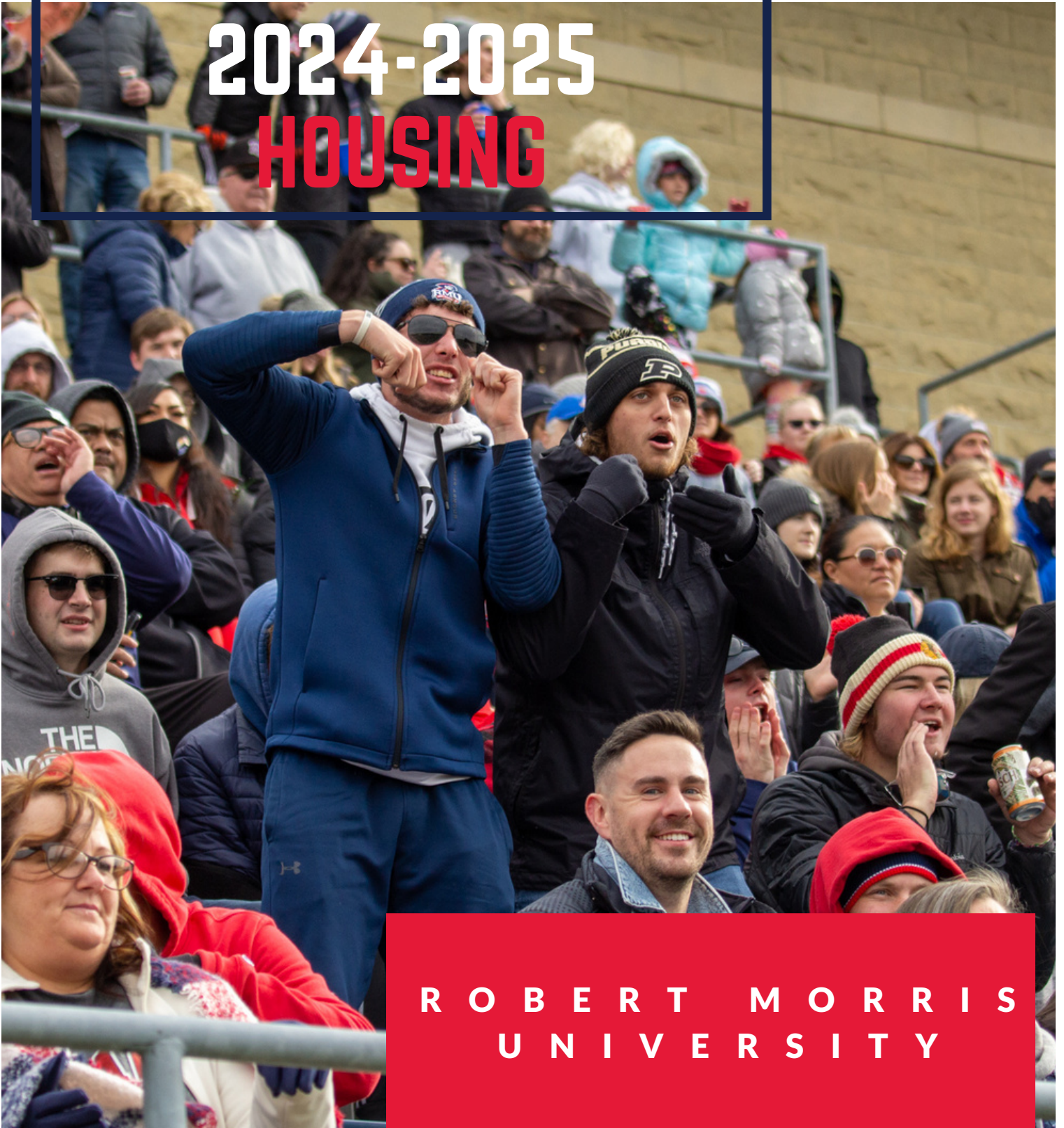


# HOUSING CONTRACT: SELECTING YOUR ROOM

2024-2025  
HOUSING



ROBERT MORRIS  
UNIVERSITY

# HOUSING SELECTION

## TIMELINE

### **Monday, January 29, 2024:**

- The housing application will open for all returning students.

### **Monday, February 19, 2024:**

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

### **Tuesday, March 19, 2024:**

- The Housing Contract and \$250 non-refundable deposit are due by 5:00 PM.

