



# Florida Institute of Technology

## 2011-2012 Housing Application and Room Selection Process: SAME ROOM SELECTION

### DISCLAIMER

**IT IS YOUR RESPONSIBILITY TO READ THIS PACKET BEFORE GOING ONLINE TO SELECT HOUSING.  
THIS EXPLAINS THE ENTIRE HOUSING SELECTION PROCESS!**

**Before you start:** This booklet is for **current** Sophomore, Junior, Senior, Transfer or Graduate Students. If you are **currently** a freshman (Columbia Village, Roberts, or living elsewhere) go to [www.fit.edu/housing](http://www.fit.edu/housing) for the New Room Selection Booklet. This booklet explains your housing options and has screenshots of the entire process – start to finish.

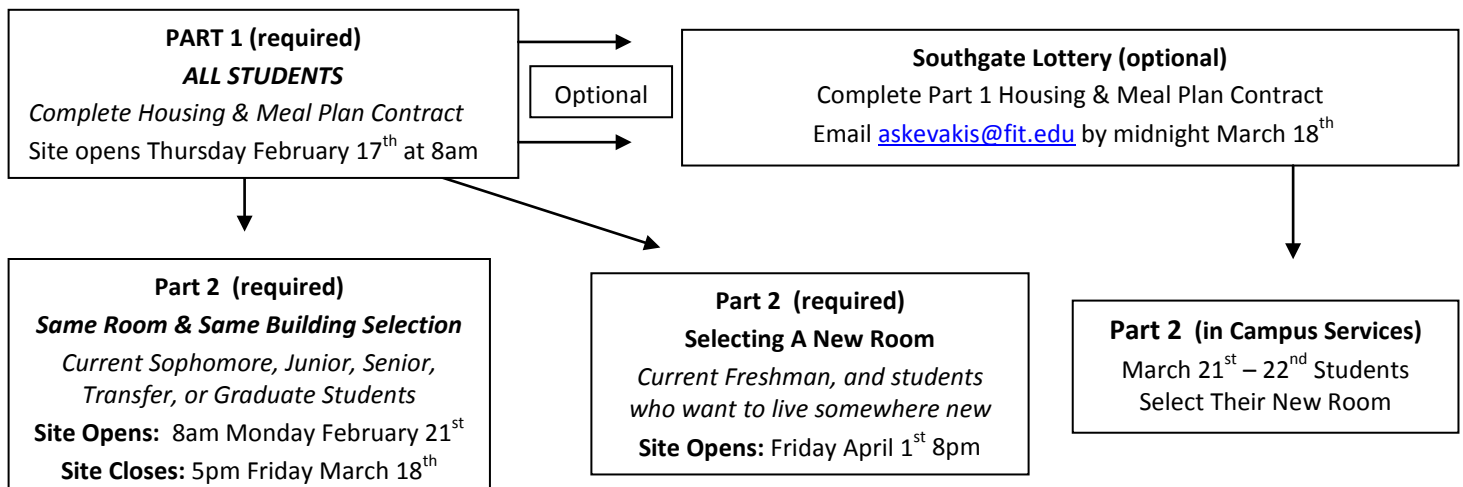
**Southgate Single and Studio Yearlong Contract Lottery:** All Southgate singles and studio apartments are 365 day yearlong contracts. They include Fall, Winter Break, Spring, and Summer! Rent is \$400 per month (\$1600 total) for all four of the summer months and the December/January Break. No class enrollment or meal plan required in the summer. To enter the lottery complete Part 1 of the housing and meal plan contract. Select New Room - then email Anthony Skevakis [askevakis@fit.edu](mailto:askevakis@fit.edu) by March 18<sup>th</sup> for lottery details. Lottery winners select their rooms March 21<sup>st</sup> & 22<sup>nd</sup>. Unsuccessful participants will choose a different room in the housing system.

**Two part process for getting you into your room! Part 1:** All students must complete Part 1. Go to <http://www.fit.edu/housing> > click Housing Registration on the left. Log in using your TRACKS Account. Part 1 allows you to set all of your room preferences, meal plan, and roommates. **Part 2** is the actual room selection which is from February 21<sup>st</sup> – March 18<sup>th</sup>. In part 2 you can select your same room, select a different room in the same building, or choose a different room all together. If you choose the same building you will be placed based on your preferences and room availability. If you want to live in a completely different building, then you will select that new room on April 1<sup>st</sup>. The system opens at 8pm on April 1<sup>st</sup> - no joke.

