

RETURNING STUDENT HOUSING SELECTION



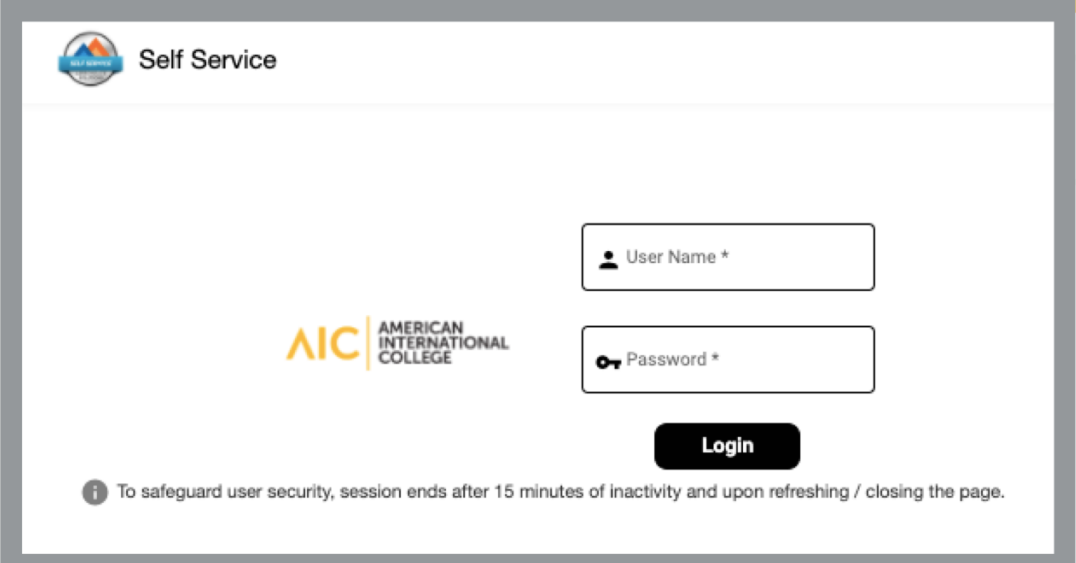
ARE YOU
READY?

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



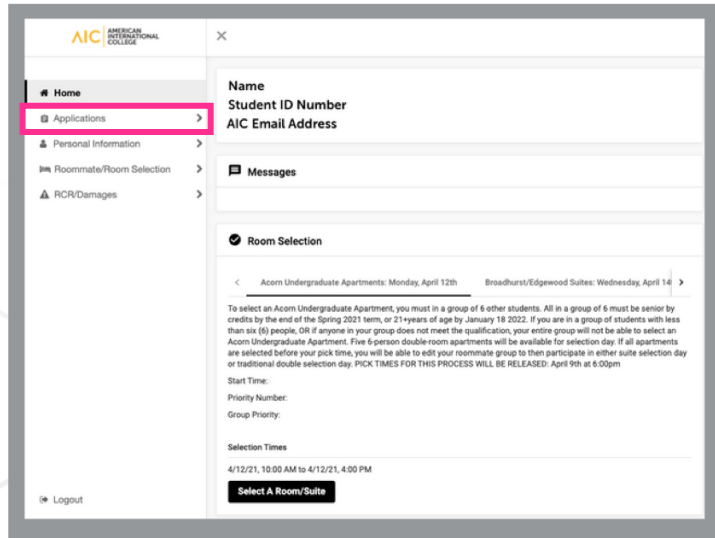
The screenshot shows the 'Self Service' login page for the MyHousing Portal. At the top left is a small circular logo with a mountain and the text 'Self Service'. To its right is the text 'Self Service'. In the center is the AIC logo, which consists of the letters 'AIC' in orange and 'AMERICAN INTERNATIONAL COLLEGE' in black. To the right of the logo are two input fields: 'User Name *' and 'Password *'. Below these fields is a black 'Login' button. At the bottom, there is an information icon (i) followed by the text: 'To safeguard user security, session ends after 15 minutes of inactivity and upon refreshing / closing the page.'

