The Housing Re-Contracting process encompasses two major steps:
1. Paying the housing deposit and completing the online application, starting February 21, 2017.
2. Selecting a room through an online re-contracting process, starting April 11, 2017.

**STEP 1: Housing Deposit and Online Application**

2. After logging in successfully, click on MY RESOURCES and choose HOUSING E-SERVICES.
3. Once at the Housing E-Services community, click on Resident Students – Online Services link.
4. Housing Deposit - Payment of your $150 Housing Deposit is required at this time. You will be redirected to a payment screen at this time to submit your deposit. Do not pay your deposit by going directly to PITT-Pay. Use the “Resident Students – Online Services” link to access the online payment option. (If you have questions or concerns about this step, please contact Student Housing. PLEASE ONLY PAY THE DEPOSIT ONCE. IF YOU ARE PROMPTED TO PAY THE DEPOSIT A SECOND TIME PLEASE CONTACT STUDENT HOUSING. Once you have successfully paid the deposit, you must click the APPLY PAYMENT button to be redirected back to the housing application. You may also pay your housing deposit in person or over the phone with the Pitt-Johnstown Business Office. The Business Office is located in 125 Blackington Hall. The Business Office Phone number is 814-269-7040. Deposits paid at the Business Office will not update to the Housing system immediately. The student will need to wait one business day to proceed with the following steps. Students who pay through the Business Office will be directed to the Housing Contract after clicking Resident Student – Online Services in step 3 above.)

5. You will pass into the Resident Student Online Services Menu.
6. Choose the “Housing Application” button. Follow the on-screen prompts to complete.
7. You will receive a confirmation email once the application has been successfully submitted.

**College Park Apartments (4 person), Townhouse and Willow Hall Group Housing – Paper Application and Pre-Approval Process**

Groups of students wishing to live in College Park Apartments, Willow Hall or the Townhouses will need to submit a preliminary group application to the Office of Student Housing by March 31. Only approved group applications will have the appropriate access to select a 4-person apartment, suite or townhouse online. College Park Apartments, Townhouses and Willow Suites will be awarded based upon the cumulative terms in residence of the individual group members. If several groups tie for a space, the assignment will be chosen randomly. Applications may be downloaded online or picked up in the Housing Office. Each student that appears on this application must have individually completed an online housing application.

**Independent Lodges – Paper Application and Pre-Approval Process**

Groups of students wishing to live in an 8-person lodge will need to submit a paper application to the Office of Student Housing by March 31. Successful applicants will not complete online room selection. Assignments for independent lodge groups will be completed manually by Student Housing staff. Independent Lodge Group assignments are the only re-contracting assignments that are not done online by the student. Applications may be downloaded online or picked up in the Housing Office. Each student that appears on this application must have individually completed an online housing application.

Approval for College Park Apartments, Townhouses, Willow Hall, and Group Lodges is based upon the cumulative terms in residence of the group applying. Extra persons added to the application beyond the normal capacity of the unit are not counted in this total.

**Gender Neutral Housing Option**

The University of Pittsburgh offers gender-neutral housing options at all campuses. At Pitt-Johnstown, gender neutral spaces will be available in the Living/Learning Center or College Park 2-person apartments. During the online room selection process, students may identify a roommate of a different gender, for LLC and CPA 2-person rooms only.

Please review the following website for more information about gender neutral options: www.upj.pitt.edu/GenderNeutralHousing

**Private Room Request Form**

A private room request form will be available beginning March 7, 2017. This is a request form only and does not guarantee the requestor a private room. Each student requesting a private room must have also paid the $150 housing deposit and completed an online housing application. All students should plan on living with a roommate and apply with a roommate during the recontracting process. If private rooms are able to be offered, they will not be offered until after the fall term has begun. Private rooms will be offered based on terms in residence.

**Overloading a Space (Tripling)**

Students may choose to triple a room in the LLC or lodges (except Foxfire Lodge). No discount will apply to a voluntarily tripled room. Tripled rooms will be outfitted with a lofted bed system and a third dresser. A group processor should be determined and then a room selected during the online room selection process. After the room is booked, all three students should email the Housing Office at upjhousing@pitt.edu stating that they wish to be tripled. Each email should include all student's names, ID numbers and the room number of the selected room. The Office of Student Housing will then manually add the third person to the room.
STEP 2: Online Room Selection (April 11-14 according to the schedule below)
To participate in online room selection, each student must have completed a housing application and received a housing application number prior to attempting the online process. Students must apply with a roommate or group of roommates.

According to the schedule below, students may go online and select their rooms for next year by completing the following steps:

1. Determine what type of room you want and who your roommate(s) will be. This group of students is considered your roommate group (even if only 2 students).

2. Identify one student in your roommate group who will be your online room selection processor. This student will collect all required information from your roommate group and process the actual online room selection.

