


First Year & Transfer Student Housing Application How-To Guide

How to complete your Housing Application

Residence Life Office,
Stonehill College

How-To Guide

- ▶ The following slides will give you step-by-step instructions to guide you through:
 - ▶ The ONLINE HOUSING APPLICATION;
 - ▶ Recording your PERSONAL PREFERENCES; and
 - ▶ Roommate Selection (optional)
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First, log into myHill, then click on the MyHousing link located under the Orientation tab

The screenshot shows the Stonehill College myHill website in a Mozilla Firefox browser window. The browser's address bar displays the URL: `myhill.stonehill.edu/tag.2309ec854dd5d5b6.render.userLayoutRootNode.uP7uP_roots=root&uP_sparams=activeTab&activeTab=u811101d13&uP_sparams=frm&frm=`. The website's navigation menu includes: Home, Orientation, Finance, Library, Planning, Faculty Services, myResources, Employee Services, and myCampus. The 'Orientation' tab is selected, and the page is dated May 8, 2013.

The main content area is divided into three columns:

- About Orientation:** Provides information on meeting classmates, academic programs, and activities. It lists two sessions: Session 1 (June 24th and 25th) and Session 2 (June 27th and 28th). Links include Student Orientation Schedule, Parent Orientation Schedule, Frequently Asked Questions, and Orientation Checklist.
- Orientation Registration:** Features a section titled "A day to remember!" with a photo of students in purple shirts celebrating. Below this is a "Placement Exams" section, which states that three placement exams are available online and provides a link to "eLearn".
- Housing:** Contains a photo of a brick building and a section titled "Housing Information". It announces that the First Year Student Housing Application is now available on myHill and provides a link to the application. Below this is a "How-To Guide for First Year Students" section, which includes a link to "myHousing".

A red arrow points to the "myHousing" link in the Housing section.

The Windows taskbar at the bottom shows the system clock as 2:18 PM on 5/8/2013.

Click on the link labeled “ApplyOnline”



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Please select a MyHousing System to sign into:

ApplyOnline

Select this option if you wish to submit an online housing application.

Login

MyHousing

Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.

Login

NOTICE: If you are having trouble logging into the system please try deleting your cookies.
Directions: [Internet Explorer](#) | [Mozilla Firefox](#).


Select the First-Year Student Housing Application from the pull-down menu, then click “Next”

MyHousing @ Stonehill College

Application Selection

Welcome Erin Ryan

Please select the application you wish to begin:



© Stonehill College - MyHousing Web Suite v3.2.4 for The Housing Director

Please read, then sign your Housing Contract

I understand that on-campus housing is a privilege rather than a right.

Students under the age of 18 years of age:

I understand that if I have not yet reached the age of majority within the Commonwealth of Massachusetts (current contract). I further understand that upon attaining the age of majority I must present myself at the Residence Life Office for continued residency at the College. This contract will be construed under the laws of the Commonwealth of Massachusetts.

IMPORTANT NOTE FOR STUDENTS UNDER 18: I understand that if I have not yet reached the age of majority within the Commonwealth of Massachusetts, my guardian must also sign this contract. I further understand that upon attaining the age of majority I must present myself at the Residence Life Office for continued residency at the College. This contract will be construed under the laws of the Commonwealth of Massachusetts.

If you are currently under the age of 18, you may continue this application process, but must [click here](#) to download the contract. Students under 18 who do not mail in a signed copy of the contract will have their contracts marked as void. Contact the Residence Life Office for more information.

Residence Life Office
Stonehill College
320 Washington Street
Easton, MA 02357

I Agree I Do Not Agree

[Next >>](#)

Complete the Personal Preference questions then click “Complete Application.”

01: I am interested in living in a temporary triple room (3 students to a double room) at a reduced room rate.	No ▾
02: I am interested in living in themed housing focused on student wellness (most likely in O'Hara Hall).	No ▾
03: I am interested in living in an all female residence hall (Note: space in Flynn Hall is very limited, therefore placement cannot be guaranteed).	No ▾
04: Do you smoke? (Please be honest!) *	No ▾
05: In general, how do you like to keep your room? *	(N/A) ▾
06: In general, what temperature do you like to keep your room? *	Warmer ▾
07: What time do you tend to go to bed during the week? *	(N/A)
08: Where do you usually study? *	<input checked="" type="checkbox"/> Room <input checked="" type="checkbox"/> Library <input checked="" type="checkbox"/> Other
09: When do you usually study? *	A.M. ▾
10: In most situations I consider myself to be: *	(N/A) ▾
11: On a typical weekend night, I can be found: *	(N/A)
12: Is it okay if your roommate has occasional overnight guests (of the same gender)? *	No ▾
13: Please check off up to three (3) personal interests: *	<input type="checkbox"/> Arts (The Arts) <input type="checkbox"/> Sports <input type="checkbox"/> Music <input type="checkbox"/> Technology <input type="checkbox"/> Religion <input type="checkbox"/> Politics <input type="checkbox"/> Community Service <input type="checkbox"/> Movies <input type="checkbox"/> TV

Your application is now complete! If you'd like, you may modify your personal preferences and/or submit roommate requests online via MyHousing through July 1st.

