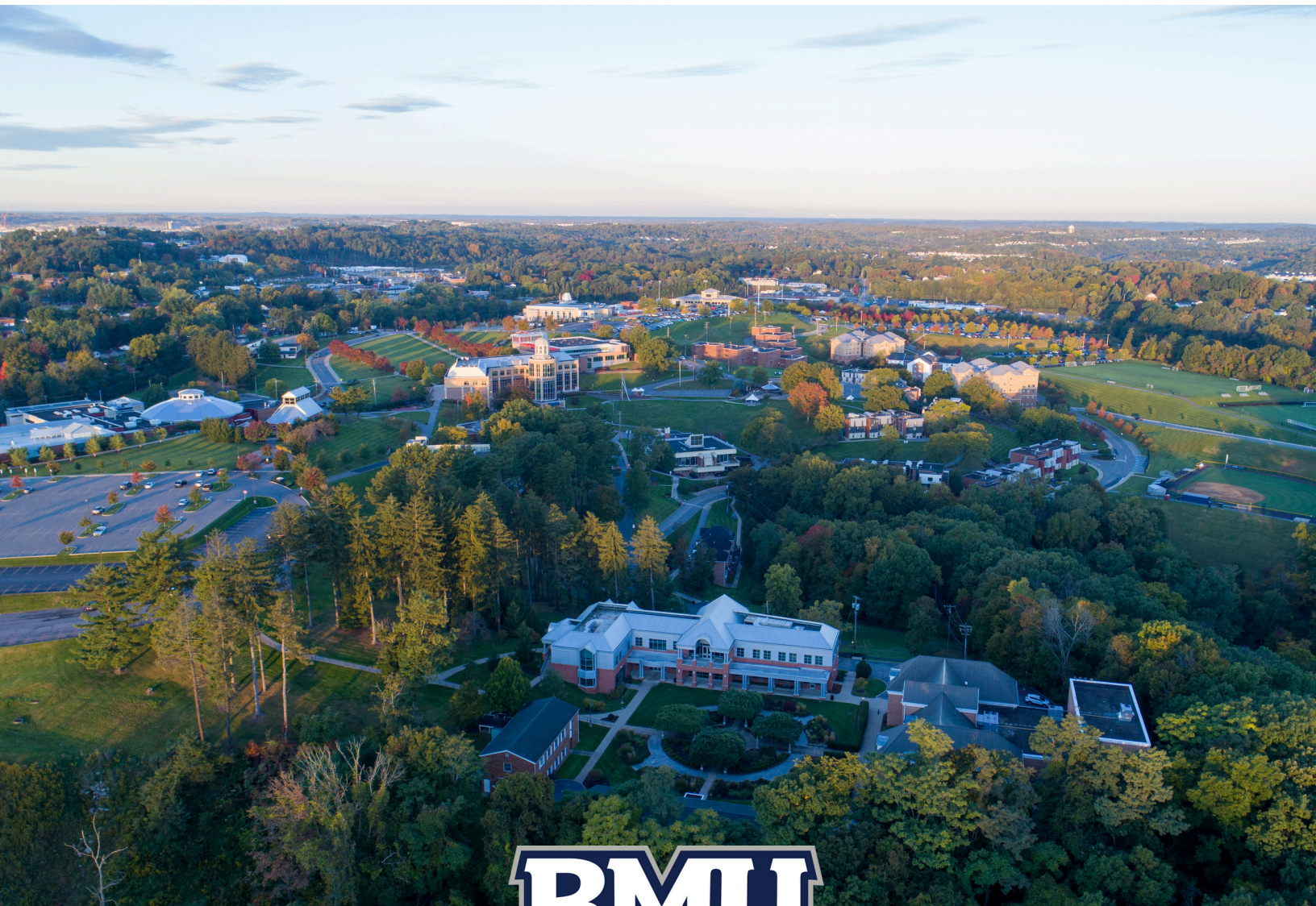


# RETURNING STUDENT HOUSING SELECTION GUIDEBOOK

.....  
2025-2026



OFFICE OF RESIDENCE LIFE

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# HOUSING SELECTION QUICK GUIDE

1

COMPLETE YOUR HOUSING CONTRACT & PAY YOUR \$250 NON-REFUNDABLE DEPOSIT BY MARCH 28TH.

2

DETERMINE YOUR RESIDENCE HALL PREFERENCE, FAMILIARIZE YOURSELF WITH THE HOUSING PROCESS ASSOCIATED WITH YOUR PREFERENCE, AND MAKE SURE YOU HAVE A BACK-UP PLAN.

3

CREATE OR JOIN YOUR ROOMMATE GROUP FOR THE HOUSING OPTIONS YOU PREFER, BY APRIL 4TH.

4

PARTICIPATE IN THE APPROPRIATE HOUSING SELECTION PROCESS BASED ON YOUR RESIDENCE HALL PREFERENCE.

