

2020-2021 Continuing Student Housing Selection

Welcome to the 2020-2021 Continuing Student Housing Selection Guide. This guide contains important information for the selection process. Be sure to read this guide carefully. If you have follow-up questions, contact a member of the Residence Life Staff below for more information.

IMPORTANT REMINDERS:

- To participate in Housing Selection, **you must submit your application by February 14, 2020.** A new deposit is not required.
- Selection times will be assigned randomly giving priority to those with the fewest numbers of semesters lived on campus. For more information about the assignment philosophy, please visit <http://www.ut.edu/residencelife/housingphilosophy/>.
- Check your UT email for updates and reminders about the process
- 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/my-meal-plan>. **Only residents in Palm, Straz, and Urso Apartments may select the 7 meal plan.**



■ s y m p l i c i t y

We realize this is a lot of information, so please, read the helpful FAQs or reach out if you have more questions. 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: <http://www.ut.edu/housingselection/>. The majority of the process will take place in our software, Residence by Symplicity: <https://ut-residence.symplicity.com/resident>. You can log in using your Spartans domain and password. It works best using a Google Chrome browser.

Area Coordinators and Assistant Directors

Residence Life Office	reslife@ut.edu	Office Location: Vaughn 213
Stephanie D'Agustino	sdagustino@ut.edu	Area Coordinator, Morsani Hall
Annie Donaldson	adonaldson@ut.edu	Area Coordinator, McKay Hall and Urso Hall
Adonis McCullum	amccullum@ut.edu	Area Coordinator, Austin Hall
Brittaney Mericle	bmericle@ut.edu	Area Coordinator, Palm Apartments
Pam Mirabelli	pmirabelli@ut.edu	Assistant Director, Straz Hall
Cristina Muyschondt	cmyshondt@ut.edu	Area Coordinator, Barrymore Hotel and Smiley Hall
Dyjerlynn Peter	dpeter@ut.edu	Area Coordinator, Brevard Hall
Ronnie Rentz	rrentz@ut.edu	Assistant Director, Jenkins Hall
Justin Rinaldi	jrinaldi@ut.edu	Area Coordinator, Vaughn Hall

Important Dates

Application Due in Residence by Symplicity

Selection Times Released

Selection Process in Residence by Symplicity

Off-Campus Housing Fair in Vaughn lobby

Deadline to cancel (requests submitted in Symplicity by the deadline will be automatically released from housing agreement)

February 14 by 11:55 pm

February 21

February 25 – March 4

March 31, 11am – 2pm

Deadline to be registered as a full-time student

June 1

Residence Halls open for Fall 2020

June 1

August 29

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 2020 full time, residential students; students currently in study abroad and approved UT internships.

If I live off campus right now, can I participate in Housing Selection?

Students that are currently living off campus are not able to participate in Housing Selection. If you would like to live on campus for Fall 2020, you should fill out the No Guarantee Wait List.

What will happen if I do not participate in Housing Selection for 2020-2021?

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 2020-2021 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 don't know if I need housing right now?

We recommend that you participate and select a housing assignment, even if you are not sure. 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.

Can I cancel my housing assignment? How long does the housing agreement last?

The housing agreement is for the full academic year including Fall 2020 and Spring 2021. 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 2020-2021?

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 happens if I miss the application deadline?

You will not be able to apply late and participate in the process for 2020-2021. The application will no longer be available after 11:55pm on February 14, 2020.

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 4. If you are in a roommate group, your group leader will select your room for you. If that person is unavailable to select during your group time, then you may change group leaders.

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. You can filter available rooms by room rate code (double, single, triple) using the drop down menus. 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 best (middle) of its members. Adding or removing members may impact the group selection time.

How do I find a gender inclusive room?

On the room selection page in Residence by Symplicity, you can click on a room which will show if the space is “mixed/no restrictions” which means it is gender inclusive and open to all students.

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 2020-2021.

I would like to stay in the same room from Fall to Spring. How can I do this?

When you select a room during Housing Selection, that space is typically reserved for you for both Fall and Spring terms. Students that select a space in higher floors of the Barrymore Hotel may be consolidated to lower floors throughout the year as required for best use of space.

How do I start the Housing Selection Process?

Step 1 COMPLETE YOUR APPLICATION, <https://ut-residence.symplicity.com>

Dec 1 - Feb 14: Complete your application in [Residence by Symplicity](#). Form roommate groups of any size throughout the process.

