



Florida Institute of Technology

2017 - 2018 Housing Application and Room Selection Tutorial: NEW ROOM APPLICATION for NEW FRESHMEN

DISCLAIMER

PLEASE READ THESE DIRECTIONS BEFORE GOING ONLINE TO SELECT HOUSING. THE INSTRUCTIONS EXPLAIN THE ENTIRE HOUSING SELECTION PROCESS. PLEASE BE AWARE THAT YOU MUST COMPLETE THE HOUSING APPLICATION IN ORDER TO BE ASSIGNED A ROOM.

Before you start: *This tutorial is for new, incoming freshmen only.* If you are a current student or a transfer student, please refer to the instructions for continuing students. This tutorial explains your housing options and has screenshots of the entire process from start to finish. Possible housing options for new freshmen include: Columbia Village, Mary Star of the Sea – Newman Hall, Roberts Hall or Campbell Hall. Please keep in mind that students are placed on a first come, first serve basis, so it is to your benefit to complete the housing application as soon as possible. Apartment-style rooms fill up very quickly, so if your application is submitted and apartments are no longer available, you will be automatically be assigned a residence hall room. If you are assigned to a residence hall and do not have a roommate, this is just by chance and not choice (*not having a roommate may result in a higher housing rate*).

Room Change Waiting List: If you are assigned to a room that is not your first preference, please let us know by stopping by the Campus Services office and completing and submitting a room change request form. Students are re-assigned on a first come, first serve basis. Room changes are made in the third week of school. If another assignment opens to reassign you, we will email you before doing so at your FIT email address.

Housing Deposit: All students are required to pay a housing deposit. Housing deposits are required to access the Florida Tech Housing Application. If you are not sure you have paid a housing deposit, you can confirm by calling the Campus Services office at (321) 674-8076. Housing assignments are performed by the housing office only. Any delay in submitting the Housing Application may result in the loss of your housing assignment preferences and you

may be assigned to another student. So, please be sure to pay your housing deposit and to complete your housing application in a timely manner.

Find Your Roommate for Florida Tech Using Facebook

We're excited to invite you to find your roommate and meet other residents through the RoomSync app on Facebook. After completing and submitting your Florida Tech Housing Application, you will receive a receipt confirmation from the Florida Tech Campus Services office. The confirmation will invite you to participate in the RoomSync app on Facebook. The invitation will include the website address to take you directly to the RoomSync site.

Once you have matched with a roommate selection on RoomSync, return to your Florida Tech Housing Application and enter their name in the roommate selection. They will also need to select you as a roommate as well by returning to their application and selecting you as a roommate.

If you have any questions about using the app, you can ask us or contact RoomSync at support@roomsync.com.

PART 1: STUDENT HOUSING & MEAL PLAN APPLICATION

Housing Applications will be available in November of each year for new, incoming freshmen applying for the following academic year. Your housing deposit must be paid in order to access the Housing Application. If you simply pay the \$200 housing deposit to your student account, the system will not recognize that it has been paid and this will cause a delay in the completion of your Housing Application. To avoid this, please go through your Panther Pass (<https://pantherpass.fit.edu>) and in the housing module, click on "Pay Housing Deposit" to pay directly to the deposit account. After payment, you may begin your Housing Application. Please note there may be a delay of approximately 20 minutes for the system to acknowledge the housing deposit. You can access the Housing Application through Panther Pass or you may go to www.fit.edu/housing, click on "Registration" on the left-hand side of the screen, then login with your TRACKS account information. It should then bring you to a screen similar to this:

APPLICATION PROCESSES OPEN NOW ARE LISTED BELOW

2017 spring

2017 summer

- [2017 SUMMER Housing Application - By Terms and Week to Week](#). If you want all Summer Housing and Fall Housing go to the Campus Services Office. : You have not applied. Select this link to apply.

2017-18 Fall Spring

- [2017-18 New Fall FRESHMEN Housing and Meal Plan Contract for housing starting in August 2017](#): You have not applied. Select this link to apply.
- [2017-18 PART 1 - FALL 2017 NEW ROOM APPLICATION- for transfer, sophomore, junior, senior and Grad Students- Housing and Meal Plan Contract](#): You have not applied. Select this link to apply.

