Residence Life & Housing

Room Selection Process
Room Selection Process
Important Dates/Fall 2016

**New Residents**
- March 11: New Resident Housing Application Opens
- April 4: 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 9: 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.
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
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.
Roommate Selection

Select term

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.
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.
Roommate Search Process

**DOES NOT MATCH** message means that either you’re request hasn’t 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
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.
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.
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.
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.
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.
Room Selection

Room Booking

MyHousing @ Dutchess Community College

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
Completed Room Selection

MyHousing Overview

MyHousing Overview

My Info

Name: Patrick Star
Student #: A09236587

My Assignments

Assignment
Fall 2015
Conlin Hall - Floor 1 - Room 101A - Bed: 1
Room Type: Falcon.Double(4)
PO Box: 2

Roommate(s)/Sistermate(s):
- SpongeBob SquarePants - Room: 191A - Bed: 2

My Dining

You do not have any current or future dining plans.

My Future Roommate Requests

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Requested Roommate</th>
<th>Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>SpongeBob SquarePants</td>
<td>STUDENT ASSIGNED</td>
</tr>
</tbody>
</table>

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.
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@suny dutchess.edu](mailto:studenthousing@suny dutchess.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@suny dutchess.edu](mailto:studenthousing@suny dutchess.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 16, 2016 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!