

Residence Life & Housing

Room Selection Process

Room Selection Process

Important Dates/Fall 2015

New Residents

- March 9 : New Resident Housing Application Opens
- April 6: Early Housing Award Notice for new housing students who applied before April 6.
- June 15: Room Selection begins for all new housing students.

Returning Residents

- March 13: Returning Student Application Opens (closes May 29)
- April 6: Room Selection opens for all eligible Returning Residents (closes May 29)
- Room Change Lottery begins June 1 through June 14.

Accessing MyHousing through myDCC

You can access MyHousing under the Residence Life tab in the **Apply for Housing** box and the **Residence Life** box.

The screenshot shows the myDCC website interface. At the top, there is a navigation bar with the myDCC logo and the Dutchess Community College name. Below this is a user welcome message and a navigation menu with tabs: Welcome, Library, Activities, Customize Me, Residence Life, My Courses, Student Financial Services, Student Life, Winter 2015, Spring 2015, Summer 2015, Working @ DCC, Middle States, and Assessment. The main content area is divided into several boxes. On the left, there are boxes for 'Submit a Maintenance Request', 'Housing Handbook and License', 'FAQs', and 'Important Forms and Information'. In the center, there is a 'Welcome!' box with a 'Live & Learn' logo, an 'Apply for Housing' box with an 'Important Notice!' about the Fall 2015 application, and a 'Confirm Your Housing' box. On the right, there is a 'Residence Life' box with links to 'MyHousing', 'Like us on Facebook!', 'Newsletter', 'Activity Schedule', 'Past Events', 'Photos', and 'Contact us'. Below this are boxes for 'Health Information', 'Student Activities', 'Financial Aid Information', and 'QuikPAY'. A 'Resident Assistant Application & Information' box is partially visible at the bottom. Two green arrows point to the 'Residence Life' tab and the 'Apply for Housing' box. The browser's address bar shows the URL: http://is-lump4-web.sunydutchess.edu/tag_c1500c758f8f639.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u3514311s. The system tray at the bottom shows the date and time as 2:17 PM on 3/12/2015.

MyHousing

One click from the **Residence Life** tab in **myDCC** brings you to **MyHousing** where you can complete your room selection.

Click on:
Go to MyHousing



MyHousing Overview

On this page you will find links to:

- Personal Preferences
- Living Preferences
- Dining
- Maintenance Requests
- Floor Plans
- Loop Bus Schedule
- TV Channel Guide
- Facebook
- Twitter
- Surveys
- Miscellaneous Info

The screenshot shows a web browser window with the URL `sunydutchess.datacenter.adironacksolutions.com/MyHousing/myhousing/csoverview.cfm`. The page title is "MyHousing @ Dutchess Community College". The interface includes a navigation menu on the left with links for Home/Overview, Personal Preferences, Living Preferences, Dining, and Maintenance Requests. Below this is an "Other Links" section with links for Floor Plans, Need to Get Around? Hop on the LOOP!, TV Channel Guides, Facebook, Twitter, and Sodexo Focus Group. The main content area is titled "MyHousing Overview" and contains several sections: "My Info" with a table showing Name (SpongeBob SquarePants) and Student # (A00123456); "My Assignments" with a message that the user has no current or future room assignments; "My Dining" with a message that the user has no current or future dining plans; "My Future Roommate Requests" with a message that the user is eligible to select roommates/suitemates but has no future roommate requests; and "My Future Room Selection Process" with a message that selection processes in red have already begun. A table below this section shows the selection process for "Fall 2015 Returning Students" starting on 03/12/2015 at 08:00 AM and ending on 03/12/2015 at 05:00 PM, with a "Your Start Time" of "Anytime between". The footer of the page reads "© Dutchess Community College - MyHousing Web Suite v3.2.6 for The Housing Director".

MyHousing @ Dutchess Community College

MyHousing Help Logout of MyHousing

MyHousing Overview

My Info

Name	Student #
SpongeBob SquarePants	A00123456

My Assignments

You do not have any current or future room assignments.

My Dining

You do not have any current or future dining plans.

My Future Roommate Requests

You are eligible to select roommates/suitemates.