### Room Change Waiting List

If you are unable to select your first preference, select another room rather than not making any selection. You have to be assigned before you can add your name to the room change waiting list. There are room change wait lists for every building.

### Timeline Flow Chart



## PART 1: STUDENT HOUSING & MEAL PLAN APPLICATION

Starting on February 17<sup>th</sup> you can log into <http://www.fit.edu/housing> > click Housing Registration. Login using your TRACKS Account username and password.

When you login this is the screen that you will see.

### **Housing Services - 2011-12' FALL Applications are now being accepted.**

#### **Welcome to Part 1 of your Housing and Meal Plan Contract**

- Current Freshmen click 2011-12 New Room Selection. Current Sophomores, Juniors, Seniors and Grads can select your same room or select a new room. New room selection begins on April 1st (part 2).: Please refer to housing selection PDFs online at [fit.edu/housing](http://fit.edu/housing)

Your current room will be listed in a box just like the one below.

#### **Same Room Selection - Your current room is show here.**

- Your current housing assignment is below. Select your same room or same building by completing the Same Room Selection application. Select a new room by completing New Room Selection. Note that new room selection begins on April 1st (Part 2).: Please refer to housing selection PDFs online at [fit.edu/housing](http://fit.edu/housing)
- Room: [Harris Village B Building Farmer 505](#)

Below are the housing application options. To select the same room or building choose Same Room / Same Building. To leave your assignment and choose a new building in a different area choose New Room Selection.

#### **Housing and Meal Plan Applications**

- [2011-12' Freshman and Transfer Student Housing and Meal Plan Contract](#)  
: You have not applied. Select this link to apply.
- [2011-12 SAME ROOM / SAME BUILDING SELECTION - Housing and Meal Plan Contract.](#)  
: You began an application but did not submit it. Select this link to continue.
- [2011-12 NEW ROOM SELECTION for Sophomore, Junior, Senior and Grad Students- Housing and Meal Plan Contract](#)  
: You have not applied. Select this link to apply.

### Terms and Conditions - Returning Students

[David N. Sabiston](#)

#### RESIDENCE HALLS/APARTMENTS TERMS AND CONDITIONS

Welcome to Florida Tech Housing!!!

We designed this portal to assist you in navigating the contract process. You will be guided through a series of screens to complete this application. We recommend reading each section as you will be held responsible for the agreement. Please understand that THIS DOCUMENT IS A LEGALLY BINDING CONTRACT. Once you have completed the process you will receive a confirmation email. If you do not receive the email you have NOT completed your entire housing application. This means that you will not be assigned a room and we will not have any of your housing or meal plan preferences. Also, note that there is a Residency Requirement for ALL freshman and sophomores. That means that if you are a first-time freshman, a sophomore, or are in the first two years of your academic program, you are REQUIRED to live on campus and have a residence meal plan. Upon completion of this CONTRACT you will be RESPONSIBLE for the entire academic year's rent, meal plan, and fees for Fall 2011 - Spring 2012.

By clicking "I Agree" you understand the terms and you will continue to the nextscreen. By clicking "I Do Not Agree" you will return to the Student Homepage.

FALL 2011' - SPRING 2012'

Read the page then make your decision.

I Do Not Agree

I Agree

This brings you to Page 1 of the Terms and Conditions. Confirm each section. There are 7 of them.

### PAGE 1 Terms and Conditions Sections 1 - 7

[David N. Sabiston](#)

[Terms and Conditions - Returning Students](#)

*Please read and confirm you understand each section.*

\*Section 1 Please Confirm -  ▼

\*Section 2 Please Confirm -  ▼

\*Section 3 Please Confirm -  ▼

\*Section 4 Please Confirm -  ▼

\*Section 5 Please Confirm -  ▼

\*Section 6 Please Confirm -  ▼

\*Section 7 Please Confirm  ▼

After you have gone through each section choose next to go to Page 2.

Page 2 has the room types and rent by semester broken listed by building.

