

Pennsylvania College of Technology

Returning student apartment selection instructions for the 2018/2019 Academic Year.

Start Date: Your specific room selection date will be e-mailed to you. You may begin following process at 7:00AM on your start date.

Location: Sign into the SIS system. Browse to Housing Information, On-Campus Housing Application/Contract, Housing Contract Button (the same steps you took to complete the housing contract). Under the heading **2018/19 Academic Year** click on Group #- Apartment Selection. Below is an example. If you completed a December Graduate contract, this link will appear under the FALL18 Term.

2018/19 Academic Year

- [New Student Full Year Housing Contract](#)
: You began an application but did not submit it. Select this link to continue.
- [Returning Student Full Year Housing Contract](#) : You submitted a complete application on 1/24/2018 11:48 AM.
- [Modify Preferences or Pay Housing Deposit \(After Contract\) - Returning Student](#)
- [Group 1- Apartment Selection](#) (ends at 1/28/2018)

Next, click on the Room Selection link. To search for available spaces, use the drop down list to select a building. Click Search to view available rooms. Below is an example of the drop down list.

You are not currently assigned to a room in this term.

Building BALD EAGLE ▼

The search will display the room number, the number of occupants already in the room, the number of spaces available, and the room layout. Below is an example of the search results.

Room Search in progress...

<< Previous Page | Next Page >>

Name	Occupants	Open Spaces	Room
BALD EAGLE 2nd Floor 203	2	2	Two Bedroom w/ 4 residents
BALD EAGLE 2nd Floor 204	0	4	Two Bedroom w/ 4 residents
BALD EAGLE 3rd Floor 301	0	4	Two Bedroom w/ 4 residents
BALD EAGLE 3rd Floor 302	0	4	Two Bedroom w/ 4 residents
BALD EAGLE 3rd Floor 304	0	4	Two Bedroom w/ 4 residents

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The full list of available apartments that will be available for upperclassmen to select from will be available on the Residence Life web page(www.pct.edu/reslife). As you look for apartments that you would like to select from, be sure to have alternative choices in case your first choice is full when you go to sign up.

To select a specific apartment, click on the room that you are interested in that appeared in the search results from the previous step. A new window will be displayed that will contain information about any occupants of the room. If you would still like to select this room, click on "Select This Room". You should immediately receive a confirmation e-mail containing your selected apartment. