Housing Selection Fall 2014-Spring 2015

From Housing Selection Meeting March 4, 2014

Meeting

- Who can participate
- 4 Steps To Do:
  1. Be Informed.
  2. Complete Application.
  3. Roommate Match.
  4. Select Room/Apartment.

PARTICIPANTS

Who can participate?

In 2014-2015 must be:

- ✓ **Continuing**
- ✓ **Single**
- ✓ **Undergrad**

AND

- ✓ **MUST Complete Application to select room/apt!**

NEW: Commuters can participate this year!

Residency Requirement

REQUIRED to Live in Biola Housing

- ✓ **UNDER 20YRS OLD** by August 27th, 2014 (first day of classes)
- ✓ **Full-Time** (12+ units)
- ✓ **Single**
- ✓ **Not commuting from home**

**Class level (FR/SO/JR/SR) is unrelated to the Residency Requirement.*

Exception: Request to Commute

Residency Required Students who <u>want to Commute</u> MUST:

- ✓ **<u>Complete Online Request to Commute.</u>**
- ✓ Also 2 **<u>Complete Application</u>** in case you are not approved.
- ✓ Financially based requests will have paper form to complete, & meet w/Financial Aid.
- ✓ Request will be considered by Housing- email about decision will be sent.

STEP ❶:
Be Informed

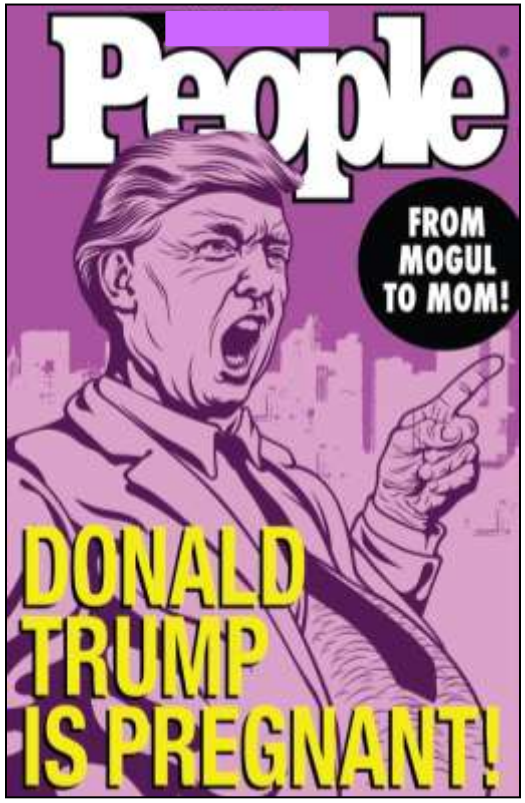
1. Be Informed: Attend Meeting

Congratulations-

✓You're completing Step ❶!

FYI- this powerpoint and a recording of tonight's meeting will be on BiolaHousing.com soon.

1. Be Informed



Be aware of rumors or misunderstandings.

Come to the Source.

Email or come talk to Housing Staff if you need clarity- we want to help you!

STEP❷:
Complete Application

2. Complete Application

WHEN:

NOW (March 4)

until

WED, MARCH 19 @11:59pm

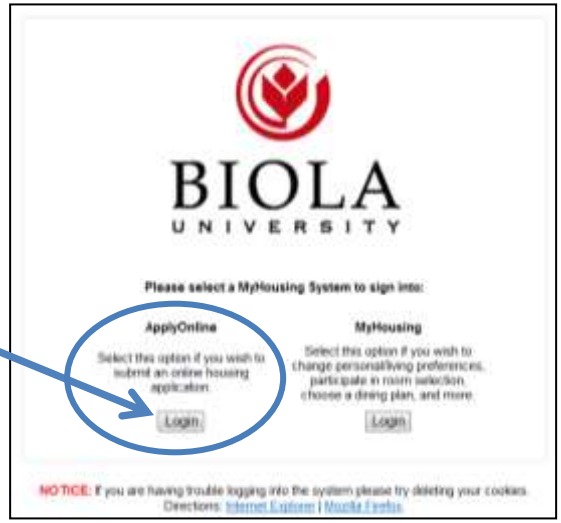
- ✓ **MUST Complete Housing Application to select Room/Apt!**

2. Complete Application

WHERE:

MyHousing>

ApplyOnline Login (left side)



SELECT:

Continuing Student 2014-2015*

*Housing Contract is official ONCE ROOM/APT IS CHOSEN!

SHA- Special Housing Accommodation

- ☑ Renewal email has been sent to you- what you want, roommates.
- ☑ Learning Center will review requests.
- ☑ You still 2 **<u>MUST</u> complete the Housing Application**.
- ☑ Confirmation will be sent after <u>we select a room/apt for you</u>.

Late Applicants

- Can apply and select room **AFTER** everyone else, starting Friday, March 28.

✓ **MUST Complete Application to select room/apt!**

STEP ❸ :
Roommate Match

3. Roommate Match

WHEN:

NOW (March 4)

until

ROOM/APT is SELECTED

- ✓ **Find your own roommate(s) to "fill" a room/apt.**
- ✓ **"MATCH"** with them in MyHousing **BEFORE** you select a room/apt.

Need a Roommate? No worries!

1. Network: Tell friends/classmates your needs.

2. Sign up on the Roommate Search list in the Housing Office.

3. Place and search for ads on Biola Classifieds.

4. Attend "Roommate Meet & Greet":

Date: Thursday, March 13

Location: Collegium

For Apartments: 8pm-9pm

For Residence Halls: 9pm-10pm

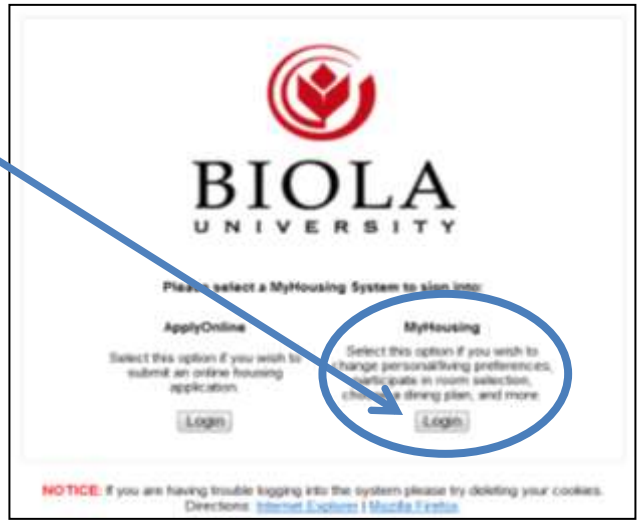
Free Dessert

5. Individual Bed Lottery. Happens on March 27, after roommate groups pick rooms.

3. Roommate Match

WHERE:

MyHousingLogin (right side)



WHO:

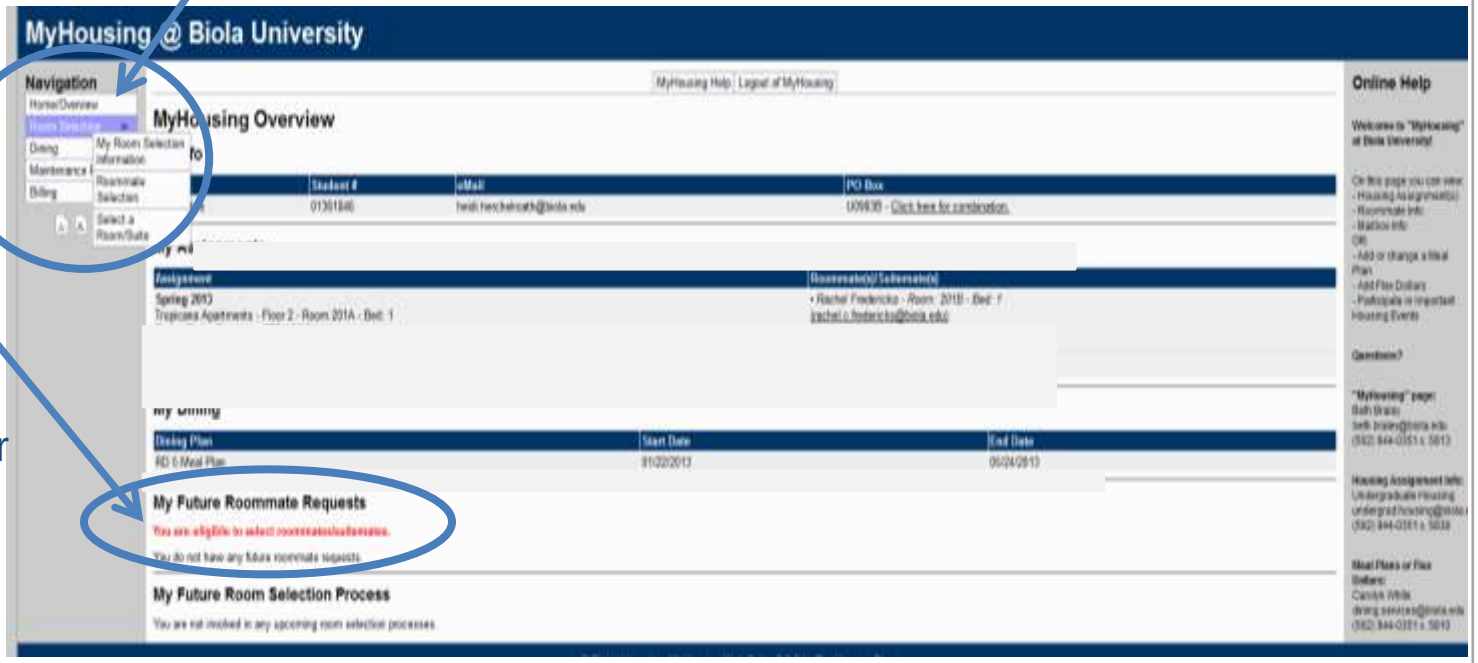
Can only **"Match"** with students who **complete application**.

- ✓ **MUST Complete Housing Application to select Room/Apt!**

3. Roommate Match

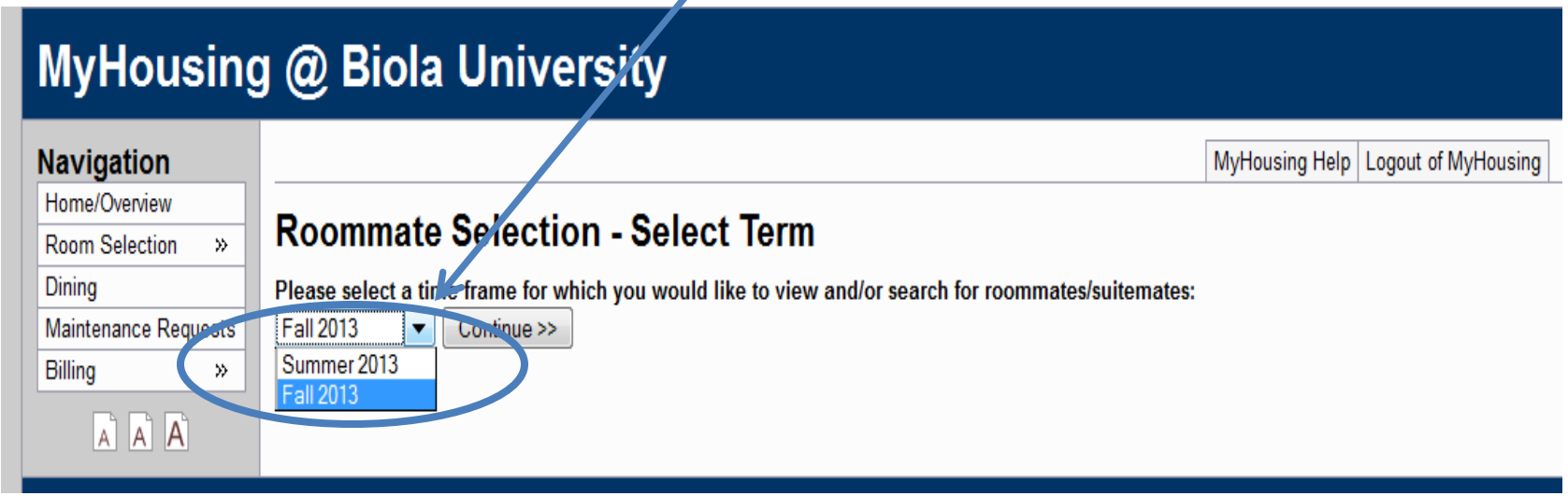
On toolbar **select "Room Selection"> "Roommate Selection".**

This message in red will appear AFTER you submit your Housing Application.