5

BE PREPARED TO REARRANGE YOUR GROUP AND/OR ADJUST YOUR PREFERENCES IN THE EVENT YOUR PREFERENCE BECOMES UNAVAILABLE.



# TIMELINE

## January 27th, 2025

Housing Application Opens for Returning Students

## March 26, 2025

Open House

- Explore housing options with residence hall tours and ask any questions you may have about the process

## March 28, 2025

Housing Contract and \$250 Deposit Due - 5:00pm

Washington Suite and Yorktown Conjoined Rooms Applications Available

## April 4, 2025

Group Creation Deadline - 5:00 pm

## April 7, 2025

5 person Apt. Time Slots Assigned - By 5:00 pm

## April 8, 2025

5 person Apt. Selection - Beginning at 9:00am

Washington Hall Apps Due

- Will not accept prior to April 8th at 9:00 am
- Priority on a first-come, first-served basis

## April 9, 2025

4 person Apt. Time Slots Assigned - By 5:00pm

## April 10, 2025

4 person Apt. Selection - Beginning at 9:00am

Single Room Time Slot Assigned - By 5:00pm

Yorktown Conjoined Single Room Apps Due

- Will not accept prior to April 10th at 9:00 am
- Priority on a first-come, first-served basis

## April 14, 2025

Single Room Selection - Beginning at 9:00am

Double Room Time Slot Assigned - 5:00pm

Yorktown Conjoined Double Room Apps Due

- Will not accept prior to April 14th at 9:00 am
- Priority on a first-come, first-served basis

## April 16, 2025

Double Room Selection - Beginning at 9:00am

# HOUSING CONTRACT AND NON-REFUNDABLE DEPOSIT INFORMATION

---

**To participate in Housing Selection, you must submit your housing contract and the \$250 non-refundable housing deposit by March 28th, 2025 at 5:00pm. See page 5 for completion details.**

All students who intend to participate in the Housing Selection Process, *including students with athletic or academic scholarships*, must submit a \$250 non-refundable housing deposit.

The deposit may be submitted online via the housing portal ([ww.rmu.edu/roomselection](http://ww.rmu.edu/roomselection)), or at the Office of Student Financial Services in Solution Central (Nicholson 4th Floor).

Should you choose to pay your deposit in-person with Student Financial Services, you will still need to complete the online housing contract for Housing Selection eligibility.

Please note that by submitting a housing application and deposit, a student simply becomes eligible to participate in Housing Selection; this does not guarantee a particular space in housing.

# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

1. Go to [rmu.edu/reslife](https://rmu.edu/reslife) to get to the Residence Life landing page.



2. Click "[Housing Contract](#)" to access the housing contract for the upcoming academic year.

See us on Instagram: [@rmu\\_life](#)

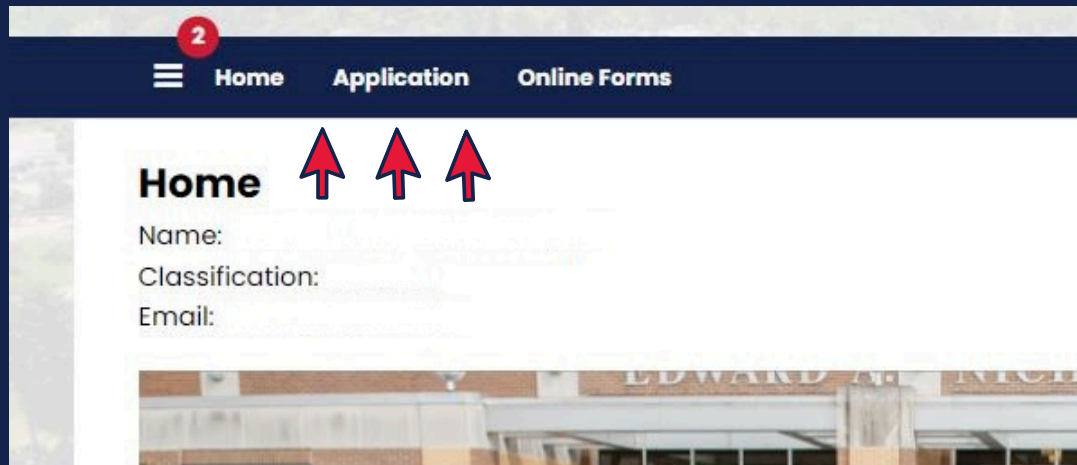


- > [Housing Contract](#) (RMU student academic year and summer housing)
- > [Guide to Residence Living](#)
- > [Residence Hall Guest Form](#)
- > [Residence Life Policies 2024-2025](#)

