

Office for Residential Life and Housing Services

2021-22 On-line Housing Application, Room Selection and Dining Plan Selection

★★★GETTING STARTED★★★

The Office for Residential Life and Housing Services is going paperless. You will no longer receive a paper copy of the housing contract language. To view the contract language, please go to

<https://www.rochester.edu/reslife/upperclass/contract.html> to view or print out a copy for your records.

To get to your on-line housing application and selection information go to our website:

www.rochester.edu/reslife. Select “**Housing Lottery 2021**”. It is available in PDF format for all students who wish to print out the entire instruction manual. Please review the information prior to beginning the process.

There are 3 steps to the process – 1. housing/application submission, 2. room selection, and 3. dining plan selection. The instructions will describe and illustrate each step.

Floor Plans are available on our website as well. You will find floor plans under General Information at the bottom of the main page. Select the specific building you are interested in viewing. Please note: you are viewing the floor plans in their basic state. Just because a room appears on the floor plan doesn't necessarily mean that it is a student room or that the room is available. Your best indication of room availability is when you actually go to select your room – the list that is displayed is an accurate account of the available rooms.

BASIC CONNECTIVITY INFORMATION

★ Housing Contract/application submission occurs on <https://housing.ur.rochester.edu/myrescenterweb>

★ If you are trying to log in from **off-campus or study abroad**, you will need to secure a **VPN**. Follow the instruction in this link <https://tech.rochester.edu/remote-access-vpn-tutorials/>

★ The application processes **does not work on smart phones – tablets and laptops OK**

★ Login ID = student ID number

★ Password = student ID number

★ If you are having difficulties accessing the Residential Life and Housing Room Draw homepage

<https://housing.ur.rochester.edu/myrescenterweb>, call 585-275-3166 or email us at

housinglottery@reslife.rochester.edu.

See “At a Glance” for quick tips (over)

© At a Glance ©

© Submitting the Online Housing application (March 26 – April 14):

This is your home page for the room selection process <https://housing.ur.rochester.edu/myrescenterweb>.

Use your student ID number for both login ID and password.

1. Click “Undergraduate Housing Application”.
2. Read and click Agree – Important: this means you agree to enter into a binding housing agreement. If you are thinking about living off-campus, do **NOT** submit an online application until you are sure. Once you submit your application, you are committed to on-campus housing.
3. Provide Personal Information - Required.
4. Provide Preference information - Required (even if you plan to live in a single room).
5. Contract Options – most will select Regular.

**Special Limited contract is only for junior and senior students who want to live in Riverview OR Brooks Crossing and NO PLACE ELSE. If you prefer to live in Riverview or Brooks, but would take a single anywhere else, submit the Regular Contract and not the Special Limited Contract.

6. Roommate, Suitemate, And Apartment Mates – enter the name(s) of any intended roommates.
7. Housing Application Signature – click **agree**. Your online housing application is now complete.
8. April 16th – Lottery Days and times posted on individual student’s page on myrescenterweb (see above).

© Room Selection Process – On your appointed day and time (April 19 – 23):

1. Log into your myrescenter home page (both the Login and Password are your student ID number)
2. Click the grouping that contains the housing type you want to live in.
3. Follow instructions on page to use the pull down menus to select your room, suite or apartment. **DO NOT USE THE ← OR → ARROWS IN YOUR BROWSER TO NAVIGATE THE PAGE AS IT WILL AFFECT YOUR SELECTION.** You will be assigned to the room. In the case of apartments and suites, the selecting student will select the room within the apartment or suite for themselves and then be able to assign their roommates/apartment mates into specific rooms within the suite or apartment. Students will see a confirmation of their housing assignment once a choice has been made. Each student will also receive an email with their room assignment.
4. Go back to My Home (myrescenter home page) to select a Dining Plan.

© Dining Plan Selection (April 1 – 30):

1. Click Dining Services Agreement/Contract.
2. Click your meal plan option and agree to your choice.
3. Add UROS, if you want.
4. Dining Contract Signature, click agree.
5. If you do not make a dining plan selection on or before April 30, you will need to go directly to the ID Office and apply directly. There will be a late assessed. *Students must select a plan even if they plan to appeal. Dining Services will not consider an appeal without a meal plan selected.*