3. Roommate Match

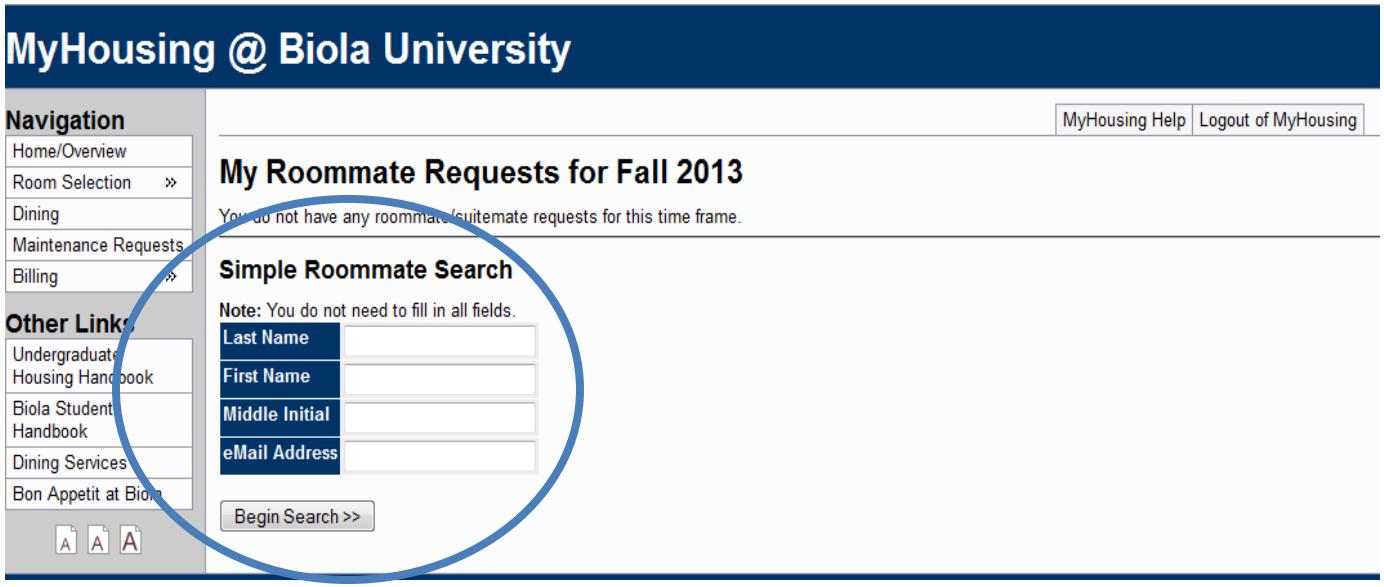
From the menu **select "Fall 2014",** then "Continue".



3. Roommate Match

<u>Type in First & Last Name</u> of future roommate and “Begin Search”.

- If they applied: **System sends Roommate Request to person and email notification.**
- If they haven’t applied: **System won’t find them**.

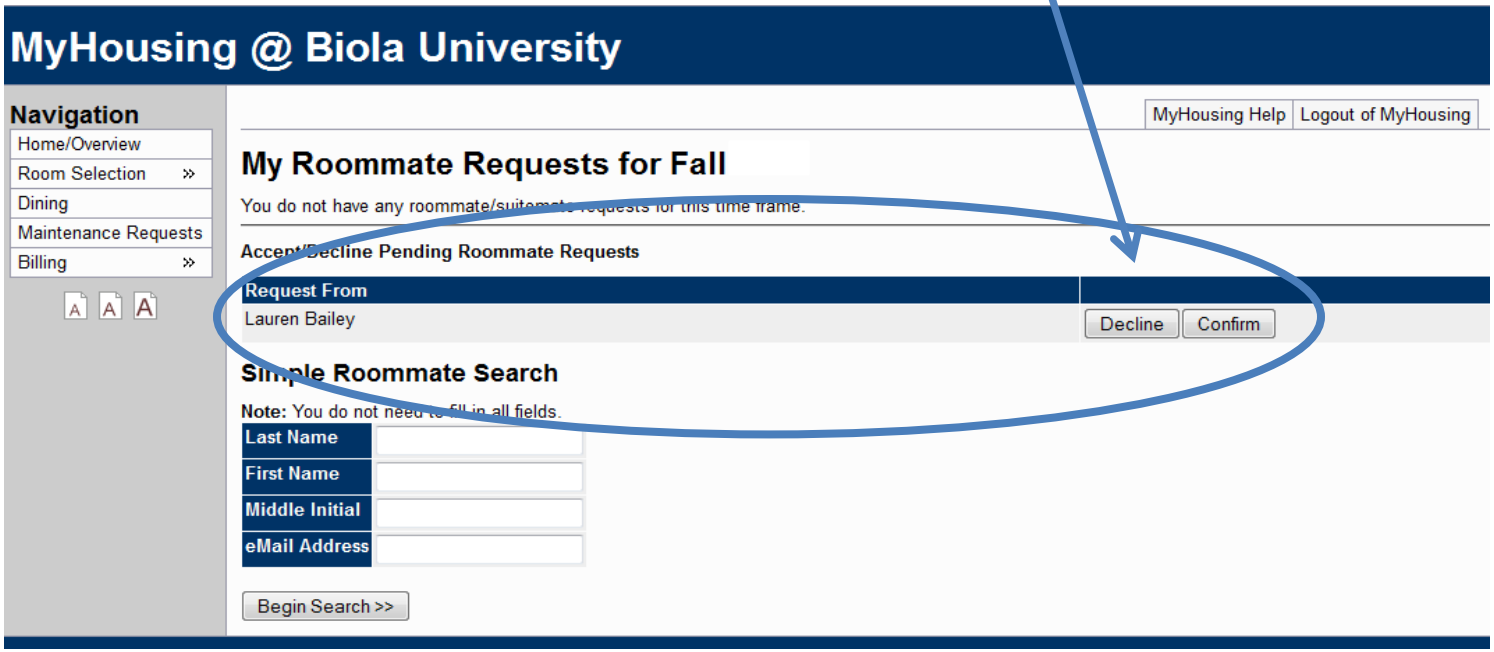


Works like a Facebook “Friend Request” so have a conversation first!

3. Roommate Match

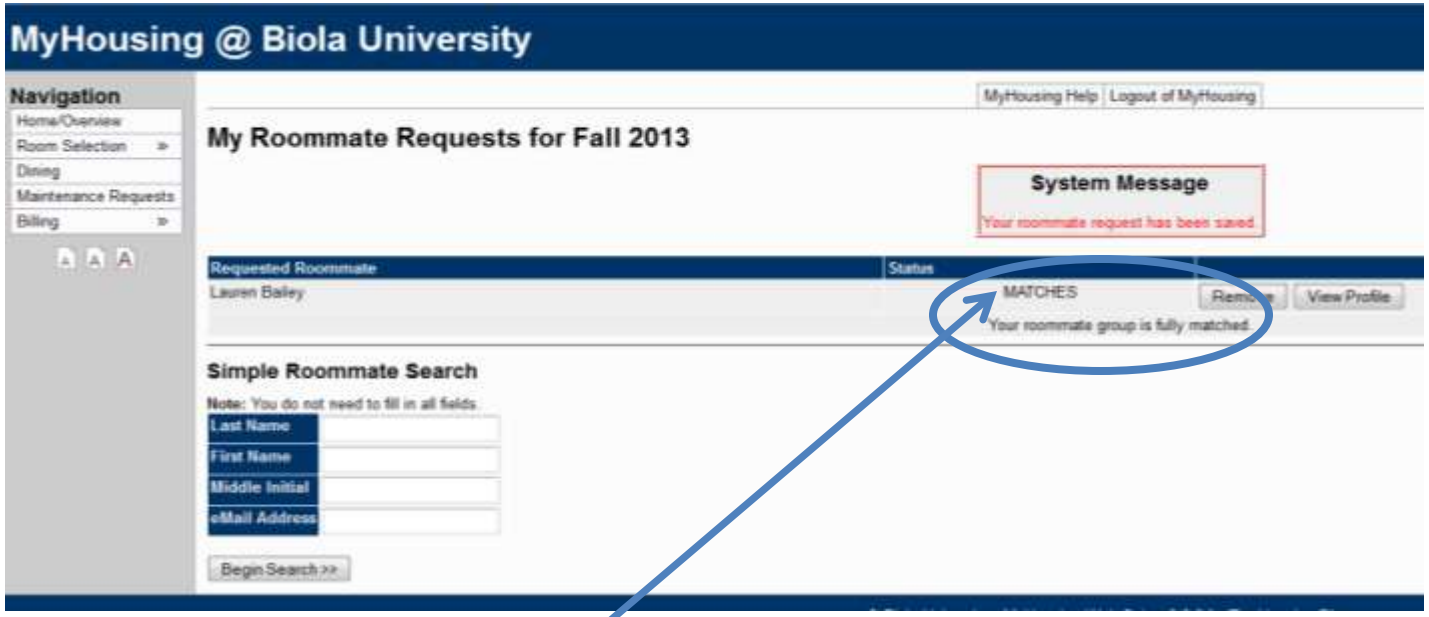
ALL Roommate Requests **MUST** be **Confirmed** or **Declined.**