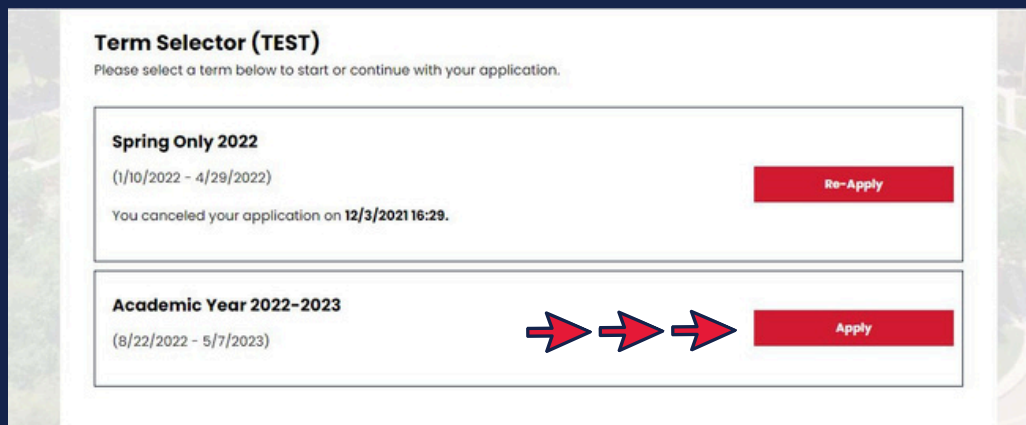
New Student Housing

# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

3. Log into the portal with your RMU credentials. You will then be redirected to this landing page. Select **“Application”** on the top bar.

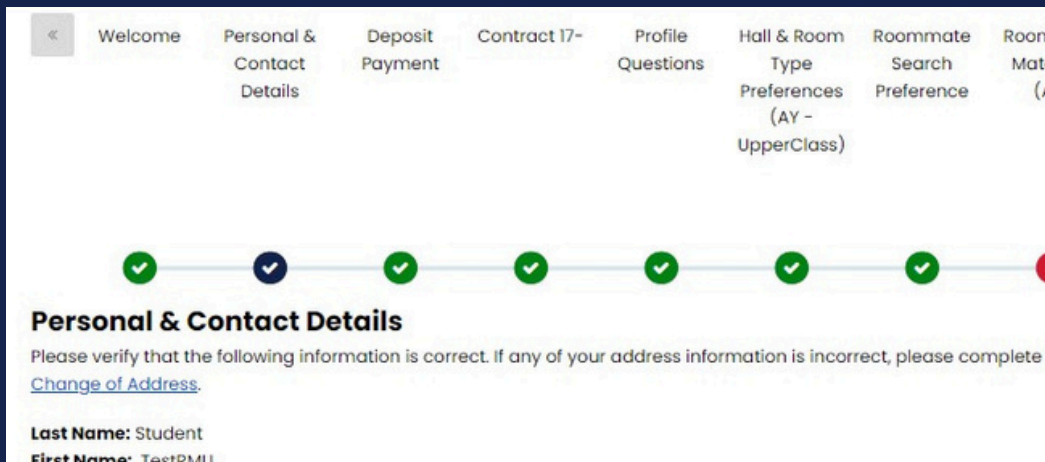


4. Click on **the academic year** that you are submitting a housing application for and click **“Apply”**. Follow the application prompts.



# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

5. Provide your personal information on the **Personal & Contact Details** page.




6. Click the **"Pay Online Now"** link to pay your non-refundable \$250 deposit. If you plan to pay by cash or check with SFS (pg. 3), you may disregard this step.

**FOR RETURNING RMU STUDENTS:**

All students must pay the \$250 deposit before the housing contract can be completed. Failure to pay the \$250 deposit will result in you not receiving a room assignment. The deposit can be paid online at this time or by cash, check, or money order in the Office of Student Financial Services, Solution Central (Nicholson 4th Floor).

SUMMER APPLICANTS - A housing deposit for the summer term is not required.

**The online payment page will open in a new window. Once you have completed your payment, please close the payment window to return to this page.**

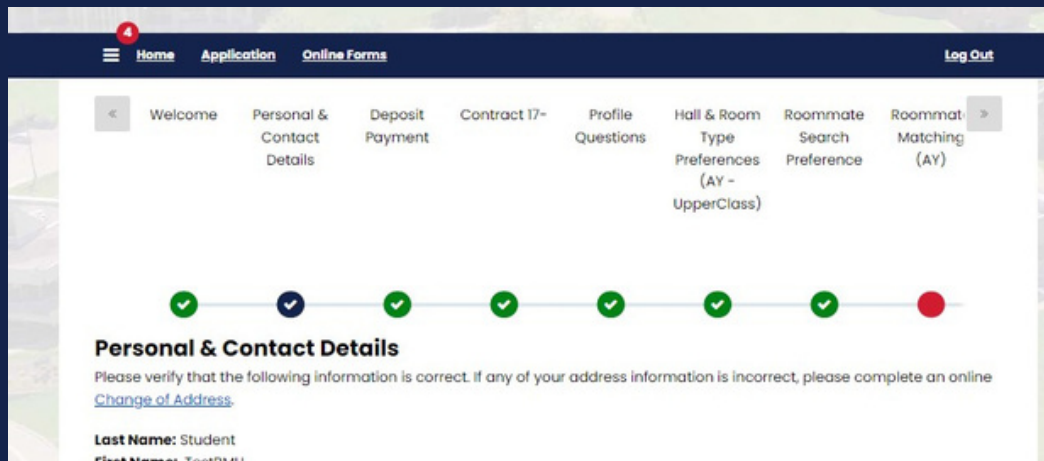
[Pay Online Now](#) 