### **Friday, March 22, 2024:**

- All roommate groups should be created by 5:00 PM.

### **Monday, March 25, 2024:**

- 5-person apartment time slots will be e-mailed to participating groups.

### **Tuesday, March 26, 2024:**

- 5-person apartment selection will begin at 9:00 AM.

### **Wednesday, March 27, 2024:**

- Single-room time slots will be sent by 5:00 PM.

### **Thursday, March 28, 2024:**

- Single-room space selection will begin at 9:00 AM.

### **Friday, March 29, 2024:**

- 4-person group time slots will be sent by 5:00 PM.
- Washington Hall Suite, Yorktown Conjoined, and Living Learning Community Applications are due by 12:00 PM.

### **Monday, April 1, 2024**

- 4-person apartment selection will begin at 9:00 AM.

### **Tuesday, April 2, 2024:**

- Washington Hall Suite, Yorktown Conjoined, and Living Learning Community assignments announced via email by 5:00 PM.

### **Wednesday, April 3, 2024:**

- Double room selection time slots will be sent by 5:00 PM.

### **Thursday, April 4, 2024:**

- Double room selection will begin at 9:00 AM.



# 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 19, 2024, to be eligible for housing selection.**

## ROOMMATE GROUPS WITH PAPER APPLICATIONS

### Living Learning Community (LLC) - Roommate Groups:

1. Establish a group of 2, 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 Monday, February 19, 2024.
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 29, 2024.
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 Monday, February 19, 2024.
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 29, 2024.  
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 Monday, February 19, 2024.
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 29, 2024.
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.



**CHOOSE YOUR  
ROOM IN THE  
HOUSING PORTAL**



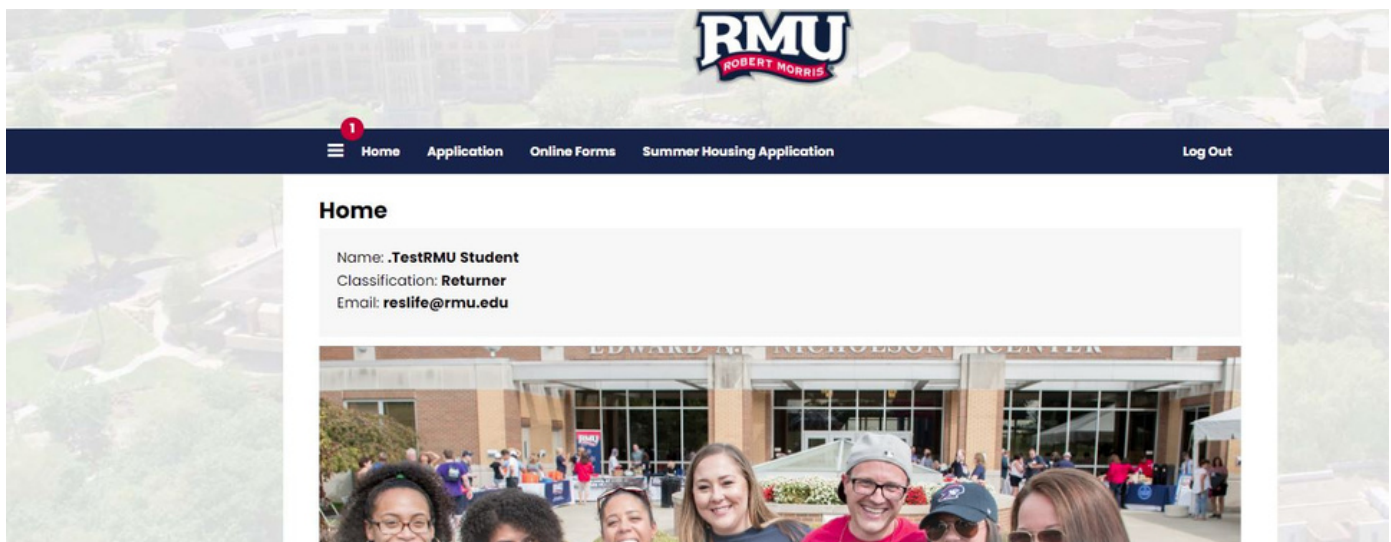
## **HOUSING PROCESS**



# 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.

1. 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.



# HOW TO SELECT A ROOM IN THE HOUSING PORTAL

2. When you enter the portal during your time slot, Start by clicking on "Application". On the next page click on the "2024-2025 Academic year" and click "Continue".

