AIC | AMERICAN INTERNATIONAL COLLEGE

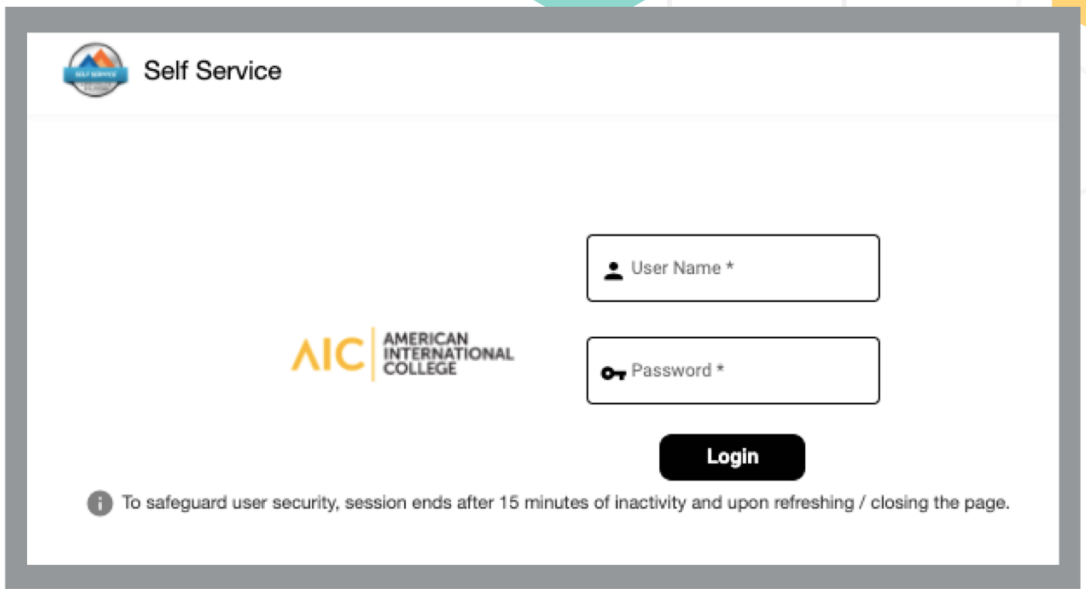
THE OFFICE OF RESIDENCE LIFE

RETURNING STUDENT HOUSING SELECTION

RETURNING STUDENT HOUSING SELECTION
STEP ONE: Submit Your Application

LOG IN TO THE MYHOUSING PORTAL

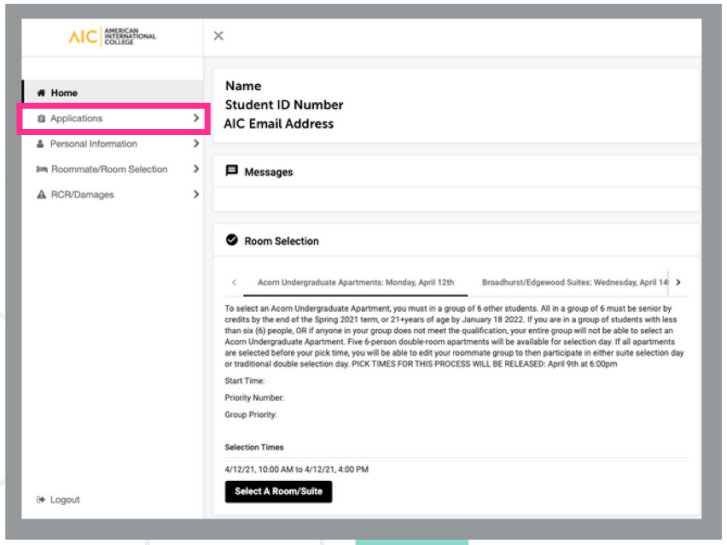
- Go to www.aic.edu/myhousing for the link to the MyHousing Portal
- Use your AIC email address and password to log in
- If you have trouble logging in, contact the IT Help Desk for assistance:
  - Phone: 413-205-3402
  - Email: IT.HelpDesk@aic.edu