- Email notification sent to other person.



3. Roommate Match

Every person in the **group must be MATCHED** to ALL people in the roommate group!



GOAL: **MATCHES- YOUR ROOMMATE GROUP IS FULLY MATCHED.**

Roommate is Readmit/Incoming Student

- Still 2 **COMPLETE THE APPLICATION**.
- **Email Housing Office** at undergrad.housing@biola.edu including:
  - Your first & last name
  - Your ID number
  - Incoming roommate's first & last name (spelling matters!)
  - Anyone other roommate's first & last name

  By March 16th so 3 We can manually **MATCH** you.
- Still 4 **SELECT ROOM/APT:** You get a time, Incoming Students do not.

STEP 4:
Select Room/Apartment

Planning for 4. Select Room/Apt

Have multiple plans with your roommates

AHEAD OF TIME- don't wing it!

- What can you **afford**?
  - Will **Financial Aid decrease if** you are **not in Biola Housing?**
- What do you **WANT**? What do you **NEED**?
  - Building/Location
  - Types of Rooms
  - Bathroom types
  - Amenities
- What do you absolutely not want?
- What is the plan if your wants are no longer available?
- If needed, how could your roommate group split up other ways?

Planning for 4. Select Room/Apt

Two types of Biola Housing:

Biola Residence Halls

and

Biola Apartments

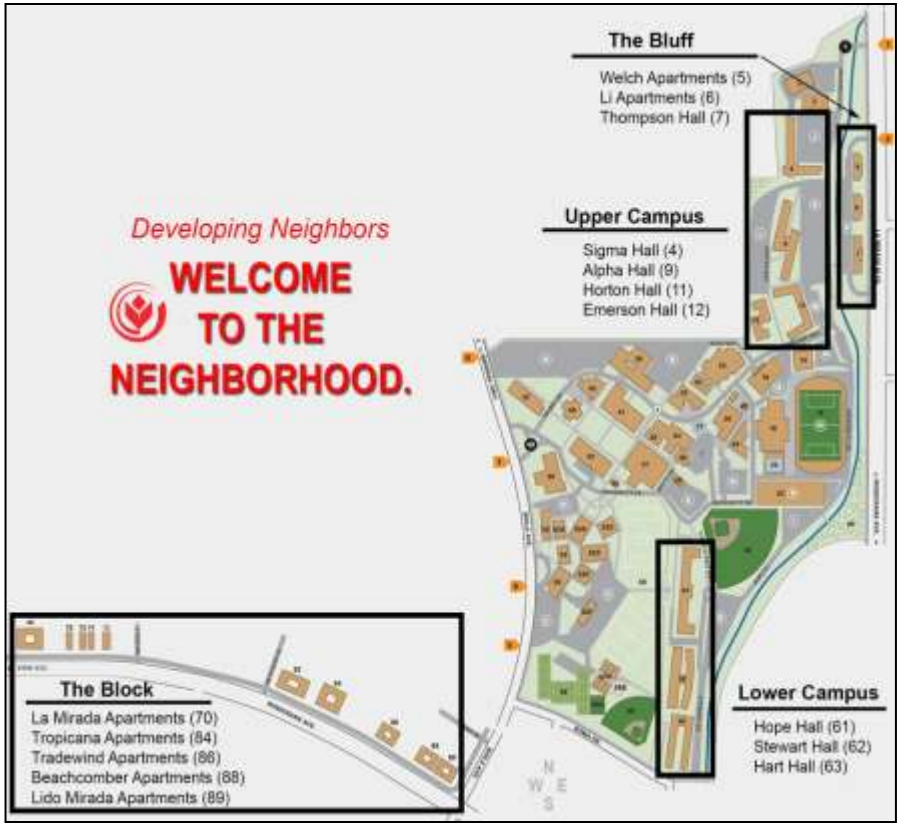
Floor Plans on **BiolaHousing.com** will show:

- Room/Apartment Types
- Location of Rooms/Apartments
- What Rooms are available to choose
- Will be on website SOON (not yet there)

Planning for 4. Select Room/Apt

Biola Residence Halls

- **ALPHA-** Female only, Upper Campus, Split into East & West, Community-style Bathrooms
- **EMERSON-** Male only, Upper Campus, Community-style Bathrooms, **Last year before retirement**
- **HART-** Female & Male floors, Lower Campus, Community-style Bathrooms
- **HOPE-** Female & Male floors, Lower Campus, Split into North & South, Community-style Bathrooms
- **HORTON-** Female & Male floors, Upper Campus, Split into North & South, Community-Style Bathrooms
- **SIGMA-** Female & Male floors, Upper Campus, Suite-style Bathrooms, **rooms facing construction $300 less/sem.**
- **STEWART-** Female & Male floors, Lower Campus, Men- Community-style Bathrooms, Women- Suite-style Bathrooms



Coming Fall 2015: "North" Hall

Will be North of Sigma Hall!

Coming Fall 2015: "North" Hall

Restaurant on 1st floor!