RETURNING STUDENT HOUSING SELECTION

STEP ONE: Submit Your Application

ACCESS THE APPLICATION

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



AIC AMERICAN INTERNATIONAL COLLEGE

Home

Applications

Personal Information

Roommate/Room Selection

RCR/Damages

Name

Student ID Number

AIC Email Address

Messages

Room Selection

Acorn Undergraduate Apartments: Monday, April 12th

Broadhurst/Edgewood Suites: Wednesday, April 14

To select an Acorn Undergraduate Apartment, you must be in a group of 6 other students. All in a group of 6 must be senior by credits by the end of the Spring 2021 term, or 21-years of age by January 18 2022. If you are in a group of students with less than six (6) people, OR if anyone in your group does not meet the qualification, your entire group will not be able to select an Acorn Undergraduate Apartment. Five 6-person double-room apartments will be available for selection day. If all apartments are selected before your pick time, you will be able to edit your roommate group to then participate in either suite selection day or traditional double selection day. PICK TIMES FOR THIS PROCESS WILL BE RELEASED: April 9th at 6:00pm

Start Time:

Priority Number:

Group Priority:

Selection Times

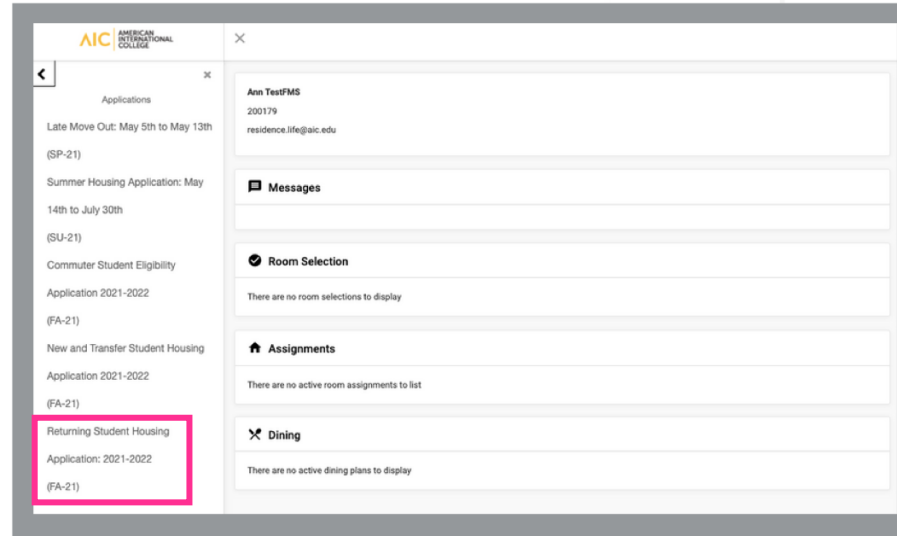
4/13/21, 10:00 AM to 4/13/21, 4:00 PM

Select A Room/Suite

Logout



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



AIC AMERICAN INTERNATIONAL COLLEGE

Applications

Late Move Out: May 5th to May 13th (SP-21)

Summer Housing Application: May 14th to July 30th (SU-21)

Commuter Student Eligibility

Application 2021-2022 (FA-21)

New and Transfer Student Housing

Application 2021-2022 (FA-21)

Returning Student Housing

Application: 2021-2022 (FA-21)

Ann TestFMS

200179

residence.life@aic.edu

Messages

Room Selection

There are no room selections to display

Assignments

There are no active room assignments to list

Dining

There are no active dining plans to display

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.