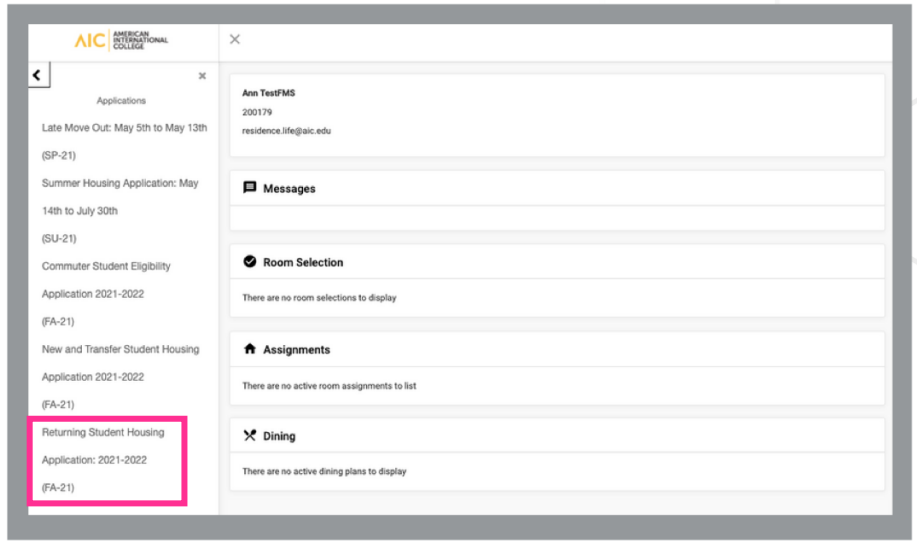
RETURNING STUDENT HOUSING SELECTION
STEP ONE: Submit Your Application

ACCESS THE APPLICATION

- On the left side of the MyHousing Portal homepage, click "Applications"



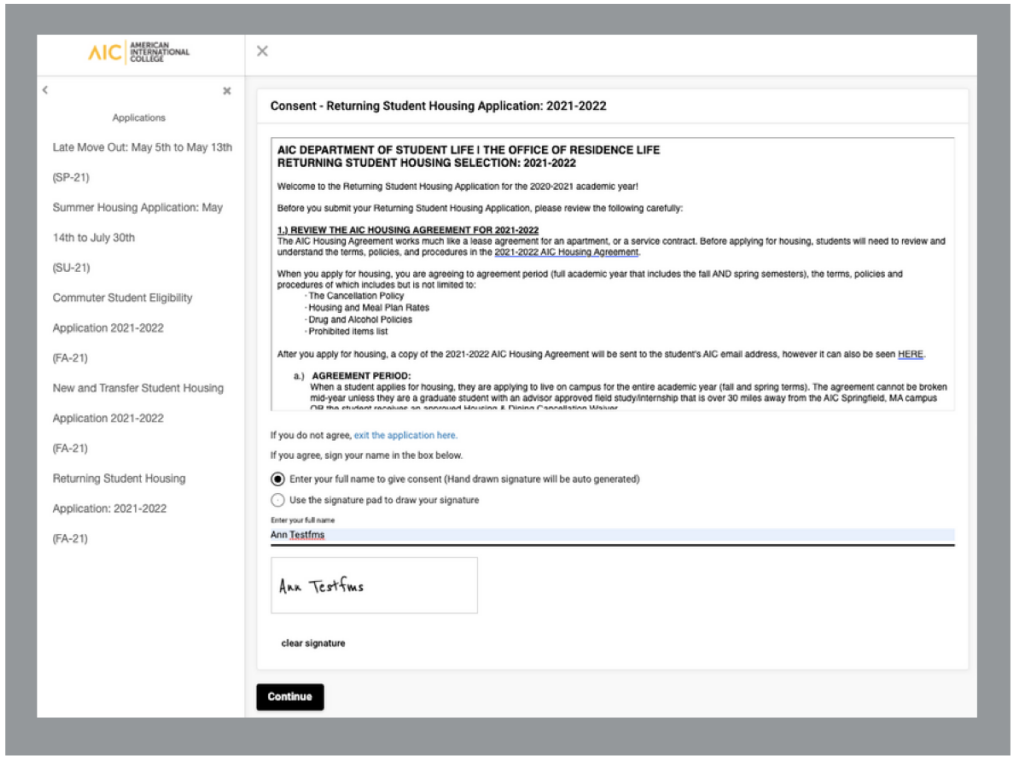
- Select the "Returning Student Housing Application" for the year you're living on campus