Planning for 4. Select Room/Apt

Biola Residence Halls

- **ALPHA-** Female only, Upper Campus, Split into East & West, Community-style Bathrooms
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- **SIGMA-** Female & Male floors, Upper Campus, Suite-style Bathrooms, **rooms facing construction $300 less/sem.**
- **STEWART-** Female & Male floors, Lower Campus, Men- Community-style Bathrooms, Women- Suite-style Bathrooms
- **THOMPSON- No Freshmen**, Female & Male floors, more privileges, The Bluff, Suite-style Bathrooms

Planning for 4. Select Room/Apt

Biola Apartments

- Eligibility: **Must be 20+ yrs old by August 27, 2014**, or have 85+ units in progress right now.
- FURNISHED: All complexes have male and female apartments. Apartments are furnished with beds, dressers, desks, refrigerator, oven/stove, dining table and chairs, couch, coffee table, and loveseat or chair.
- **BEACHCOMBER**- Part of The Block, 1bd/2pp, 1bd/3pp, 2bd/4pp apts.
- **LA MIRADA**- The Block, 2bd/4pp apts.
- **LI**- The Bluff, 2bd/4pp apts.
- **LIDO MIRADA**- The Block, 1bd/2pp, 1bd/3pp, 2bd/4pp apts.
- **TRADEWIND**- The Block, 1bd/2pp, 1bd/3pp, 2bd/4pp apts.
- **TROPICANA**- The Block, 2bd/4pp apts.
- **WELCH**- The Bluff, 1bd/3pp apts.

Planning for 4. Select Room/Apt

Group MUST FILL entire Room/Apt*!

(*except during Individual Bed)

System will ONLY SHOW what will FIT your MATCHED group, so…

- Double or 2pp Apt: Match with **one** roommate.
- Triple or 3pp Apt: Match with **two** roommates.
- Suite or 4pp Apt: Match with **three** roommates.
- Roommate Matching will stay open- can reconfigure UNTIL room/apt is chosen.

Planning for 4. Select Room/Apt

One participant "let in" to select room/apt every minute or two during lottery.

Planning for 4. Select Room/Apt

Same Hall

- When? **MON 3/24**
- Who can select?

CURRENT RESIDENTS

- Select what?

RENEW SAME HALL (NO APTS)

- Priority:

"20+YRS",

THEN "UNDER 20YRS".

Any Hall or Apartment

- When? **WED 3/26**
- Who can select?

ANYONE NEEDING ROOM/APT

- Select what?

ALL HALLS & APARTMENTS

- Priority:

"UNDER 20YRS" (MUST SELECT-HALLS ONLY),
THEN "20+YRS" (can select HALLS or APARTMENTS)

✓**MUST Complete Application to select room/apt!**

Planning for 4. Select Room/Apt

Individual Bed

- When? **THU, 3/27, AFTER 9AM**
- Who can select?

ANYONE NEEDING A ROOM

- What?

ANYTHING AVAILABLE

- Priority:

NONE- ANYONE CAN SELECT ANYTIME AFTER 9AM.

DO NOT HAVE TO FILL A ROOM.

Planning for 4. Select Room/Apt

Lottery Times

WHERE:

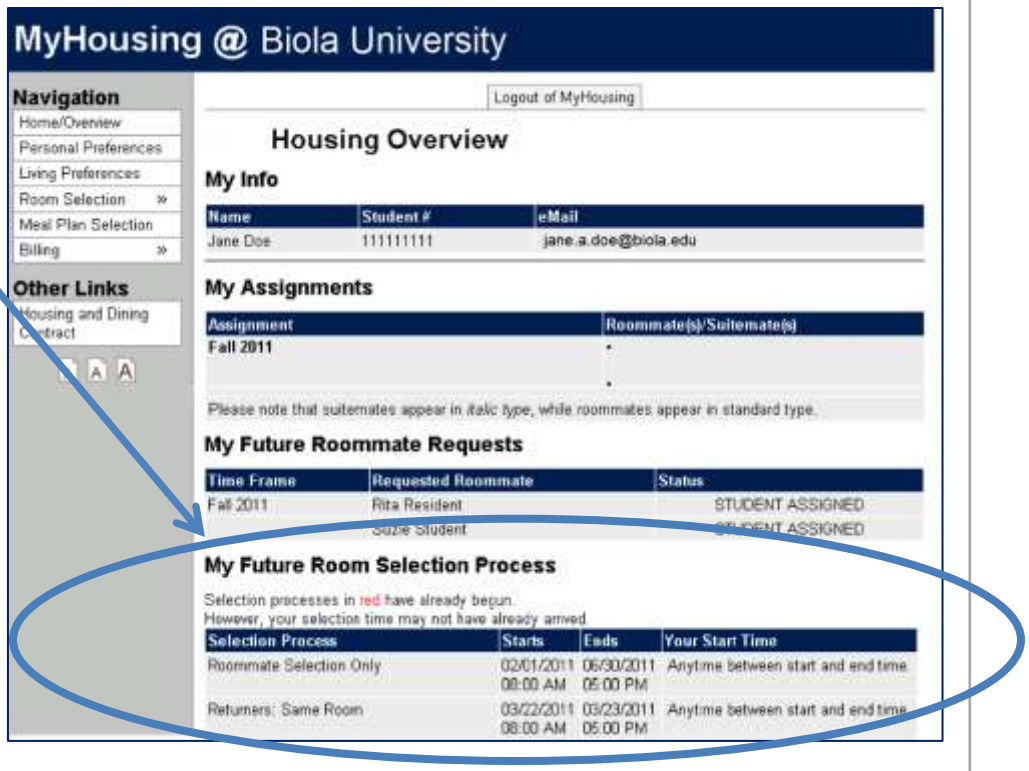
MyHousing Overview (RIGHT)>

"My Future Room Selection Process"

WHEN:

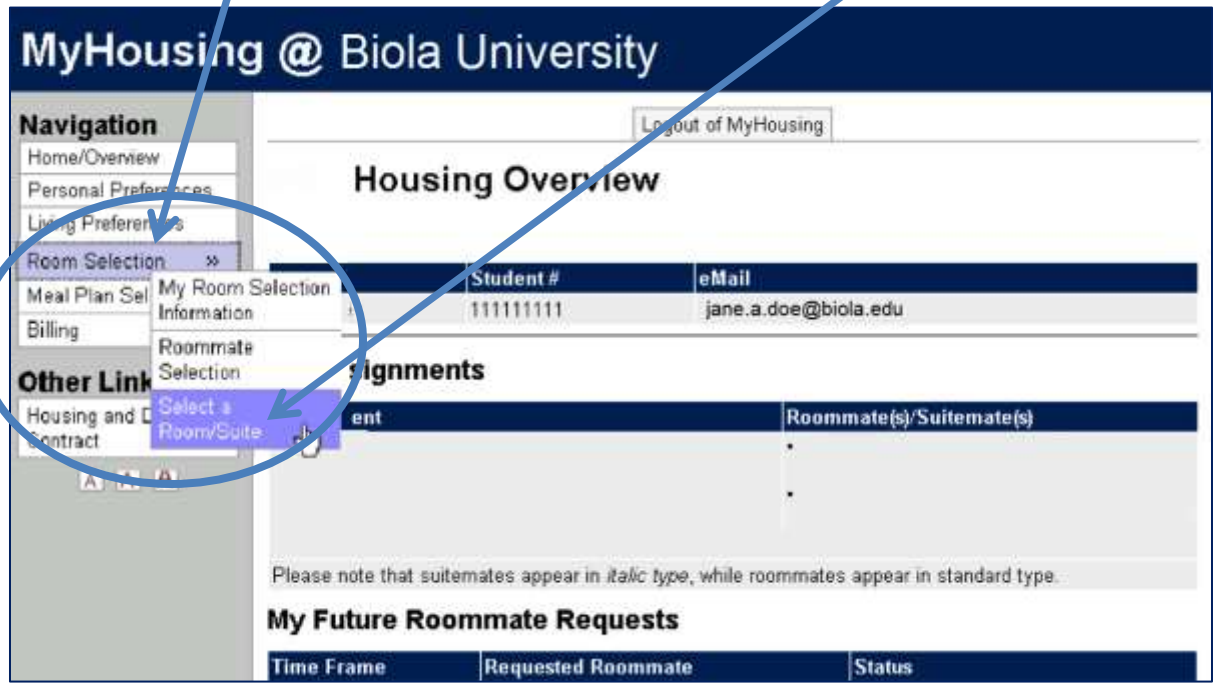
At least **1 Day before the Lottery**

You will automatically get a time in the ANY HALL/APT lottery if you still need a Room/Apt.