<b>PAGE 2 Housing Selection - Returning Students</b>	
<a href="#">David N. Sabiston</a>	<a href="#">PAGE 1 Terms and Conditions Sections 1 - 7</a>

**Room Options and Pricing are PER SEMESTER**

**Residence Halls** [Click for More Room Information](#)

**Brownlie Hall**

Single Room Private Bath-----	<b>\$3,575.00</b>
Double Room Shared Bath-----	<b>\$3,205.00</b>

**Evans Hall**

Double Room Semi-private Bath-----	<b>\$3,205.00</b>
Single Room Semi-private Bath-----	<b>\$3,505.00</b>
Single Room Private Bath-----	<b>\$3,575.00</b>

**Quad and Roberts**

Double Room Shared Bath-----	<b>\$2,525.00</b>
Single Room Shared Bath-----	<b>\$3,100.00</b>
Single Room Private Bath-----	<b>\$3,575.00</b>

**Southgate Apartment** [Click for More Room Information](#)

Single Occupancy Studio-----	<b>\$3,760.00</b>
Single Occupancy Bedroom-----	<b>\$4,000.00</b>
Two Bedroom (Double Occupancy)----	<b>\$3,700.00</b>
Three Bedroom (Triple Occupancy)----	<b>\$3,700.00</b>

**Harris Village** [Click for More Room Information](#)

One Bedroom Suite-----	<b>\$4,410.00</b>
Two Bedroom Suites-----	<b>\$4,040.00</b>
Four Bedroom Suites-----	<b>\$3,700.00</b>

If you want to choose to live in the same room select yes in the Same Room Selection Box. If you want to choose to live in the Same Building choose no, then choose yes in the Same Building – New Room Box. For example, if you are living in Harris Village Hartley Hall and are on the first floor and want to live on a different floor choose yes on Same Building – New Room Box. Housing staff will select a room for you.

**Same Room Selection**

Select Yes below to choose to live in your same room. To choose a different room in the same building select No and complete the next two sections.

Your current room is Harris Village B Building Farmer 505

\*Do you want to stay in your Current room?  [No](#)

**Same Building - New Room**

Choose Yes to select a new room in the same building. Housing will place you into a new room based on your preferences and availability. If you choose No to both Same Room and Same Building Selection you must complete the New Room Selection Application and choose your room on April 1st.

Do you want a different room in the same building area?  [No](#)

If you selected to keep your same room skip this section. If you want a different room in the same building please select three different options below.

**Building and Room Preferences**

If you selected to keep your same room please skip this section. If you want a different room in the same building please select three different options below. Housing will place you into a room based on your preferences and availability.

Building and Room Preference 1

Building and Room Preference 2

Building and Room Preference 3

Roommate selection is next. This is an optional field. **You and your roommate will BOTH HAVE TO SELECT AND CONFIRM ONE ANOTHER as 'mutually selected roommates'** to be placed together. If you both are not confirmed then you **will NOT** be placed in that room. You will do this whether you have 1 roommate or 3 of them. Example: Say David Sabiston wants to chose Anthony Owens as his roommate. David clicks select next to 1<sup>st</sup> Roommate Preference. Then David types in Anthony (first name) Owens (last name) then hits search. The search finds him in the system. If you make a spelling error or put in a nickname it will not find them.

**Mutually Requested Roommate Option**

OPTIONAL SECTION - Have a roommate in mind? Search for that roommate by first name and last name. If you do not find the person you are looking for put in the last name only. If roommates are not selected someone can choose an open room or someone will be assigned.

1st Roommate Preference David N Sabiston [confirmed] [select](#)

2nd Roommate Preference [not selected] [select](#)

3rd Roommate Preference [not selected] [select](#)

Enter the name of your desired roommate.

1st Roommate Preference [not selected] [select](#)

First Name:

Last Name:

Choose the person from the drop down menu and then click confirm to select them. They will get a message when they sign in asking them to mutually confirm you.

1st Roommate Preference [not selected] [select](#)

**Please confirm your requested roommate from the list below:**

Anthony Owens is now listed as the 'unconfirmed' roommate until he signs in and confirms the room.

1st Roommate Preference Anthony Owens [unconfirmed] [select](#)

2nd Roommate Preference [not selected] [select](#)

3rd Roommate Preference [not selected] [select](#)

This is what Anthony Owens will see when he logs in under the roommate section.

