



# *Florida Institute of Technology*

## 2017 - 2018 Housing Application and Room Selection Process: NEW ROOM APPLICATION for SOPHOMORES, JUNIORS, SENIORS, GRADUATES AND TRANSFER STUDENTS

### **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.

Please note that screenshots of the application process are from older applications, so dates may not be accurate. However, the application process remains the same.

This booklet is for rising Sophomores (current Freshmen in housing) and new transfer students wanting housing, that will be considered sophomore, junior, senior or graduate for the term you are applying.

To start New Room Selection Part 1: If you are a current freshman or a new upperclassman, you should fill out the New Room housing application. This tutorial explains your housing options and has screenshots of the entire process from start to finish. Possible housing options include: Harris Village, Southgate Apartments, Newman Hall, Panther Bay Apartments, Brownlie Hall, Evans Hall, Grissom Hall, Wood Hall and Shaw Hall. The date and time that you can begin to sign up for housing will be emailed to your FIT email address. This opens every year in February for PART 1 and March for PART 2.

Part 1 of the application process: All students must complete Part 1 of the housing application. Please visit [www.fit.edu/housing](http://www.fit.edu/housing) to complete part one of the application. Once you are on the housing site, please click on the "Registration" link. You will find this link on the left-hand side of the page. This link will request that you log in our system using your Florida Tech TRACKS account information. Part 1 will allow you to choose a meal plan and any roommate preferences. Completion of Part 1 also binds you to the housing contract that you select; this contract can be cancelled within five (5) days of completion. After five (5)

days, you are bound by the contract to pay for your housing and meal plan during the entire term in which you applied for housing. When you complete and submit you Part 1 housing application you get an e-mail to your FIT.EDU account when information about when to do PART 2.

Part 2 of the application process: Once Part 2 opens, please log in to housing, confirm your roommates, and physically select a preferred open room. Some buildings fill up much quicker than others, so please do not delay in completing Part 2.

Note: If you have any confirmed roommates, only you or one of your confirmed roommates have to choose a room in order for all to be placed in the same room or apartment, as long as there are enough openings in that room. For example, if you are trying to secure a 4-bedroom apartment in Harris Village and you have three (3) confirmed roommates (four (4) people total) and one of you selects an entirely open 4 bedroom apartment, all of you will be placed in that apartment. However, if one of you selects an apartment that only has three open bedrooms, only the person that selected the room and their first two preferred roommates will be placed into that room.

Room Change Waiting List: If you are unable to select your first preference, please select another room rather than not making any selection. Once the "waiting list" is open on-line, you can add you name. If a room opens up, Campus Services will contact you about moving you to the new room offered. This is done in date order of when you added your name to the waiting list.

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 a housing application may result in the loss of your housing assignment preferences and you may be assigned with another student. So, please be sure to pay your housing deposit and to complete your housing application in a timely manner.

## PART 1: STUDENT HOUSING & MEAL PLAN APPLICATION

Starting in early February, Part 1 of the housing application will be available. Once you login to the housing site, you will see this screen:

### 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

You will select PART 1 - NEW ROOM APPLICATION - Transfer, sophomore, junior, senior and graduate students - 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 selecting next, you will be brought to Page 2 of the application. Page 2 shows the different types of housing available to upperclassmen and the cost per person per semester. NOTE: Prices are subject to change each year.

## PAGE 2 Housing Selection

Housing Assignments Based on Availability Per Semester

Housing Pricing Subject to change upon Board Approval.

Room Options and Pricing are PER SEMESTER

### Residence Halls

#### Brownlie Hall

Single Room Private Bath-----\$3,390  
Double Room Shared Bath-----\$3,030

#### Evans Hall

Double Room Shared Bath-----\$3,030  
Single Room Private Bath-----\$3,390

#### Residence Halls - Quad Wood and Shaw Hall

Single Room Shared Bath-----\$3,030  
Double Room Shared Bath-----\$2,210

### Southgate Apartment

Single Occupancy **Studio**-----\$4,190  
Single Occupancy **1 Bedroom**-----\$4,325  
Two Bedroom (Double Occupancy)-----\$3,875  
Three Bedroom (Triple Occupancy)-----\$3,500

### Harris Village

One Bedroom Suite-----\$4,775  
Two Bedroom Suites-----\$4,000  
Four Bedroom Suites-----\$3,750

#### Newman Hall -Mary Star of the Sea

One Bedroom Suite-----\$4,910  
Two Bedroom Suites-----\$4,340  
Four Bedroom Suites-----\$3,950

### Panther Bay Apartments

Five Bedroom Suites-----\$4,000

Page 2 also gives you an opportunity to request roommates. You may choose up to three preferred roommates for a 4 bedrooms option.