The screenshot shows a web application interface for AIC (American International College). On the left is a sidebar menu with the AIC logo and the following items: Applications, Late Move Out: May 5th to May 13th (SP-21), Summer Housing Application: May 14th to July 30th (SU-21), Commuter Student Eligibility, Application 2021-2022 (FA-21), New and Transfer Student Housing Application 2021-2022 (FA-21), and Returning Student Housing Application: 2021-2022 (FA-21). The main content area is titled "Consent - Returning Student Housing Application: 2021-2022". It contains the following text: "AIC DEPARTMENT OF STUDENT LIFE | THE OFFICE OF RESIDENCE LIFE RETURNING STUDENT HOUSING SELECTION: 2021-2022", "Welcome to the Returning Student Housing Application for the 2020-2021 academic year!", "Before you submit your Returning Student Housing Application, please review the following carefully:", "1.) REVIEW THE AIC HOUSING AGREEMENT FOR 2021-2022", "The AIC Housing Agreement works much like a lease agreement for an apartment, or a service contract. Before applying for housing, students will need to review and understand the terms, policies, and procedures in the [2021-2022 AIC Housing Agreement](#).", "When you apply for housing, you are agreeing to agreement period (full academic year that includes the fall AND spring semesters), the terms, policies and procedures of which includes but is not limited to:", "• The Cancellation Policy", "• Housing and Meal Plan Rates", "• Drug and Alcohol Policies", "• Prohibited Items list.", "After you apply for housing, a copy of the 2021-2022 AIC Housing Agreement will be sent to the student's AIC email address, however it can also be seen [HERE](#).", "a.) AGREEMENT PERIOD:", "When a student applies for housing, they are applying to live on campus for the entire academic year (fall and spring terms). The agreement cannot be broken mid-year unless they are a graduate student with an advisor approved field study/internship that is over 30 miles away from the AIC Springfield, MA campus (N/A this student remains an on-campus student & remains a residential student).", "If you do not agree, [exit the application here](#).", "If you agree, sign your name in the box below.", "Enter your full name to give consent (Hand drawn signature will be auto generated)", "Use the signature pad to draw your signature", "Enter your full name", "Ann Testfms", "Ann Testfms", "clear signature", and a "Continue" button at the bottom.

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 confirmation email with a PDF of the AIC Housing Agreement attached.

My Information - Returning Student Housing Application: 2021-2022

1.) How are you applying for housing? * Applying w/Roommates (Full Room) ▼

2.) Are you interested in Special Interest Housing? (ex: IMPACT) * IMPACT Tier 1 ▼

3.) Which residence hall would you prefer to live in? NOTE: This does not guarantee placement in the hall you prefer. * Broadhurst (Suite/Upperclass/20+) ▼

4.) Students of differing genders may live together in a suite or an apartment, if interested. Are you interested in gender neutral housing? * Yes, I am completely open to gender neutral housing. ▼

5.) Please select a meal plan that you qualify for. NOTE: If a meal plan you do not qualify for is selected, the lowest qualifying meal plan will be applied. * a.) 7 Day Unlimited Meals +\$300 Dining Dollars (All can purchase. Minimum... ▼

6.) What is your current mobile phone number? * 000-000-0000
12 of 12 characters ▼

7.) What is your mobile phone carrier? * Verizon ▼

8.) By selecting I Agree, you acknowledge that you will be subject to a Cancellation Fee should you cancel your application/housing/dining before October 22, 2021. Canceling after such will result in no refund for the Fall 2021 or Spring 2022 terms. * I Agree ▼

Continue



Addresses/Contacts - Returning Student Housing Application: 2021-2022

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

Addresses

Required	Completed	Type	Street	City	Zip Code	
✓	✓	Primary	1000 State Street	Springfield	01109	

Contacts

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work	
✓	✓	Emergency Contact	Mom Testina	Parent/Guardian	residence.life@aic.edu	000-000-0000	000-000-0000	000-000-0000	
✓	✓	Missing Person Contact	Dad Testina	Parent/Guardian	residence.life@aic.edu	000-000-0000	000-000-0000	000-000-0000	

Continue



Application Complete - Returning Student Housing Application: 2021-2022

AIC DEPARTMENT OF STUDENT LIFE | THE OFFICE OF RESIDENCE LIFE
RETURNING STUDENT HOUSING SELECTION: 2021-2022

Thank you for submitting your Returning Student Housing Application for the 2021-2022 academic year!

Now that you have applied for housing for next year, you have indicated that you agree to the terms, policies and procedures found in the 2021-2022 AIC Housing Agreement. If you have not reviewed the AIC Housing Agreement, it is strongly suggested that you do so. The AIC Housing Agreement, along with this confirmation message, will also be sent to your AIC email.

NOW THAT YOU HAVE APPLIED FOR HOUSING, WHAT CAN YOU EXPECT NEXT?

FIRST: ROOMMATE MATCHING
Starting on March 1, 2021 you may start matching with other students as roommates, as long as they also have applied for housing. If you cannot find someone you are searching for to be roommates with, most likely that person has not applied for housing yet.

BEFORE SELECTING & MATCHING WITH ROOMMATES:
It might seem like a good idea at first to match with friends, teammates, or classmates as roommates for next year. Before you do that, it's best to consider the following:

1.) Ensure that you are a compatible match. Use the [Roommate Agreement Form](#) to start your conversation to see if living together is your best option.

