2015 - 2016 Housing Application and Room Selection
Tutorial: NEW ROOM APPLICATION for NEW FRESHMEN

**DISCLAIMER**

PLEASE READ THESE DIRECTIONS BEFORE GOING ONLINE TO SELECT HOUSING. THE INSTRUCTIONS EXPLAIN THE ENTIRE HOUSING SELECTION PROCESS. PLEASE BE AWARE THAT YOU MUST COMPLETE THE HOUSING APPLICATION IN ORDER TO BE ASSIGNED A ROOM.

**Before you start:** *This booklet is for new, incoming freshmen only.* If you are a current student or a transfer student, please refer to the instructions for continuing students. This tutorial explains your housing options and has screenshots of the entire process from start to finish. Possible housing options for new freshmen include: Columbia Village, Mary Star of the Sea – Newman Hall, Roberts Hall or Campbell Hall. Please keep in mind that students are placed on a first come, first serve basis, so it is to your benefit to complete the housing application as soon as possible. Apartment-style rooms fill up very quickly, so if your application is submitted and apartments are no longer available, you will be automatically be assigned a residence hall room. If you are assigned to a residence hall and do not have a roommate, this is just by chance and not choice (*not having a roommate may result in a higher housing rate*).

**Room Change Waiting List:** If you are assigned to a room that is not your first preference, please let us know by stopping by the Campus Services office and completing and submitting a room change request form. Students are re-assigned on a first come, first serve basis. Room changes are made in the third week of school. If another assignment opens for us to reassign you, we will email you before doing so at your FIT email address.

**Housing Deposit:** All students are required to pay a housing deposit. Housing deposits are required to access the Florida Tech Housing Application. If you are not sure you have paid a housing deposit, you can confirm by calling the Campus Services office at (321) 674-8076. Housing assignments are performed by the housing office only. Any delay in submitting the Housing Application may result in the loss of your housing assignment preferences and you
may be assigned with another student. So, please be sure to pay your housing deposit and to complete your housing application in a timely manner.

**Find Your Roommate for Florida Tech Using Facebook**

We're excited to invite you to find your roommate and meet other residents through the RoomSync app on Facebook. To join the Florida Tech roommate matching network, click the link below. Do not click the link with your mobile device; wait until you are in front of a computer. Don't worry, there is a mobile app that you can add after joining RoomSync.

You will need to enter this passcode when it prompts you. Your passcode is your Florida Tech assigned ID number and date of birth in the following sequence: Month/Date/Year (MMDDYYYY).

[http://apps.facebook.com/roomsync](http://apps.facebook.com/roomsync)

Once you have found a match for your roommate selection on RoomSync, the Florida Tech Campus Services office will receive the request and we will do our best to place you with them.

If you have any questions about using the app, you can ask us or contact RoomSync at [support@roomsync.com](mailto:support@roomsync.com).
PART 1: STUDENT HOUSING & MEAL PLAN APPLICATION

Housing Applications will available in November of each year for new, incoming freshmen applying for the following academic year. Your housing deposit must be paid in order to access the Housing Application. If you simply pay the $200 housing deposit to your student account, the system will not recognize that it has been paid and this will cause a delay in the completion of your Housing Application. To avoid this, please go through your Panther Pass (https://pantherpass.fit.edu) and in the housing module, click on "Pay Housing Deposit" to pay directly to the deposit account. After payment, you may begin your Housing Application. Please note there may be a delay of approximately 20 minutes for the system to acknowledge the housing deposit. You can access the Housing Application through Panther Pass or you may go to www.fit.edu/housing, click on "Housing Registration" on the left-hand side of the screen, then login with your TRACKS account information. It should then bring you to a screen similar to this:

Please select New FALL FRESHMEN Housing and Meal Plan Contract.

Please read the terms carefully, and then choose "I Do Not Agree" or "I Agree". Once you have agreed to the terms, the next page will show you the terms and conditions; there are seven sections. Please read each section carefully, and then at the bottom, use the drop down arrow to confirm that you have read and understood all sections.
After choosing "next", you will be brought to Page 2 of the application. On this page, you will enter your personal information.

### Personal Information
- **ID# and Name**
- **Date of Birth**
- **Gender**
- **Campus E-mail**

### Home Mailing address information Required
- **Street 1**: 150 W. University Blvd.
- **City**: Melbourne
- **Zip**: 32901
- **Street 2**
- **State**: FL
- **Country**: United States

### Please UPDATE your CELL Number HERE
- **CELL PHONE**: 123-456-7890

Once verifying all information is correct, continue to Page 3. This page shows the housing options available to freshmen and pricing. You may choose your preferences in order of which you would like most to least. Please keep in mind that students are placed on a first come, first serve basis, so simply choosing a preference does not guarantee you will be assigned there. If you are assigned in a room that was not your first preference, after classes begin you may visit the Campus Services office to place yourself on a waiting list for another type of housing. The Campus Services office will then email you if something else becomes available.

