academic Buildings and Campus Facilities', 'Public Safety Police Patrol Area', 'Individual Ethernet Connections', 'Basic Cable Television', 'Furnished Units', 'Community Activities and Great Programs', 'No extra rent to pay if your roommate leaves', 'Rent billed on university student account', and 'A TERRIFIC Living & Learning Experience!'. The right column contains 'Helpful Links' such as 'Room Selection Information', 'Residence Halls', 'Guide to Residence Living', and 'Policies & Procedures'. At the bottom center is the text 'GO COLONIALS!'.

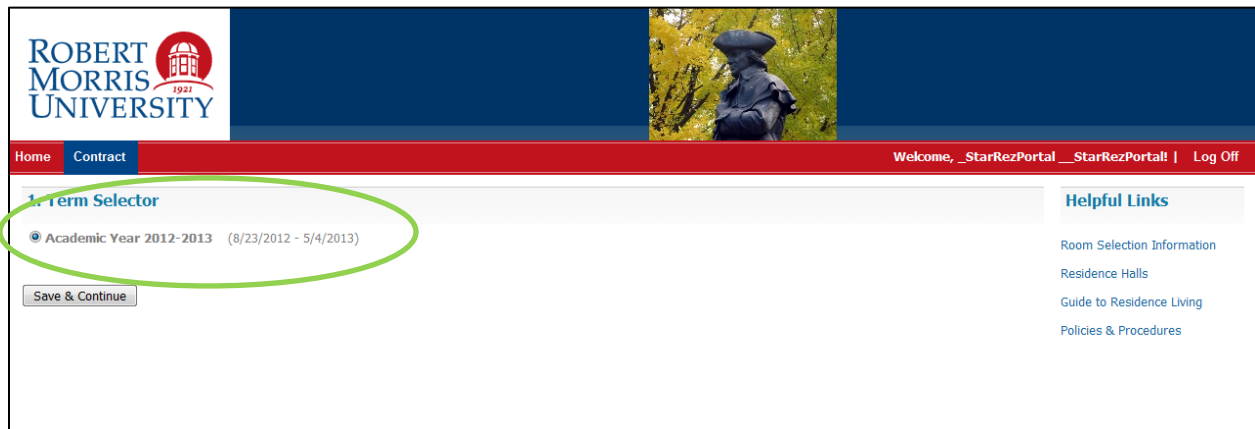
3. Select "Contract" to enter or edit your current contract.



The screenshot shows the Robert Morris University Online Housing System 'Welcome Students' page. At the top left is the university logo. Below it is a navigation bar with 'Home' and 'Contract' links. The 'Contract' link is highlighted with a green circle. The main content area is divided into three columns. The left column contains a 'Welcome Students' message with the text: 'The Mission of the Office of Residence Life is to promote community and student development by creating an integrative environment of learners that enriches the overall collegiate experience of residential students. Through collaborative programs and services within the Division of Student Life, the department fosters the intellectual, social, emotional, and personal growth and well-being of students. Click on "Contract" above to begin the process. All students need to read and complete the university housing contract and pay the \$500.00 Undergraduate Admissions and housing deposit to reserve a space in an RMU Residence Hall. This amount is identical to the \$500.00 deposit paid by freshman and transfer students to confirm admission. The Office of Residence Life makes every effort to accommodate specific housing requests. However, space does not always permit the granting of each request. Robert Morris University does not guarantee Residence Hall room assignments. Requests from the Room Selection Process are subject to change based upon capacity needs or at the discretion of Robert Morris University.' The right column contains 'Helpful Links' such as 'Room Selection Information', 'Residence Halls', 'Guide to Residence Living', and 'Policies & Procedures'. At the top right of the page is the text 'Welcome, _StarRezPortal_ _StarRezPortal! | Log Off'.

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4. A window will open offering a description of an application. Click on current Academic Year 2012-2013 and click on Save and Continue. Please have your credit card information available in order to make a non-refundable housing deposit payment. The payment is \$ 250.00 for returning students and \$500.00 Admissions and housing deposit. *Please note that housing applications and contracts cover the full academic year and no refunds are given if you decide to move off campus during the academic year contract period.*



The screenshot displays the StarRezPortal interface for Robert Morris University. At the top left is the university logo with the text "ROBERT MORRIS UNIVERSITY 1921". A navigation bar includes "Home" and "Contract" tabs, and a welcome message "Welcome, _StarRezPortal _StarRezPortal! | Log Off". The main content area is titled "1. Term Selector" and features a radio button selection for "Academic Year 2012-2013 (8/23/2012 - 5/4/2013)", which is highlighted with a green circle. Below this selection is a "Save & Continue" button. On the right side, there is a "Helpful Links" section with links for "Room Selection Information", "Residence Halls", "Guide to Residence Living", and "Policies & Procedures".

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5. Complete the steps as indicated. Please Note, you will need to click "Save and Continue" to proceed to the next step.

The screenshot displays the Robert Morris University housing application portal. On the left is a 'Contract Menu' with the following items: 1. Welcome (Complete), 2. Personal & Contact Details (Complete), 3. Online Contract (Complete), 4. Deposit Payment (Complete), 5. Profile Questions (Complete), 6. Hall & Room Type Preferences (Complete), 7. Living Learning Preferences (Complete), 8. Roommate Search Preferences (Complete), 9. Roommate Matching (Uncompleted), Contract Status (Uncompleted), and Cancel (Uncompleted). A red box labeled 'Completed Steps' has an arrow pointing to items 1 through 7. Another red box labeled 'Uncompleted steps' has an arrow pointing to items 8 and 9. The main content area is titled '9. Roommate Matching' and includes instructions on how to search for roommates, sections for 'Accepted Roommates' and 'Requested Roommates', and a 'Search for roommates' section with options like 'Search for roommates by details', 'Search for roommates by profile questions', and 'Browse matching roommates'. A 'Save & Continue' button is located at the bottom of the page.

The contract menu will show you what steps you have completed and what steps you have remaining. Completed steps will be "gray" and uncompleted will be "blue".

Refer to www.rmu.edu/roomselection for further details.