If you already submitted your \$250 deposit please disregard and move on to the next step of the contract.



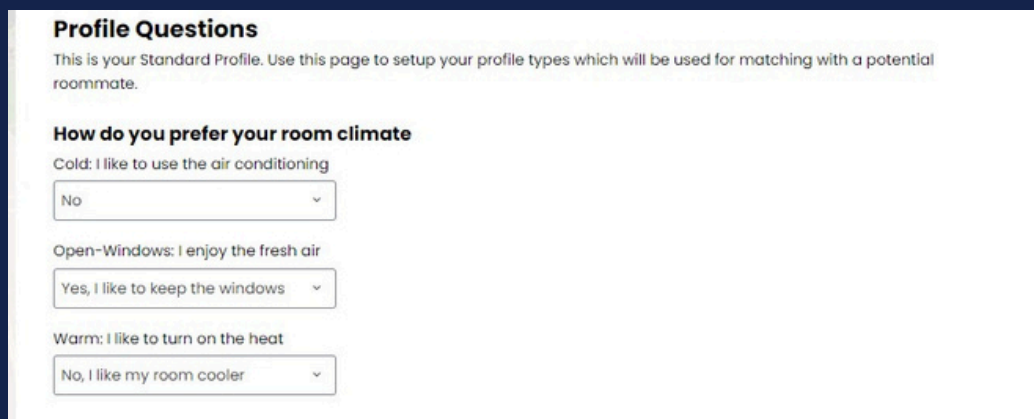
# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

7. Read through the contract carefully and sign at the bottom indicating your understanding of and agreement to the terms of the contract.



The screenshot shows a web application interface with a navigation menu at the top: Home, Application, Online Forms, and Log Out. Below the menu is a progress bar with eight steps: Welcome, Personal & Contact Details, Deposit Payment, Contract 17-, Profile Questions, Hall & Room Type Preferences (AY - UpperClass), Roommate Search Preference, and Roommate Matching (AY). The 'Personal & Contact Details' step is currently active, indicated by a blue checkmark. Below the progress bar, the 'Personal & Contact Details' section is displayed, with a note: 'Please verify that the following information is correct. If any of your address information is incorrect, please complete an online [Change of Address](#).' Below this, the 'Last Name' is 'Student' and the 'First Name' is 'TestP#1'.

8. If already completed, review your answers to the **Profile Questions** to ensure information is accurate and up-to-date.



The screenshot shows the 'Profile Questions' form. The title is 'Profile Questions'. Below the title is a paragraph: 'This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.' Below this is a section titled 'How do you prefer your room climate'. There are three questions, each with a dropdown menu:

- Cold: I like to use the air conditioning. The dropdown menu is set to 'No'.
- Open-Windows: I enjoy the fresh air. The dropdown menu is set to 'Yes, I like to keep the windows'.
- Warm: I like to turn on the heat. The dropdown menu is set to 'No, I like my room cooler'.

# HOW TO COMPLETE YOUR HOUSING CONTRACT AND SUBMIT YOUR DEPOSIT

- Review the Hall and Room Type information. Click **“Save and Continue”** when you’re ready to proceed.

## Hall and Room Type Information (AY) – Upperclass

Upperclass students will reserve their Fall 2024 room during the housing selection process. The timeline for choosing your individual housing will be provided to you in March. Please keep an eye on your RMU email for additional information. It is recommended that all students participate in the housing selection process to obtain their preferred housing.

**Please note: this contract and the payment of the non-refundable \$250 deposit must be completed by Tuesday, March 19th in order to participate in the housing selection process. Priority for single (private) rooms will be determined by total completed credit hours as of end of Fall 2023.**

**Yorktown Hall** – Hotel Style rooms shared by two students. There is a free shuttle provided and parking available. There is also a gym, lounge space, printer, and cafe. Due to private bathroom and great amenities there is a cost difference.