**COLUMBIA VILLAGE** Quad Four Bedroom Suites - $
**RESIDENCE HALLS** Double Room with Community Bath - Roberts Hall or Campbell Hall $
**Mary Star of the Sea - Newman Hall**
Four Bedroom Suites----------$

*Mary Star of the Sea Residence Hall Lease required at time of check-in.*

**Florida Tech Housing will place you in a room per your room type selection**

### Housing Preference
- **Room Selection 1**: Columbia Village Four bedroom Suite
- **Room Selection 2**: Residence Hall Double Rm w/community bath
- **Room Selection 3**: Mary Star of the Sea - 4 Bedroom
This page has a brief four question survey to help us better place you in reference to other students. There is also a section that allows you to enter any special needs or medical conditions you may have that would relate to your housing situation and meal plan.

Once you have answered all of the questions, please move on to page 4. On page 4, you will be able to choose a meal plan. Freshmen students are allowed to have Meal Plan A1 or Meal Plan A2. Both plans are the same price but offer different amounts of Flex Credit and “all you care to eat” options. You have until the end of the first week of classes to change your meal plan if you decide your first option was not right for you. You may also change your meal plan by completing a form available at the Campus Services office.
Page 4 also allows you to choose any roommate preferences; you can enter up to three different roommates. If you know of someone that you wish to room with, click "select" next to "1st Roommate Preference". You will see an entry slot for the first and last name of your preferred roommate.

You must enter their first and last name exactly how it appears in our system; nicknames cannot be used. If you cannot find the name of your preferred roommate, please give us a call (321) 674-8076 and we can assist you. After typing in your friend's name, click "Search" and the system should automatically find anyone with that name; if there is more than one person with the name you typed in, you must choose from the list the correct one. After doing so, you will need to click "Confirm" to confirm your roommate. Once you have BOTH chosen each other as roommates, the "[unconfirmed]" next to your friend's name will be change to "[confirmed]".

NOTE: Your preferred roommate(s) must ALSO do this step with you as a requested roommate or you will not be confirmed and placed together. As previously stated, once you both confirm each other as roommates, "[confirmed]" will appear next to their name; you can even go back into your application to make changes and to verify that you are confirmed with your preferred roommate(s).
Once you have completed page 4, please continue to page 5. This page is a review of all information you have entered thus far in regards to the housing application.

Please review your selections below.

If your selections are correct proceed to the next page.
If you need to make changes please select the page options at the top of this page to go back.

Your Housing option Selection

Building and Room Type Selection Columbia Village Four bedroom Suite

Meal Plan and Flex Credit Plan Selection

You have selected Meal Plan Option MPA1

You have selected Meal Plan Option

Your answer to Special Needs and Medical Conditions No

Mutually Requested Roommate Selections are not Guaranteed

Preference. Mutually Req Roommate 1 [not selected]
Preference. Mutually Req Roommate 2 [not selected]
Columbia Village 3rd Roommate Selection [not selected]

Application Signature

•PLEASE enter your name HERE -

If you need to make changes, you may go back now or you can edit your application later. You will have up until you are placed in housing to make any changes. Going back and making changes will not change your submission date, which is used by the Campus Services office when assigning students.

Once you are sure you want to move on, enter your first and last name at the bottom of the page and click "Next".
This is the last page of the housing application.

We will send you a confirmation to your FLORIDA TECH email address. University correspondence will be sent to Florida Tech emails only. Please check for updates periodically or forward it to your active email address.

This completes your Housing and Meal Plan selections. To finalize your selections click 'I agree' below. If you need to make changes please select the page options at the top of this page.

To change your Meal Plan you will need to complete a "Meal Plan Change Contract Form" available in the Campus Services Office.

If you have any questions please contact Campus Services at (321) 674-8076 or go to the Campus_Services Web Site.

Please review this page and select "I Do Not Agree" or "I Agree". Please remember that completing your application makes it a binding document; you are then obligated to pay for your housing and meal plan, plus any additional fees in regards to housing, for the entire term for which you have applied. You have only five business days after submission to cancel your application if you wish. However, students are required to live on campus for their first two years of college.

Once clicking "I Agree", you have completed your application.

You have completed your Housing and Meal Plan Application. You will receive an Email confirmation shortly.

Please check your FIT.edu email.

Thank you from

Florida Tech Housing.

Please close your window tab to return to Panther Pass

If you are applying for the Fall-Spring school year, an email will be sent to your FIT email address usually by the first week of July. If you are applying for only the Spring term, an email will be sent usually by the end of December. This email will contain your housing assignment, as well as your roommate(s) name and his/her/their FIT email address(es). No other personal information can be given out regarding your roommate(s), but we recommend you contact them via email or Facebook before arriving to campus.