RETURNING STUDENT HOUSING SELECTION
STEP ONE: Submit Your Application

REVIEW & SIGN THE AIC HOUSING AGREEMENT

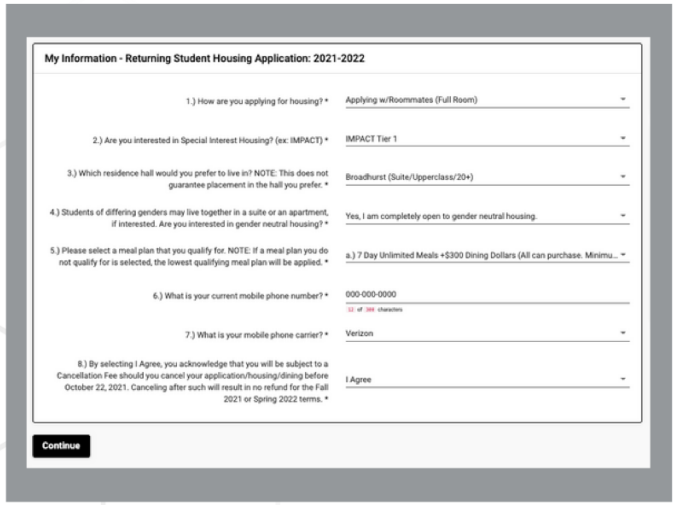
- Review and sign the AIC Housing Agreement before advancing to the application.
- IMPORTANT: The Housing Agreement includes the policies and procedures you are agreeing to by living on campus. This includes but is not limited to the Cancellation Policy, you agreeing to live on campus for an entire academic year, the drug and alcohol policy, and other important information.
- By signing this agreement and applying for housing, you agree to all terms, policies, conditions, and procedures.

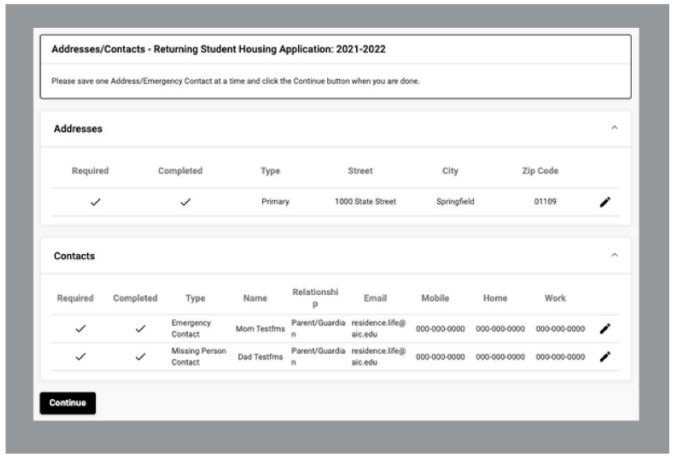


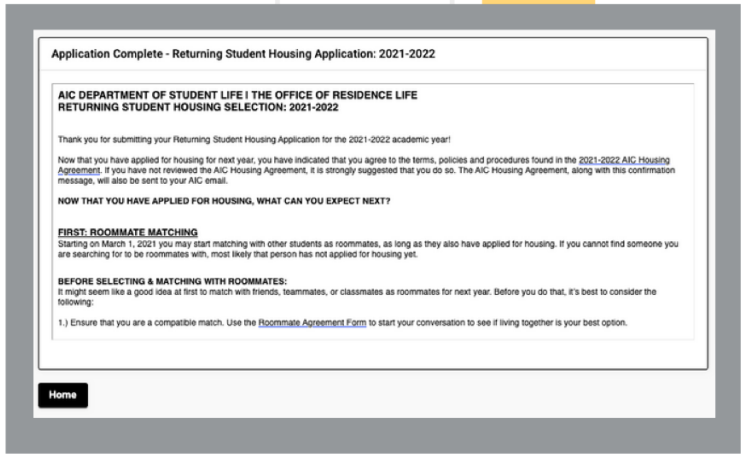
RETURNING STUDENT HOUSING SELECTION
STEP ONE: Submit Your Application

COMPLETE THE APPLICATION, CONFIRM EMERGENCY CONTACTS, RECEIVE CONFIRMATION

- After signing the AIC Housing Agreement, you'll advance to the personal information page.
- After completing the personal information page, you'll advance to the Emergency Contact Page. Confirm all information is correct, or make updates by clicking the "pencil" icon.
- After completing the emergency contact page, you will receive a confirmation of your application in the MyHousing Portal and you'll receive a confiramtion email with a PDF of the AIC Housing Agreement attached.



