



Florida Institute of Technology

2011-2012 Housing Application and Room Selection Process:

Room Change Wait List

DISCLAIMER

IT IS YOUR RESPONSIBILITY TO READ THIS PACKET

Before you start: This booklet is for students who have completed a housing contract and have been placed into a room or have chosen a room. This process adds your name to a list for a preferred type of room in the event that one becomes open.

Log into <http://www.fit.edu/housing> > click Housing Registration on the left to start Part 1 of your housing application. Login using your TRACKS Account username and password.

Go to the bottom of the page. You will see your current assignment. Click **WAITING LIST 2011-12 Fall Term – New Room**.

Housing and Meal Plan Applications

- 2011-12 NEW ROOM SELECTION for Freshman, Sophomore, Junior, Senior and Grad Students- Housing and Meal Plan Contract: You submitted a complete application on 2/17/2011 8:13 AM.
- WAITING LIST-2011-12 Fall Term - New Room

◦ WAITING LIST-2011-12 Fall Term - New Room

This brings you to the list of room change wait lists. The left side lists the building and room type. The right side says no until you have selected to be on that list.

Name	On?
Brownlie Hall Double Bedroom	No
Brownlie Hall Single Bedroom	No
Campbell Hall Double Bedroom	No
Campbell Hall Single Bedroom	No
Columbia Village	No
Evans Hall Double Bedroom	No
Evans hall Single Bedroom	No
Harris Village Four Bedroom	No
Harris Village Two Bedroom	No
Shaw Hall Single Bedroom	No
Southgate Double bedroom	No
Southgate Single - Year-long (12 month) Contract Only	No
Southgate Studio Year-Long Contract Only	No

Let's say that I wanted to select a Brownlie Hall Double Bedroom. Click Add To.

The page will refresh and now you will see Yes next to Brownlie Hall Double Bedroom. Repeat this process for each of the buildings and room types you want to be added to.

Name	On?
Brownlie Hall Double Bedroom	Yes

Let's say that you change your mind. You can select room from on the bottom of the page and select your room from a drop down menu.

Once you are done click logout on the right. Housing will contact you from the information that you left on the contact information page in the application.