APPLICATION PROCESS

Online Room Selection is a two part process:
1. Complete the housing application by Sunday, February 28
2. Select a room

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 2016 semester — the lower the room selection number, the better.

Important
Some students may not be able to stay in their same room due to ThinkBig Programs and for administrative reasons.

The Department of Housing may consolidate students in order to have friends live with friends.
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 in every housing application by checking the click 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: gFID, 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 new potential roommates based 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.
Your roommate request(s) can be updated until the time assignments are made.

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 notifying 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 you fail to assign.

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
(Only choose this option if you DO NOT have a roommate request)
On March 2 - you can assign yourself to your same room for Fall 2016-2017.
We have apartments for all upperclassmen. DO NOT choose this option because you think you might not get an apartment.
While this step is open you can delete that room assignment and participate in Renew Same Building New Room or Room Search & Assign.

Renew Same Building New Room
(Only choose this option if you DO NOT have a roommate request)
March 3 - you can assign yourself to a new room in your current building for fall 2016-2017. (NW, North Avenue East cannot choose North Avenue West, South or North; Eighth Street East cannot choose Eighth Street West or South, etc.)
While this step is open you can delete that room assignment and participate in Room Search & Assign.

Room Search & Assign
(Have roommates with which you want to room together? This is your option!)
March 4 through March 11 you will be able to search and select your room. The student with the earliest online room selection time slot will see his or her time slot to still assign and pull-in “accepted” roommate(s). Ideally we suggest all accepted roommate(s) gather at one computer to choose the roommate together.
To be pulled in, all potential roommates must have signed up for housing by February 26. We recommend requesting and accepting all potential roommates before the online room selection begins on March 4.
Please be courteous to fellow students and DO NOT log-in before your time slot to avoid overloading the server.
Once you have an assignment you can delete that room assignment and reassigned to another room until self assignment is closed on March 11.

Cancel My Housing
If you cancel your application by February 26, you will not be charged penalties. This cancels your application. If you decide you want housing later, you must reapply.

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 Devin Jones at 404-894-5439.
• 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 T Brown at staffselection@housing.gatech.edu.
• Welcome
• Pay or Delay of Payment (accept penalty schedule)
• Accept Contract
• Contact Phone Number
• Profile Screen Name
• Roommate Preferences
• View Confirmation