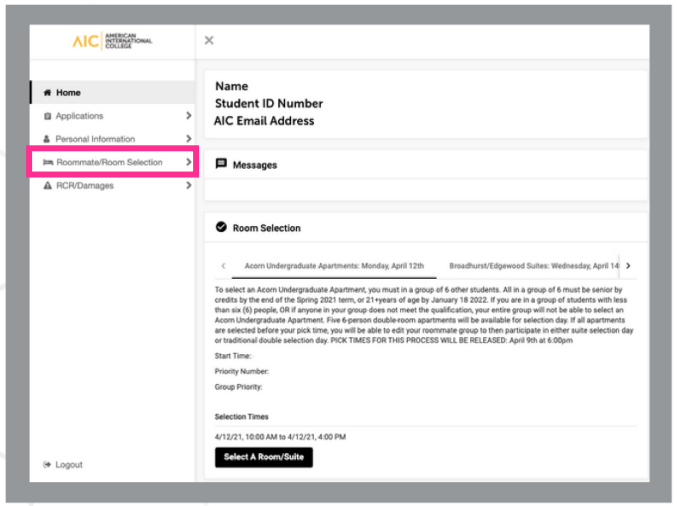


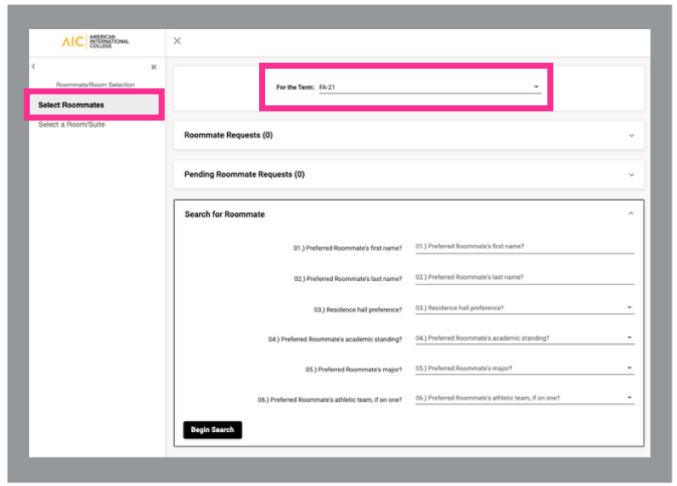


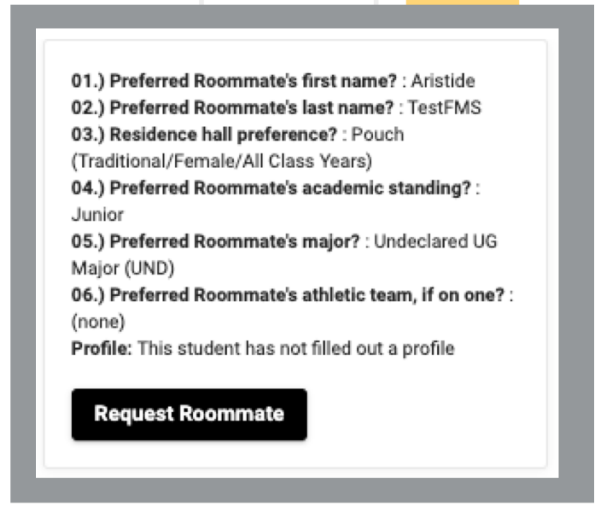
RETURNING STUDENT HOUSING SELECTION
STEP TWO: Match With Roommates

SEARCH FOR A ROOMMATE, OR A ROOMMATE GROUP

- On the MyHousing Homepage, click "Roommate/Room Selection", then click "Select Roommates"
- Select the upcoming term you are selecting roommates for (Example below is for the 2021-2022 academic year, so we select FA-21).
- To search, click "Search for a Roommate" and enter the criteria important to you
  - NOTE: You will only be able to find other students who have applied for housing as well.
  - ALSO: If your search yields 0 results, try broadening your search criteria
- When you find the roommate you're looking for, click "Request Roommate"