**Mutually Requested Roommate Option**

OPTIONAL SECTION - Have a roommate in mind? Search for that roommate by first name and last name. Selecting and Confirming a Roommate helps in getting assigned to the same room automatically. If roommates are not selected someone can choose to live with you or someone will be assigned.

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

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

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

If there is another student that you wish to room with, click "select" next to "1st Roommate Preference". Please type the first and last name of your preferred roommate.

[not selected] [select](#)

1st Roommate Preference

First Name:

Last Name:

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](tel:3216748076) 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 this page, please move on to page 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 late night person

I keep a neat room

I am an early riser

### Special Needs and Medical Conditions

PLEASE NOTE - Official medical or other documentation is required.

Do you have Special needs or Medical Conditions---

Description of Special Needs or Medical Conditions---

After completion, please move on to page 4. Page 4 is the meal plan selection page. This page shows you the available meal plans, their prices, and their descriptions. Please understand that ALL students living on campus, regardless of undergraduate vs. graduate, are required to have a meal plan. The ONLY exceptions are students residing in Panther Bay. If you are placed in Panther Bay, you have the option to choose one of the commuter plans if you wish or to opt out of the meal plan completely. If you wish to do either of these, then please stop by the Campus Services office to fill out a form.

All students living on campus are required to have a meal plan

If you need to make changes please select Page 3 at the top of this page to go back.

#### Meal Plan Options - Price PER SEMESTER

MPA1 Unlimited Meals 7 Days a Week + \$300.00 FlexCredit-----\$2,940.00  
MPA2 Unlimited Meals 5 Days a Week + \$500.00 FlexCredit-----\$2,940.00  
MPU1 Unlimited Lunch Meals 5 Days a Week + \$800.00 FlexCredit----\$1,775.00  
MPU2 \$1,775.00 Per Semester FlexCredit-----\$1,775.00

### Meal Plan Selection Per Semester

Meal Plan Selection Options

If you have trouble understanding the meal plan options, please feel free to call the Campus Services office for clarification. After choosing a meal plan, please continue to page 5.

Page 5 is a review of your selected options. Please read through the options and make sure they are correct. 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. If you wish to change your meal plan after this time, you must fill out a form in the Campus Services office no later than the end of the first week of classes if changing for Fall or no later than the end of finals week in Fall if changing for Spring.

Once you are sure your selected options are correct, confirm them by typing in your name at the bottom of the page and clicking "Next".

**Confirm Your Selections**

•Enter your Name HERE

Page 6 includes updating your personal information.

*Please update any information below if it is not current.*

**Personal Information**

ID# and Name

Date of Birth  Gender

Campus E-mail

**Address Information**

•Street1  Street2

•City  •State  •ZIP

•Country

**Please update your CELL phone number**

Housing will use your Florida Tech email for written communications. From time to time we may have the need to call you. Please share your cell phone number - we will not share it with anyone.

Cell Phone

Once verifying all information is correct, continue to page 7. This page includes all key terms and conditions of the housing application.

**Terms and Conditions Key Points - Don't Forget**

You are bound by the terms and conditions - failure to read this document is not an excuse.





Be sure to read all key points carefully. You will be held responsible for knowing this information. When you are finished reviewing, continue to page 8.

Page 8 is the last page of Part 1 of the housing application. It is your last chance to make changes before submitting your application. Please be certain you wish to reside in on-campus housing before submitting your completed housing application; as a reminder, once submitted, you have five business days to cancel or you will be bound by this contract for the entire school year. Once certain you want to complete your application, click "I Agree".

Congratulations! Part 1 of your housing application is now completed.

You will receive an email that looks similar to the following:

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You have completed your Housing and Meal Plan Application.

You will receive an e-mail from FTHousing@FIT.EDU to confirm completion of this application and PART.1 of the process.

You will need to complete PART 2 on MARCH 14th at 8pm and select your room. This is done on a first come first serve bases so don't miss your chance to select an open room.

Thank you from FLORIDA TECH HOUSING OFFICE.

You will receive an email stating the exact date and time when Part 2 of the housing application process will open. Typically this is in late March. PLEASE BE SURE TO LOG IN AT 8PM SHARP FOR PART 2 OPENING TIME TO ENSURE YOUR BEST CHANCE OF BEING ASSIGNED TO YOUR FIRST PREFERRED HOUSING ASSIGNMENT. In this part, students hand select from a list of open rooms which room they wish to reside in, so rooms will go on a first come, first serve basis. Some areas, like Harris Village for example, can fill up in less than five minutes so do not delay in logging in to complete Part 2.