**1**

Home Application Online Forms Summer Housing Application Log Out

### Term Selector (TEST)

Please select a term below to start or continue with your application.

**Academic Year 2022-2023**  
(8/22/2022 - 5/7/2023)

You started your application for **Academic Year 2022-2023** on **2/11/2022** , and have **signed the contract** as of **2/11/2022**.

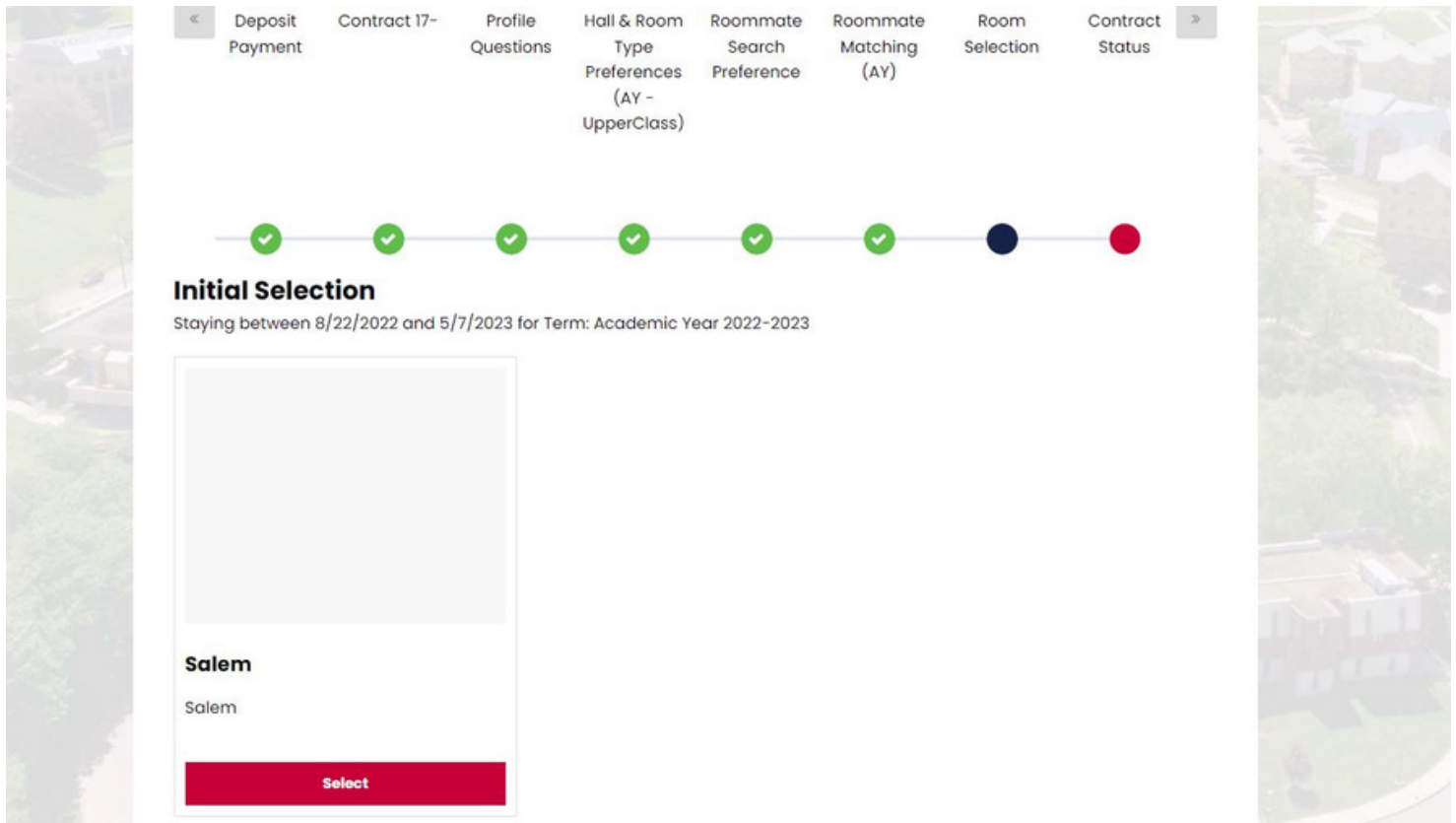
Your application is complete as of **2/11/2022**.