Thank You... But Wait, There's More!

Thank you for submitting your online housing application. You are well on your way to being finished with the application process. You completed **Step 1: Completing your online housing application**.

Students requesting special housing accommodations for medical reasons must submit a separate written request to the Residence Life Office. The request and all supporting primary medical documentation must be submitted by July 1st.


You should print a copy of this page, as well as any confirmation e-mails you receive throughout the housing application process, for you to keep throughout the year.

Step 2: Make a specific roommate request (optional):

This process will allow you to place a roommate request for another Stonehill College student that has completed the online contract and by searching for them by name. It is very important to remember that all roommates must have submitted their online housing application and are able to select each other as roommates. Students who submit mutual roommate requests will be placed together regardless of their personal preferences. Often students meet someone they would like to live with when they are at summer orientation. To accommodate this, students can adjust their roommate requests until July 1st.

To make a roommate request, login to MyHousing the same way you logged in to complete your housing contract. Once you have completed your login, select the MyHousing option on the "system select" menu. Once you are logged into MyHousing select the Roommate Selection or Room Selection menu on the Navigation bar on the left side. On this screen, you can search for and select roommates based on their Student ID number, name, or e-mail address. This screen will also display the status of your roommate requests and whether or not they have been accepted. **ALL** roommate requests must be mutual in order for you to be assigned together.

Roommate Selection

- ▶ Although it is not required, you have the option of selecting roommates prior to room selection.
 - ▶ The following slides will give you step-by-step instructions to guide you through this process.
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Log back into MyHousing and choose the login option labeled “MyHousing.”



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Please select a MyHousing System to sign into:

ApplyOnline

Select this option if you wish to submit an online housing application.

Login

MyHousing

Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more.

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Click the “Room Selection” button in the left-hand column and select the option marked “Roommate Selection.”

MyHousing @ Stonehill College

Navigation

- Home/Overview
- Personal Preferences
- Room Selection >>

Other Link

- Floor Plans

MyHousing Help | Logout of MyHousing

MyHousing Overview

My Info

Student #	eMail

Assignments

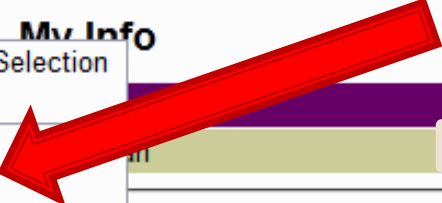
You do not have any current or future room assignments.

My Future Roommate Requests

You do not have any future roommate requests.

My Future Room Selection Process

You are not involved in any upcoming room selection processes.



Enter any of the search criteria in the fields below and click “Request Student as Roommate.”

MyHousing @ Stonehill College

Navigation

[Home/Overview](#)

[Room Selection](#) >>

Other Links

[Housing Selection
FAQs](#)

[Floor Plans](#)



[MyHousing Help](#)

[Logout of MyHousing](#)

My Roommate Requests

My Future Roommate Requests

You do not have any future roommate requests.

Roommate Selection

Search for a student to request as a new roommate...

Note: You do not need to fill in all fields.

Student ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
MI	<input type="text"/>
eMail Address	<input type="text"/>

[Request Student as Roommate](#)

From here you may continue to select more roommates OR monitor the progress of your roommate invitations. Roommate selection will remain available until 11:59 PM on July 1st.

My Roommate Requests

System Message

Your roommate request has been saved.

My Future Roommate Requests

Time Frame	Requested Roommate	Status	
Fall 2012	Nicole Sullivan	DOES NOT MATCH What does this mean?	<input type="button" value="Remove"/> <input type="button" value="Remind"/>

You have an unmatched roommate group.

Unmatched Roommates:

- Nicole Sullivan has not requested Erin Ryan

Roommate Selection

Search for a student to request as a new roommate...

Note: You do not need to fill in all fields.

Student ID

Last Name

More information to follow

- ▶ Students will be notified of their room/roommate assignments via email and MyHousing during the first week of August.
 - ▶ If you have any questions about the completing your housing application or the roommate selection process, please feel free to contact the Residence Life Office at 508-565-1290.
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