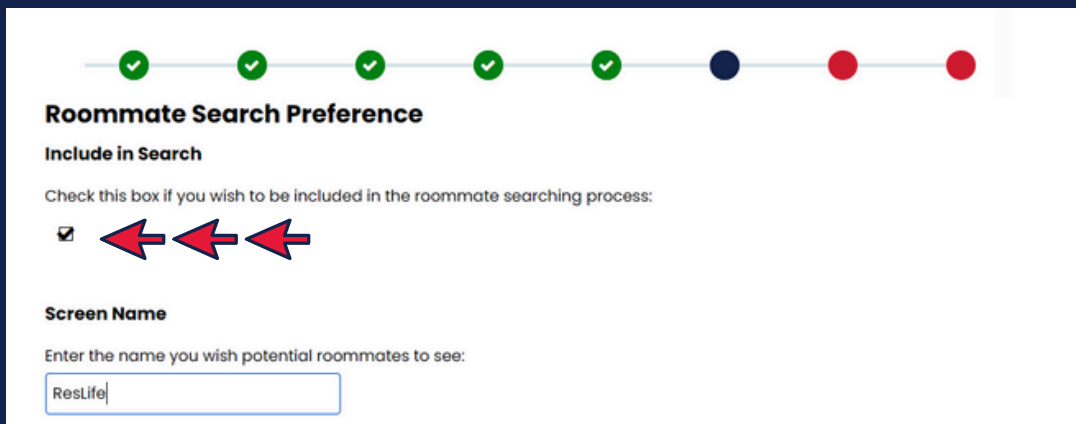
**Please note: purchased singles will only be available in Yorktown Hall. There is a predetermined number of singles available that can be reserved.**

**Apartment** – Private furnished bedroom, with two shared full bathrooms, a kitchen and a living room. Each apartment houses four students.

**Washington Hall** – Contains both suite style housing for 6 to 10 students and traditional style double housing. Suites contain a shared bathroom, and common living space. The 400 level contains two person rooms with a shared floor bathroom commonly referred to as traditional style housing.

Save & Continue

- In order to be placed into a group, you **must** check the **“Include in Search”** box on the Roommate Search Preference page.



Roommate Search Preference

**Include in Search**

Check this box if you wish to be included in the roommate searching process:

← ← ←

**Screen Name**

Enter the name you wish potential roommates to see:

ResLife

**\*\*Students going for a single room should not check this box\*\***

# UPPERCLASS STUDENT HOUSING OPTIONS



# WASHINGTON SUITE & YORKTOWN CONJOINED ROOM SELECTION

## Washington Suite-Style Rooms

- Ten-person suites with double rooms
- Six-person suites (limited availability)
- Common area living room
- In-suite bathroom facilities

## Yorktown Hall Conjoined Rooms

- Adjoining interior door to neighbor, creating a “suite”
- Same amenities as Yorktown

## Washington Suite & Yorktown Conjoined Room Selection Process

Paper applications for Washington Hall and Yorktown Conjoined rooms are available in the Residence Life Office beginning March 24th, 2025. Application deadlines can be found on pg. 2. These rooms will be assigned on a first-come, first-served basis of completed applications.

*\*\*Students applying for Washington Hall Suites or Yorktown Hall Conjoined Rooms still need to complete their housing contract and submit their deposit online. Failure to have this done for all members will result in the rejection of the paper application. See page 3 for details.\*\**

### Yorktown Conjoined Rooms

\*Odd number rooms face the airport

#### Conjoined Singles

- 202 & 204
- 210 & 212
- 211 & 213
- 218 & 220
- 219 & 221
- 302 & 304
- 310 & 312
- 311 & 313
- 318 & 320
- 319 & 321
- 402 & 404
- 410 & 412
- 411 & 413
- 418 & 420
- 419 & 421
- 502 & 503
- 510 & 512
- 511 & 513
- 518 & 520
- 519 & 521
- 602 & 604
- 610 & 612
- 611 & 613
- 618 & 620
- 619 & 621
- 702 & 704
- 710 & 712
- 711 & 713
- 718 & 720
- 719 & 721

#### Conjoined Doubles

- 802 & 804
- 810 & 812
- 811 & 813
- 818 & 820
- 819 & 821
- 902 & 904
- 910 & 912
- 911 & 913
- 918 & 920
- 919 & 921
- 1002 & 1004
- 1010 & 1012
- 1011 & 1013
- 1018 & 1020
- 1019 & 1021
- 1102, 1104 & 1106
- 1105 & 1107
- 1112 & 1114
- 1113 & 1115
- 1116 & 1118
- 1117 & 1119

# HOUSING OPTIONS WITH ONLINE SELECTION

The following residence halls and room types are available through the online selection process via the housing portal. Details for the online process can be found on page 13.