3. According to the schedule below, the group processor accesses the Online Room Selection process by:
   a) Logging into the Pitt Portal (https://my.pitt.edu)
   b) After logging in successfully, click on MY RESOURCES and choose HOUSING E-SERVICES.
   c) Once at the Housing E-Services community, click on Resident Student – Online Services link.
   d) Click Online Room Selection.
   e) The group processor will follow the on-screen instructions to complete the online selection process. During this process, the student will pull in roommates and choose meal plans. The basic flow of this process is:
      a) Identify your roommate. To successfully identify roommates, the group processor will need to have the roommate’s Roommate PIN, and either the Student ID or full name of the roommate(s).
      b) Select a room.
      c) Assign yourself and roommates to the room.
      d) Assign yourself and roommates a meal plan.
      e) Finalize selection. You will receive an email confirmation when you have successfully completed the process.

4. According to the schedule below, the group processor accesses the Online Room Selection process by:
   a) Logging into the Pitt Portal (https://my.pitt.edu)
   b) After logging in successfully, click on MY RESOURCES and choose HOUSING E-SERVICES.
   c) Once at the Housing E-Services community, click on Resident Student – Online Services link.
   d) Click Online Room Selection.
   e) The group processor will follow the on-screen instructions to complete the online selection process. During this process, the student will pull in roommates and choose meal plans. The basic flow of this process is:
      a) Identify your roommate. To successfully identify roommates, the group processor will need to have the roommate’s Roommate PIN, and either the Student ID or full name of the roommate(s).
      b) Select a room.
      c) Assign yourself and roommates to the room.
      d) Assign yourself and roommates a meal plan.
      e) Finalize selection. You will receive an email confirmation when you have successfully completed the process.

The University reserves the right to change or cancel any housing or meal plan assignment made through the Online Selection Process.

Roommate PIN
As part of the housing application process, you will create a roommate PIN. During Online Room Selection, you will need a Roommate PIN if another student will be choosing you as a roommate and selecting a room for you. You will need to share the PIN with the student who has your permission to select your space. The PIN is unique to you and can be any number you choose. You can change your PIN at any time by navigating back to the housing application menu using the process described above.

Roommate Information
In order to pull in roommate, the group processor will need the following information from each roommate in the group:
Full name (or Student ID), Roommate PIN and meal plan choice.

Terms in Residence
Each term that a student lives on campus, he or she receives a term in residence point. Terms in residence number is not automatically updated when the processor not a group total.

The terms in residence (1 point each for fall and spring of his freshman and sophomore years).

For example, a student who has lived on campus for his freshman and sophomore year would have 4 terms in residence. The basic flow of this process is:

- Identify your roommate. To successfully identify roommates, the group processor will need to have the roommate’s Roommate PIN, and either the Student ID or full name of the roommate(s).
- Select a room.
- Assign yourself and roommates to the room.
- Assign yourself and roommates a meal plan.
- Finalize selection. You will receive an email confirmation when you have successfully completed the process.

The required terms in residence applies to the group processor for each roommate group, and is the individual number of the processor not a group total. Once the group processor has started the Online Room Selection process, he or she can pull in roommates with different terms in residence (including a lesser number).

Terms in residence numbers will be updated each day at 9am each weekday. Applications submitted after 9am will not be updated until the next weekday. NOTE: The terms in residence number is not automatically updated when the student completes the housing application.

In order to be assigned the correct terms in residence, students should complete the housing application at least one business day prior to online room selection.

### Daily Access Schedule

<table>
<thead>
<tr>
<th>Time Available</th>
<th>Willow Hall Tuesday, 4/11 (Group TIR)</th>
<th>Townhouses Wednesday, 4/12 (Group TIR)</th>
<th>CPA- 4-person Thursday, 4/13 (Group TIR)</th>
<th>CPA 2 person/ LLC / Individual Lodge Friday, 4/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noon – 12:30 p.m.</td>
<td>30 or more</td>
<td>30 or more</td>
<td>30 or more</td>
<td>8 or more</td>
</tr>
<tr>
<td>12:30 p.m. – 1 p.m.</td>
<td>25 or more</td>
<td>25 or more</td>
<td>25 or more</td>
<td>7 or more</td>
</tr>
<tr>
<td>1 p.m. – 1.30 p.m.</td>
<td>20 or more</td>
<td>20 or more</td>
<td>20 or more</td>
<td>6 or more</td>
</tr>
<tr>
<td>1:30 p.m. – 2 p.m.</td>
<td>15 or more</td>
<td>15 or more</td>
<td>15 or more</td>
<td>5 or more</td>
</tr>
<tr>
<td>2 p.m. – 2:30p.m.</td>
<td>10 or more</td>
<td>10 or more</td>
<td>10 or more</td>
<td>4 or more</td>
</tr>
<tr>
<td>2:30 p.m. – 3 p.m.</td>
<td>10 or more</td>
<td>10 or more</td>
<td>10 or more</td>
<td>3 or more</td>
</tr>
<tr>
<td>3 p.m. – 3:30 p.m.</td>
<td>10 or more</td>
<td>10 or more</td>
<td>10 or more</td>
<td>2 or more</td>
</tr>
<tr>
<td>3:30 p.m. – next day 9 a.m.</td>
<td>10 or more</td>
<td>10 or more</td>
<td>10 or more</td>
<td>1 or more</td>
</tr>
</tbody>
</table>

Questions? Contact the Office of Student Housing at 814-269-7115, or upjhousing@pitt.edu.