



Residential Life & Housing

How to Sign your Housing Contract and fill Roommate Questionnaire

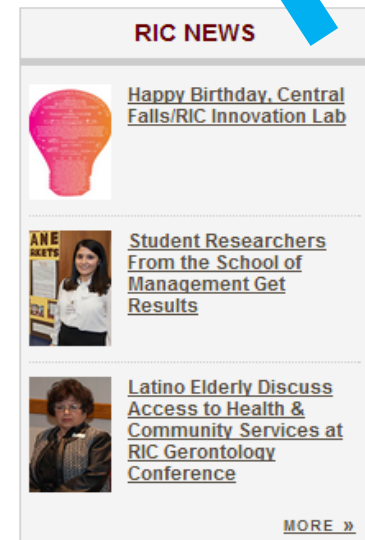
Office of Residential Life & Housing
Rhode Island College

Before you fill out your Questionnaire...

- ▶ Did you pay your enrollment deposit of \$200?
 - Contact Admissions for more information, <http://www.ric.edu/admissions/Pages/Accepted-Students.aspx>
- ▶ Did you pay your housing deposit of \$220?
 - If you have not, please visit <http://www.ric.edu/bursar/Pages/Payment-Information.aspx>

Logging into the Questionnaire

- ▶ Go to www.ric.edu and click on “MyRIC Online Services”



MyRIC

- ▶ Enter your User ID (first letter of first name, last name, underscore(_), last 4 digits of Student ID) & Password.



RHODE ISLAND COLLEGE

Welcome to

MyRIC.

The MyRIC portal is a single access point to all Rhode Island College online services. MyRIC offers Rhode Island College students, faculty and staff secure, personalized and convenient access to PeopleSoft (formerly RICConnect), Webmail, Blackboard, EMS and more. Please take the time to become familiar with the portal and all of the features it has to offer, and look for enhancements in the future.

The use of this system is restricted to authorized Rhode Island College users. Unauthorized use of this system is prohibited and violators will be prosecuted. Your account will be locked after 5 unsuccessful tries.

Login

User ID

Password



Forgot password? [Student Help](#) / [Faculty/Staff Help](#)

- ▶ If you have issues logging into the MyRIC system, please call IT Services Help Desk at 401-456-8803.

MyRIC Home

- ▶ Click the “Adirondack (Student Housing) link”

The screenshot shows the MyRIC Home page for Rhode Island College. At the top, there is a red header with the college logo, the text "RHODE ISLAND COLLEGE MyRIC ONLINE", and navigation links for "RIC Home", "Home", and "Sign out". A white box in the header says "You have gone full screen. Exit full screen (F11)". A "WELCOME" button is also visible.

Below the header, there are tabs for "Student" and "Student FAQs". The main content area is divided into three columns:

- Student Center:** Includes links for Student Center, Mobile Number for RICAlert, Emergency Contacts, To Do List, Holds, My Academics, View/Cancel Appointment, and Appointment with Advisor.
- Enrollment:** Includes links for Class Search, Browse Course Catalog, Add Class, Class Schedule, Drop Class, Swap Class, and Term Information.
- Around Campus:** A central section with a refresh button and a dropdown menu.
- Student Links:** Includes links for Parking Permit Info, Campus Solutions (Off Campus), Student Email- Login Required, Blackboard, Adirondack (Student Housing), Student Toolbox, Adams Library, RICalendar, and Microsoft Skydrive.
- Other Student Links:** Includes links for Apply for Graduate School, Apply For F SEHD, F SEHD APPL Requirements, F SEHD APPL Student Teaching, Recreation Center, and Student Organizations.

A purple arrow points to the "Adirondack (Student Housing)" link in the Student Links menu. At the bottom, there is a footer with the text: "Read RIC News, This Week @ RIC or see the events calendar for more!"