## Marshall Hall Double Rooms

- Traditional double room
- Shared, community bathrooms
- Community lounge and kitchen

## Yorktown Hall Double Rooms

- Double room with full-size beds
- Private bathroom
- Community lounge and kitchen

## Yorktown Hall Single Room

- Single full-size bed
- Private bathroom
- Community lounge and kitchen



## 5-Person Salem Apts

- Five single bedrooms, two bathrooms
- Mixed or same gender
- Shared kitchen & living room

## 4-Person Concord/Lexington/Salem Apts

- Four single bedrooms, two bathrooms
- Mixed or same gender
- Shared kitchen & living room

# ONLINE HOUSING SELECTION PROCESS

The information below outlines the steps necessary to complete housing selection online for a roommate group or a single room. A step-by-step guide on how to create your roommate group in the housing portal is available on page 14.

---

## Roommate Groups

1. Determine who is in your roommate group based on the type of housing you want (e.g., a group of 5 for Salem Hall or a group of 2 for a double room).
2. Establish a group leader for your group.
  - a. The group leader needs to create their group in the Housing Portal.
  - b. After all group members complete their housing contract and submit their deposit, the group leader can then add all members to the group.
    - i. Alternatively, members can join the group themselves by searching the group's name.
  - c. Once all members are added, the group leader **must** "Verify" their group.
3. The group will receive a time slot for the selection day that corresponds with their group's size (e.g., groups of 5 will be assigned to Salem Hall's selection day).
  - a. **Time slots are assigned based on the group's total number of completed credits. The group with the largest total number selects first.**
4. Finally, the group leader will need to place all roommates in an available room during the group's selection time.

## Single Room (Yorktown Hall Only)

1. If you would like to get a time slot to choose a single room, you do not need to put yourself into a group.
  2. Simply ensure you have completed your housing contract and submitted your deposit.
  3. You will receive a time slot to pick your room on single room selection day.
    - a. **Time slots are assigned based on number of completed credits. The individual with the largest total number of credits selects first.**
- 

If your group is not able to choose your first choice for housing you will have the opportunity to regroup. For example, a 4 person group that is not able to choose an apartment can regroup into new groups of two people for double room selection.

Students wishing to be randomly assigned housing do not need to create a roommate group.

# HOW TO CREATE A ROOMMATE GROUP

The following steps outline how a group leader can create a housing group. In order to create a roommate group, you must first complete your housing contract and submit your deposit (see pg. 5 for details).

---

1. On the “Roommate Matching” page of the application, selection “Create Group.”

**Roommate Matching (AY)**

**Not In a Group**

You are not a member of any roommate groups.

[Create Group](#) ← ← ←

[Join Group](#)  
[Search for R...](#)  
[Search for R...](#)  
[Suggest Ro...](#)

2. Type your group name into the text box and select “Save Group.” Please note, your group name is visible to ORL staff.

**Roommate Group Details**

Group Name:

← ← ←

[Go Back](#) [Save Group](#)

# HOW TO CREATE A ROOMMATE GROUP

3. Once your group is created, there are two ways for your roommates to be added to the group.
  - a) As the group leader, you can add members through the "RMU Username" search bar.

**Roommate Search By Details**

RMU Username:

Exclude results that cannot be added or joined

[Join Group](#)  
[Search for Roommates by Profiles](#)  
[Suggest Roommates](#)

[Manage Group](#) [Search](#)

- i. Once added by the group leader, group members will need to log into the housing portal and accept the group.

**Not In a Group**  
You are not a member of any roommate groups.

[Join Group](#)  
[Search for Roommates by Details](#)  
[Search for Roommates by Profiles](#)

[Create Group](#)

**Incoming Requests**

**Test1234**  
Leader: .TestRMU  
Members: .TestRMU  
Expiry Date: 12/3/2024 13:45

[Accept](#)  
[Decline](#)

[Save & Continue](#)