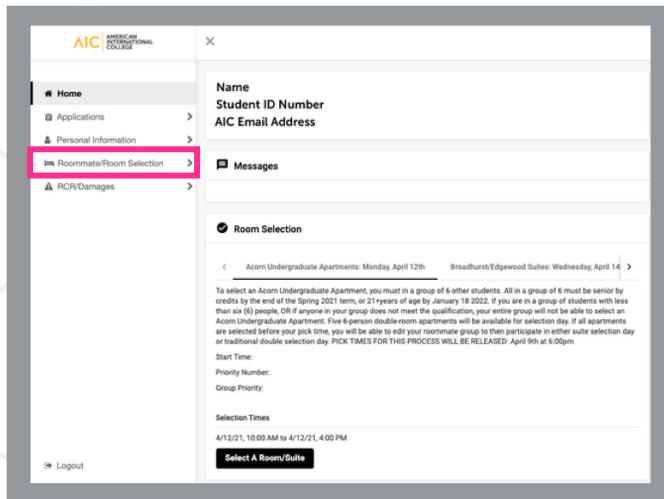
Home

RETURNING STUDENT HOUSING SELECTION

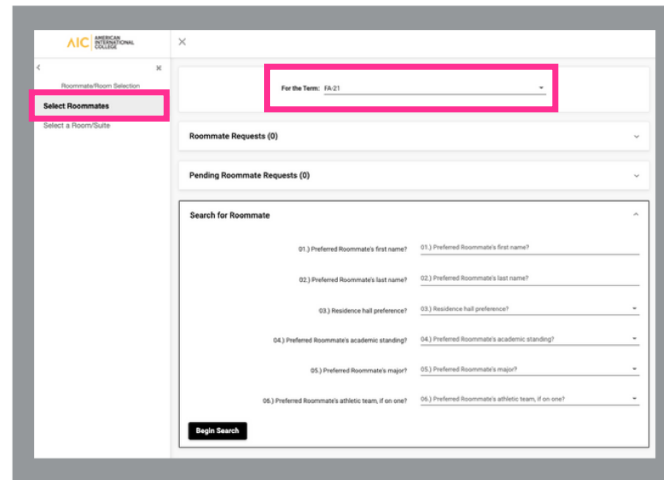
STEP TWO: Match With Roommates

SEARCH FOR A ROOMMATE, OR A ROOMMATE GROUP

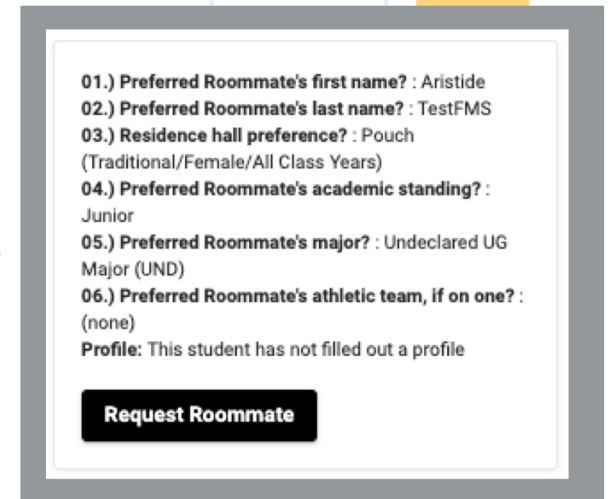
- On the MyHousing Homepage, click "Roommate/Room Selection", then click "Select Roommates"
- Select the upcoming term you are selecting roommates for (Example below is for the 2021-2022 academic year, so we select FA-21).
- To search, click "Search for a Roommate" and enter the criteria important to 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"



The screenshot shows the MyHousing homepage. The sidebar on the left has a menu with 'Home', 'Applications', 'Personal Information', 'Roommate/Room Selection' (highlighted with a red box), and 'RCR/Damages'. The main content area shows the 'Room Selection' section with a 'Select A Room/Suite' button.



The screenshot shows the 'Select Roommates' page. The 'For the Term' dropdown is set to 'FA-21'. Below it, there are sections for 'Roommate Requests (0)' and 'Pending Roommate Requests (0)'. The 'Search for Roommate' section contains several input fields for search criteria, including first name, last name, residence hall preference, academic standing, major, and athletic team. A 'Begin Search' button is at the bottom.