**Continue**



# HOW TO SELECT A ROOM IN THE HOUSING PORTAL

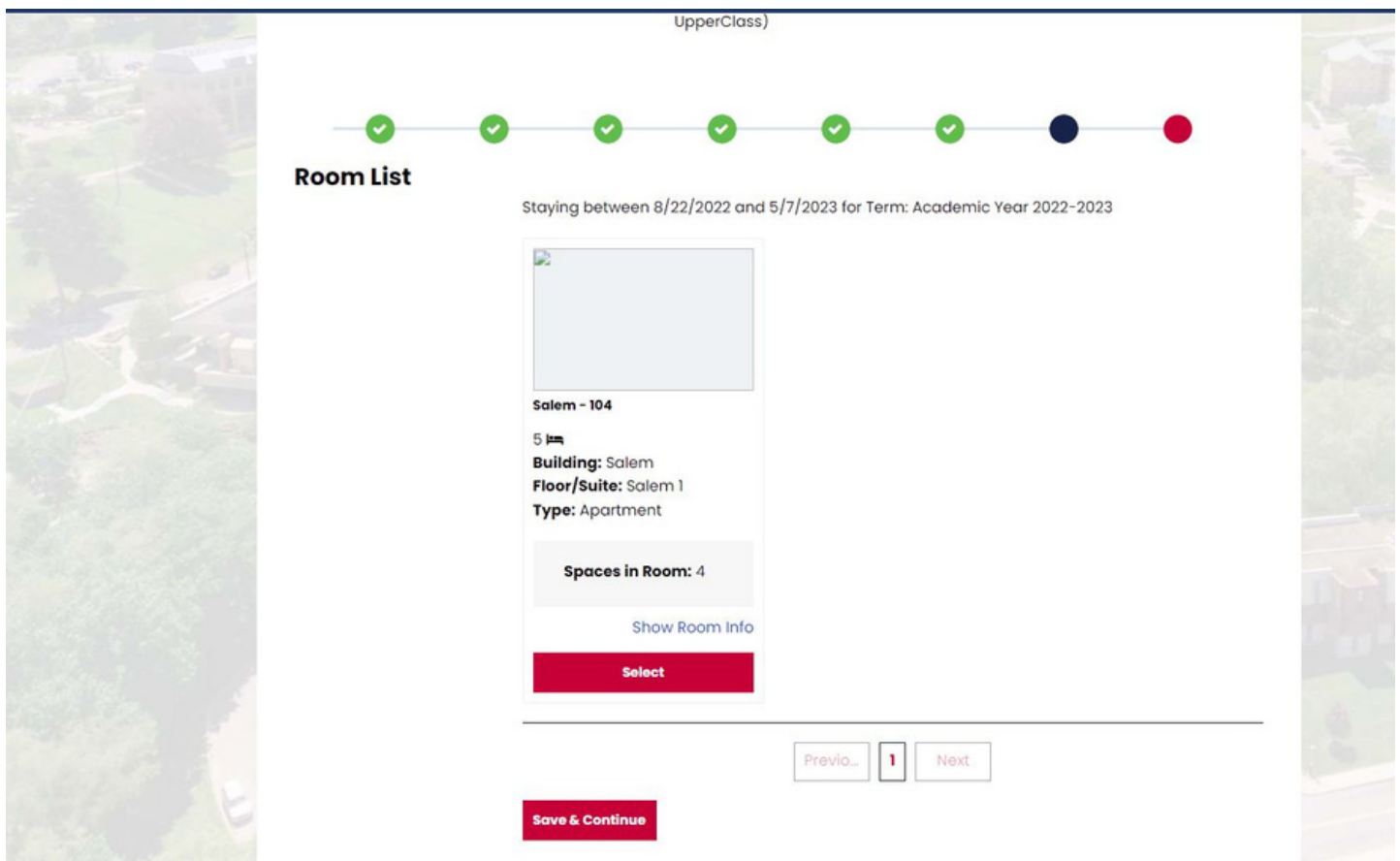
3. This will take you directly into the selection process. Click on the desired building and then click "Select".





