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## Returning Student Housing Selection Online Process Instructions

The Returning Student Housing Selection process is for current Carthage students only. Before beginning the housing application, please review the information on our website about our residency policy, what room types are available in which residence halls, as well as the differential pricing information on the College's [website](#). This will be important as you proceed through the application. Please be sure to read these instructions in their entirety – there are several pages of screen shots to guide you along the way.

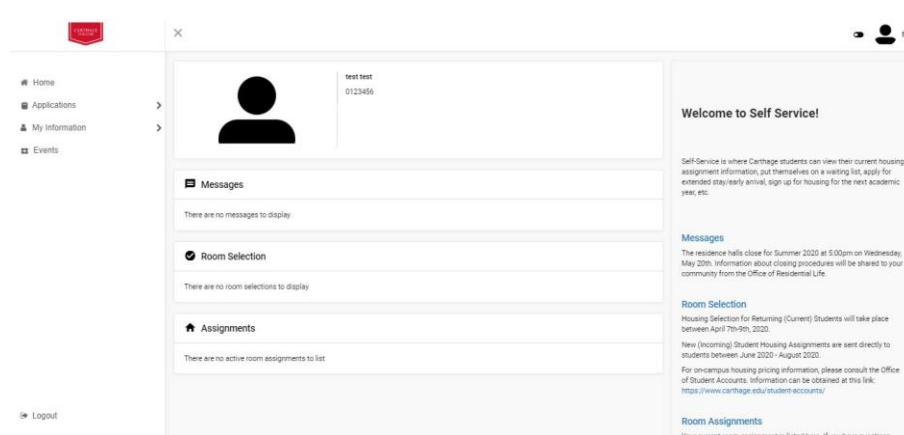
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### **STEP ONE:**

Log into your Housing Self-Service page via your My.Carthage portal. Students should use their Carthage credentials to log in correctly.



Once you're logged in, you will be taken to the Housing Self-Service main screen.





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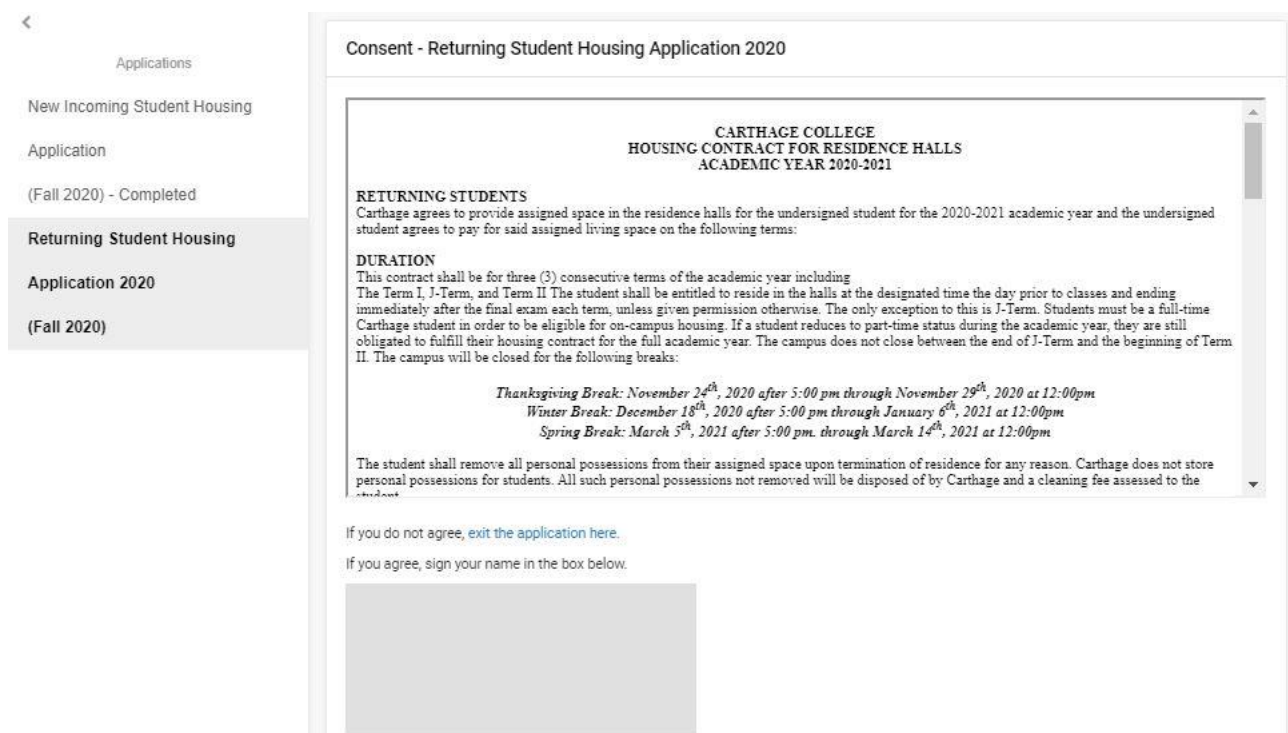
### **STEP TWO:**

Click on “Applications” on the side navigation bar and select “Returning Student Housing Application” with the appropriate year.