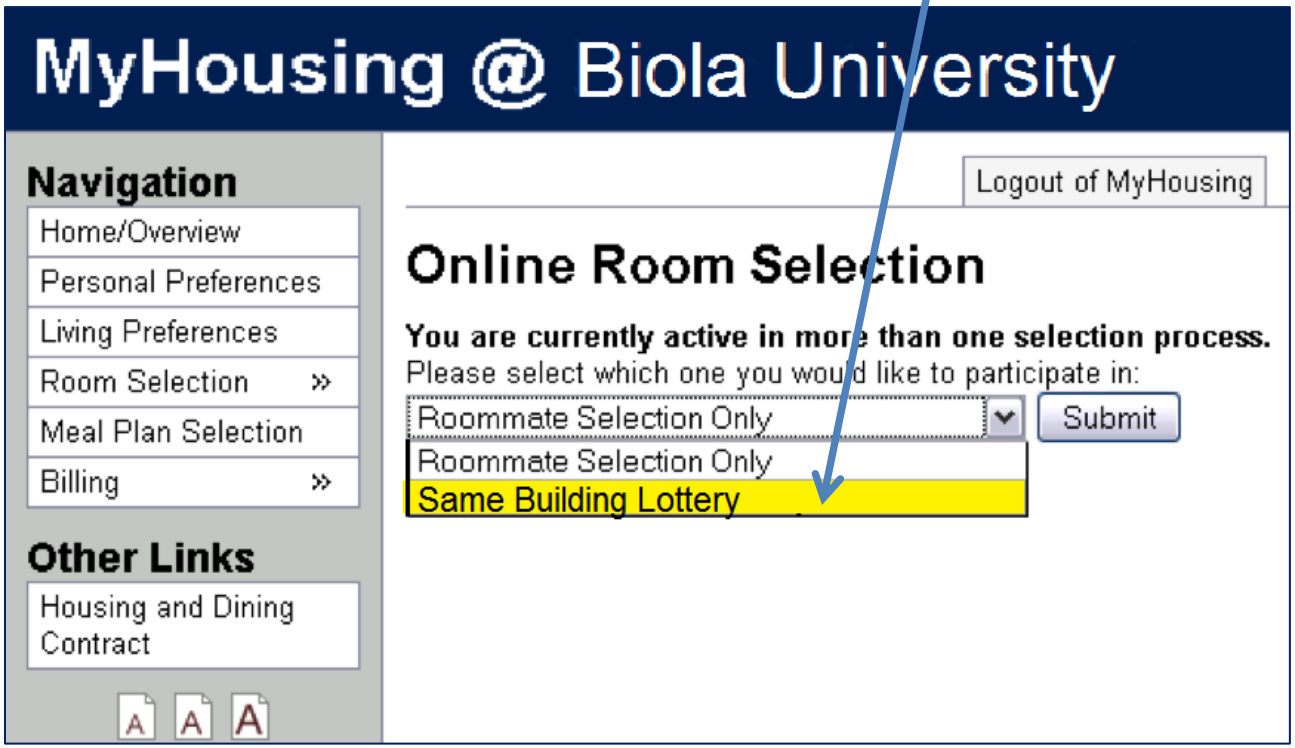
4. Select Room/Apt

- Login to MyHousing Overview (RIGHT).
- Go to "**Room Selection**", then click "**Select a Room/Suite**".



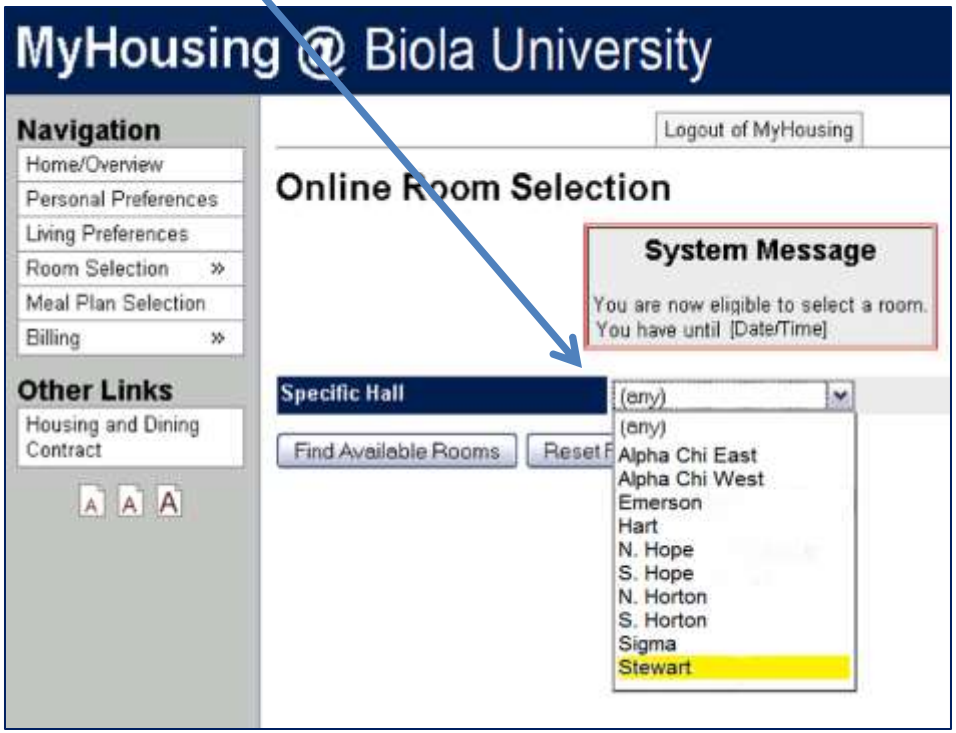
4. Select Room/Apt

- Choose the lottery that is **currently going on**.