ApplyOnline

- ▶ Click the Login button under ApplyOnline

 **REACH
INSPIRE
CONNECT**

Please select a MyHousing System to sign into:

ApplyOnline	MyHousing
Select this option if you wish to submit an online housing application.	Select this option if you wish to change personal/living preferences, participate in room selection, choose a dinign plan, and more.
<input type="button" value="Login"/>	<input type="button" value="Login"/>

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

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Application Selection

- ▶ Select “Housing Contract” & click next

MyHousing @ Rhode Island College

Application Selection

Welcome

Please select the application you wish to begin:

© MyHousing @ Rhode Island College

Housing Contract

- ▶ The following page will be your housing agreement/contract.

MyHousing @ Rhode Island College

Housing Agreement

RHODE ISLAND COLLEGE
RESIDENCE HALL ROOM AND DINING CENTER
2011-2012 CONTRACT

A. ROOM RESERVATION-DAMAGE DEPOSITS AND ROOM FEES REFUND

1. Rooms are contracted for the entire academic year.
2. Should this contract be broken prior to or during the academic year, the room reservation deposit is non-refundable. Otherwise, the room reservation deposit will be refunded for the spring semester. If a resident withdraws prior to or during the academic year, the damage deposit will be refunded minus any assessed damages. See Section D, item number 2 for further damage deposit information.
3. Refunds
If a new student withdraws from the College between July 15 and the last business day in December, the room fees will be refunded on a prorated basis from their official date of withdrawal.

If a resident withdraws from the residence halls or the college before July 15 the room and board fees will be cancelled for the year minus the room reservation of \$100.

If a resident withdraws from the College between July 15 and the last business day of December, the student's room and board contract will be cancelled for the spring semester. In addition to completing the withdrawal form in the Student Life Office a student must complete the request for release in the Office of Residential Life & Housing.

If a resident wishes to withdraw from housing but remain a student at RIC, he/she must submit a request for release form to the Office of Residential Life & Housing. The resident must provide sufficient information that a release from the contract is appropriate. Approval of the request will be provided in writing and approval is not guaranteed. Residents who do not receive approval will be billed for housing and a meal plan for both semesters whether or not they actually live in housing or use any portion of the meal plan.

However, if the vacated space can be filled, then as determined by the order of withdrawal (by date), a prorated refund of the room fee will be issued. For each semester, the vacating student is responsible for payment until the space is filled, including if the student no longer attends Rhode Island College.

Housing Contract

- ▶ After reading, if you agree to the terms listed, please click “I Agree” and next.

I Agree I Do Not Agree

Next >>

- If you are 18+, you have electronically signed your Housing Agreement.
 - If you are under 18, you will need to have a parent or guardian sign a paper version.
- ▶ A paper version of the contract can be found at <http://www.ric.edu/residential-life/Pages/Policies.aspx>
Please sign the last page with your legal parent/guardian and have it scanned, mailed or faxed to the Office of Residential Life and Housing.

