Phase 1: Application

1. Between March 28th and April 10th, log into FoxLink. Under the “Student” tab in the top right-hand corner, you will find the link to MyHousing.

2. There are two choices, click on the “ApplyOnline” login tab.

3. Provide the information as prompted on the application screens, following the “next” or “continue” buttons through the pages. When complete, remember to click “complete application” to submit your housing application.

4. Once your application is complete, you will see the confirmation screen and will receive a follow up email on April 11th with your housing selection time for the night of the 13th.

MyHousing Overview

MyHousing is your online source for information related to your housing arrangements. Through MyHousing, you will be able to edit your personal preferences, living preferences, make room and roommate requests and view your meal plan.

To access MyHousing:

As a current on campus student, you have access to MyHousing through FoxLink. Under the “Student” tab in the right-hand corner, you will find the link to MyHousing.

If you can’t log in and you think you should be able to, please contact the Office of Residential Life & Explorations for assistance.

Important Note about Housing Requirements:

All full-time A & S students with less than 60 credit hours must live on campus.

Students with compelling individual circumstances may submit requests that are reviewed on a case-by-case basis by committee once a written request is received and supporting documents provided. These requests are due on March 11, 2016.

A $500 cancellation fee will apply if students cancel their housing assignments.
Phase 2: Roommate Selection

After you have submitted your online application, you will be eligible to participate in roommate selection.

To request a specific roommate:

1. Log into MyHousing, after March 28th (make sure that you have done the application in phase 1) in the left-hand side navigation menu, select “Room Selection” then “Roommate Selection.” This will bring you to the “My Roommate Requests” page.

2. Enter any or all of the search criteria information in the indicated fields to search for your requested roommate. Hint: We strongly recommend that you use the R number or the full name to ensure that you get the correct match (in the event of more than one student having the same name, misspellings etc.)

3. Click “Request Student as Roommate.” The assignment system will immediately send an email (Rollins Email account) to the student(s) you have requested, letting them know that you have requested them as a roommate/apartment-mate(s). Since only MUTUAL requests can be considered, the student(s) you requested MUST do the same thing by logging into their MyHousing account and requesting you.

4. Confirm that the name(s) you entered appear under “My Future Roommate Requests.”

Important Note: Please remember that roommate requests must be mutual (you must request each other) in order for the auto assign system to assign you together. If the request is NOT mutual, you will see “Does not match” displayed next to the requested name(s) under your “Future Roommate Requests.” If this happens, contact your requested roommates and confirm that they have requested you as a roommate as well. Also, remember that prospective roommates MUST have completed the online application process.

Looking for a roommate?

Please stop by the Office of Residential Life & Explorations and add your name to the list at the front desk. We have listings for students looking for a roommate in double rooms and in Sutton Apartments.

Meal Plan Information

- You are required to have a meal plan if you live anywhere on campus EXCEPT for Sutton Apartments. Meal plans will be assigned within 48 hours of Housing Selection Night.

- Meal plans are optional for students who choose to live in Sutton Apartments. We offer smaller, voluntary meal plans for Sutton residents only. The Sutton residents may also choose to purchase the full meal plan at the same rate as all other students.
Phase 3: Room Selection

During the room selection process, any person in your selection group can select your group’s future assignment. Please designate one person in the group to choose your room.

To select a room or apartment:

1. You will be assigned a Housing Selection time based on your roommate/apartment-mate Selection Number average for Wednesday night, April 13th.

2. At the bottom of the opening page on MyHousing, all of your Room Selection information is displayed. Your Room Selection appointment time is determined from your Selection Process number (the software refers to this as the “lottery” number). You can begin the Room Selection process at your Start Time.

3. You can choose “Select a Room/Suite” from the Room Selection menu in the upper left to begin the process.

4. To search for available rooms either before or during selection, enter your search criteria using the drop down menus. MyHousing will only show you the rooms you are eligible to select into based on the size of your roommate group. If you have no roommates it will only show you single rooms.

   **Important Note:** If any person in your group does not qualify for Sutton Apartments, it will not show the apartments as an option! Also, you must have 4 roommates to see Sutton as an option!

   **Another Important Note:** If you are interested in living in Strong Hall 219 or in a gender neutral room, you will need to come to our office to be placed in your room!

5. Once you have entered your search criteria, select “Find Available Rooms”.

6. Once you have reached **Your Room Selection Start Time**, your Room Selection screen will have a message confirming that you are now able to start the selection process. You may begin searching available rooms by entering your criteria and clicking the “Find Available Rooms” button.

   **Important Note:** If your pre-selected roommate group is large enough to select into an apartment (2 to 4 people per roommate group), you will have the ability to select the entire apartment at once by clicking the Select Suite button.

7. You are not done yet!
   a. If you choose an apartment in Sutton: The room selection is not confirmed until each of the people in the roommate group is assigned to a bed and you click on the “Submit Room Selection” button.

   **Important Note for Sutton Residents:** A roommate group should predetermine who is living where within the suite (the larger bedroom A vs. the smaller bedroom B) prior to the Room Selection Process.

   b. If you choose any other room than in Sutton, just click on the “Submit Room Selection” button.

8. An email will be sent from MyHousing to each group members’ Rollins email address confirming your assignment.