Dear Current Student,

Welcome to the 2017-2018 Continuing Student Housing Selection Guide. This guide contains important information for the selection process and we are here to help you! Be sure to read this guide carefully. If you have follow-up questions, contact a member of the Residence Life Staff for the correct information. Please note: You must pay your deposit by February 1, 2017, to participate in any portion of housing selection.

REMEMBER:
- We will be using Residence by Symplicity to select housing assignments.
- Selection times will be assigned randomly giving priority to those with the fewest numbers of semesters lived on campus. For more information about this philosophy change announced October 2015, please visit http://www.ut.edu/residencelife/housingphilosophy/.
- Check your UT email for updates and reminders!

When considering your housing options for next year, remember that all residents must select a meal plan. Meal plan options may be reviewed at http://dining.ut.edu/plans.html. Only residents in Palm, Straz, and Urso Apartments may select the 7 meal plan.

We realize this is a lot of information, so please ask us your questions. There are helpful FAQs on the next pages. If your question is not answered, be sure to contact your Area Coordinator or Assistant Director, stop by the Office of Residence Life in Vaughn 213, or send an e-mail to reslife@ut.edu. We’ll respond to you quickly as we understand the timeliness of the selection process. Once selection begins, due to a high volume of inquiries, there may be a short delay. However, we will get back to you as soon as possible. Our website will have the most current information as well as a downloadable guide at http://www.ut.edu/housingselection/. We wish you success in your housing choice for next year! Review the guide, ask our staff your questions, and select your room!

Area Coordinators and Assistant Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
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<tbody>
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</tbody>
</table>

Important Dates

- Deadline to pay $175 Housing Commitment Deposit in Bursar’s Office: February 1 by NOON
- Deadline to pay $175 Housing Commitment Deposit on SpartanWeb: February 1 by 11:59pm
- Deadline to pay or confirm Damage Deposit on account: February 1 by 11:59pm
- Application Due in Residence by Symplicity: February 15 by 11:59 pm
- Selection Process in Residence by Symplicity: February 20 – March 3
- Off-Campus Housing Fair in Vaughn lobby: April 4, 11am – 2pm
- Deadline to cancel (requests submitted in Symplicity by the deadline will be automatically released from housing agreement): June 1
- Deadline to be registered as a full-time student: June 1
- Deadline to check in for Fall 2017: August 28

We wish you success in your housing choice for next year! Review the guide, ask our staff your questions, and select your room!

Office of Residence Life
BEFORE YOU BEGIN: IMPORTANT FAQs

How can I verify my deposits are on my account?
You can check in Residence by Symplicity. Click on “My Account” and you will have a view similar to the view to the right. It may take 1-2 days for the deposit to show on your account in Symplicity.

Will Residence Life select a space for me? Even if I just miss my selection time? Even if I paid my deposits?
No. We cannot complete your housing agreement for you. You must select your room. Groups and singles will all select and sign housing agreements in Residence by Symplicity. The Office of Residence Life will not assume that you intend to select a space even if you pay your deposit.

Who is eligible to participate in housing selection?
Spring 2017 full time, residential students; students currently in study abroad and approved UT internships.

What will happen if I do not participate in housing selection for 2017-2018?
As you are aware, on-campus housing is limited. If you do not select housing when you have the opportunity, you will not have an assignment for the 2017-2018 academic year, the no guarantee wait list will be your only option. If you are interested in off-campus housing information, please contact the Off-Campus Housing Coordinator, Joe Wynn, at jwynn@ut.edu.

What if I will not know if I will need housing until selection is over?
We recommend that you participate and select a housing assignment, even if in doubt. You can cancel your housing agreement using the cancellation request form in Residence by Symplicity or by emailing reslife@ut.edu through June 1 without penalty.