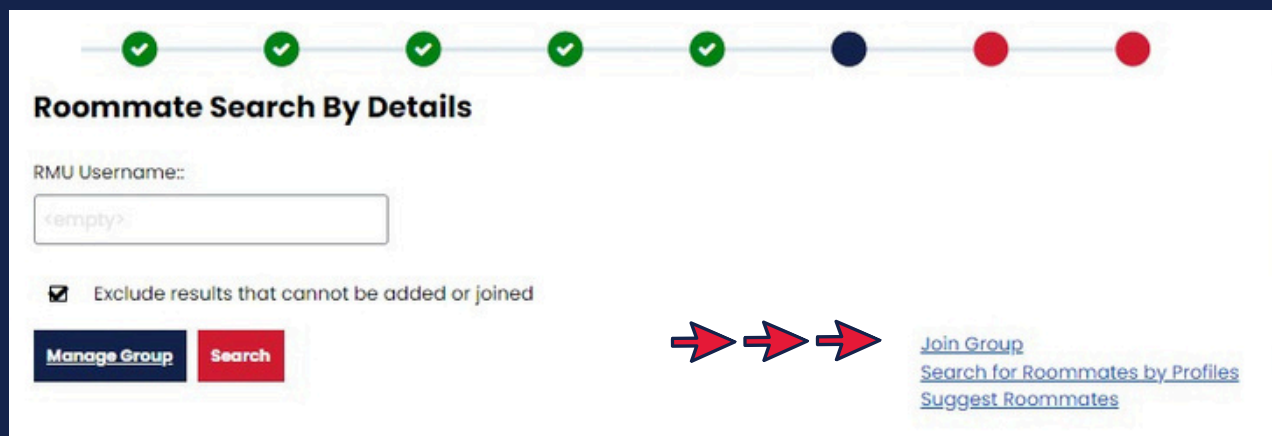


# HOW TO CREATE A ROOMMATE GROUP

- ii. After all group members accept being added to the group, the group leader must go back and select “**Verify Group.**”



- b) The other option is for group members to join themselves.
- i. Under the “**Roommate Matching**” page, select “**Join Group,**” then search for and join your group.



# HOW TO CREATE A ROOMMATE GROUP

- ii. Once group members add themselves, the group leader must go back and select “Verify Group.”



***Your housing contract is not finalized until the group leader verifies the group.***

# SELECTING YOUR ROOM

This is the final step of the **online housing selection process**. If you have successfully completed your group creation, you should receive your selection time slot the day before your selection is scheduled. Please reference the timeline on page 2 to know when to expect details about your selection time slot in your inbox.

1. When your time slot opens, *the group leader* should log into the housing portal and select “**Application**” at the top. Then, select the correct academic year and click “**Continue.**”

**1** Home Application Online Forms Summer Housing Application Log Out

### Term Selector (TEST)

Please select a term below to start or continue with your application.

**Academic Year 2022-2023**  
(8/22/2022 - 5/7/2023)

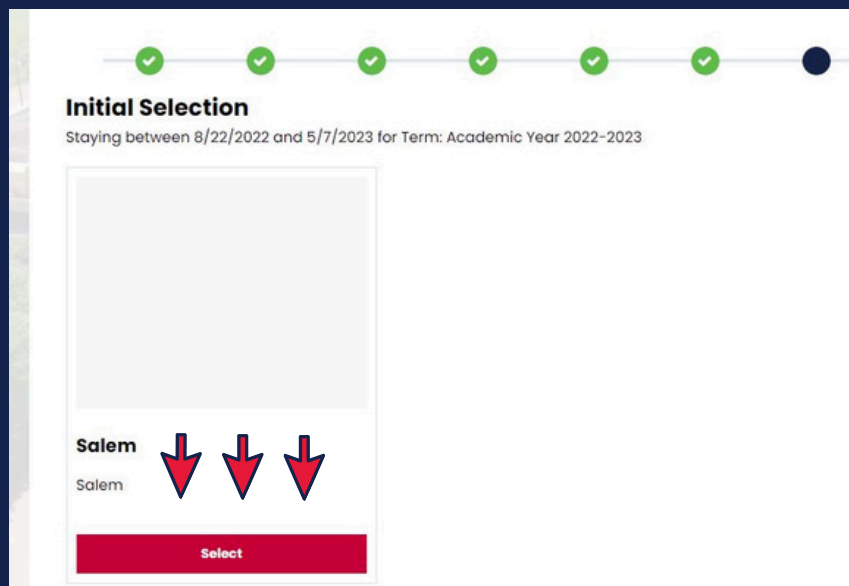
You started your application for **Academic Year 2022-2023** on **2/11/2022**, and have signed the contract as of **2/11/2022**.

Continue

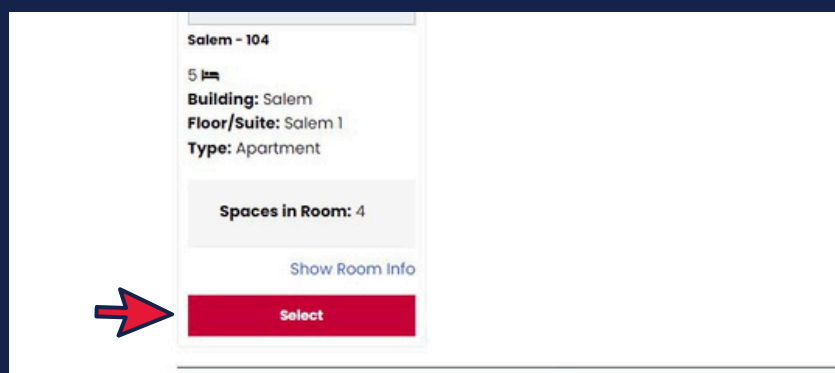


# SELECTING YOUR ROOM

2. You will be directed to the selection page. Click your desired building and then click **"Select."**



3. Then, you will see all rooms available in that building. Choose the desired room from the list and click **"Select"** to confirm.



