HOUSING APPLICATIONS 101

Congratulations! If you are reading this guide, that means you are one of the lucky students about to attend Pitt-Johnstown.

If you are planning to live on campus, we have instructions and information for you right here in this detailed guide. Our instructions should help make the process of applying for housing as simple as possible.

THIS PROCESS IS AVAILABLE STARTING MAY 1, 2017

STEP 1: PAY YOUR HOUSING DEPOSIT

1. Log into your My Pitt portal at my.pitt.edu.

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.

4. Pay the Housing Deposit - Payment of your $150 Housing Deposit is required. You will be redirected to Pitt-Pay to make your payment. Please pay at this time - using the Housing E-Services channel - rather than going directly to PittPay at a later time.
You may pay via credit or debit card according to the Pitt-Pay service options.

Click the **APPLY PAYMENT** button on the confirmation page to be redirected back to the Housing Contract. If you simply close the window, the housing system will not be updated correctly.

**Please only pay the deposit once.**
*If you are prompted to pay the deposit a second time, please contact the office of Student Housing.*

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**If you prefer to pay over the phone:** Pay your deposit over the phone with the Pitt-Johnstown Business Office at *(814) 269-7040*

**If you prefer to pay in person:** Stop by in person at 125 Blackington Hall.

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 **HOUSING ONLINE SERVICES** in step 3 above.

6. Next, you will pass into the **Resident Students Online Services** Menu to complete the online application.
STEP 2: COMPLETE THE APPLICATION

1. Complete the online application by clicking the housing application link. Follow the on-screen instructions.

2. As part of the housing application, you will need to indicate whether you have received the meningitis vaccine. PA law requires all students to either receive a vaccine or seek exemption from the vaccine. Answering the appropriate question fulfills this requirement.

3. Once you have completed your application, you will receive a confirmation sent to your Pitt email address.

By signing the housing contract, you are agreeing to live on campus for the entire academic year.

Should you decide to cancel your housing at any time during the academic year, there may be penalties.

STUDENTS UNDER 18 YEARS OF AGE

If you are not 18 years of age at the time you attempt to complete the housing application, you will be required to provide a cosigner for the contract. You will need to provide the email address for your parent/guardian. They will be sent an email with instructions regarding how to co-sign the contract. Once they have done so, you will be able continue with the housing application process.

CHANGING YOUR HOUSING APPLICATION

You may return at a later date to edit your preferences by navigating to the location where you originally completed the application and choosing the EDIT HOUSING APPLICATION feature.

Housing Applications may not be changed after July 1.
ROOMMATE REQUESTS

If you have a specific roommate in mind, please indicate that student on your housing application. You will need the Student ID number of your intended roommate. In turn, your roommate must enter your name/ID number on his/her application.

Only mutual roommate requests will be considered. While not guaranteed, every effort will be made to grant roommate requests received before July 1. Roommate requests are granted based upon room availability.

HOUSING ASSIGNMENT INFORMATION

Housing assignment information will be available to students in late July or early August. This information will include the room assignment, roommate information, and move-in details.

In the my.pitt.edu portal, go to:

My Resources < Housing E-Services < Resident Student Online Services

Then, click on the appropriate move-in information link.
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.

WHY LIVE ON CAMPUS?

Studies show that living on campus increases student satisfaction and success related to the university experience. This research suggests that students living on campus are more likely to:

- Complete college in 4 years
- Involve themselves in campus activities
- Benefit from faculty-student mentorship

Living on campus provides opportunities for self-discovery and personal development. Pitt-Johnstown’s Student Housing and Residence Life staffs are dedicated to ensuring that your experience includes development of leadership and interpersonal skills, interaction with students from diverse backgrounds, and experiences that promote effective personal decision-making.