### **STEP THREE:**

Review the housing contract on the next screen. This is a legally binding document. It’s important that students understand their rights and obligations as outlined in the contract. After reviewing the document, sign the contract in the box by using your mouse or, if using a tablet, your finger. A copy of your signed contract will be sent to you for your records.





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**STEP FOUR:**

Fill out the housing application on the next screen and click continue.

Applications

- New Incoming Student Housing
- Application
- (Fall 2020) - Completed
- Returning Student Housing Application
- 2020
- (Fall 2020)

**My Information - Returning Student Housing Application 2020**

I have read through the Returning Student Housing Contract 2020-2021 in its entirety and agree to its terms and conditions outlined in the contract. \*

Yes  No

I understand that once a housing contract has been signed and submitted the housing contract cannot be cancelled. Housing contracts must be fulfilled for an entire academic year. \*

Yes  No

I have read through the institution's residency policy. I understand that students who have not achieved senior academic standing (or qualified for an exemption) are required to live on campus for the entire academic year. \*

Yes  No

Continue

**STEP FIVE:**

After submitting your application, click on “Housing Selection Process” on the left hand side of the main page. Students should then form their roommate group(s) by clicking on “Roommate Selection.”

- Home
- Applications
- My Information
- Housing Selection Process**
- Events

Housing Selection Process

- Select Roommates
- Select a Room/Suite

Students can search for a specific roommate by typing in their name with the search tools.



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Housing Selection Process

Select Roommates

Select a Room/Suite

For the Term: Fall 2020

Roommate Requests (0)

Pending Roommate Requests (0)

Search for Roommate

Last Name

First Name

Major

Gender

Email

**Begin Search**

If you are unable to find your desired roommate, it means your peer has not yet completed their housing contract and application.

Search for Roommate

Last Name

First Name

Major

Gender

Email

**Begin Search**

Search Results (0)



Once you search and pull up a student, you can send them a roommate request.

Housing Selection Process

- Select Roommates
- Select a Room/Suite

Pending Roommate Requests (0)

Search for Roommate

Last Name: granger First Name: Major: Gender: Email:

Begin Search

Search Results (1)

Last Name: Granger  
First Name: Hermione  
Major: Email: Profile: This student has not filled out a profile

Request Roommate

**IMPORTANT NOTE: Your roommate pair/group MUST be fully matched to participate in the online housing selection process. Sending a roommate request is not enough, your peers must also accept your roommate request. Only when all requests have been sent and accepted is your group complete and matched.**

This is an example of an “unmatched group” because there are pending roommate requests.

Roommate Requests (0)

Pending Roommate Requests (1)

Name
Weasley, Ginny

Search for Roommate



This is an example of a “matched group” because all roommate requests have been accepted.

Housing Selection Process

Select Roommates

Select a Room/Suite

For the Term: Fall 2020

### Roommate Requests (1)

Name
Weasley, Ginny

Your roommate group is fully matched.

### Pending Roommate Requests (0)

Name
You have no pending roommate requests.

Don't have a specific roommate in mind or want help finding one? Consider adding information to your student profile to help other Carthage students consider you as a roommate. You can add more information to your profile under “My Information” on the main page and then by updating the tab “Roommate Profile.”

<

My Information

My Info

Addresses/Contacts

Roommate Profile

### Roommate Profile

Profile Privacy  
Display my information and my profile

Contact Preference Type  
None

Contact Information

My Profile

**Update Roommate Profile**



### **STEP SIX:**

Once your housing contract has been signed, application submitted, and your roommate group(s) have been fully matched, students will receive an email from the Office of Residential Life with specific housing selection details. This email will be sent to your Carthage email address the week after housing contracts and applications close. This email includes details about your specific housing selection date and time. Selection dates and times are determined by the number of academic credits a student has earned by the time of the selection process. Your housing selection date and time can also be viewed on the main page of your Housing Self-Service portal.

**IMPORTANT NOTE: If you do not sign and submit your housing contract and do not fill out the returning student housing application, you WILL NOT be eligible to participate in our housing selection process and you will not receive a housing selection date and time from our department.**

Students should log back into their Housing Self-Service page at the date and time assigned to them from the Office of Residential Life. Once logged in, students can access the housing selection process by clicking “Housing Selection Process” on the main page.