The screenshot shows a roommate profile page. It contains the following information:

- 01.) Preferred Roommate's first name? : Aristide
- 02.) Preferred Roommate's last name? : TestFMS
- 03.) Residence hall preference? : Pouch (Traditional/Female/All Class Years)
- 04.) Preferred Roommate's academic standing? : Junior
- 05.) Preferred Roommate's major? : Undeclared UG Major (UND)
- 06.) Preferred Roommate's athletic team, if on one? : (none)

Profile: This student has not filled out a profile

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 you 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

The screenshot shows the AIC American International College 'Roommate/Room Selection' portal. The 'For the Term' is set to 'FA-21'. Under 'Roommate Requests (0)', it says 'You have no roommate requests.' Below this, 'Pending Roommate Requests (1)' is highlighted with a pink box. It lists a request from 'TestFMS, Ann' with a three-dot menu icon to its left. At the bottom is a 'Search for Roommate' dropdown.



A central menu box with four options, each with an icon: 'View student's profile' (eye icon), 'Send a message' (envelope icon), 'Confirm/Add as roommate' (plus and people icon), and 'Delete request' (trash can icon).



The screenshot shows the same AIC portal after an action. The 'Roommate Requests (1)' section now shows the request from 'TestFMS, Ann' with a three-dot menu icon. Below this, a pink box highlights the message: 'Your roommate group is fully matched.'

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.

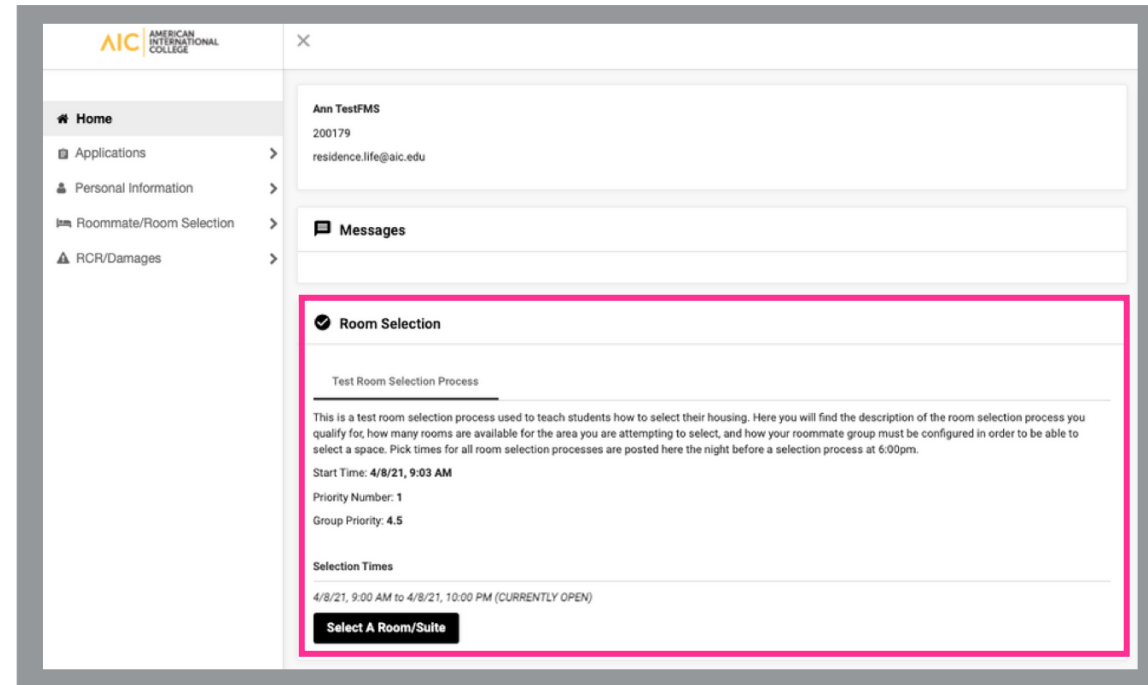
NOTE: Students will not be able to purchase single buyouts in the Acorn Undergraduate Apartments, Broadhurst Hall, or Edgewood Hall during the housing selection process. You must be in a group to fill all beds in these areas in order to select a space in this area during your pick time.