If I sign up for housing, how long am I committed?
The housing agreement is for the full academic year including Fall 2017 and Spring 2018. You can cancel without question or penalty through June 1. After June 1, your release is not guaranteed. Signing another contract or lease does not absolve you from your housing agreement. You are responsible for paying for campus housing until your agreement is cancelled in writing.

Am I guaranteed to get into the hall/type of room I want for 2017-2018?
Each year the demand for spaces on campus varies. We offer continuing students a variety of great spaces in a range of price points — from doubles to singles and apartment-style. However, we cannot guarantee space availability, which will vary depending on your individual or group selection time. A room change wait list will be available after you have selected a space.

What if my $175 housing commitment deposit is late?
You will not be able to make the payment late and participate in the process for 2017-2018. The no guarantee wait list will be your only option. If you have concerns about the deposit deadline, please contact the Office of Residence Life prior to January 30 at noon. There will be no deposit extensions granted after January 30.

Is my $175 deposit refundable?
This is a non-refundable deposit. It will be credited to your Fall 2017 student account if you cancel by the June 1 deadline.

Does everyone have to pay $175 Housing Deposit?
ROTC Cadets and athletes who will be on 100% scholarship for next fall are not required to pay the $175 Housing Deposit. They are still responsible for the $200 Damage Deposit, which must still be on their account. If you are unsure if you qualify, please contact reslife@ut.edu prior to January 30. All other students are required to pay the deposit.

I have class during my selection time. What do I do?
You may log in after your assigned time and select your space prior to the selection process closing on March 3.

What if the number of semesters (fall and spring) that I have lived on campus is incorrect?
If we have made a mistake, you should contact us immediately. If the error originated with us, we will fix it.
Will I lose my housing if I am dismissed for academic or student conducts reasons but submit an appeal?
Students who are dismissed immediately have their housing and meal plan cancelled. If/when your appeal is approved; you may request reassignment in writing. The Office of Residence Life will attempt to reassign you to your previously selected space. If that space is no longer available, you will be placed in the next available space at the time your request is received.

How do I get a single for next fall?
At your selection time, log in and view available rooms. Select from any available singles. Spaces in all buildings will be held for individual residents, even if they are not members of groups. If none are available, select an available space and then place yourself on a wait list for a single.

What if we want to select a suite/apartment but have only 2 or 3 in our group?
You will be able to form and reform groups throughout the selection process. Spaces will be held in all buildings for groups of any size. For example, a group of 2 can select a Straz apartment and then another group of 2 can select the remaining spaces or a group of 3 can select a 5-person apartment in Jenkins and two singles could select the remaining spaces. The group selection time is the average of its members. Adding or removing members may impact the group selection time.

What if I am not a full-time student for the fall term by June 1?
Your housing and meal plan will be cancelled. If/when you are registered as a full-time student and you request reassignment in writing, the Office of Residence Life will attempt to reassign you to your previously selected space. If that space is no longer available, you will be placed in the next available space at the time your request is received.

I am an athlete or resident who will need to stay on campus over winter break. Which halls will be open?
All halls with the exception of the Barrymore Hotel will be open for winter break and winter intersession 2017-2018.

How do I start the Housing Selection Process?
All continuing students who wish to live on campus for 2017-2018 must complete these steps:

**Step 1 PAY YOUR DEPOSITS,** [https://spartanweb.ut.edu/ICS/Campus_Life/Residential_Life/](https://spartanweb.ut.edu/ICS/Campus_Life/Residential_Life/)
Dec 1 - Feb 1  $175 Non-refundable housing commitment deposit due by NOON, Jan 30 to the Bursar’s Office. However, you can make your deposit on SpartanWeb until 11:59 pm on Feb 1. When paying your deposit on SpartanWeb, be sure to use the link above. Keep your receipt/e-mail confirmation. DAMAGE DEPOSIT of $200.00 must still be on your account. You can view this in Residence by Symplicity. Contact the Bursar’s Office if you have questions about your account: Phone: 813-253-6202 Email: bursar@ut.edu Contact the Office of Residence Life prior to Jan 30, if you need an extension: Phone: 813-253-6239 Email: reslife@ut.edu

**Step 2 COMPLETE YOUR APPLICATION,** [https://ut-residence.symplicity.com](https://ut-residence.symplicity.com)
Dec 1 - Feb 15 Complete your application in Residence By Symplicity. Form groups of any size throughout the process.