# HOW TO SELECT A ROOM IN THE HOUSING PORTAL

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

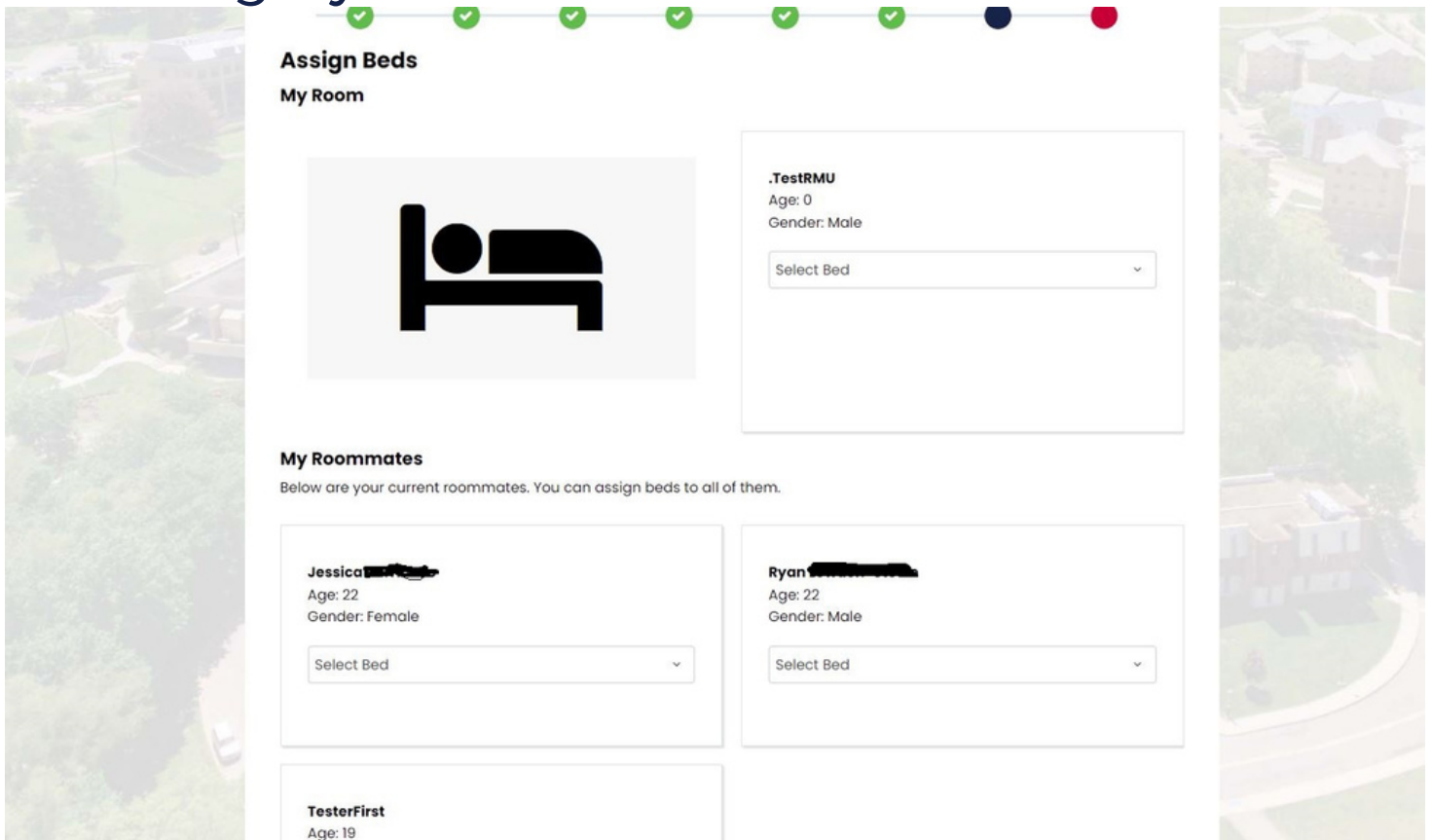


# HOW TO SELECT A ROOM IN THE HOUSING PORTAL

5. 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.



**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

# HOW TO SELECT A ROOM IN THE HOUSING PORTAL

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

**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



# HOW TO SELECT A ROOM IN THE HOUSING PORTAL

7. 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.