Step 2 REVIEW YOUR SELECTION TIME, via email

Feb 21: On February 21, selection times will be assigned randomly giving priority to those with the fewest numbers of semesters on campus. You can also start creating roommate groups at this time

Step 3 SELECT YOUR SPACE, <https://ut-residence.symplicity.com>

Feb 25 – Mar 4: Select your space in [Residence by Symplicity](#) at your assigned selection time.

You may select a space either by yourself or with other students. The group selection time will be the median best (middle number) 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 OFF-CAMPUS FAIR, www.ut.edu/residencelife/offcampus

Mar 31: We encourage you to explore off-campus housing options during the Off-Campus Fair from 11:00am – 2:00pm in the Vaughn lobby. We anticipate over 20 local communities and agencies will be in attendance.

Step 5 CANCELLATION & IMPORTANT DEADLINES

Jun 1: Deadline to cancel: Requests submitted by the deadline will be released from the housing agreement.
Jun 1: Deadline to register for classes: You must be a registered as a full-time student for Fall 2020 to keep your room on campus.

Step 6 CHECK IN

Aug 29 & 30: Residence Halls open for continuing students starting on Saturday, August 29, 2020. **Specific scheduled move in days/times for each building will be provided at a later date.** Deadline to arrive, check in, and claim your room key is August 31. Your space will not be held beyond August 31 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 14.

The screenshot shows the Symplicity home page. At the top, there's a navigation bar with links for Home, Applications, Roommates, My Account, and More. On the right, there's a user profile for 'testy' with the roommate code 'baudol306'. Below the navigation, there are several sections: 'Assigned Roommates' (with a note about having no roommates), 'My Room' (with a note about having no rooms), 'Applications' (with a note about having no applications listed, and a 'Get Started' button), 'Announcements' (with a note about having no announcements), and a 'Sample Housing and Meal Application' section. A large oval highlights the 'Applications' section. The University of Tampa Office of Residence Life logo is at the bottom left.

The screenshot shows the 'Applications And Forms' page. The navigation bar includes links for Home, Applications And Forms (which is highlighted), Roommates And Suitesmates, My Account, and More. A user profile for 'testy t Test' with the roommate code 'baudol306' is shown on the right. The main content area has two sections: 'Part 1: Continuing Student Fall 2018 Housing Application' (marked as required) and 'Part 2: Roommate Group (Optional)'. Both sections include a 'Create your Roommate Group' button. The University of Tampa Office of Residence Life logo is at the bottom left.

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 14.

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 best (middle) 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.

Roommate Groups (Fall 2018) Change Term

Search resident profiles
Find ideal roommates to invite into your group

Find someone you know
Enter the Roommate Code of a person you know

Enter a Roommate Code: Send Invite

You can obtain your friend's Roommate Code by asking them on the phone or by email.
Roommate Codes are usually private and are not published or searchable.

My Group Messages

You do not have a roommate group for this term.
Invite other users to create a group.

OTHER ROOMMATE GROUPS

Fall 2016 + Create New

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.

Roommate Groups (Fall 2020) Change Term

Search resident profiles
Find ideal roommates to invite into your group

Find someone you know
Enter the Roommate Code of a person you know

No search filters set

Change Search Filters Clear Search Filters

Profile #7
Profile Number 7 / Are you part of the Rebel Alliance? No
View Full Profile
Send Invitation

Profile #10
Profile Number 10 / Are you part of the Rebel Alliance? No
View Full Profile
Send Invitation

Profile #12
Profile Number 12 / Are you part of the Rebel Alliance? No
View Full Profile
Send Invitation

Profile #16
Profile Number 16 / Are you part of the Rebel Alliance? Yes / Study Habits Bedroom / Testing
View Full Profile
Send Invitation

Profile #20
Profile Number 20 / Are you part of the Rebel Alliance? No
View Full Profile
Send Invitation

Profile #22
Profile Number 22 / Are you part of the Rebel Alliance? No / Study Habits Living Room / Testing
View Full Profile
Send Invitation

My Group Messages

You do not have a roommate group for this term.
Invite other users to create a group.