You do not have any future roommate requests.

My Future Room Selection Process

Selection processes in red have already begun.
However, your selection time may not have already arrived.

Selection Process	Starts	Ends	Your Start Time
Fall 2015 Returning Students	03/12/2015 08:00 AM	03/12/2015 05:00 PM	Anytime between

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MyHousing

MyHousing Overview

On this page you'll see your basic information.

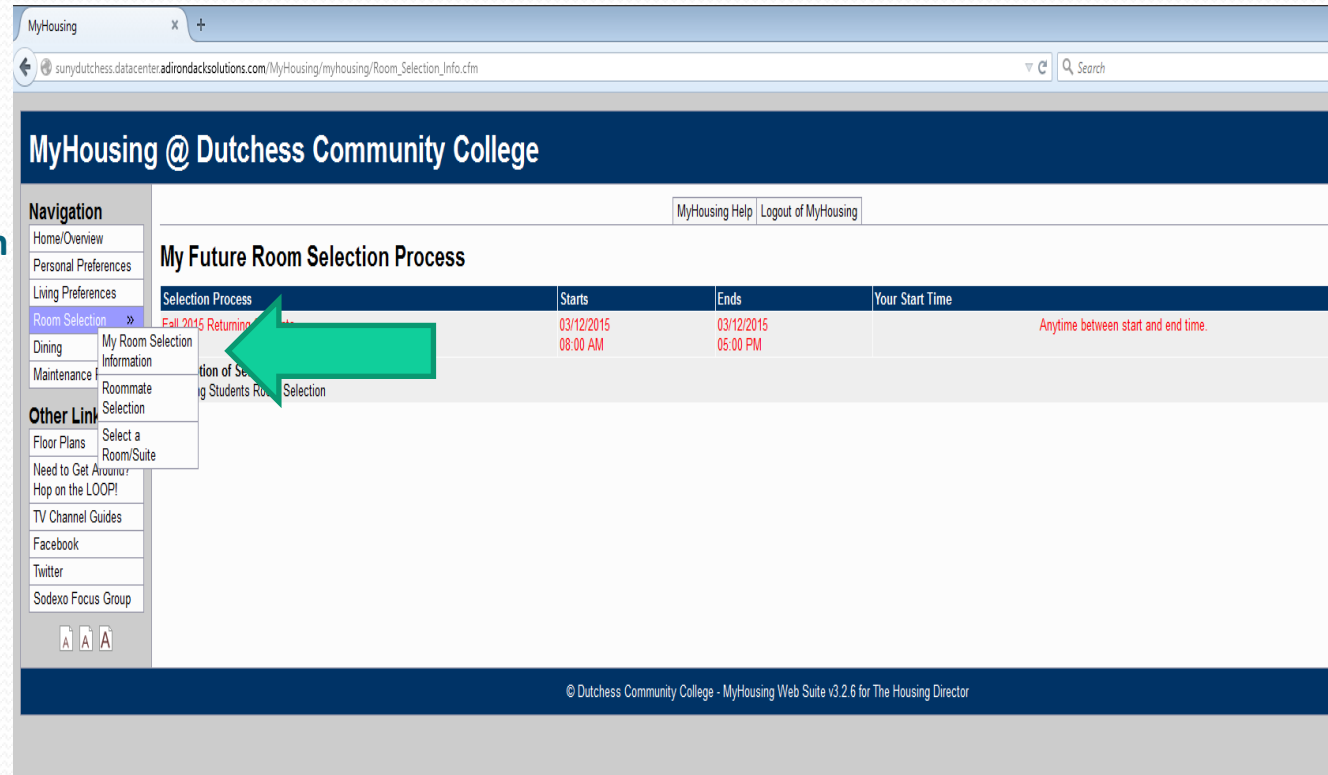
Under **Room Selection** your options will be:

- My Room Selection Information**
- Roommate Selection**
- Select a Room/Suite**

To check your **Room Selection Process**:

Click on **My Room Selection Information** and you will see when your selection process begins and ends.

This is how long you'll have to select a roommate and pick a room.