The screenshot shows a web application interface for a housing portal. At the top, there is a navigation bar with a hamburger menu icon, a red notification bubble with the number '1', and the following links: Home, Application, Online Forms, and Summer Housing Application. On the right side of the navigation bar, there is a shopping cart icon, the time '02:30', and a 'Log Out' link. Below the navigation bar is a breadcrumb trail with the following steps: Deposit Payment, Contract 17-, Profile Questions, Hall & Room Type Preferences (AY - UpperClass), Roommate Search Preference, Roommate Matching (AY), Room Selection, and Contract Status. A progress indicator below the breadcrumb trail consists of a horizontal line with eight circular markers. The first six markers are green with a white checkmark, indicating completed steps. The seventh marker is dark blue, and the eighth marker is red, indicating the current step. Below the progress indicator, the word 'Confirmation' is displayed in bold. Underneath, the text 'Salem - 104, Salem 1, Salem' is shown. A list of four items follows: 1. Salem - 104A - 1: .TestRMU, 2. Salem - 104B - 1: Jessica [REDACTED], 3. Salem - 104C - 1: Ryan [REDACTED], and 4. Salem - 104D - 1: TesterFirst. At the bottom of the page, there are two buttons: a dark blue 'Go Back' button and a red 'Save & Continue' button.

# HOW TO SELECT A ROOM IN THE HOUSING PORTAL

8. 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.

Home Application Online Forms Summer Housing Application Log Out

< Deposit Payment Contract 17- Profile Questions Hall & Room Type Preferences (AY - UpperClass) Roommate Search Preference Roommate Matching (AY) Meal Plan Selection - Apartments Contract Status >

Meal Plan Selection - Apartments

**All Access Meal Plan (\$2,855 per semester)**

The All-Access Plan will provide an allocation of \$150 Dining Dollars to spend at campus retail locations such as Romo's, Hale, and Yorktown Cafés. Those enrolled will also receive an allocation of \$50 Colonial Cash which can be used at all dining locations, RMU Bookstore, concession stands, vending machine, and other off-campus locations such as Giant Eagle, Get Go, and Mike and Tony's.

The allocation of both Dining Dollars and Colonial Cash must be used within the academic year.

The majority of resident students will be in this plan.

Includes: Unlimited access to PNC Colonial Cafe, Meal Equivalency @ Yorktown Cafe, Dining Dollar Value of \$150, Colonial Cash Value \$50

**Apartment Meal Plan (\$2,310 per semester)**

An Apartment Meal Plan will be offered for Concord, Lexington, and Salem Hall students. Restrictions may apply to this choice.

The Apartment Plan will provide an allocation of \$400 Dining Dollars to spend at campus retail locations such as Romo's, Hale, and Yorktown Cafés. Those enrolled will also receive an allocation of \$100 Colonial Cash which can be used at all dining locations, RMU Bookstore, concession stands, vending machine, and other off-campus locations such as Giant Eagle, Get Go, and Mike and Tony's.

The allocation of both Dining Dollars and Colonial Cash must be used within the academic year.

Includes: 140 Meal Swipes to the PNC Colonial Cafe (1 swipe allows for 1 hour of unlimited dining in PNC), Dining Dollar Value of \$400, Colonial Cash Value \$100

Fall 2022:  
(Please Select Meal Plan)

**Save & Continue**

# HOW TO SELECT A ROOM IN THE HOUSING PORTAL

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

◀ Deposit Payment   Contract 17-   Profile Questions   Hall & Room Type Preferences (AY - UpperClass)   Roommate Search Preference   Roommate Matching (AY)   Meal Plan Selection - Apartments   Contract Status ▶

Progress bar: 8 steps, 7 completed (green), 1 pending (dark blue).

### Contract Status

Resident students are enrolled into the All-Access Meal Plan. For more information on Robert Morris' meal plan and dining locations, check out Dining Services' [Website](#).

You started your application for Academic Year 2022-2023 on 2/11/2022, have a room reservation for **Salem - 104A - 1**, and have signed the contract as of **2/11/2022**.

Your application is complete as of **2/11/2022**.

### Booking Summary

**Room:** Salem - 104A - 1  
**Room Type:** 4 or 5  
**Location:** Salem  
**Floor:** Salem 1

Bed	Occupant	Check In Date	Check Out Date	Profile	Contact
Salem - 104A - 1	.TestRMU	8/22/2022	5/7/2023	<a href="#">View Profile</a>	<a href="#">Send Message</a>
Salem - 104B - 1	Jessica ██████████	8/22/2022	5/7/2023	<a href="#">View Profile</a>	<a href="#">Send Message</a>
Salem - 104C - 1	Ryan ██████████	8/22/2022	5/7/2023	<a href="#">View Profile</a>	<a href="#">Send Message</a>
Salem - 104D - 1	TesterFirst	8/22/2022	5/7/2023	<a href="#">View Profile</a>	<a href="#">Send Message</a>

[Go To Home Page](#)