Rollins Selection Booklet
In Pictures
My Housing can now be found by logging into your FoxLink account. If you still use the web address: http://housing.rollins.edu/myhousing, you will be automatically redirected to the FoxLink log in page.
The security warning above may be displayed based on the browser and security settings that you are using.

Please click on Continue. If you get only a white screen, please check the status of your pop-up blocker, you may need to turn it off.

Internet Explorer is most compatible with MyHousing.
PHASE 1: APPLICATION

You must complete a housing application in order to participate in housing selection.
The housing application can be found via FoxLink, the A&S Students tab and clicking on the MyHousing link.
There will be 3 types of applications activated for Housing Selection entitled: *Returning Student Housing Application (Fall 2016)*, *Request for Housing Exemption (Fall 2016)*, and *the Maymester Housing Application*. After confirming your name, choose the Returning Student Housing Application, then please click on the next button to begin your application.
Please review the Housing Agreement/contract and the Code of Community Standards and the Guide to Residence Hall Living before choosing the “I Agree” selection and clicking the next button.

Scroll to the bottom of the contract to find the agree button. Both the “Code” and the “Guide” are clickable links.
The application process includes completely answering the questions listed. If a vacancy occurs in your room or apartment over the summer, these answers will help our office find a compatible roommate. Be sure to click the Complete Application button.
Once your application has been received, a confirmation page will appear and you can begin roommate selection. Remember, all of the Office of Residential Life & Explorations’s communication about the Housing Selection process will be sent to your Rollins email address.

MyHousing @ Rollins College

Thank you for completing the online Housing Selection application!

After April 17th, you will be able to begin your roommate selection and confirmation phase (Phase 2). All roommate selections must be mutual and confirmed before you will be allowed to enter into Phase 3, the room selection process.

On April 25th, you will receive an email with your Housing Selection number and your Housing Selection time. All rooming decisions will be final and the housing agreement becomes binding once a room selection is placed into the system.

If you are still unsure of how the process will work, the Residential Life Office will be open 9-5 on Monday-Friday and we will be available via Yahoo chat with the friend name Rollins_Housing during the room selection nights.

If you have any questions or comments, feel free to contact the Residential Life Office via email reslife@rollins.edu or by phone at 407-646-2649.

Upon completion of the application, go back and login on the My Housing side and to start the roommate selection process. Additional information can always be found on the Residential Life website.
You will reach this page each time you log into MyHousing from FoxLink. After you apply, both roommate selection and room selection will be done through the MyHousing login.
Welcome to MyHousing Overview

This is the first screen you will see when you open the MyHousing program. This screen is personalized according to the R# used to log in.
Your personal information is displayed at the top of the MyHousing Overview page.

Here you will see the student name, student ID number (R#), and your Rollins email.

All MyHousing notifications will be sent to your Rollins email account.
Also on this screen you can find your current room assignment, and your current Dining Plan.
At the bottom of the page, you will see your **Future Room Selection Process Information**. Here you can find the Selection Process in which you are enrolled, the Start and End times for the Selection Process, your specific Room Selection Start Time, and your Selection Process number. Remember, the “Starts” and “Ends” times are not your Selection Process appointment time.
The “Starts” and “Ends” times listed under the Future Selection Process are not your room selection times but your room selection time will be between the two times.

Remember, you cannot participate in the roommate selection process or the room selection process until you have completed the application process at the ApplyOnline site.
Once you have requested someone as a roommate through the MyHousing program, your roommate information will appear under the My Future Roommate Requests section. This area will show you if your roommate requests have been validated, or if they are still pending.

Remember, you cannot participate in room selection if you have any pending roommate requests.
Residential Life has edited the sidebar text to help you through the MyHousing Room Selection Process.

If you have any questions, refer to this text first, as it corresponds to the specific screen you are viewing in MyHousing.
PHASE 2:
ROOMMATE SELECTION

Before your Room Selection Process begins, you will need to request your roommate or roommates, depending on your room type preference. In order to select into a room or apartment, the number in your requested selection group will need to match the number of beds in that room or apartment.

Selection Requirements:

Traditional Single – No Roommate
Traditional Double – 1 Roommate
Traditional Triple – 2 Roommates
Sutton 4 Person Apt – 3 Roommates*
Sutton 2 Person Apt – 1 Roommate

* After you have selected your assignment, you will designate who is assigned to which room within the apartment. Bedroom A is the larger bedroom with the bathroom inside of the room. Bedroom B is the smaller bedroom with the bathroom in the apartment hallway.
Opening the drop down from Room Selection navigation menu, you will find the Roommate Selection page option.

By choosing this selection from the navigation menu, it will bring you to the Roommate Request page.
At the top of the page, you will see any roommates you have already requested, and whether that request is pending (DOES NOT MATCH) or has been confirmed (YES).

To request a student to be your roommate, you can search for them by R number, or First and Last Name. However, your search must produce less than 9 results or MyHousing will not show you any results.

Be specific!

Monica wants to be roommates with Ima Student, Terri Tars and Tayler Marx next year. She can type in Tayler’s last name or just the first three letters “Mar”. She enters that into the search field and clicks “Request Student as Roommate”.

My Roommate Requests

My Future Roommate Requests

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Requested Roommate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Ima Student</td>
<td>DOES NOT MATCH</td>
</tr>
<tr>
<td></td>
<td>Terri Tars</td>
<td>DOES NOT MATCH</td>
</tr>
</tbody>
</table>

You have an unmatched roommate group.

Unmatched Roommates:
- Ima Student has not requested Monica Pettit
- Terri Tars has not requested Monica Pettit
- Ima Student has not requested Terri Tars
- Terri Tars has not requested Ima Student

Roommate Selection

Search for a student to request as a new roommate...