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



The screenshot displays the AIC MyHousing Portal interface. On the left is a navigation menu with links: Home, Applications, Personal Information, Roommate/Room Selection, and RCR/Damages. The main content area shows a user profile for 'Ann TestFMS' with ID '200179' and email 'residence.life@aic.edu'. Below this is a 'Messages' section. The 'Room Selection' section is highlighted with a pink border and contains the following information:

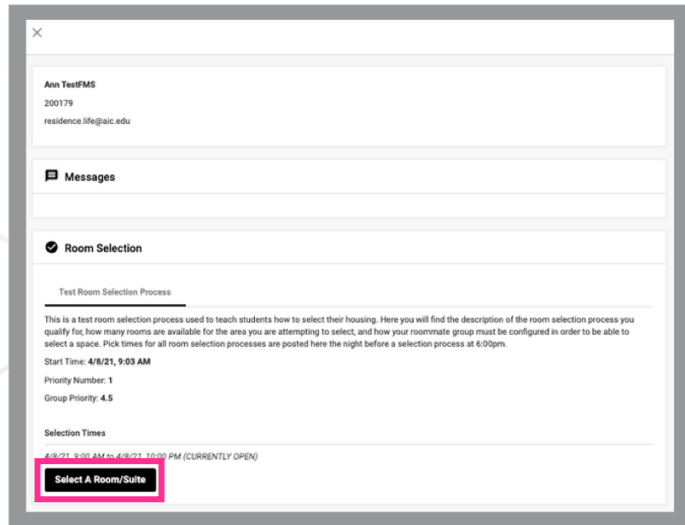
- Room Selection** (checked icon)
- Test Room Selection Process**
- Description:** This is a test room selection process used to teach students how to select their housing. Here you will find the description of the room selection process you qualify for, how many rooms are available for the area you are attempting to select, and how your roommate group must be configured in order to be able to select a space. Pick times for all room selection processes are posted here the night before a selection process at 6:00pm.
- Start Time:** 4/8/21, 9:03 AM
- Priority Number:** 1
- Group Priority:** 4.5
- Selection Times**
- 4/8/21, 9:00 AM to 4/8/21, 10:00 PM (CURRENTLY OPEN)**
- Select A Room/Suite** (button)

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"



Ann TestFMS
200179
residence.life@aic.edu

Messages

Room Selection

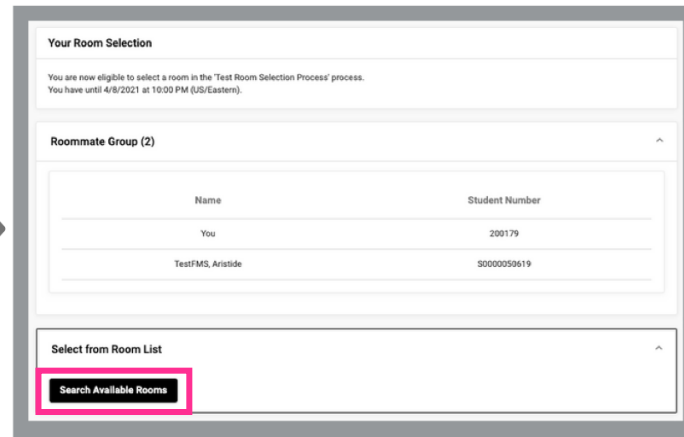
Test Room Selection Process

This is a test room selection process used to teach students how to select their housing. Here you will find the description of the room selection process you qualify for, how many rooms are available for the area you are attempting to select, and how your roommate group must be configured in order to be able to select a space. Pick times for all room selection processes are posted here the night before a selection process at 6:00pm.

Start Time: 4/8/21, 9:00 AM
Priority Number: 1
Group Priority: 4.5

Selection Times
4/8/21 6:00 AM to 4/8/21 10:00 PM (CURRENTLY OPEN)

Select A Room/Suite



Your Room Selection

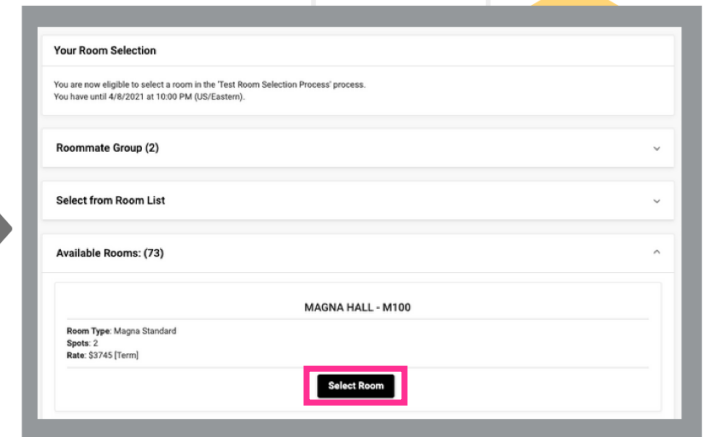
You are now eligible to select a room in the 'Test Room Selection Process' process.
You have until 4/8/2021 at 10:00 PM (US/Eastern).