The screenshot shows a web browser window with the URL sunydutchess.datacenter.adironacksolutions.com/MyHousing/myhousing/Room_Selection_Info.cfm. The page title is "MyHousing @ Dutchess Community College". The navigation menu includes "Home/Overview", "Personal Preferences", "Living Preferences", "Room Selection" (highlighted), "Dining", "Maintenance", "Other Links", "Floor Plans", "Need to Get Around", "Hop on the LOOP!", "TV Channel Guides", "Facebook", "Twitter", and "Sodexo Focus Group". The main content area is titled "My Future Room Selection Process" and contains a table with the following data:

Selection Process	Starts	Ends	Your Start Time
Fall 2015 Returning Students Room Selection	03/12/2015 08:00 AM	03/12/2015 05:00 PM	Anytime between start and end time.

A green arrow points to the "Selection Process" column header.

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Roommate Selection Process

Click on Roommate Selection

The screenshot shows a web browser window with the URL sundydutchess.datacenter.adirondacksolutions.com/MyHousing/myhousing/Room_Selection_Info.cfm. The page title is "MyHousing @ Dutchess Community College".

Navigation links include: Home/Overview, Personal Preferences, Living Preferences, Room Selection (highlighted), Dining, Maintenance, Other Link, Floor Plans, Need to Get Around?, Hop on the LOOP!, TV Channel Guides, Facebook, Twitter, and Sodexo Focus Group.

MyHousing Help | Logout of MyHousing

My Future Room Selection Process

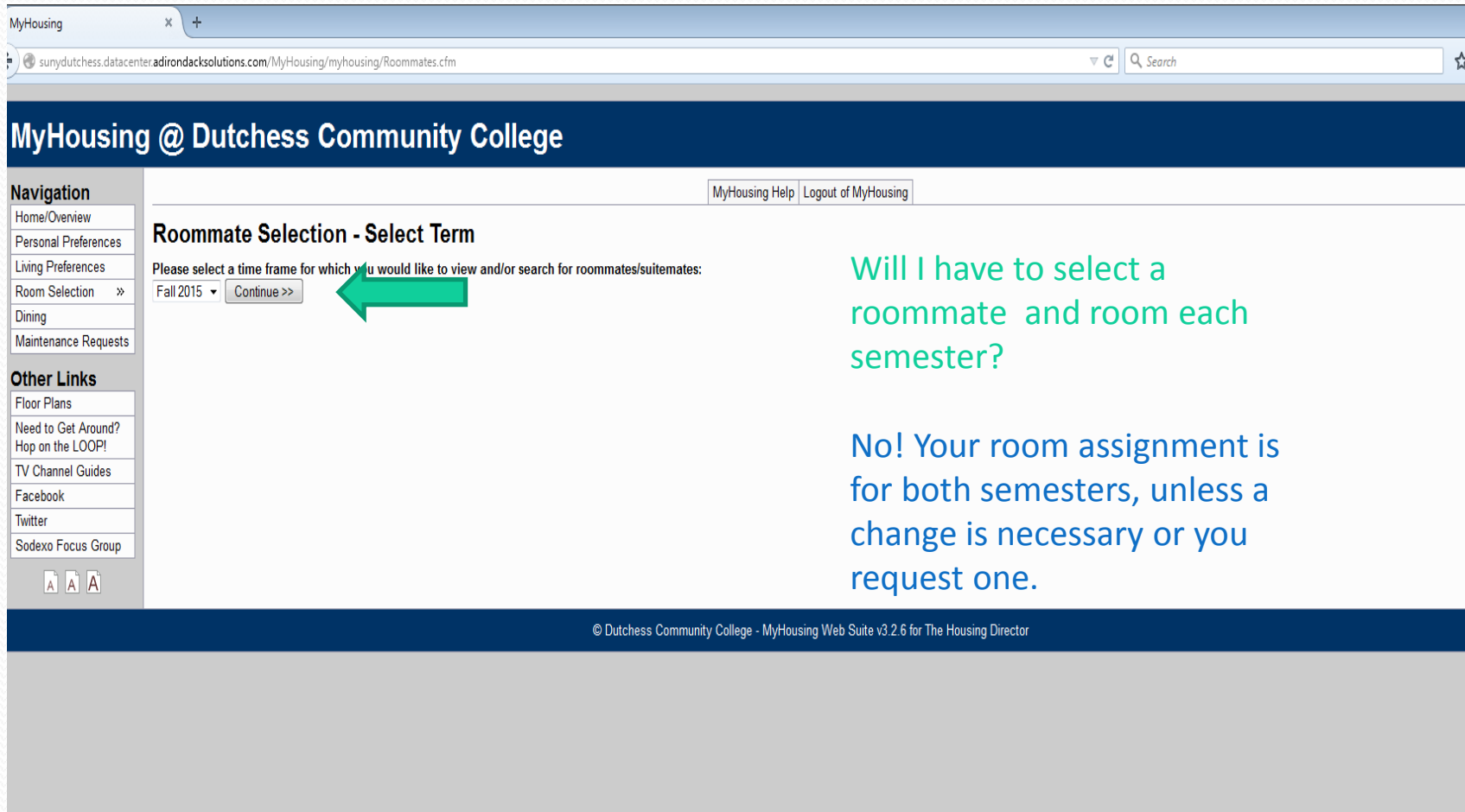
Selection Process	Starts	Ends	Your Start Time
Fall 2015 Returning Students	03/12/2015 08:00 AM	03/12/2015 05:00 PM	Anytime between start and end time.