Note: You do not need to fill in all fields.

Student ID
Last Name
First Name
MI
eMail Address

Request Student as Roommate
MyHousing will show Monica a list of the people in the Selection Process whose last names begin with “Mar”. Monica can then select Tayler’s name to send Tayler a roommate request by an automatic email.

If there is only one student with a last name that begins with “Mar”, MyHousing will automatically choose that student for Monica and send the automatic email roommate request.
Once Monica selects her roommates, MyHousing will send an email to Tayler, Ima and Terri’s Rollins email account notifying that Monica has requested each as a roommate.

However, until each one goes into MyHousing and requests Monica as a roommate, Monica’s request will say DOES NOT MATCH.
When Ima and Tayler log into MyHousing and request Monica, Monica’s MyHousing will change in two places: both her opening screen and her Roommate/Suitemate screen will say “MATCHES” under Status.
If you are selecting more than one roommate, and some of you roommates have yet to confirm you or each other you will see this message on your Roommates/Suitemates and opening screens.

You cannot participate in Room Selection until every roommate request within your selection group has been confirmed or deleted.
If Monica and Tayler decide they do not want to be roommates, they need to remove each other as matched roommates. This is done by clicking the remove button where the request is shown.

An automatic email is sent out verifying that the roommate request has been removed.
Once Monica has removed Tayler as a roommate, a System Message will appear confirming that the roommate request has been deleted. Monica is notified that Tayler still wants to room with her, so Monica will need to decline the roommate request. An automatic email is sent out verifying that the roommate request has been declined.
PHASE 3: ROOM SELECTION

During the Room Selection process, any person in your Selection Group can select your Roommate Group’s future assignments. Please designate one person in the group to choose your room.

The Room Selection process start times will be based on the an average of Selection Numbers for all residents in a room or apartment. Times are based on times in Winter Park, FL (Eastern) local time although you can select your room from any computer that has internet access worldwide (for study abroad students).
Rollins College offers four types of living arrangements, each with a different cost.

Below is a breakdown of the 2016-2017 rates (per person):  

<table>
<thead>
<tr>
<th>Type of Room</th>
<th>Per Semester Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single (limited availability)</td>
<td>$_____/semester</td>
</tr>
<tr>
<td>Double</td>
<td>$_____/semester</td>
</tr>
<tr>
<td>Triple (limited availability)</td>
<td>$_____/semester</td>
</tr>
<tr>
<td>Sutton Apartment</td>
<td>$_____/semester</td>
</tr>
</tbody>
</table>

Note: Residential Students (except Sutton residents) are required to purchase a Meal Plan - $_____/semester.

Sutton residents can optionally choose the full meal plan at the same rate of $_____/semester or one of the smaller voluntary meal plan ($495 or $995).

Further details regarding fees may be found in the Student Financial Packet available from the College Bursar.
At the bottom of the opening page, all of your Room Selection information is displayed. Your Room Selection appointment time is determined from your Selection Process number. You can begin the Room Selection process at your Start Time.

You can choose Select a Room/Suite from the Room Selection menu in the upper left.
If you go to the Room Selection page before Your Room Selection Start Time, the page will indicate that it is not yet Your Room Selection Start Time.

You can look at the available rooms to help narrow down your choices, but you will be unable to select a room until Your Room Selection Start Time.
Before your Room Selection Start Time, you can make room preferences to help you select a room. To set these preferences, use the drop down menus and the lists of criteria to narrow your preferences.

Remember: You cannot search for available rooms outside of the preferences you have set. The Residence Life Office recommends that you leave Living Preferences blank to return the most results.
To search for available rooms either before or during selection, enter your search criteria by 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 singles, if you have 1 roommate it will only show you doubles, etc.

Once you have entered your search criteria, select Find Available Rooms.
MyHousing will generate a list of all available rooms that can accommodate your Roommate Group and your search criteria. This list takes a little time to generate as the program has to sort through the entire database of rooms. Please be patient if it takes about a minute for the screen to load.
If you try to search for rooms outside of the preferences you have set, you will receive the message displayed above. For example, if you set Elizabeth Hall as a preference, you will be unable to search for available rooms in Holt Hall.

*If you and your roommate group select Sutton as a preference, and receive no results, it may mean that one or more of the roommate pair do not qualify to live in Sutton.*

However, you can modify your preferences at any time to limit or widen your search criteria. To return the most options possible, do not set any preferences.
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.
MyHousing will generate a list of rooms that match your pre-selected number of roommates and your search criteria. Once you have decided which room you wish to select, you can click the Select Room button.
If Nayelah and Ima were looking for double rooms, MyHousing would display all available rooms that would match their roommate group size of two. But as you see here, they would not be able to select a 4 person apartment in Sutton because they can not fill the suite. In this case, a roommate group size of four would be needed if all the two person apartments were filled.
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. In this scenario, Monica and Ima have added two other people to their roommate group and the four women will select the Sutton 109 apartment.
You are not done yet!

The room selection is not confirmed until each of the people in the roommate group are assigned to a bed and you click on the “Submit Room Selection” button. A roommate group should predetermine who is living where within the suite prior to the Room Selection Process. Otherwise, while you are deciding who goes where another group may select the room and you would need to search for a new assignment.

Bed 1 & 2 = “Master”
Bed 3 & 4 = Smaller

For Sutton: Beds 1 & 2 are located in the large "master" bedroom with the walk-in closet and bathroom. Beds 3 & 4 are located in the smaller "guest" bedroom.
Once you have assigned everyone in your selection group to a room and bed, your new assignment will be saved.

An email will be sent from MyHousing to each group members’ Rollins email address confirming your assignment.
If you have any additional questions, please feel free to contact the Office of Residential Life & Explorations at Reslife@rollins.edu or by phone at (407) 646-2649.