

ROOM SIGN-UP INSTRUCTIONS – Read Carefully!

Below you will find specific dates/times and instructions on how to sign up for your room for the academic year 2016/2017.

Please read carefully and follow the instructions to insure you sign up correctly.

Basic information you need to know before you proceed:

- Based on your building preference, plan to sign up online during the session that applies to you.
 - The credits included in this email will determine **the earliest date and time you are eligible to go online to sign-up for your room.** **You will not have access prior to your eligible time;** however, if you were not able to go online during your specified date/time, you can sign up any date/time after that.
 - Students with 30 or more credit hours **are required to sign up to live in Towson Run, Carroll or Marshall Halls.**
 - If you don't have access to a computer OR are having problems accessing the online process, go to the Housing & Residence Life Office (West Village Commons, suite 309) for assistance.
 - Once you select a room and log off from the online room sign-up process, **you will not be able to change your room,** so be sure you selected the correct room.
- **Students who HAVE A ROOMMATE REQUEST** - If you have a roommate, *only one of you needs to go online to sign-up* and that student will pull in the other student as a roommate. Before you go online be sure you have your roommate(s): TU ID #, PIN and meal plan preference.

- **Students who DO NOT HAVE A ROOMMATE REQUEST** – *It is highly recommended that you select a room with another student.* (Look for a room that only shows one bed space as being available - that indicates another student has signed up for the other bed space so you will have a current student as your roommate if you select that room.) If you choose a vacant room and no other student signs up for that room, **you will be assigned a roommate.** If necessary, HRL reserves the right to relocate you (within the same building if space is available) after this process is over. This is necessary in order to make as many rooms as possible available for new students with roommate requests. You will be notified prior to the end of the semester if your assignment is changed. In order to avoid being relocated, ***we urge you to sign-up in a room with another student.***

SIGN-UP SCHEDULE - Honors Housing & Residential Learning Communities:

Honors College students – Friday, April 1; 9:00 a.m. – 4:00 p.m., online room sign up to live in Douglass House (Honors College Housing) will take place. All students signing up for honors housing must be in the Honors College; however, honors students can pull-in a non-honors roommate (with under 30 credit hours). See the section above titled: - **Students who HAVE A ROOMMATE REQUEST** for instructions on how to request a roommate.

Residential Learning Communities: Students who have been approved to live in a specified Residential Learning Community (RLC), should plan to go online to sign up for their room on **Friday, April 1; 9:00 a.m. – 4:00 p.m.** Only rooms/spaces on the designated floor(s) will be available at that time. If you are approved to live in a specific community and decide you no longer plan to do so, please notify Housing & Residence Life. ***This sign-up period includes International Students interested in living in Global Village.***

SIGN-UP SCHEDULE (General Room Sign-Up):

Carroll Hall or Marshall Hall with Roommate Request:

DATE	9:00 am to 11:00 pm	11:00 am to 1:00 pm	1:00 pm – 4:00 pm
Monday, April 4	89 – 61 Credits	60 – 49 Credits	48 – 44 Credits
Tuesday, April 5	43– 30 Credits	29 – 20 Credits	19 – 10 Credits (Last Name A – F)
Wednesday, April 6	19 – 10 Credits (Last Name G – M)	19 – 10 Credits (Last Name N – Z)	All remaining Credits

*Credit totals are as of the end of fall 2015

Carroll Hall or Marshall Hall without Roommate Request: Students who want to live in Carroll or Marshall and do not have a roommate request sign-up on: *(It is highly recommended that you sign up to live with another student to avoid being relocated.)*

DATE	9:00 am – 12:00 pm	12:00 pm – 4:00 pm
Thursday, April 7	89 – 49 Credits	48 – 30 Credits
Friday, April 8	29 – 16 Credits	15 – 0 Credits

Same Building Sign up: Includes students staying in their same Residence Hall (with under 30 credit hours) or students staying in Towson Run. During this process the student signing up for the room can only sign up to live in their same building **but** can pull-in a roommate who currently lives in another building (as long as they paid their housing deposit & meet the credit requirement) or can pull-in a new freshman who has paid a housing deposit.