Please select New FALL FRESHMEN Housing and Meal Plan Contract.

Please read the terms carefully, and then choose "I Do Not Agree" or "I Agree". Once you have agreed to the terms, the next page will show you the terms and conditions; there are seven sections. Please read each section carefully, and then at the bottom, use the drop down arrow to confirm that you have read and understood all sections.

PAGE 1 Terms and Conditions Sections 1 - 7

Please read and confirm you understand each section.

Section 1-7 Please Confirm

After choosing "next", you will be brought to Page 2 of the application. On this page, you will enter your personal information.

Personal Information

ID# and Name			
Date of Birth	Gender	Campus E-mail	

Home Mailing address information Required

-Street 1	150 W. University Blvd.	Street 2	
-City	Melbourne	-State	FL
-Zip	32901	-Country	United States

Please UPDATE your CELL Number HERE

-CELL PHONE	123-456-7890
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Once verifying all information is correct, continue to Page 3. This page shows the housing options available to freshmen and pricing. You may choose your preferences in order of which you would like most to least. Please keep in mind that students are placed on a first come, first serve basis, so simply choosing a preference does not guarantee you will be assigned there. If you are assigned in a room that was not your first preference, after classes begin you may visit the Campus Services office to place yourself on a waiting list for another type of housing. The Campus Services office will then email you if something else becomes available.

Below you will select your room preferences. Please note that your preferences are NOT A GUARANTEE for that room type. You must be registered for classes to confirm your room assignment. Students are placed based on availability and application date. We will do our very best to place you in one of your preferences.

COLUMBIA VILLAGE

Quad Four Bedroom Suites- \$3,500 per semester

RESIDENCE HALLS

Roberts Hall -Double occupancy with community Bath -\$2,600 per semester

Campbell Hall - Double occupancy with community Bath \$2,210 per semester

Mary Star of the Sea - Newman Hall

Four Bedroom Suites-----\$3,950 per semester

Florida Tech Housing will place you in a room per your room type selection if possible

Housing Preference

*Room Selection 1

Room Selection 2

Room Selection 3

This page has a brief four question survey to help us better place you in reference to other students. There is also a section that allows you to enter any special needs or medical conditions you may have that would relate to your housing situation and meal plan.

Roommate Preference Survey

-I am a Smoker

-I am a night person (i.e. Go to bed after midnight)

-I keep a clean room

-I am an early riser

Special Needs or Medical Conditions

-Special Needs or Medical Conditions

Special Needs or Medical Condition

Once you have answered all the questions, please move on to page 4. On page 4, you will be able to choose a meal plan. Freshmen students are allowed to have Meal Plan A1 or Meal Plan A2. Both plans are the same price but offer different amounts of Flex Credit and “all you care to eat” options. You have until the end of the first week of classes to change your meal

plan if you decide your first option was not right for you. You may also change your meal plan by completing a form available at the Campus Services office.

All incoming freshman students residing in campus housing must select either meal plan A1 or A2 for the full academic year.

MPA1 Unlimited Meals 7 Days per week - This plan is great for students living on campus that will spend most of the weekend and holidays on campus. The plan provides for unlimited entry into Panther Dining whenever it is open. This plan also includes \$300.00 in FlexCredit to allow you to purchase ala carte items in any dining operation or card equipped vending machine. **\$2,940.00**

MPA2 Unlimited Meals 5 Days per week - This is the perfect plan for resident students that leave for the weekend and holidays or spend weekend off campus at the beach. You get unlimited entry into Panther Dining Hall Monday through Friday to have full meals or snacks whenever we are open. You also receive \$500.00 in FlexCredit to supplement your plan. FlexCredit is good at any Dining Location, the Panther Grocery Store and card equipped beverage and food vending machines. **\$2,940.00**

Meal Plan Selection per SEMESTER

Unlimited Meals 7 Days per week – MPA1

Unlimited Meals 5 Days per week – MPA2

*MEAL PLAN Selection

Page 4 also allows you to choose any roommate preferences; you can enter up to three different roommates. If you know of someone that you wish to room with, click "select" next to "1st Roommate Preference". You will see an entry slot for the first and last name of your preferred roommate.