[not selected] [select](#)

**Please confirm your requested roommate from the list below:**

David Sabiston

You are now DONE with page 2. Now for page 3 Click Next.



Welcome to Page 3. This page is for your roommate preference survey and notation of any special medical needs.

**PAGE 3 Survey Questions - Returning Students**  
[David N. Sabiston](#)      [PAGE 2 Housing Selection - Returning Students](#)

<p><b>Roommate Preference Survey</b></p> <p>*I am a Smoker <input type="button" value="No"/> ▾</p> <p>*I am a late night person <input type="button" value="Yes"/> ▾</p> <p>*I keep a neat room <input type="button" value="Yes"/> ▾</p> <p>*I am a early riser <input type="button" value="Yes"/> ▾</p>	<p><b>Special Needs and Medical Conditions</b></p> <p>PLEASE NOTE - Official medical or other documentation is required.</p> <p>*Do you have Special needs or Medical Conditions--- <input type="button" value="No"/> ▾</p> <p>Description of Special Needs or Medical Conditions--- <input type="text"/></p>
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Click next to continue to page 4.



Page 4 is the meal plan selection page.

**Page 4 Meal Plan Selections**  
[David N. Sabiston](#)      [PAGE 3 Survey Questions - Returning Students](#)

**If you need to make changes please select Page 3 at the top of this page to go back.**

**Meal Plan Options - Price PER SEMESTER**

**A1 Unlimited Meals 7 Days a Week + \$150.00 FlexCredit---\$2,440.00**

**A2 Unlimited Meals 5 Days a Week + \$350.00 FlexCredit---\$2,440.00**

**U1 Unlimited Lunch Meals 5 Days a Week + \$700.00 FlexCredit---\$1,500.00**

**U2 \$1500.00 Per Semester FlexCredit-----\$1,500.00**

**Meal Plan Selection Per Semester**

\*Meal Plan Selection  ▾

- 2011-12' - 7 Day a Week Unlimited Meals Plus Flex Credits
- 2011-12' - 5 Day a Week Umlimited Plus Flex Credits
- 2011-12' - Lunch Unlimited 5 days a Week Plus Flex Credits
- 2011-12' - All Flex Credits

After making your meal plan selection click next.



Page 5 is your summary of housing and meal plan selection.

**Page 5 - Summary of Housing and Meal Plan Selection**  
[David N. Sabiston](#)      [Page 4 Meal Plan Selections](#)

To make changes click 'Page 4 Meal Plan Selections' this will take you back to the previous page.

**Please REVIEW your current selections.**

#### Returning Students Same Room Selection

You currently live in Harris Village B505

Your selection to stay in the same room is Yes

Your selection to stay in the same building is No

#### Mutually Requested Roommate Selection

If you have not selected a roommate(s) someone will be assigned.

1st Roommate Selection--- David N Sabiston [confirmed]

2nd Roommate Selection--- [not selected]

3rd Roommate Selection--- [not selected]

#### Meal Plan and Flex Credit Plan Selection

You have selected Meal Plan Option 2011-12' - 7 Day a Week Unlimited Meals Plus Flex Credits

#### Special Needs and Medical Conditions

Your answer to Special Needs and Medical Conditions is No

When you are done reviewing your selections click next.

Next >

Page 6 is your personal contact information. We will use this information to contact you.

### Page 6 - Personal Information

[David N. Sabiston](#)

[Page 5 - Summary of Housing and Meal Plan Selection](#)

#### Personal Information Update

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

#### Address Information

\*Street1  Street2   
\*City  \*State  \*ZIP   
\*Country

#### Please update your CELL phone number

Housing will use your Florida Tech email for written communications. From time to time we may have the need to call you. Please share your cell phone number - we will not share it with anyone.

Cell Phone

When you have finished entering your personal contact information click next.

Next >

Page 7 has Key Points of the Terms and Conditions. You will be held responsible for this information. Read it.

**Page 7 - Terms and Conditions: Key Points**  
[David N. Sabiston](#) [Page 6 - Personal Information](#)

**Terms and Conditions Key Points - Don't Forget**

You are bound by the terms and conditions - failure to read this document is not an excuse.

When you are done reviewing this page click next.

Next >

Page 8 is the last page of Part 1.

**Page 8 - Housing Application Completed**

Last chance to make changes to your application. To make any changes to your Housing or Meal Plan selections click the 'PAGE 1' option at the top of this page.