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**STEP SEVEN:**

Make sure you have the correct term selected. Remember that you're applying for housing for the following fall semester at the top of the screen. *(Example: If it's currently spring 2020, you want to make sure you're signing up for housing for the fall 2020 semester).*

The screenshot shows a web application interface for housing selection. On the left, there is a navigation menu with the following items: a back arrow, 'Housing Selection Process', 'Select Roommates', and 'Select a Room/Suite'. The main content area is divided into several sections. At the top, there is a dropdown menu labeled 'For the Term: Fall 2020' with a red arrow pointing to it. Below this is a section titled 'Roommate Requests (1)' with an expand/collapse arrow. It contains a table with one row: 'Name' is 'Weasley, Ginny', and there are three icons (eye, envelope, trash) to the right. Below the table is a message box that says 'Your roommate group is fully matched.' Below that is a section titled 'Pending Roommate Requests (0)' with a dropdown arrow. At the bottom is a section titled 'Search for Roommate' with a dropdown arrow.





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**STEP EIGHT:**

Once you've verified that your roommate group is fully matched and you've logged in at your assigned date and time, it's time to pick a room! You can do so from the main page of your Housing Self-Service Portal.

The screenshot displays the Housing Self-Service Portal interface. On the left is a navigation menu with the following items: Home, Applications, My Information, Housing Selection Process, and Events. The main content area is divided into sections: a user profile section with a silhouette and the text 'test test' and '0123456'; a 'Messages' section with the text 'There are no messages to display'; and a 'Room Selection' section. The 'Room Selection' section includes a sub-header 'Returning Student Housing Selection - Fall 2020', a paragraph stating 'This the process returning Carthage students should utilize should select their on-campus housing assignment for the 2020-2021 academic year.', and fields for 'Start Time:', 'Priority Number: 1', and 'Group Priority:'. Below these is a 'Selection Times' section with the text '3/9/20, 9:00 AM to 3/9/20, 10:00 PM (CURRENTLY OPEN)'. At the bottom of the room selection section is a black button labeled 'Select A Room/Suite'. A red arrow points from the 'Logout' link in the navigation menu to this button.



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Once you click on this button, you'll see your housing selection date and time at the top of the screen and the details of your matched group. *The example shown below shows someone who has not matched up with a group and is attempting to sign up for a single room by themselves.*

Name	Assigned	Student Number
<input checked="" type="checkbox"/>	You	0123456

Click on “Select from Room List” and you’ll be able to select a room type from the drop down menu (i.e. Oaks Single, Tower Double, Triple Room w/ Bath, Standard Double, etc.) Once you’ve chosen the room type you’re interested in, click on “Search Available Rooms.”

Room Type  
Oaks Single

**Search Available Rooms**



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**STEP NINE:**

After you click “Search Available Rooms” you will have all available beds that match the room type you selected. If you DO NOT see a specific room/bed on the list that means it has already been chosen or it is not available through the housing selection process. You will be able to view how many spots are available in a room, view the upcoming roster for the floor, and ultimately select a room.

The screenshot shows a web interface for room selection. On the left, a sidebar contains the text "Housing Selection Process", "Select Roommates", and "Select a Room/Suite". The main content area is titled "Select from Room List" and shows "Available Rooms: (310)". Two room options are visible:

- Tarble Hall - 315**: Room Type: Standard Double, Spots: 2, Rate: \$5000 [Term]. Includes a "Roster" button and a "Select Room" button.
- Tarble Hall - 320**: Room Type: Single Room, Spots: 1, Rate: \$6250 [Term]. Includes a "Roster" button and a "Select Room" button.

Once you make your decision, you should click, “Select Room.” If you have more than one person you are signing up for housing, you’ll be able to decide which bed and/or room each person will reside in. Take extra care when doing this as you won’t be able to make changes once you submit your housing selection information.

This screenshot shows the confirmation step of the room selection process. It features a dropdown menu for "Room Tarble Hall 320" with the selected option "Room 320 Bed 1" and "test test" below it. A warning message reads: "Please make sure that this is correct (You will not be able to change this yourself)". At the bottom, there is a prominent "Submit Room Selection" button.



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**STEP TEN:**

Once you've clicked on "Submit Room Selection" button you have officially completed the housing selection process. If you are the individual signing up your roommate group, you will receive a confirmation email right away to your Carthage email. All students who were assigned a housing space through the selection process will receive a confirmation by the end of the day.

The screenshot shows a web interface for the housing selection process. On the left is a navigation menu with a back arrow, 'Housing Selection Process', 'Select Roommates', and 'Select a Room/Suite'. The main content area is titled 'Your Room Selection' and contains a confirmation message: 'Congratulations! Your room selection process is complete! Your room assignment has been saved. You will receive a confirmation e-mail shortly.'

Students may also log into their Housing Self Service main page to view the details of their fall 2020 housing assignment. Housing assignment and roommate details are viewable here after your housing selection process and throughout the academic year.

The screenshot shows the 'Assignments' page in the Housing Self Service main page. It features a home icon and the title 'Assignments'. Below this, it displays 'Fall 2020' with a horizontal line underneath. The assignment details are listed on the left: 'Hall Name: Tarble Hall', 'Room: 320', 'Bed: 1', 'Room Type: Single Room', 'Check In: 9/9/20', and 'Check Out: 12/18/20'. On the right side, it shows 'Roommates/Suitemates: 0'. A 'Logout' button is visible in the bottom left corner.