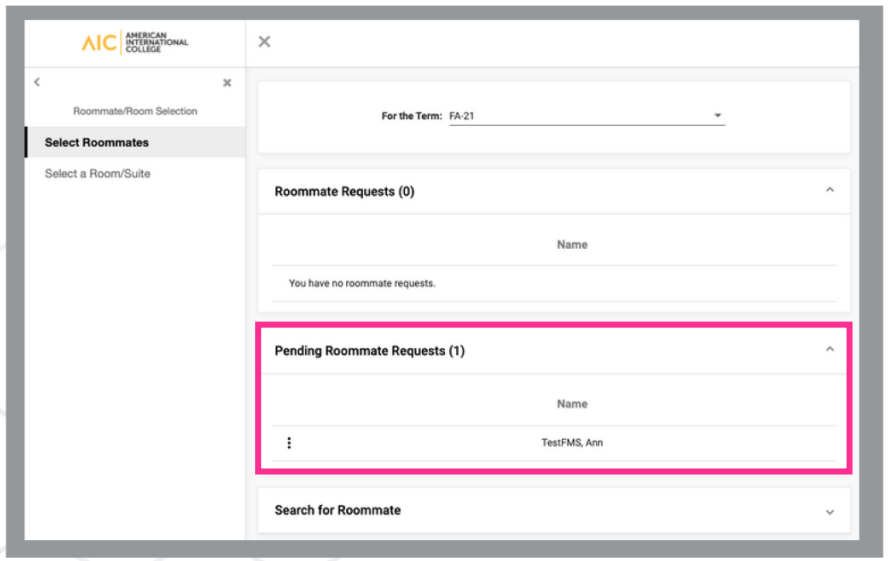


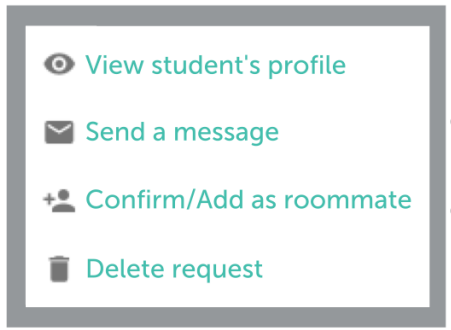


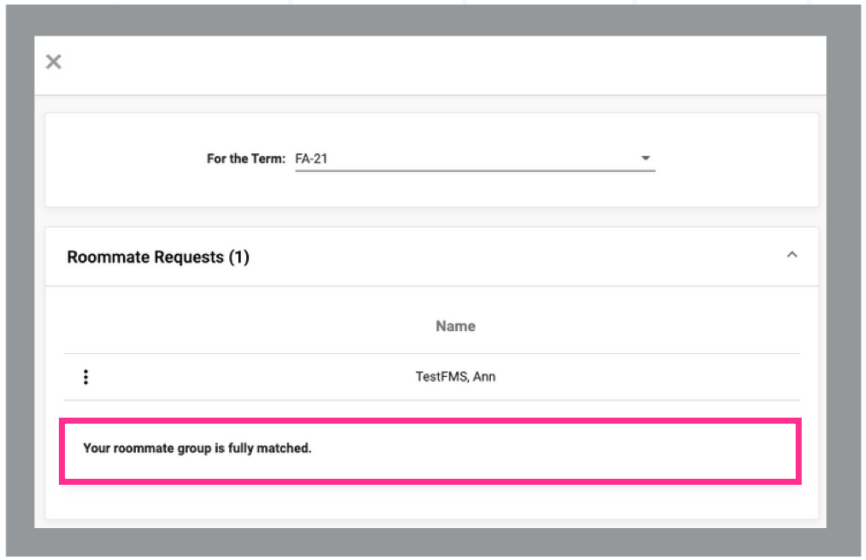
RETURNING STUDENT HOUSING SELECTION
STEP TWO: Match With Roommates

FINALIZE YOUR ROOMMATE GROUP

- Resolve all pending roommate requests you have received by clicking the three dots next to the student's name.
- Select an action to finalize the request.
- Once your matched with a roommate, you'll see a "Roommate Group Fully Matched"
  - NOTE: If you have more than 2 people in your roommate group, ALL ROOMMATE must respond to all requests and have the "fully matched"message on their MyHousing Portal







RETURNING STUDENT HOUSING SELECTION
STEP TWO: Match With Roommates

MAKE SURE YOUR ROOMMATE GROUP QUALIFIES TO LIVE IN THE AREA YOU ARE TRYING TO SELECT!