NOTE: If you have a legitimate reason for being unable to log in at the opening of Part 2 (for example, if you have a class at that time or if you will be out of town due to athletic responsibilities), then please contact Campus Services ahead of time so that we may discuss options with you.

## PART 2: NEW ROOM SELECTION

After completion of Part 1, your housing screen should look similar to the following:

**HOUSING APPLICATION PART 2**

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**Summer Housing Application**

[SUMMER Housing Application - By Terms and Week to Week. If you want All Summer Housing with Fall see Campus Services office - Copy](#)  
You have not applied. Select this link to apply.

**FALL HOUSING APPLICATIONS OPTIONS**

[PART 1 - NEW ROOM APPLICATION: Opens](#)      [Transfers, Sophomore, Junior, Senior and Grad Students- Housing and Meal Plan Contract](#)

[PART 2 - FALL NEW ROOM SELECTION - SELECT YOUR ROOM HERE](#)

When Part 2 opens, you should be able to click the link for selecting your new room. Clicking on Part 2 of the application will bring you to this page:

You are not currently assigned to a room in this term.

**Housing Assignments Based on Availability and a Single can changed to a Double if rooms are needed.**

Select your Building and then select an available room.

All room types are not available in all buildings. Select the drop down arrow to select the building you want.

Building

Search

Use the drop down arrow to select a housing area and then click "Search". If the statement "There are no rooms that match your search. Please search again." appears, then select the "search" link or "Select Room" at the top of the screen to go back and search for another area. Once finding an area with open rooms, something like this should appear:

Room selections may have multiple pages. Use "Next Page" shown below this box for more room selections. To Select a DIFFERENT Building go to the top of this page and select "SELECT ROOM".

<< Previous Page | Next Page >>

[Return to Search Criteria](#)

Name	Open Spaces	Number of Occupants
<a href="#">Residence Halls Shaw Hall 203W</a>	2	0

Once you click on a room, you will be asked to confirm your mutually requested roommates again; please make sure you do so. You will then be asked to select that room. If it is an apartment, it should show all open bedrooms. Click on whichever you would prefer. Any confirmed roommates will be pulled into the other open spaces of the room you choose. Please remember that if you have three confirmed roommates, but click on an apartment that does not have all open spaces available, not all roommates will be assigned with you and they will have to choose a room on their own. This can also occur if two different parties choose an apartment at the exact same time, even if that apartment appears completely empty when you

first click on it. If you find yourself in a situation where not all confirmed roommates were able to be placed in the same housing assignment, then the following steps are highly recommended: (1) have the odd roommate(s) out choose a similar housing assignment; for example, if trying to get into a 4-bedroom in a Harris Village apartment, simply choose another open slot in any 4-bedroom in Harris Village; (2) ALL roommates visit the Campus Services office at your first chance during open hours and explain where you are each assigned; (3) the Campus Services office will take down your information and email you if we are able to do a room swap with the occupant(s) in the assignment, so that you will all be placed together in a room/apartment. The Campus Services office cannot guarantee that all confirmed roommates will absolutely be assigned together, but we are almost always able to work out an assignment for all roommates as long as you do not delay in speaking with us once an issue arises.

Once you click on an open room and confirm any preferred roommates, the system will assign you to that room. Congratulations!

Your chosen room is being reserved, please wait...

**You have successfully chosen a new room!**

You are currently assigned to: Residence Halls Shaw Hall 203W

After being assigned a room, any time you log into housing, your housing assignment will show at the top and the bottom of the page, including the dates of that housing term.

**FALL HOUSING APPLICATIONS OPTIONS**

PART 1 - NEW ROOM APPLICATION- Opens \_\_\_\_\_ Transfers, Sophomore, Junior, Senior and Grad Students- Housing and Meal Plan Contract.

• Room: Residence Halls Shaw Hall 203W

Your roommates will not show on this screen. If you did an application for the fall-spring school year, you will receive an email usually by the beginning of July containing your housing assignment and the names and emails of any roommates. If you did an application for only the spring term, you will receive an email usually in late December containing your housing assignment and the names and emails of any roommates. Aside from your roommate(s) name and FIT email address, we cannot give out ANY other information about him/her. If there are any discrepancies or if you think you did not receive this housing confirmation email, then please feel free to call us at (321) 674-8076 or stop by the Campus Services office.