ON LINE HOUSING APPLICATION PROCESS SUMMARY

**PLEASE NOTE THIS TUTORIAL IS AN OVERVIEW – DATES/TIMES ARE FOR DEMONSTRATION PURPOSES ONLY**

Required steps to access online housing application
- Admission to the University
- Complete the Admission Acceptance Form & make advance Tuition Payment
- Make advance housing payment if planning to live on-campus
- Activate your NetID
- Receive an e-mail from the Housing Office to your Admissions email address indicating you have MySlice Student Services access to complete the on-line Housing application process. *(This may take as much as a week from when the University processes your Admission Acceptance Form and advance housing and tuition payments)*

Select New Student Applications
- Select the application that you wish to complete.

Agree to Terms & Conditions of Student Housing
All students requesting to live in University housing must agree before being allowed to complete the housing application

Applicant Questionnaire – respond to question on:
- Smoking Status
- Room Type alternative preferences, optional
- Learning Community preferences, optional
- Cell Phone number

Meal Plan Preference
Student’s status will determine the drop down list of meal plan options

Special Circumstances
These are special circumstances you want the Housing Office to consider in making your assignment

Confirmation Page
An e-mail will also be sent to your syr.edu e-mail address

Potential Errors
- No Admit Type (freshman/transfer) recorded in Housing records
- Housing advance payment not made/received
- Failure to agree to the Terms & Conditions of Student Housing

Changing your selections
You will be able to access and change your selections through May 6, 2015.
Welcome to the new student online housing application tutorial.

The new student online housing application process is open to all new Syracuse University freshmen and transfer students. In order to be able to access the application you must complete the following steps:

- Receive admission to Syracuse University
- Complete the Admission Acceptance Form
- Make the advance tuition payment
- Make the advance housing payment – if planning to live on-campus
- Activate your NetID – go to http://netid.syr.edu

Once you have completed the above steps you will receive an e-mail from the Housing Office at your Admissions e-mail address confirming your MySlice Student Services access to the on-line housing application **(This will occur approximately one week following the University’s processing of your Admission Acceptance Form and your advance housing and tuition payments)**. At that time you will have access to complete the housing application.

Begin by logging on to MySlice using your NetID and password at http://myslice.syr.edu.
Select the **Housing and Meal Plans** link (within the Student Services box). NOTE: The location on your MySlice screen of the Student Services box may not necessarily be located in the same position as the example below.

(click the link *once* as double clicking will generate an error).

Once you click on that link you enter the housing application process. Your first screen will ask you to select the application you wish to complete. Please note you will only see applications that you are eligible for based upon the current information available. The application process only takes a few minutes to complete.
You will then receive a Welcome Letter from the Director of Housing and it is at this point you will need to agree to the Terms and Conditions of Student Housing.

Welcome!

Congratulations on your admission to Syracuse and welcome to Syracuse University’s online application process for University housing and meal plans. For your convenience, a tutorial on proceeding through this application is available on our departmental website: http://housing.mealplans.syr.edu. Bookmark our website for seasonal information posted over the course of the academic year.

Completing this online housing application is what we hope will be the beginning of memorable years spent at Syracuse. We offer a variety of room types and locations in residence halls and apartments. As new undergraduates to SU, your housing application is an application for a bed and not for a particular hall or room type. I encourage you to begin to think about transitioning to living in University housing. Students are randomly assigned with a same-gender roommate.

You will receive your housing assignment in early August via your syr.edu email. We know many students’ first introduction to their roommate is through Facebook, MySpace, or similar websites. We caution you to look at your roommate’s site with an open mind and examine your own site and ask yourself if this is the first impression you want to instill.

We expect you to be challenged outside the classroom as you become a member of the Syracuse community and we look forward to your arrival.

Eileen Simmons
Director

SOME IMPORTANT POLICY REMINDERS

1. First and second-year students at Syracuse University are required to live in University housing.

2. The housing agreement is a commitment for the academic year – both fall and spring semesters.

3. Students who apply for University housing who are not required to live on campus (transfer students with 40 or more credit hours or students commuting from home – meeting the commutable distance criteria) may cancel their application through July 1. After July 1, all housing commitments are financially binding, regardless of whether official confirmation of housing assignment has been received.