Personal Preferences

- ▶ Please answer all questions accurately

MyHousing @ Rhode Island College

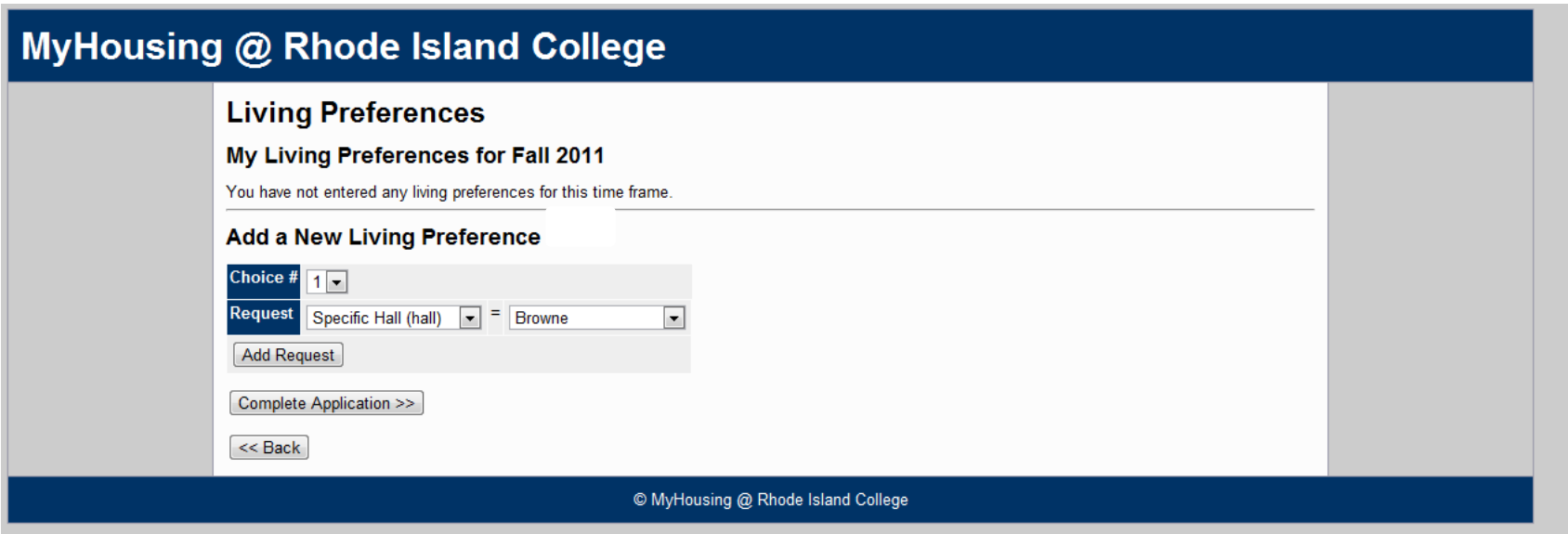
Personal Preferences

Questions marked with an asterisk (*) are required.

Are you an incoming freshmen (first year college student)? *	No ▼
Do you consider yourself a quiet person? *	Yes ▼
Do you have a specific roommate in mind? By entering a name you are requesting to live in the same room as this person not suite	
Do you smoke? *	No ▼
FYRE is a living-learning community housed in Sweet Hall. Students can select to live with other residents based on common themes. If assigned to Sweet, would you be interested in participating?	(N/A) ▼
How do you most like to spend your time? *	Working with student organizations ▼
Is it OK for your Roommate to have guests? *	Yes ▼
Please enter an Emergency Contact : Name (Relationship) 10-digit phone number	
Please list a few of your hobbies: *	reading, watching movies, drawing
RIC's mission includes a statement of non-discrimination on the basis of race, sex, religion, national origin, age, ability, and sexual orientation. Knowing this, are there any issues that should be considered in matching you with a safe roommate?	no
What is your Cell Phone Number? *	401-569-9112
What music do you prefer? *	<input type="checkbox"/> Rock <input type="checkbox"/> Hip Hop <input type="checkbox"/> R&B <input type="checkbox"/> Folk <input type="checkbox"/> Jazz <input type="checkbox"/> F...

Living Preferences

- ▶ On the next page, please list your living preferences for next year by filling out the form and clicking “Add Request”



MyHousing @ Rhode Island College

Living Preferences

My Living Preferences for Fall 2011

You have not entered any living preferences for this time frame.

