**APPLICATION PROCESS**

Students who apply by the February 28 deadline will be given a room selection number. The room selection number will be sorted by and within class status according to the number of credit hours earned at Georgia Tech at the end of the Fall 2015 semester. The lower the room selection number, the better. Assignments will be made in room selection number order using the preferences that you provide.

On March 29 you may return to “My Housing” to view your room assignment, roommates, and roommates’ contact information. Rising second-year students’ room selection numbers begin after the upper-class students’ room selection numbers.

**IMPORTANT**

If the number of students who apply for housing exceeds the number of rooms, some students might have to wait to be assigned. As a GUARANTEED STUDENT you are assigned to a room as cancellations are received.

The Department of Housing may consolidate students in order to have friends live with friends.

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Georgia Tech Housing genuinely appreciates the trust you place in our services, and we value you as a customer.

housing.gatech.edu
Follow the path in this brochure to secure your destiny – Georgia Tech Campus Housing in Fall 2016!

Building Preferences
You can list 8 housing preferences in order of interest. You may wish to review the building descriptions in advance at http://housing.gatech.edu/halls/Pages/Hall-List.aspx. You can update your preferences until the time assignments are made.

Accommodation Request Due to Disability
Even if you have previously registered with Disability Services and the Department of Housing because you require disability-related accommodations due to medical or disability needs, you must self-identify on every housing application by clicking the check box and describing your accommodation need.

ThinkBig Communities
If you want to be part of a ThinkBig program, you should fill out this section. For information about the ThinkBig program, visit housing.gatech.edu and click on the ThinkBig Quick Link.

Profile Questions
Create your profile by answering a series of questions regarding your personal living preferences so that you may participate in the roommate matching process.

Profile Screen Name
Your screen name is used as your profile name for the purpose of roommate searching. It will be viewed by other students and allows you to be anonymous. If you prefer not to be anonymous, you can use your actual name. A maximum of 20 characters for your screen name is allowed.

Roommate Preferences
Search by “Add Known Roommates”
If you would like to request a specific roommate, you can add that person to your application by entering ALL of the following: gTID, Last Name, First Name.

Search by “Profile” or “Browse Matching”
If you do not have a specific person in mind, you can compare profiles and identify potential roommates by searching on how they match your profile: the system can give you a listing of potential roommates from which to choose. You can contact potential roommates by email using your screen name on this step.

When you are accepted as a requested roommate or your request for a roommate has been accepted/rejected, the system will send you an email inviting you to return to the portal to review and update your roommate selection(s). To be eligible for assignment together, you must have either:
• requested someone who accepted your request or
• accepted when someone requested you

Roommate Over Building Choice
You will choose whether you prefer your roommate(s) over your preferred location or your preferred location over your roommate(s). Housing will use this information if there are single beds available in an apartment versus putting roommates together in non-apartment style housing (Woodruff, Harris, & Farmer).

View Confirmation
You have finished all the steps of your application. You can log in and make changes to your application until an assignment is made.

The remaining steps of room selection will be locked until March 2.

Renew Same Room
On March 2 you can assign yourself to your same room for Fall 2016 - 2017 if you live in Woodruff, Turner, or Harris.

While this step is open you can delete that room assignment and participate in Renew Same Building New Room or wait for the Department of Housing to assign you.

Renew Same Building New Room
On March 3 you can assign yourself to a new room in your current building for Fall 2016-2017 if you live in Woodruff, Turner or Harris. (NOTE: Woodruff North cannot choose Woodruff South.)

While this step is open you can delete that room assignment and wait for the Department of Housing to assign you.

Cancel My Housing
If you cancel your application by February 28, you will not be charged penalties. This cancels your application. If you decide you want housing later, you must reapply.

March 29
On March 29 you can view your room and roommate information. The Department of Housing will auto allocate your room assignment using information provided on your application.

Room Change
While the Department of Housing tries to meet your preferences, it is not always possible. If you want to change your room assignment, make your request using the Room Swap tab on the gold navigation bar in your “My Housing” account.

Instructions for Student Athlete Housing
If you are living in student athlete housing for Fall 2016, you should see only the below steps. If you see additional steps, please contact Belmont Jones at 404-894-5411.

• Welcome
• Pay or Delay of Payment (accept penalty schedule)
• Accept Contract
• Contact Phone Number
• View Confirmation

Your coach will provide Housing with your room assignment.

Instructions for Potential Staff Members
Please do not apply for housing until you are notified whether you have or have not been offered a staff position. After you accept your position, you will receive an email letting you know that you can apply for housing. You should see only the below steps. If you see additional steps please email Larry 1: drawn at stafselectionhousing.gatech.edu.

• Welcome
• Delay of Payment (accept penalty schedule)
• Accept Contract
• Contact Phone Number
• Profile Screen Name
• Roommate Preferences
• View Confirmation

Contact Phone Number
It is to your advantage to list your best contact phone number or cell phone number so we can contact you quickly in case we have questions about your application/room assignment.

Accept Contract
Carefully read and accept the contract electronically. Your application is considered complete after you accept the contract. Penalties will be assessed after this step.

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Click on “My Housing” (gray tab on the gold navigation bar). Log in using your GT Account and email password. Choose “Application” on the gold bar. Select “2016-2017 Academic Year” (Housing does not offer a Fall Only contract). Click on “Begin Application” to start.