**Step 3 SELECT YOUR SPACE,** [https://ut-residence.symplicity.com](https://ut-residence.symplicity.com)
Feb 20 – March 3 Select your space in Residence By Symplicity at your assigned selection time. On February 20, selection times will be assigned randomly giving priority to those with the fewest numbers of semesters on campus. You may select a space either by yourself or with other students. The group selection time will be the average of its members. Adding or removing members may impact the group selection time. Spaces will be available in Barrymore Hotel, Brevard, Jenkins, Palm, Straz, and Urso.

**Step 4 CANCELLATION OPTIONS**
June 1 Deadline to cancel: Cancellation requests are in Residence by Symplicity.
June 1 Deadline to be terminated for excessive damage: You will be notified no later than this date.
June 1 Deadline to register for classes full-time: You must be a full-time student to keep your room on campus.

**Step 5 CHECK IN**
August 28 Deadline to arrive, check in, and claim your room key. Your space will not be held beyond August 28 without prior written notice providing your anticipated date of arrival.
Residence by Symplicity

**Application Process**
Log in to Symplicity with your Spartans domain and password. Once your deposit has been paid, you will have access to the application on your home screen.

**Part 1** of the application includes profile, special needs, meal plan, roommate matching profile, and housing agreement. **Part 1 is required and due by Feb 15.**

**Part 2** of the application is optional. You may select by yourself or as part of a group. Part 2 is where you will be able to form and change roommate groups throughout the process. The group selection time will be the average of its members. Adding or removing members may impact the group selection time.
Roommate Groups
If you know who you want to live with, we suggest talking in advance and designating one person as “group leader” to start the group. This will help avoid confusion in starting multiple groups. The group leader will click “find someone you know” and enter each roommate’s code. Each student has a unique roommate code that they can view on their screen (green circle). The leader can then invite them to join the group. Each member will have to log in and accept the invitation.

If you do not know who you would like to live with, but want to find a roommate, click on “search resident profiles”. Then, you can search for others based on information they have submitted in their profile, you can communicate with them and decide if you would like to group together.
Changing Roommate Groups
Roommate groups can be edited using the same steps. The “group leader” (person who created the group) can add or remove any member to the group. To remove members, the group leader selects the red “X” button next to the roommate to be removed, then saves the changes to the group.

By selecting Leave Group, any member of the group can remove themselves from a roommate group at any time until the selection is finalized. Any individual can also remove themselves from the group by clicking on the red “X” button.

When someone is removed from the group, an email notification is sent to all members of the group making them aware of the change to the group.

Additionally, the group leader may pass the “group leader” role to any other member of the group by selecting the “up arrow” next to the intended group leader. This may be helpful to use if the group’s selection time conflicts with the group leader’s schedule.

In this process, we ask that you honor the Spartan Code and be respectful of your fellow group members by contacting them beforehand when removing or leaving groups. The group’s selection time will be the average of its members. Adding or removing members may impact the group selection time. If so, the changes to selection time will be immediately apparent upon saving the changed group.

- **Note:** Once you remove a member of the group, you will need assistance from the Office of Residence Life to add that same member back to the group.

Selection Options
To assist you with planning for your selection and group set up, the table below outlines the buildings and estimated room configurations that will be available at the start of the selection process. We try to offer continuing students a variety of great spaces in a range of price points — from doubles to singles and apartment-style. However, we cannot guarantee space availability.