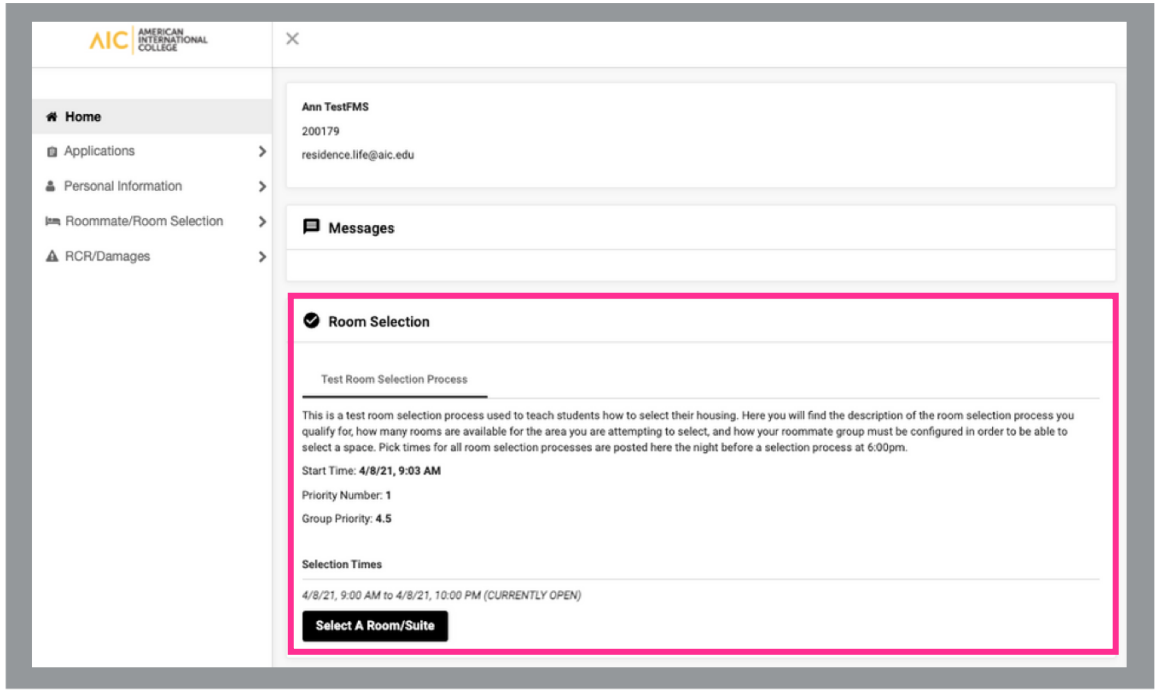
Residence Hall	Required Roommates Group Size	Eligibility
Acorn Graduate Apartments	Four (4) Roommates	Must be a current graduate student, or a senior rising into a graduate program.
Acorn Undergraduate Apartments	Six (6) Roommates	Must be 21 or older as of January 18, 2022 **OR** a senior by credits as of the end of the Spring 2021 semester
Broadhurst Hall	Three (3) Roommates	Must be 20 or older as of January 18, 2022 **OR** a junior by credits as of the end of the Spring 2021 semester
Edgewood Hall	Four (4) Roommates	Must be 20 or older as of January 18, 2022 **OR** a junior by credits as of the end of the Spring 2021 semester
Hines Hall	NA	First Year Students Only
Magna Hall	Two (2) Residents	No age or class standing requirement.
Pouch Hall	Two (2) Residents	No age or class standing requirement.
Street Hall	Two (2) Residents	No age or class standing requirement.

NOTE: *Students will not be able to purchase single buyouts in the Acorn Undergraduate Apartments, Broadhurst Hall, or Edgewood Hall during the housing selection process. You must be in a group to fill all beds in these areas in order to select a space in this area during your pick time.*

RETURNING STUDENT HOUSING SELECTION
STEP THREE: Select Your Room!

VIEW THE ROOM SELECTION PROCESSES YOU ARE PART OF.

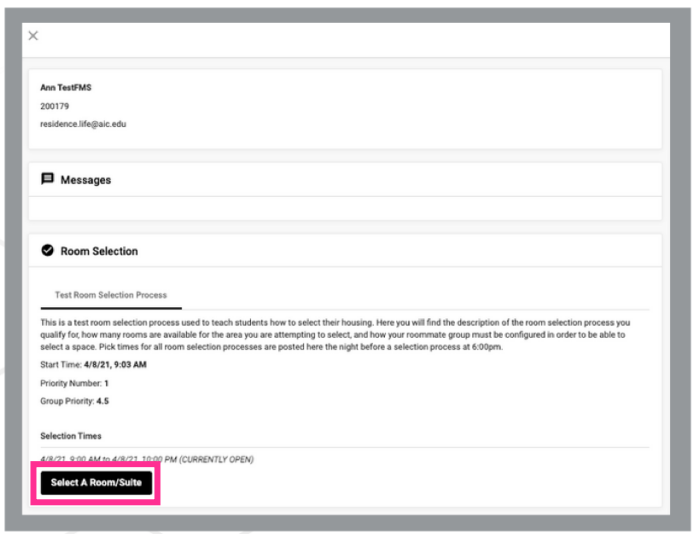
- On the MyHousing Portal, you will find all of the room selection processes you qualify for, regardless of the building preference you've listed.
  - NOTE ON SINGLE ROOM SELECTION: If you indicated that you'd like a single room (if available and at an extra charge), you will be part of this process. If you did not indicate such on your application, but would like to be part of the single room process, you may request to be added to the process no later than 6:00pm the night before single room selection day. Requests must be sent via email to residence.life@aic.edu
- You will also find your priority number, your roommate group priority number (individual priority numbers are averaged in a roommate group to make one priority number), and your pick time for the room selection process
  - NOTE: Room selection pick times are posted here the night before a selection process at 6:00pm