Housing Agreement

All housing applicants must agree to the Terms and Conditions of Student Housing. Click here to view the Terms and Conditions of Student Housing (Adobe Reader required).

If you do not have Adobe Reader, click here to download it.

I have read and agree to abide by the terms, conditions, deadlines and responsibilities expressed in the Terms and Conditions of University Housing. I understand the occupancy period is for the full academic year, both fall and spring semesters, and is binding regardless of class standing, unless I withdraw from the University.

☐ I Agree  ☐ I Do Not Agree

Next >>
Once you have agreed to the Terms and Conditions of Student Housing you will be asked a short series of questions. Some questions are optional. Read the detail in the right-hand column prior to completing the questionnaire.

After completing the questionnaire you will be able to select your meal plan preference. The meal plan options available to you in the drop down are based upon your current information (as recorded in the University’s housing system at the time of your access to the website). The right-hand column explains default meal plan assignments in the event you are placed in University residence halls and fail to indicate a meal plan preference.
After selecting a meal plan preference you will have the opportunity to identify circumstances that you feel require special consideration in determining your housing assignment (for example if you have a physical disability).

If you select ‘no’ you go directly to the application completion screen.

If you select ‘yes’ you will be directed to the following screen to describe your special circumstance. It is important to be as brief and concise as possible since the description space is very limited (255 spaces). Also, read the right-hand column as medical documentation may be required for submission to University Health Services and/or the Office of Services for Students with Disabilities.
Finally - Confirmation Page- We suggest you print this for your records but it will also be e-mailed to your syr.edu email address if we have an email address in our housing records.

PRINT AND SAVE THIS
Fall 2016 Housing Applicants
CONFIRMATION

Included are important dates and procedures for you to remember

CHANGES TO YOUR APPLICATION:
You may access your housing application and make changes to your Application Questionnaire through May 5. On May 6, access will be discontinued as we prepare for the roommate selection process and the housing assignment process.

ASSIGNMENT PROCESS:
The Housing Office assigns a random number to each new student housing applicant. This randomly assigned number establishes the order in which applications are processed. This process is designed to promote a fair and equitable system that is inclusive, encouraging students from different backgrounds to live together. Housing assignments are made in the order of assigned number and take into consideration living and learning community opportunities, mutual roommate requests, and documented special circumstances.

ROOMMATES:
You are not required to identify a roommate. While you may request a specific roommate during the roommate selection process, we caution against doing so unless you have spent quality time discussing what this means with regards to learning communities, interests, and general habits. If after discussion, you still wish to be roommates, each of you must mutually request one another during the roommate selection process. The roommate selection process is open to all new students who have submitted a housing application by May 5. The on-line roommate selection process begins May 7 and ends May 16. This is the only opportunity during which you may mutually identify one another as roommate preferences. Full instructions and a tutorial will be provided prior to the start of the roommate selection process. If you are interested in rooming with a returning student you will participate in the returning student Housing Lottery. Instructions related to The Housing Lottery new student 'pull-ins' is available at housingmealplans.syr.edu.

CHECK-IN:
Check-in begins on Wednesday, August 26.

CANCELLATION:
Remember that first- and second-year students at Syracuse University are required to live in University housing.

NOT ATTENDING:
For students who choose not to attend the University, you must contact Admissions to withdraw your acceptance. Also contact our office at (315) 443-2721 or via e-mail at housing@syr.edu so that we may offer this space to another applicant. Refunds of the $450 advance housing payment will not be made after July 1st.

NOT LIVING IN UNIVERSITY HOUSING:
For those students not required to live in University housing, cancellation of your housing application or changing your application type must be made DIRECTLY to the HOUSING OFFICE by phone (315) 443-2721 or by email (housing@syr.edu) and must take place by July 1st. After July 1st, all Fall 2016 Housing Applicants housing commitments are financially binding, regardless of whether official confirmation of housing assignment has been received.

QUESTIONS:
Be sure to visit the following web sites for answers to your questions concerning our facilities, your arrival, your first days at Syracuse University, and living on campus:

Housing, Meal Plan, and I.D. Card Services: http://housingmealplans.syr.edu
Orientation: http://orientation.syr.edu

We look forward to seeing you in August.