Mutually Requested Roommate(s)

You can make up to (3) roommate selections for Columbia Village and (1) roommate selection for Residence Halls. Roommates must select one another (mutual selection) to be placed into the same room.

1st Roommate Preference [not selected] [select](#)

First Name:

Last Name:

2nd Roommate Preference [not selected] [select](#)

3rd Roommate Preference [not selected] [select](#)

You must enter their first and last name exactly how it appears in our system; nicknames cannot be used. If you cannot find the name of your preferred roommate, please give us a call (321) 674-8076 and we can assist you. After typing in your friend's name, click "Search" and the system should automatically find anyone with that name; if there is more than one person with the name you typed in, you must choose from the list the correct one. After doing so, you will need to click "Confirm" to confirm your roommate. Once you have BOTH chosen each other as roommates, the "[unconfirmed]" next to your friend's name will be change to "[confirmed]".

NOTE: Your preferred roommate(s) must ALSO do this step with you as a requested roommate or you will not be confirmed and placed together. As previously stated, once you both confirm each other as roommates, "[confirmed]" will appear next to their name; you can even go back into your application to make changes and to verify that you are confirmed with your preferred roommate(s).

Once you have completed page 4, please continue to page 5. This page is a review of all information you have entered thus far in regards to the housing application.

Please review your selections below.

If your selections are correct proceed to the next page.

If you need to make changes please select the page options at the top of this page to go back.

Your Housing option Selection

Building and Room Type Selection Columbia Village Four bedroom Suite

Meal Plan and Flex Credit Plan Selection

You have selected Meal Plan Option MPA1

You have selected Meal Plan Option

Your answer to Special Needs and Medical Conditions No

Mutually Requested Roommate Selections are not Guaranteed

Preference.Mutually Req Roommate 1 [not selected]
Preference.Mutually Req Roommate 2 [not selected]
Columbia Village 3rd Roommate Selection--- [not selected]

Application Signature

·PLEASE enter your name HERE -

If you need to make changes, you may go back now or you can edit your application later. You will have up until you are placed in housing to make any changes. Going back and making changes will not change your submission date, which is used by the Campus Services office when assigning students.

Once you are sure you want to move on, enter your first and last name at the bottom of the page and click "Next".

This is the last page of the housing application.

We will send you a confirmation to your FLORIDA TECH email address. University correspondence will be sent to Florida Tech emails only. Please check for updates periodically or forward it to your active email address.

This completes your Housing and Meal Plan selections. To finalize your selections click 'I agree' below. If you need to make changes please select the page options at the top of this page.

To change your Meal Plan you will need to complete a "Meal Plan Change Contract Form" available in the Campus Services Office.

If you have any questions please contact Campus Services at (321) 674-8076 or go to the [Campus Services Web Site](#).

Please review this page and select "I Do Not Agree" or "I Agree". Please remember that completing your application makes it a binding document; you are then obligated to pay for your housing and meal plan, plus any additional fees in regards to housing, for the entire term you have applied. You have only five business days after submission to cancel your application if you wish. However, freshmen students are required to live on campus for the first two years.

Once clicking "I Agree", you have completed your application.

You have completed your Housing and Meal Plan Application. You will receive an Email confirmation shortly. Please check your FIT.edu email.

Thank you from

Florida Tech Housing.

Please close your window tab to return to Panther Pass

If you are applying for the Fall-Spring school year, an email will be sent to your FIT email address usually by the first week of July. If you are applying for only the spring term, an email will be sent usually by the end of December. This email will contain your housing assignment, as well as your roommate(s) name and his/her/their FIT email address(es). No other personal information can be given out regarding your roommate(s), but we recommend you contact them via email or Facebook before arriving to campus.