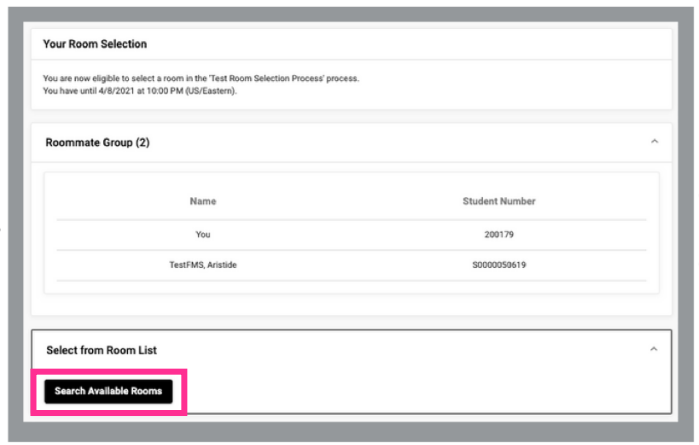


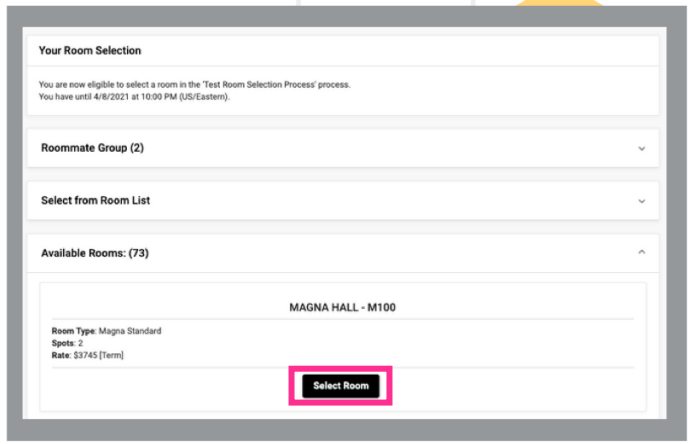
RETURNING STUDENT HOUSING SELECTION
STEP THREE: Select Your Room!

TIME TO SELECT YOUR ROOM!

- At or after your roommate group's START TIME, ONE MEMBER of your roommate group will log into the MyHousing Portal and click "Select a Room/Suite"
- Click "Select From Room List" and then click "Search Available Rooms"
- All rooms at that are AVAILABLE and that you QUALIFY FOR will appear as a list to you.
- Once you find an available space to live in, click "Select Room"



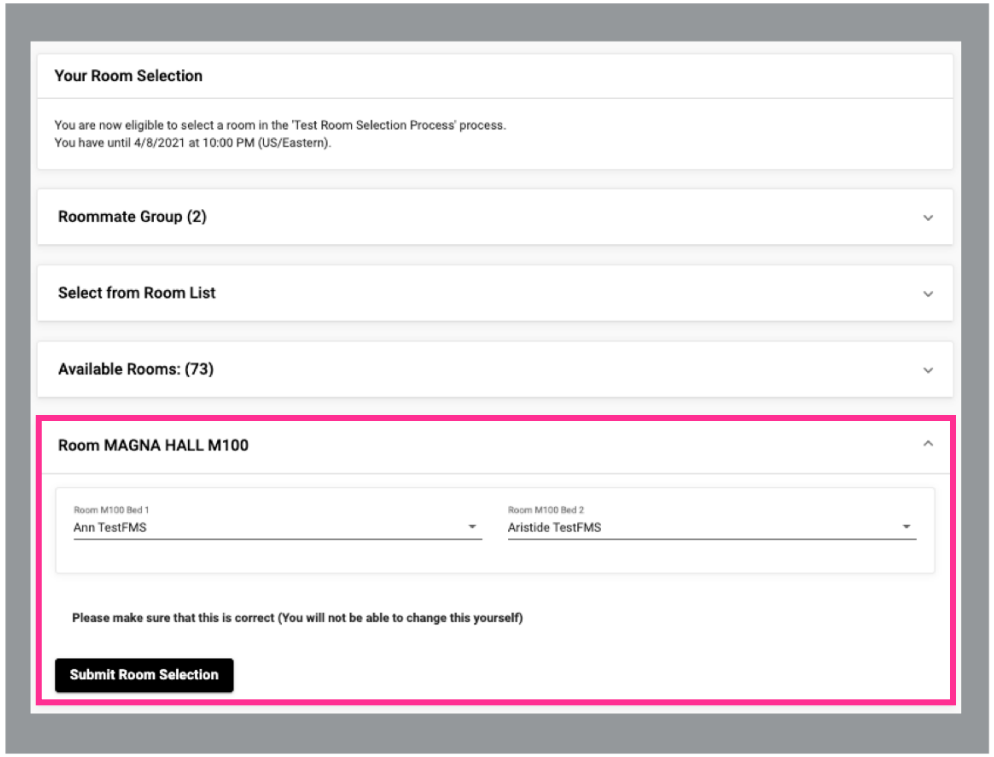




RETURNING STUDENT HOUSING SELECTION
STEP THREE: Select Your Room!