Add a New Living Preference

Choice #

Request =

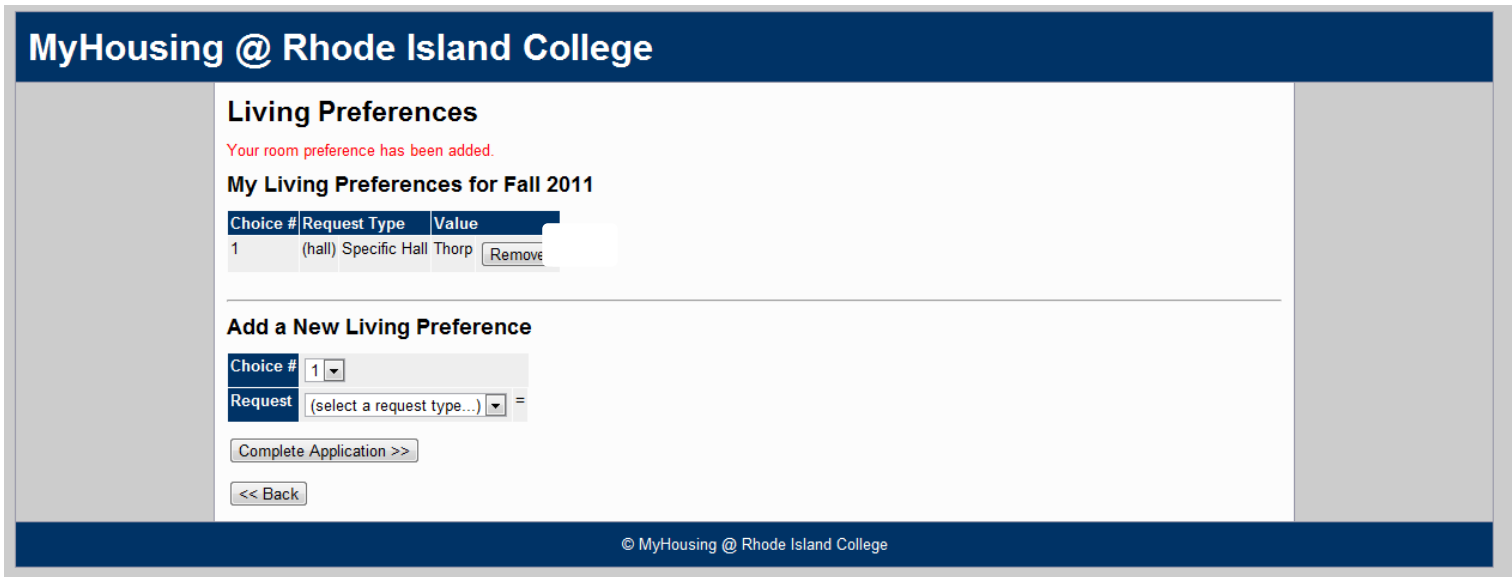
© MyHousing @ Rhode Island College

Freshman can live in Double Rooms in Penfield Hall, Sweet Hall and Willard Hall

Please do not select Browne, Thorp or Weber; these spaces are for upperclassmen & will not be granted

Living Preferences cont.

- ▶ Once you have added a Living Preference, your “My Living Preference” will add that choice.



The screenshot displays the 'MyHousing @ Rhode Island College' interface. At the top, a dark blue header contains the text 'MyHousing @ Rhode Island College'. Below this, the page title is 'Living Preferences'. A red message states 'Your room preference has been added.' Underneath, it says 'My Living Preferences for Fall 2011'. A table lists the preferences:

Choice #	Request Type	Value
1	(hall) Specific Hall Thorp	<input type="button" value="Remove"/>

Below the table, there is a section titled 'Add a New Living Preference'. It includes a 'Choice #' dropdown menu with '1' selected, a 'Request' dropdown menu with '(select a request type...)' selected, and an equals sign. At the bottom of this section are two buttons: 'Complete Application >>' and '<< Back'. The footer of the page contains the copyright notice '© MyHousing @ Rhode Island College'.

Freshman can live in Double Rooms in Penfield Hall, Sweet Hall and Willard Hall

Please do not select Browne, Thorp or Weber; these spaces are for upperclassmen & will not be granted

Confirmation

- ▶ Once you have completed your Living Preferences and click “Complete Application” you will see this message.

MyHousing @ Rhode Island College

Thank you for filling out your housing application, we will be assigning rooms in the summer, and you should hear more then. If you have any questions please call 401-456-8240.

© MyHousing @ Rhode Island College

Reminders about Housing

- ▶ Housing Assignments are completed in early July.
- ▶ Last day to cancel your contract without additional penalties is July 15th.
- ▶ Move-in for the Fall semester is the Saturday before the start of classes.
- ▶ The contract is for the entire academic year (both fall and spring semesters)
- ▶ For more info about living on campus please visit:
 - <http://www.ric.edu/residential-life/Pages/Freshman-Resources.aspx>
 - <http://www.ric.edu/residential-life/Pages/Frequently-Asked-Questions.aspx>

Questions?

For additional questions please email
housing@ric.edu or call the office at
(401)456-8240