Dear Current Student,

Welcome to the 2018-2019 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 submit your application by February 15, 2018, to participate in any portion of housing selection. A new deposit is not required!**

**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/](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](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 will 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/](http://www.ut.edu/housingselection/). The majority of the process will take place in our housing software, Residence by Symplicity. You can log in using your Spartans domain and password. It works best using Chrome as the browser. [https://ut-residence.symplicity.com](https://ut-residence.symplicity.com/resident)

**Area Coordinators and Assistant Directors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claire Butler</td>
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<td>Area Coordinator, Morsani and McKay-Boathouse</td>
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</tr>
</tbody>
</table>

**Important Dates**

**Application Due in Residence by Symplicity**
February 15 by 11:55 pm

Selection Process in Residence by Symplicity
February 22 – March 2

Off-Campus Housing Fair in Vaughn lobby
April 5, 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

Residence Halls open for Fall 2018
August 25

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

Will Residence Life select a space for me? Even if I miss my selection time? Even if I completed an application?
No. You or your group leader must select your room. The Office of Residence Life will not assume that you intend to select a space even if you submit an application.

Who is eligible to participate in housing selection?
Spring 2018 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 2018-2019?
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 2018-2019 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 at offcampus@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 2018 and Spring 2019. 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 2018-2019?
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 the selection process ends.

What if my housing application is late?
You will not be able to apply late and participate in the process for 2018-2019. The application will no longer be available after 11:55pm on February 15, 2018.

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 2.

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 the room change 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 median 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 2018-2019.

How do I start the Housing Selection Process?

Step 1 COMPLETE YOUR APPLICATION, 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 2 SELECT YOUR SPACE, https://ut-residence.symplicity.com
Feb 22 – March 2 Select your space in Residence by Symplicity at your assigned selection time.
On February 21, 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 median 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 3 OFF-CAMPUS FAIR, www.ut.edu/residencelife/offcampus
April 5 We encourage you to explore off-campus housing options during the Off-Campus Fair from 11am – 2pm in the Vaughn lobby. We anticipate over 20 local communities and agencies will be in attendance.

Step 4 CANCELLATION OPTIONS
June 1 Deadline to cancel: Requests submitted in Symplicity by the deadline will be automatically released from housing agreement.
June 1 Deadline to register for classes: You must be a registered as a full-time student for Fall 2018 to keep your room on campus.

Step 5 CHECK IN
August 25 Residence Halls open for continuing students on Saturday, August 25, 2018. Deadline to arrive, check in, and claim your room key is August 27. Your space will not be held beyond August 27 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. All eligible residents will have access to the application on their home screen. If you do not see the application and you are a current resident, Please contact Residence Life before Feb 15.

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 median of its members. Adding or removing members may affect 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. 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 median of its members. Adding or removing members may affect 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>
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<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>18</td>
</tr>
<tr>
<td>Brevard</td>
<td>2 doubles</td>
<td>4</td>
<td>24</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>
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<td>5</td>
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</tr>
<tr>
<td>Palm</td>
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<td>6</td>
</tr>
<tr>
<td>Straz</td>
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<tr>
<td>Urso</td>
<td>Shared bathroom single</td>
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<td>30</td>
</tr>
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</table>
How to Select
On February 21, 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, in Residence by Symplicity, you will see Room Selection as an option on your account.

- The group’s selection time will be the median of its members. Adding or removing members may affect 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 (such as refrigerator), Occupancy, Room Rate 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.
- 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.

Clicking on the room will also note **gender inclusive rooms as (mixed/no restrictions)**.

**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 person 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. **This list will open on March 2 at 5pm for those who selected a room during the process.** 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 students on the No Guarantee Wait List, there is no guarantee you will be offered on campus housing.

**Off-Campus Housing**
We encourage you to explore off-campus housing options during the **weekly community spotlights** on Wednesday from 11am – 1pm in the Vaughn lobby. We also encourage you to visit with over 20 communities at the **Off-Campus Fair on April 5**, 11am – 2pm in the Vaughn lobby.