TIME TO SELECT YOUR ROOM!

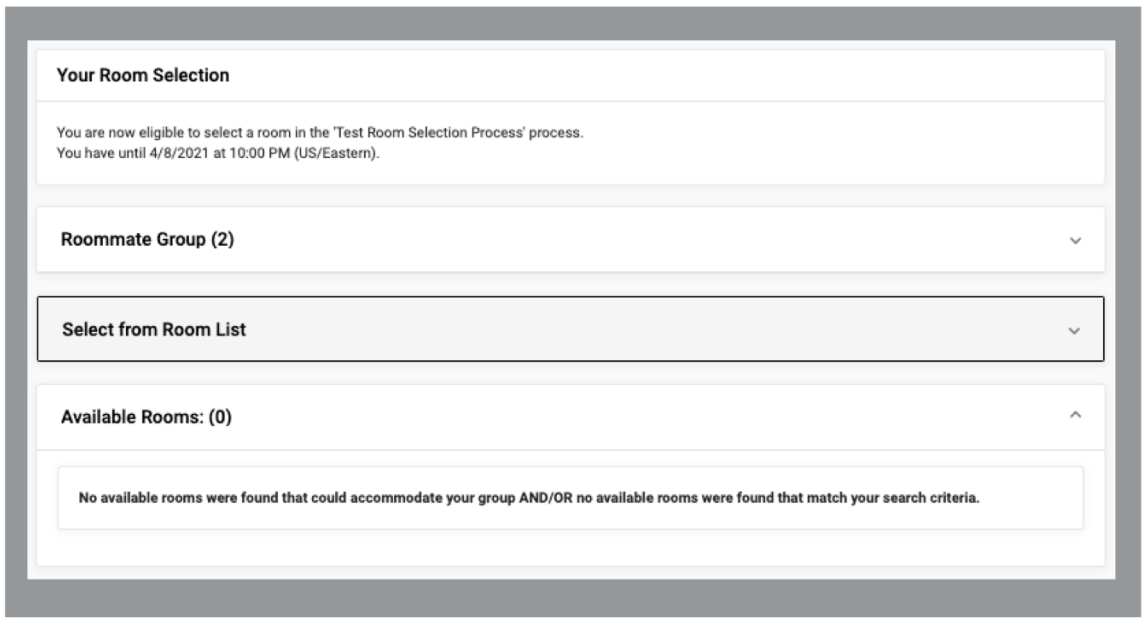
- Arrange your roommate group in the room you've selected
  - NOTE FOR SUITES AND APARTMENTS: The ONE ROOMMATE who is selecting the space for the group will need to arrange your group into the bedrooms in your suite or apartment. It is important that you discuss who will be living in which bedroom before room selection.
- Once everyone is arranged in your room/suite/apartment, click "Submit Room Selection"
- You will then receive a confirmation message and email with your room information for next year!



RETURNING STUDENT HOUSING SELECTION
Troubleshooting

"NO ROOMS AVAILABLE"

- If while trying to select a room you receive a message that says: "No available rooms were found that could accommodate your group AND/OR no available rooms were found that match your search criteria." one of the following has happened:
  - You are in a roommate group that does not fill all beds in the room you are searching for
    - You will need to adjust your roommate group to fill the room/suite/apartment. REMEMBER: Single buyouts in suites and apartments are not available during housing selection.
  - Someone in your roommate group does not qualify for the area you are trying to select
    - Double check age or class standing requirements, especially for suites and apartments.
  - All rooms/suites/apartments were filled by students who had an earlier pick time/higher priority number than you/your roommate group
    - If this is the case, you will be rolled into the next process that you qualify for. Check the MyHousing Portal homepage for additonal room selection processes and for when your new pick time will be posted.
    - NOTE: You may have to adjust your roommate group to fit the new process you are a part of



AIC | AMERICAN INTERNATIONAL COLLEGE

THE OFFICE OF RESIDENCE LIFE

QUESTIONS? REACH OUT!

Website: www.aic.edu/myhousing
EMail: residence.life@aic.edu
Phone: 413-654-1439