A green arrow points to the "Roommate Selection" link in the navigation menu.

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Roommate Selection

Select term



MyHousing

sunydutchess.datacenter.adirondacksolutions.com/MyHousing/myhousing/Roommates.cfm

MyHousing @ Dutchess Community College

MyHousing Help | Logout of MyHousing

Navigation

- Home/Overview
- Personal Preferences
- Living Preferences
- Room Selection »
- Dining
- Maintenance Requests

Other Links

- Floor Plans
- Need to Get Around? Hop on the LOOP!
- TV Channel Guides
- Facebook
- Twitter
- Sodexo Focus Group

Roommate Selection - Select Term

Please select a time frame for which you would like to view and/or search for roommates/suitemates:

Fall 2015

Will I have to select a roommate and room each semester?

No! Your room assignment is for both semesters, unless a change is necessary or you request one.

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Roommate Requests

How to search for a roommate.

If you're sure about who you want as a roommate, use the **Simple Roommate Search**. It will automatically email the person you are requesting.

If you want to check out someone's profile before you select, use the **Advanced Roommate Search**.

Once you select a roommate an email is sent to them alerting them that they've been requested.

The screenshot shows the MyHousing @ Dutchess Community College website. The page title is "My Roommate Requests for Fall 2015". Below the title, there is a message: "You do not have any roommate/sutemate requests for this time frame." The "Simple Roommate Search" section includes a note: "Note: You do not need to fill in all fields." and a form with fields for "Last Name" (containing "SquarePants"), "First Name", "Middle Initial", and "eMail Address". A "Begin Search >>" button is located below the form. A green arrow points to the "eMail Address" field. The "Advanced Roommate Search" section includes a note: "Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above." and a list of traits that can be searched by, such as "AC", "Accounting", "Adolescent Ed Biology", etc. A green arrow points to the "Basic Attributes" section header.

Roommate Search Process

DOES NOT MATCH message means that either you've requested you yet or is not eligible to participate in Room Selection.

Why wouldn't someone be eligible for Room Selection?

- GPA
- A balance at Student Accounts
- Other unmet requirements

The screenshot shows the MyHousing @ Dutchess Community College interface. The main heading is "My Roommate Requests for Fall 2015". A system message box states "Your roommate request has been saved." Below this is a table of requests:

Requested Roommate	Status	Actions
Patrick Star	DOES NOT MATCH What does this mean?	Remove View Profile Send Message

Below the table, it lists "Unmatched Roommates:" with the note "Patrick Star has not requested SpongeBob SquarePants".

The "Simple Roommate Search" section includes a note: "Notes: You do not need to fill in all fields." and input fields for Last Name, First Name, Middle Initial, and eMail Address, with a "Begin Search >>" button.