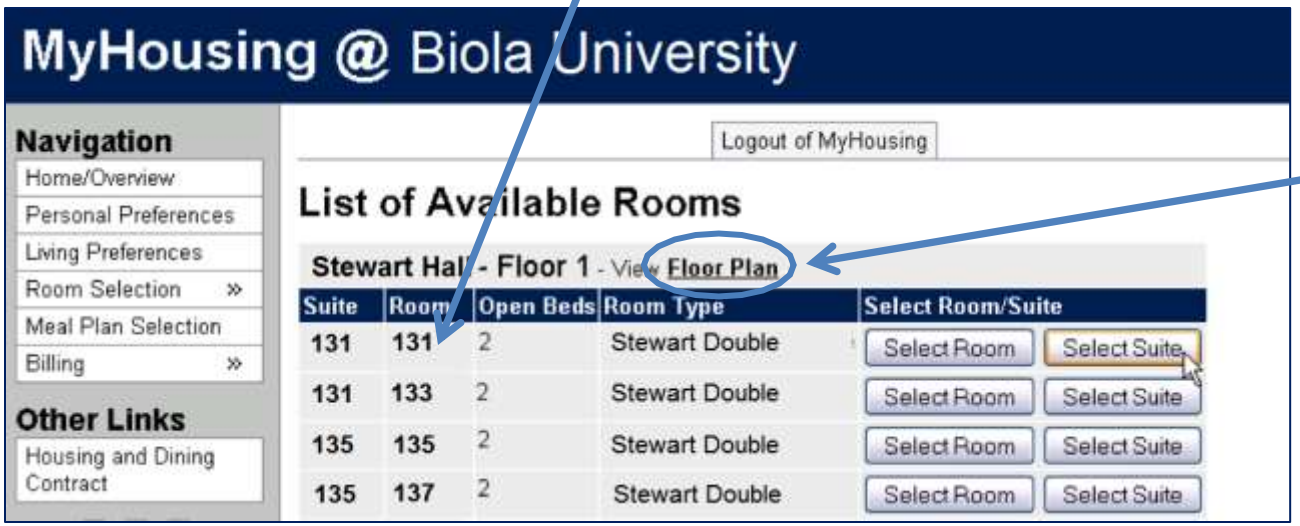
4. Select Room/Apt

- Search for Rooms/Apts by **Hall/Apartment Name** OR **"Any"** to list all options.



4. Select Room/Apt

- Find the **room you want-** Check **room number** & **room type.**



Floor Plan can be viewed here.

4. Select Room/Apt Possible ERROR

MESSAGE: "No available rooms were found that could accommodate you and your roommates AND/OR no available rooms match your search criteria."

WHY?

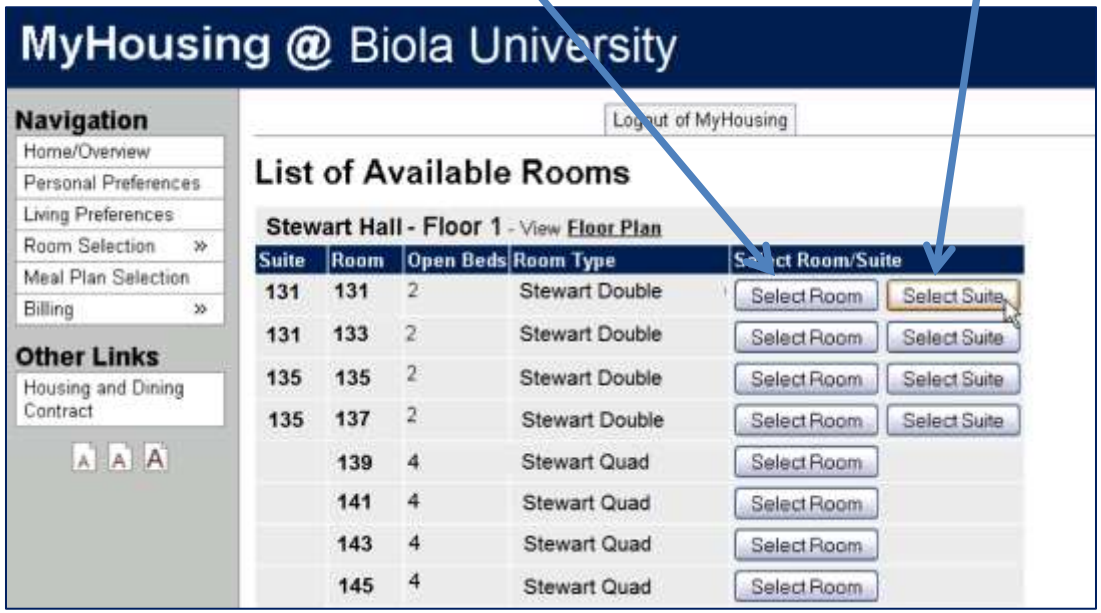
- Too early- not yet your time to select.
- Rooms that fit your group are no longer available.
- Someone in group isn't eligible to live there.

NEXT STEP?

- ✓ Stay Calm.
- ✓ Check your Lottery time.
- ✓ Try searching for "any" building to see all availability.
- ✓ Make sure your roommates are eligible for lottery.
- ✓ Try reorganizing your group- "Decline" roommate matches to get a different group size and search for rooms.

4. Select Room/Apt

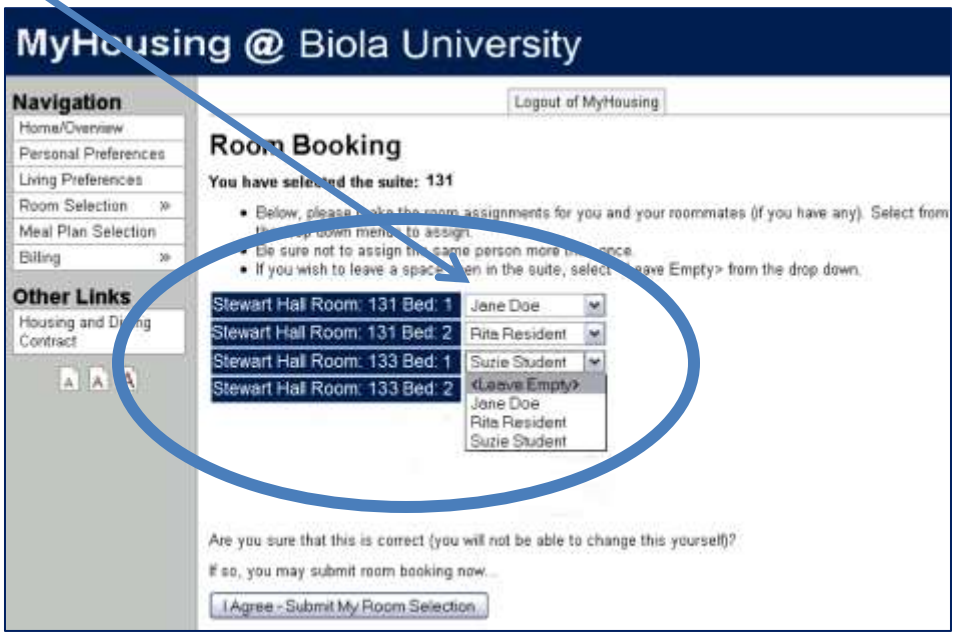
- Group of 2 or 3: **Click "Select Room".**
- Group of 4: **Click "Select Suite".**



NOT DONE YET- DON'T LOG OUT!