OTHER ROOMMATE GROUPS

+ Create New

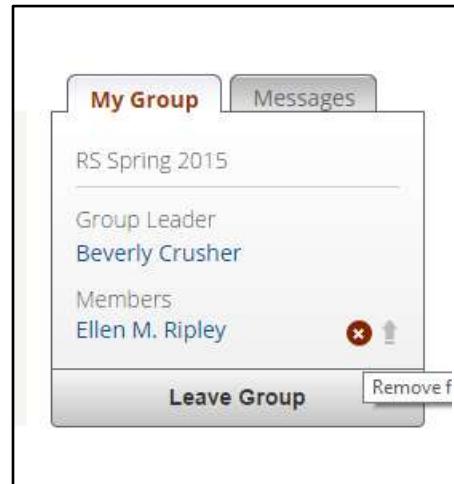
Changing Roommate Groups

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 best (middle) 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 leave a group or 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 room change wait list.

Building	Room Configuration Type	Room Occupancy	Number of suites/apartments available
Barrymore Hotel	Double	2	100+
Brevard	Double and 2 singles	4	18
Brevard	2 doubles	4	24
Jenkins	4 singles	4	59
Jenkins	Double and 2 singles	4	28
Jenkins	5 singles	5	8
Jenkins	Double and 3 singles	5	12
Jenkins	8 singles	8	2
Palm	4 singles	4	143
Palm	5 singles	5	7
Palm	Double and 3 singles	5	6
Straz	4 singles	4	110
Straz	Double and 2 singles	4	9
Urso	True single	1	114
Urso	Shared bathroom single	2	30

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 best of its members. The median is the middle selection time out of all group member's times when sorted in chronological order. 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.

The screenshot shows the 'Room Selection' tab in the navigation bar. The user profile at the top right shows 'testy t Test' and 'Your Roommate Code: baudol306'. Below the timeline, there are two main buttons: 'Update Roommates' (Optional) and 'Select a Room' (Required).

Housing Selection 2018-2019 (Fall 2018)

Assigned Room Selection Time: THU, NOVEMBER 30 @ 2:57 PM EST
Start Date: THU, NOVEMBER 30 @ 10:00 AM EST
Finalize your selection by: MON, MARCH 12 @ 4:45 PM EST

Select a room in the remaining time

102	0	37	54
DAYS	HRS	MINS	SECS

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.**

The screenshot shows the 'Search Filters' section with dropdowns for Building, Floor, and Room Attribute, and input fields for Occupancy, Room Rate, Code, and Keywords. Below are 'Apply Search' and 'Save Defaults' buttons.

Items 1-2 of 2 Showing 20 Favorites

Building	Floor	Apartment Number	Room Number	Availability	Selection	Space
Jenkins Hall	1	RES70108	0108A, 0108B, 0108C, 0108T	5 of 5	Open Room	
Jenkins Hall	1	RES70110	0110A, 0110B, 0110C, 0110D	4 of 4	Open Room	

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.

The screenshot shows a room selection interface. At the top left, it says "Straz Hall, Floor 1, Apartment STRZ0124". Below that, "Room 0124A" is selected. To the right is a "Favorite" button. On the right side, there is a blue banner with the text "Select a room in the remaining time" and a timer showing "97 DAYS 23 HRS 36 MINS 13 SECS". Below the banner, under "Room Selection", it says "Room Selection*:" followed by "ROOM SELECTION", "Building:", and "Straz Hall". A note indicates "* indicates a required field".

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.

Your selection is not complete until you click the “**Finalize Selection**” button.

- Tip: 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.

This screenshot shows the "Room Selection" confirmation page. It displays the roommates (James G. Barker, Indiana Jones), the room selection (Building: Hollan Apartments, Floor: 1, Apartment: 103-04), and the assigned rooms (Room 103 (Male): James G. Barker, Room 103 (Male): Indiana Jones, Room 104 (Male): [empty], Room 104 (Male): [empty]). At the bottom are "Back" and "Finalize Selection" buttons.

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 6 at 5pm for those who selected a room during the process.** The wait list to change rooms will be reviewed through the summer.

This screenshot shows the "Room Selection" confirmation page for a room change. It displays the roommates (Breanna X. Adderly, Shayne S. Antes, Tyler B. Anderson, Victoria T. Adams), the room selection (Building: Mitchell Hall, Floor: 2, Room: Mitchell Hall - Floor 2 - Room 201), and a message indicating the selection has been finalized. At the bottom are "Back" and "Finalize Selection" buttons.

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 March 31**, 11:00am – 2:00pm in the Vaughn lobby.