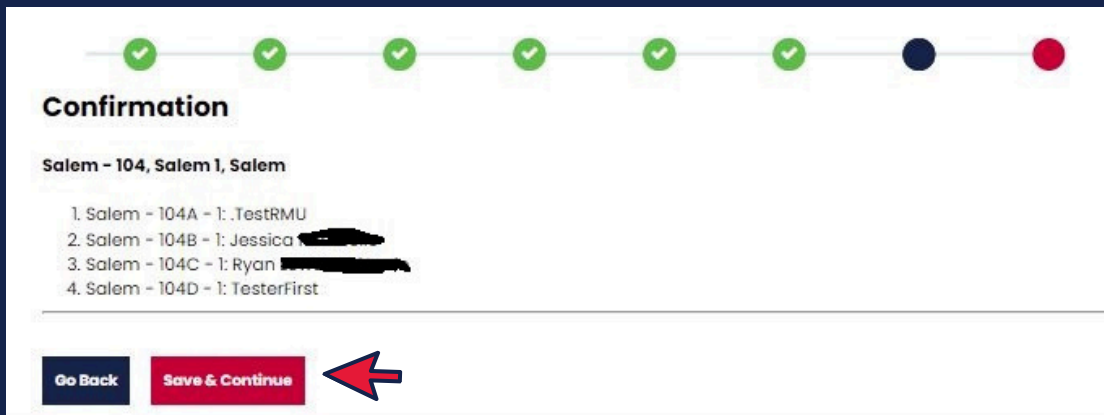
# SELECTING YOUR ROOM

4. After you have chosen your room, you need to assign a bed to each member of your group in the room you have chosen. Use the drop-down under each roommate to indicate their bed.

The screenshot displays a web interface for assigning beds. At the top, there are seven colored circles (green, blue, red) representing different rooms. The main section is titled "Assign Beds" and "My Room". On the left, there is a large icon of a bed. To its right is a dropdown menu for ".TestRMU" (Age: 0, Gender: Male) with the text "Select Bed" and a downward arrow. Below this is the "My Roommates" section, which includes the text "Below are your current roommates. You can assign beds to all of them." There are three roommate cards: "Jessica" (Age: 22, Gender: Female), "Ryan" (Age: 22, Gender: Male), and "TesterFirst" (Age: 19). Each card has a "Select Bed" dropdown menu. Red arrows point from the bed icon to the ".TestRMU" dropdown, and from the "Jessica" and "Ryan" dropdowns to the "TesterFirst" dropdown.

# SELECTING YOUR ROOM

5. On the **Confirmation** page, review your selections. If correct, click **“Save & Continue.”**



6. If you have selected an apartment, you will be prompted to choose between the **All-Access Meal Plan** and the **Apartment Meal Plan**. Indicate your preferences, then hit the **“Save & Continue”** button. If your group members want to switch their meal plan, they need to login separately to do so.

**Meal Plan Selection - Apartments**

**All Access Meal Plan (\$2,855 per semester)**

The All-Access Plan will provide an allocation of \$150 Dining Dollars to spend at campus retail locations such as Romo's, Hale, and Yorktown Cafés. Those enrolled will also receive an allocation of \$50 Colonial Cash which can be used at all dining locations, RMU Bookstore, concession stands, vending machine, and other off-campus locations such as Giant Eagle, Get Go, and Mike and Tony's.

The allocation of both Dining Dollars and Colonial Cash must be used within the academic year.

The majority of resident students will be in this plan.

Includes: Unlimited access to PNC Colonial Cafe, Meal Equivalency @ Yorktown Cafe, Dining Dollar Value of \$150, Colonial Cash Value \$50

**Apartment Meal Plan (\$2,310 per semester)**


An Apartment Meal Plan will be offered for Concord, Lexington, and Salem Hall students. Restrictions may apply to this choice.

The Apartment Plan will provide an allocation of \$400 Dining Dollars to spend at campus retail locations such as Romo's, Hale,

# SELECTING YOUR ROOM

7. Once you have completed the above, you will see a review of your selections. To finalize your selection process, click **“Go to Home Page.”**

Bed	Occupant	Check In Date	Check Out Date	Profile	Contact
Salem - 104A - 1	.TestRMU	8/22/2022	5/7/2023	<a href="#">View Profile</a>	<a href="#">Send Message</a>
Salem - 104B - 1	Jessica [REDACTED]	8/22/2022	5/7/2023	<a href="#">View Profile</a>	<a href="#">Send Message</a>
Salem - 104C - 1	Ryan [REDACTED]	8/22/2022	5/7/2023	<a href="#">View Profile</a>	<a href="#">Send Message</a>
Salem - 104D - 1	TesterFirst	8/22/2022	5/7/2023	<a href="#">View Profile</a>	<a href="#">Send Message</a>

[Go To Home Page](#) 

***When you return to the home page, you should see your confirmed housing selection.***