The "Advanced Roommate Search" section includes a note: "Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above." and a list of search criteria under "Basic: Attributes":

Name	First:	Middle Initial:	Last:
Major	<input type="checkbox"/> AC		
	<input type="checkbox"/> Accounting		
	<input type="checkbox"/> Adolescent Ed Biology		
	<input type="checkbox"/> Adolescent Ed Chemistry		
	<input type="checkbox"/> Adolescent Ed Earth Science		
	<input type="checkbox"/> Adolescent Ed English		
	<input type="checkbox"/> Adolescent Ed French		
	<input type="checkbox"/> Adolescent Ed Mathematics		
	<input type="checkbox"/> Adolescent Ed Social Studies		

Roommate Requests

Roommate Searches (continued)

Search Results

If you'd like to view someone's profile or create one yourself, it may look something like this.

Click on **Request This Student** and your request will be sent. Once your request is accepted you'll be able to select your room

The screenshot shows a web browser window with the URL `sunydutchess.datacenter.adirondecksolutions.com/MyHousing/myhousing/AdvancedRoommateSearch_Action.cfm`. The page title is "MyHousing @ Dutchess Community College". The navigation menu includes "Home/Overview", "Personal Preferences", "Living Preferences", "Room Selection", "Dining", and "Maintenance Requests". The "Other Links" section includes "Floor Plans", "Need to Get Around? Hop on the LOOP!", "TV Channel Guides", "Facebook", "Twitter", and "Sodexo Focus Group". The main content area is titled "Search Results" and displays a profile for "Patrick Star". The profile includes "Basic Information" (Gender: Male, Major: HA, Smoker: No, Study Time: Either A.M. or P.M., Contact Information), "Other Attributes" (App: Bedtime: I am a night owl, App: Room Clean: I am not bothered by mess, App: Study: Noise doesn't bother me when I study, App: Visitors: every day, Weekend Wake-up: after 11 a.m.), and "Brief Profile" (This student has not filled out a profile.). A "Request This Student" button is located in the "Options" section, highlighted by a green arrow.

Room Selection Process

The system message box will show that you're eligible to select a room.

Click on:
Find Available Rooms to access a list of available rooms.

The screenshot shows a web browser window with the URL `sunydutchess.datacenter.adironacksolutions.com/MyHousing/myhousing/Rooms.cfm`. The page title is "MyHousing @ Dutchess Community College". The navigation menu includes "Home/Overview", "Personal Preferences", "Living Preferences", "Room Selection" (highlighted with a right-pointing arrow), "Dining", and "Maintenance Requests". The "Other Links" section includes "Floor Plans", "Need to Get Around? Hop on the LOOP!", "TV Channel Guides", "Facebook", "Twitter", and "Sodexo Focus Group". The main content area is titled "Online Room Selection" and contains two buttons: "Find Available Rooms" and "Reset Form". A green arrow points to the "Find Available Rooms" button. A "System Message" box is displayed, stating: "You are now eligible to select a room. You have until 3/12/2015 at 05:00 PM." A green arrow points to the "System Message" box. The footer contains the text: "© Dutchess Community College - MyHousing Web Suite v3.2.6 for The Housing Director".

Room Selection

Does Not Match Message

If you see the

DOES NOT MATCH

message, it means that the person you requested hasn't accepted your request.

You will need to wait until your request is accepted to select your room.

If you don't have a roommate in mind, don't worry! Email us at studenthousing@sunydutchess.edu and we'll help you with your assignment.

The screenshot shows the MyHousing @ Dutchess Community College interface. A modal window in the center displays the following message:

DOES NOT MATCH indicates that the roommate you requested through the Roommate Requests screen has not yet requested you as a roommate. Roommate requests must be mutual in order for you to select a room/suite.

A green arrow points from this message to the 'Status' column of the 'My Future Roommate Requests' table, which shows 'DOES NOT MATCH' for the Fall 2015 term with Patrick Star as the requested roommate.

MyHousing @ Dutchess Community College

Navigation: Home/Overview, Personal Preferences, Living Preferences, Room Selection, Dining, Maintenance Requests

Other Links: Floor Plans, Need to Get Around? Hop on the LOOP!, TV Channel Guides, Facebook, Twitter, Sodexo Focus Group

MyHousing Overview

My Info

Name	Student #	eMail
SpongeBob SquarePants	A00123456	

My Assignments

You do not have any current or future room assignments.