If you have any changes to your Housing or Meal Plan selections after you submit this application you will need to go to the Campus Services Office located on the northside of Evans Hall.

If you have any questions please contact Campus Services at (321) 674-8076.

Clicking 'I Agree' completes PART 1 of your Housing and Meal Plan Application.  
Please check your Florida Tech email for all Housing confirmation emails.

In the event you do not receive a confirmation e-mail you can contact the Housing Office between 8am and 5pm at 321-674-8076. After 5pm please send an e-mail to [ASkevakis@fit.edu](mailto:ASkevakis@fit.edu).

Read the page then make your decision. You will receive and email confirmation indicating that you have completed **PART 1** of your housing selection and meal plan contract. Remember to return between Monday February 21<sup>st</sup> and Wednesday March 30<sup>th</sup> to complete the last part of the process.

Once you click 'I Agree' this is what you will see.

**Application Complete**  
[David N. Sabiston](#)

You have completed PART 1 of the Housing Application and Meal Plan Contract. You will receive an e-mail from [FTHousing@FIT.EDU](mailto:FTHousing@FIT.EDU) to confirm receipt of this application.  
**YOU ARE NOT FINISHED.**  
**PART 2 - SAME ROOM SELECTION** is from February 21st 8AM thru March 18th at 5pm. To confirm your Room and Roommate selection go to the Main Housing Web page and select the "Housing Registration" link on the left side of the Housing page.

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**PART 2 – Selecting Your Room from Monday February 21<sup>st</sup> and Wednesday March 30<sup>th</sup>**

Login to housing like you did in Part 1. This will bring you to the housing page.

**Housing Services - 2011-12' FALL Applications are now being accepted.**

Click 2011-12 Same Room Selection – Part 2 under Housing and Meal Plan Applications.

**Housing and Meal Plan Applications**

- 2011-12 SAME ROOM / SAME BUILDING SELECTION - Housing and Meal Plan Contract. : You submitted a complete application on 2/15/2011 4:11 PM.
- o [2011-12 SAME ROOM SELECTION - PART 2 - Room and Roomate Confirmation](#) (ends at 3/18/2011 2:00 PM)

Select your roommate and building. Click from the drop down menu of the building that you are same room selecting. If you have any roommate request(s) select each one in the “Requested Roommates” box before you select your room. If you do not have any roommate requests the “Requested Roommates” box will not appear. Proceed to select the building that you are same room selecting.

**Select Your Roommate and Building**

If you have any roommate request(s) select each one in the "Requested Roommates" box before you select your room. If you do not have any roommate requests the "Requested Roommates" box will not appear. Proceed to select the building that you are same room selecting.

**If Roommate(s) are shown below select them to confirm**

**Requested Roommates**

Include David N Sabiston

Click your building from the drop down menu and click search.

**Select your current building option.**

Building

If you have made an error and selected a building that is not where your same room is, you will see this error message. Click search to go back.

**There are no rooms available that match your search. Please search again.**

Room Selection page is next. The system will search for your room first, then list it for you to confirm.

**Room Selection**

Room Search in progress...  
 Room selections may have multiple pages.  
 << Previous Page | Next Page >> [Return to Search Criteria](#)

Name	Open Spaces	Number of Occupants
<a href="#">Harris Village B Building Farmer 505</a>	1	1

After the room comes up click on it. It should be the room that you are currently living in.

Name	Open Spaces	Number of Occupants
<a href="#">Harris Village B Building Farmer 505</a>	1	0

The next screen is Room Selection Cont'd. Click 'Select This Room' to choose that room.

**Room Selection Cont'd**

Please select a room.

**Room Details for Harris Village B Building Farmer 505-RD-Staff**

<a href="#">Select This Room</a>	Harris Village B Building Farmer 505

You will see this message once you have successfully chosen your room. You will receive an email to you Florida Tech email confirming your housing assignment.

Your chosen room is being reserved, please wait...

**You have successfully chosen a new room!**

You are currently assigned to: [Harris Village B Building Farmer 505](#).

Click Logout on the left side of the screen. Enjoy the rest of your day.

**Florida Tech Housing and Meal Plans Menu**

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[My Housing](#)

[My Addresses](#)

[My Emergency Contacts](#)

[Logout](#)