4. Select Room/Apt

- **Assign bed** to each person in roommate group.
  - Suites: Assign roommates to same room.



AT THIS POINT YOU CAN GO BACK TO MAKE CHANGES.

4. Select Room/Apt Possible ERROR

MESSAGE: <u>"A bed or room became unavailable before your assignments were completed! You must return to List of Available Rooms screen and reselect a suite or room."</u>

WHY?

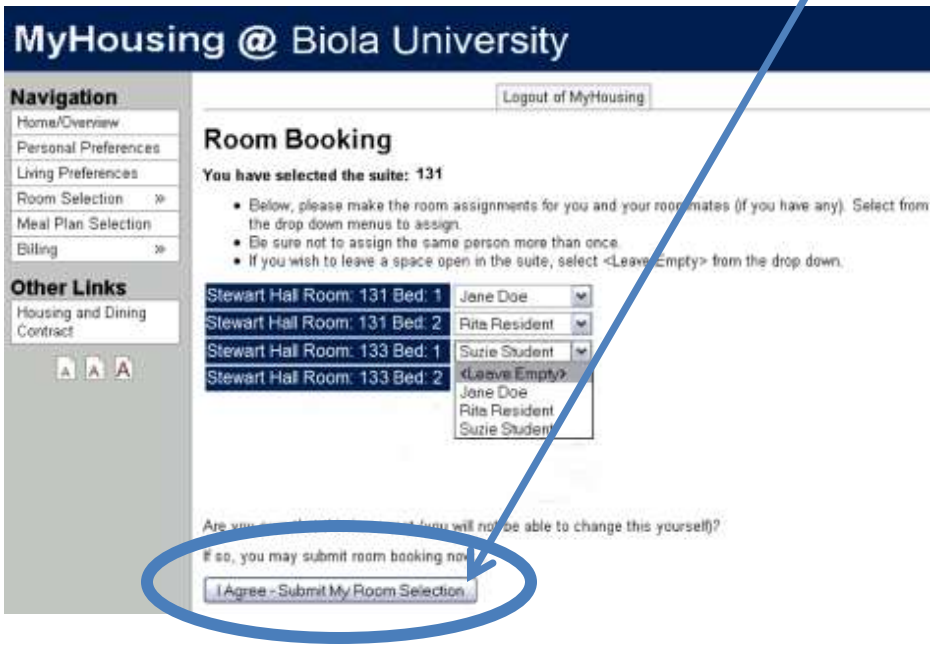
- You **waited too long** to get assign roommates to the room- someone else took it.

NEXT STEP?

- ✓ Quickly search again for open rooms.
- ✓ Choose the room and assign roommates.
- ✓ Be sure to hit "I Agree" to save it!

4. FINALIZE Room/Apt

FINAL STEP: Click on **"I AGREE- SUBMIT ROOM SELECTION"**.



ONCE YOU CLICK "I AGREE- SUBMIT ROOM SELECTION", IT IS FINAL- THE CONTRACT IS IN EFFECT.

YOU ARE DONE!

4. Select Room/Apt CONFIRMATION

NO CHANGES can be made.
Cancelling will cost approx.
2 months rent.

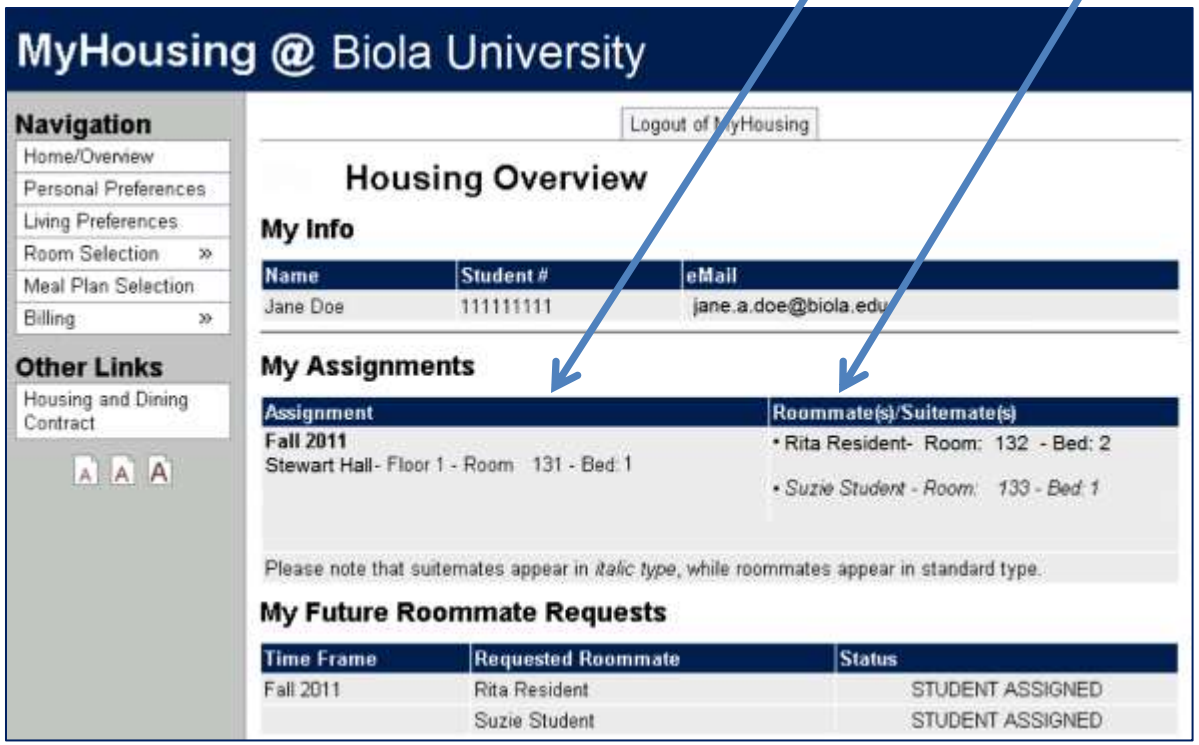
Confirmation

1. Confirmation Message.

2. Email Confirmations sent to each member of group with a survey to give us feedback.

4. Select Room/Apt CONFIRMATION

3. MyHousing Overview will show your room and roommates.



NEED HELP?

For Live Updates follow us on TWITTER: @BiolaHousing

Questions? Visit the Housing website:

BiolaHousing.com

OR

Email: undergrad.housing@biola.edu
Call: 562-903-6000 ext.5838
Come By: Housing Office, Student Services Building
Hours: 9am-4:30pm (open late during Any Hall/Apt)