DATE	9:00 am to 11:00 am	11:00 am to 1:00 pm	1:00 pm to 4:00 pm
Monday, April 11	89 - 61 Credits (<i>Towson Run only</i>)	60 - 49 Credits (<i>Towson Run Only</i>)	48 – 44 Credits (<i>Towson Run only</i>)
Tuesday, April 12	43 – 30 Credits (<i>Towson Run only</i>)	29 – 20 Credits (<i>all residence halls</i>)	19 – 10 Credits (Last Name A – F) (<i>all residence halls</i>)
Wednesday, April 13	19 -10 Credits (Last Name G-M) (<i>all residence halls</i>)	19 -10 Credits (Last Name N-Z) (<i>all residence halls</i>)	All remaining Credits (<i>all residence halls</i>)

*Credit totals are as of the end of fall 2015

General Room Sign-up (GRS) with Roommate: For any students who have not yet signed up for a room who have a roommate request.

DATE	9:00 am	10:00 am	11:00 am	NOON	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Monday, April 18	89 - 50 Credits (<i>apts. only</i>)	89 - 30 Credits (<i>apt. only</i>)	89 - 30 Credits (<i>apt. only</i>)	29 - 20 Credits	19 - 15 Credits (<i>Last Name A – F</i>)	19 - 15 Credits (<i>Last Name G – M</i>)	19 - 15 Credits (<i>Last Name N – Z</i>)	Stop Time
Tuesday, April 19	14 – 10 Credits (<i>Last Name A-F</i>)	14 – 10 Credits (<i>Last Name G-M</i>)	14 – 10 Credits (<i>Last Name N-Z</i>)	9 - 0 Credits (<i>Last Name A-F</i>)	9 - 0 Credits (<i>Last Name G-M</i>)	9 - 0 Credits (<i>Last Name N – Z</i>)	Any Credits	Stop Time

General Room Sign-up without a Roommate: For any students who have not yet signed up for a room and do not have a roommate request. *(It is highly recommended that you sign up to live with another student to avoid being relocated.)*

DATE	9:00 am	10:00 am	11:00 am	NOON	1:00 pm	2:00 pm	3:00 pm	4:00 pm
Thursday, April 21	89 - 50 Credits (<i>apts. only</i>)	89 - 30 Credits (<i>apt. only</i>)	89 - 30 Credits (<i>apt. only</i>)	29 - 20 Credits	19 - 15 Credits (<i>Last Name A – F</i>)	19 - 15 Credits (<i>Last Name G – M</i>)	19 - 15 Credits (<i>Last Name N – Z</i>)	Stop Time
Friday, April 22	14 – 10 Credits (<i>Last Name A-F</i>)	14 – 10 Credits (<i>Last Name G-M</i>)	14 – 10 Credits (<i>Last Name N-Z</i>)	9 - 0 Credits (<i>Last Name A-F</i>)	9 - 0 Credits (<i>Last Name G-M</i>)	9 - 0 Credits (<i>Last Name N – Z</i>)	Any Credits	Stop Time

Room changes/Room Sign-up : *May 2 – May 6* - Students interested in changing their room should go to the Housing & Residence Life Office during this time period between the hours of 9:00 a.m. – 4:00 p.m. Any student who did not sign-up for a room previously can sign-up in HRL during this time. Roommate requests must come together.

BEFORE YOU START..... take the time to view our tutorial to help you navigate through all the required steps to sign up for a room and roommate at:

<http://www.towson.edu/studentlife/housing/campus/requesthousing/documents/roomselectionhowto.pdf>

Once you have gone through the tutorial – complete the following steps:

-Go to www.towson.edu/shg

-Login using your Username (Net ID) and Password

-Having trouble signing up for a room or accessing the Student Housing Gateway? Call Housing & Residence Life at 410-704-2516 if you need assistance or have any questions. *We are here to help you!!!*

- **Most importantly**, don't forget to click the **FINISH** button to lock in your assignment.

03/28/2016