Roommate Group (2)

Name	Student Number
You	200179
TestFMS, Aristide	S0000050619

Select from Room List

Search Available Rooms



Your Room Selection

You are now eligible to select a room in the 'Test Room Selection Process' process.
You have until 4/8/2021 at 10:00 PM (US/Eastern).

Roommate Group (2)

Select from Room List

Available Rooms: (73)

MAGNA HALL - M100

Room Type: Magna Standard
Spots: 2
Rate: \$3745 [Term]

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!

Your Room Selection

You are now eligible to select a room in the 'Test Room Selection Process' process.
You have until 4/8/2021 at 10:00 PM (US/Eastern).

Roommate Group (2)

Select from Room List

Available Rooms: (73)

Room MAGNA HALL M100

Room M100 Bed 1
Ann TestFMS

Room M100 Bed 2
Aristide TestFMS

Please make sure that this is correct (You will not be able to change this yourself)

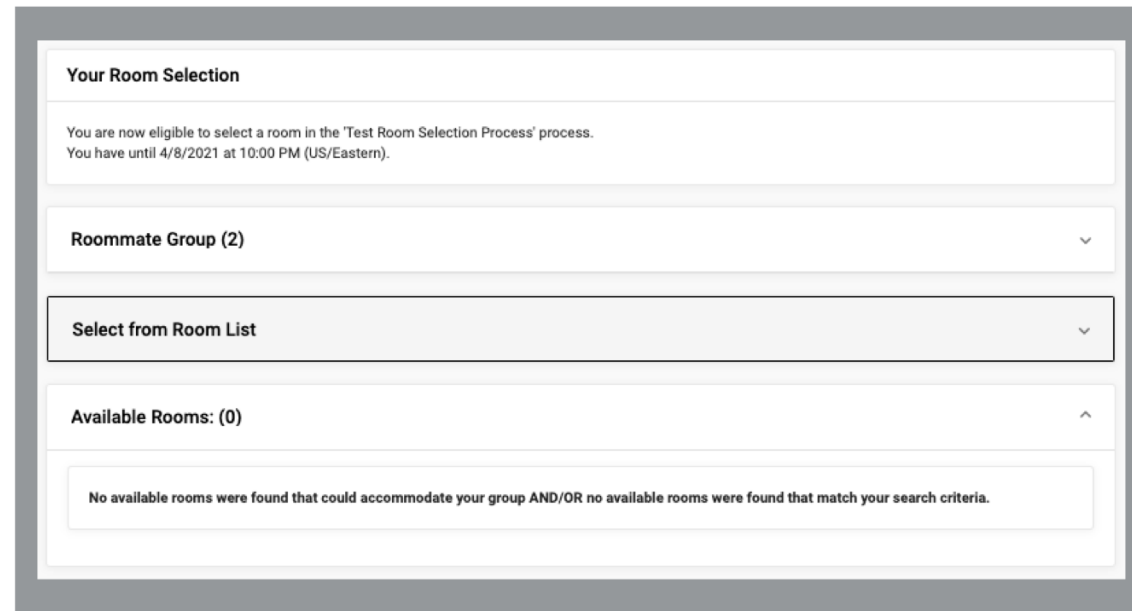
Submit Room Selection

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 additional 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



Your Room Selection

You are now eligible to select a room in the 'Test Room Selection Process' process.
You have until 4/8/2021 at 10:00 PM (US/Eastern).

Roommate Group (2) ▼

Select from Room List ▼

Available Rooms: (0) ^

No available rooms were found that could accommodate your group AND/OR no available rooms were found that match your search criteria.

QUESTIONS? REACH OUT!

Website: www.aic.edu/myhousing

Email: residence.life@aic.edu

Phone: 413-654-1439



ARE YOU
READY?