If the building or room configuration that you want is not available, we strongly encourage you to select an available space and then place yourself or your group on the wait list.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room Configuration</th>
<th>Room Occupancy</th>
<th>Number of suites/apartments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barrymore Hotel</td>
<td>Double</td>
<td>2</td>
<td>100+</td>
</tr>
<tr>
<td>Brevard</td>
<td>Double and 2 singles</td>
<td>4</td>
<td>24</td>
</tr>
<tr>
<td>Brevard</td>
<td>2 doubles</td>
<td>4</td>
<td>32</td>
</tr>
<tr>
<td>Jenkins</td>
<td>4 singles</td>
<td>4</td>
<td>59</td>
</tr>
<tr>
<td>Jenkins</td>
<td>Double and 2 singles</td>
<td>4</td>
<td>28</td>
</tr>
<tr>
<td>Jenkins</td>
<td>5 singles</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Jenkins</td>
<td>Double and 3 singles</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>Jenkins</td>
<td>8 singles</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Palm</td>
<td>4 singles</td>
<td>4</td>
<td>143</td>
</tr>
<tr>
<td>Palm</td>
<td>5 singles</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Palm</td>
<td>Double and 3 singles</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Straz</td>
<td>4 singles</td>
<td>4</td>
<td>110</td>
</tr>
<tr>
<td>Straz</td>
<td>Double and 2 singles</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Urso</td>
<td>Single</td>
<td>1</td>
<td>114</td>
</tr>
<tr>
<td>Urso</td>
<td>Shared bathroom single</td>
<td>2</td>
<td>30</td>
</tr>
</tbody>
</table>
How to Select
On February 20, a selection time will be assigned to each resident who completed an application by the deadline. The time will populate in each student’s account on Residence by Symplicity.

- Selection times will be assigned randomly giving priority to those with the fewest numbers of semesters lived on campus.

Once selection times are live, you will be about to log in to Residence by Symplicity and see Room Selection as an option on your account.

- The group’s selection time will be the average of its members. Adding or removing members may impact the group selection time. If so, the changes to selection time will be immediately apparent upon saving the changed group.

View and search rooms
You can use the filters to search for what type of space you are looking for. You will be able to filter by Building, Floor, Room Attributes, Occupancy, Room Rate Code or by Keyword. This list is pre-filtered based on the combined eligibility of the group members. Changes in the roommate group may affect the rooms or apartments displayed. The Availability column lists how much space is available in each room. Rooms showing a BLUE open room button are available for you to choose from. Rooms showing a WHITE open room button are not available to groups of your size (your group may be too big or too small for that room).

You can save your favorite rooms by clicking on the star in the Selection column. By saving a Favorite room, participants create a personal list that allows for faster selection when it is your selection time.

When you click on Open Room, you will see any available additional information provided - which may include the floor plan. You can click on the image to zoom the view.
Finalize Room Selection
Once a room or rooms have been identified, the group leader should make the selection. The displays lists all group members and the room the group leader selected. If selecting an apartment/suite, the group leader will need to place each roommate from the roommate group into the bed spaces related to the apartment/suite.

- Be sure to discuss with your members who will be in which bedroom or who will share a bedroom.

When the assignment is ready to be finalized, the “Finalize Selection” button is displayed. After clicking on the “Finalize Selection” button, click OK to confirm that the housing selection is finalized.

- Note: You may want to screen shot this page to share with your group.

Once an assignment has been finalized and submitted you will not be able to edit the group or change the finalized room assignment.

Room Change Wait List
If you were not able to secure the ideal space for yourself or your group, please select a space and then place yourselves on the room change wait list. The wait list to change rooms/buildings will be reviewed throughout the summer.

No Guarantee Wait List
If you do not participate in the selection process and select a space, you cannot be on a waitlist to change rooms/buildings. Your only option is the no guarantee wait list. While the Office of Residence Life strives to accommodate all students on the No Guarantee Wait List, there is no guarantee you will be offered on campus housing.