My Dining

You do not have any current or future dining plans.

My Future Roommate Requests

You are eligible to select roommates/suitemates.

Time Frame	Requested Roommate	Status
Fall 2015	Patrick Star	DOES NOT MATCH What does this mean?

You have an unmatched roommate group.
Go to the Roommate Selection page under the Room Selection menu to view full details.

My Future Room Selection Process

Selection processes in red have already begun. However, your selection time may not have already arrived.

Selection Process	Starts	Ends	Your Start Time
Fall 2015 Returning Students	03/12/2015 08:00 AM	03/12/2015 05:00 PM	Anytime between start and end time.

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Room Selection

A list of available rooms is shown here with pricing.

Note: Room prices are per semester

Click on **Select Room** to make your choice.

The screenshot displays the MyHousing @ Dutchess Community College website. The page title is "MyHousing @ Dutchess Community College". The main content area is titled "List of Available Rooms" and is divided into two sections: "Conklin Hall - Floor 1" and "Conklin Hall - Floor 2". Each section contains a table of room listings. A green arrow points to the "Select Room" button for room 101B in the first section.

Suite	Room	Open Beds	Room Type	Fee	Select Room/Suite
101	101A	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
101	101B	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
102	102A	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
102	102B	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
129	129A	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
129	129B	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
130	130A	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
130	130B	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite

Suite	Room	Open Beds	Room Type	Fee	Select Room/Suite
201	201A	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
201	201B	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
202	202A	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
202	202B	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
213	213A	1	Drumlin Single(1)	\$4,100.00	Select Room Select Suite
213	213B	2	Drumlin Double(2)	\$3,475.00	Select Room Select Suite
214	214A	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
214	214B	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
216	216A	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
216	216B	2	Falcon Double(4)	\$3,675.00	Select Room Select Suite
222	222B	2	Hudson Double(5)	\$3,475.00	Select Room Select Suite
223	223A	2	Dutchess Double(6)	\$3,475.00	Select Room Select Suite
223	223B	2	Dutchess Double(6)	\$3,475.00	Select Room Select Suite
223	223C	2	Dutchess Double(6)	\$3,475.00	Select Room Select Suite
224	224A	2	Dutchess Double(6)	\$3,475.00	Select Room Select Suite
224	224B	2	Dutchess Double(6)	\$3,475.00	Select Room Select Suite
224	224C	2	Dutchess Double(6)	\$3,475.00	Select Room Select Suite

Room Selection

Room Booking

You will be making your room assignment for yourself and your roommate here.

When you book your room you are confirming your assignment choice.

Don't worry, you'll be able to come back online & change it.

The Room Change period will be from June 1 to June 14.

The screenshot shows a web browser window with the URL `sunydutchess.datacenter.adirondacksolutions.com/MyHousing/myhousing/saveassign.cfm`. The page title is "MyHousing @ Dutchess Community College". In the top right corner, there are links for "MyHousing Help" and "Logout of MyHousing".

The main content area is titled "Room Booking" and states: "You have selected the room: Conklin Hall Room: 101A". Below this, there are three bullet points: "Below, please make the room assignments for you and your roommates (if you have any). Select from the drop down menus to assign.", "Be sure not to assign the same person more than once.", and "If you wish to leave a space open in the room, select <Leave Empty> from the drop down.".

There are two dropdown menus for room assignments: "Conklin Hall Room: 101A Bed: 1" with "Patrick Star" selected, and "Conklin Hall Room: 101A Bed: 2" with "<Leave Empty>" selected. Below these is the question "Are you sure that this is correct (you will not be able to change this yourself)?" and the instruction "If so, you may submit room booking now...". A button labeled "I Agree - Submit My Room Selection" is visible, with a green arrow pointing to it from the right.

The left sidebar contains a "Navigation" menu with links for "Home/Overview", "Personal Preferences", "Living Preferences", "Room Selection" (highlighted with a double arrow), "Dining", and "Maintenance Requests". Below that is an "Other Links" menu with links for "Floor Plans", "Need to Get Around? Hop on the LOOP!", "TV Channel Guides", "Facebook", "Twitter", and "Sodexo Focus Group". At the bottom of the sidebar are three small icons representing accessibility options.

Room Selection

Room Booking

The screenshot shows a web browser window with the following elements:

- Browser Tab:** MyHousing
- Address Bar:** sunydutchess.datacenter.adironacksolutions.com/MyHousing/myhousing/saveassign2.cfm
- Search Bar:** Search
- Page Header:** MyHousing @ Dutchess Community College
- Navigation Menu:**
 - Home/Overview
 - Personal Preferences
 - Living Preferences
 - Room Selection »
 - Dining
 - Maintenance Requests
- Other Links:**
 - Floor Plans
 - Need to Get Around? Hop on the LOOP!
 - TV Channel Guides
 - Facebook
 - Twitter
 - Sodexo Focus Group
- Accessibility:** Three icons for text size adjustment (A A A).
- Page Content:**
 - MyHousing Help | Logout of MyHousing
 - Save Room Assignment**
 - Congratulations! Your room selection process is complete!**
 - Your room assignment has been saved.
 - You will receive a confirmation e-mail shortly.
 - << Back to Main Menu
- Page Footer:** © Dutchess Community College - MyHousing Web Suite v3.2.6 for The Housing Director

Completed Room Selection

MyHousing Overview

MyHousing

sunydutchess.datacenter.adironacksolutions.com/MyHousing/myhousing/CSOverview.cfm

Search

MyHousing @ Dutchess Community College

[MyHousing Help](#) [Logout of MyHousing](#)

Navigation

- Home/Overview
- Personal Preferences
- Living Preferences
- Room Selection >>
- Dining
- Maintenance Requests

Other Links

- Floor Plans
- Need to Get Around?
Hop on the LOOP!
- TV Channel Guides
- Facebook
- Twitter
- Sodexo Focus Group

A A A

MyHousing Overview

My Info

Name	Student #	eMail
Patrick Star	A00234567	

My Assignments

Assignment	Roommate(s)/Suitemate(s)
Fall 2015 Conklin Hall - Floor 1 - Room 101A - Bed: 1 Room Type: Falcon:Double(4) PO Box: 2	• SpongeBob SquarePants - Room: 101A - Bed: 2

My Dining

You do not have any current or future dining plans.

My Future Roommate Requests

Time Frame	Requested Roommate	Status
Fall 2015	SpongeBob SquarePants	STUDENT ASSIGNED

Your roommate group is fully matched.

Please note that any roommate that is marked as "STUDENT ASSIGNED" or "STUDENT INELIGIBLE" will not be included in your roommate list if you participate in an online room selection because he/she is already assigned to a room or is ineligible for housing.

My Future Room Selection Process

You are not involved in any upcoming room selection processes.

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Room Selection

FAQs

- **Can I cancel my roommate request?**

Not yet. You'll be able to change your room and/or roommate when we open the Room Change period from June 1 to June 14.

- **Can I request a single room?**

*There are very few single rooms. Although there are no guarantees, you can request a single room by filling out and submitting a **Single Room Request** form*

We recommend selecting a room with a roommate while you're on the wait list for a single room.

- **What if my roommate cancels?**

If your roommate cancels, you'll be able to pick another one between June 1 and June 14. If you don't choose one during the period, someone will be assigned to your room.

- **How do I cancel my housing license?**

Same as always! Email us at:

studenthousing@sunydutchess.edu FROM your DCC email account to let us know that you'd like to cancel. Include you a number. Please refer to the terms of your Housing License Agreement for the refund eligibility policy. Students cancelling after the deadline are ineligible for a refund of their deposit.

- **I paid my deposit but it's still saying I'm ineligible for Room Selection!**

You may have a balance on your account or have some other unmet requirement. Please email us at: studenthousing@sunydutchess.edu and we'll look in to it for you!

- **Can I be dropped from my room assignment?**

Yes! If you're bill is not paid by August 14, 2015 you may lose your assignment! You must also have all of your requirements met according to the deadline chart or you risk losing your assignment!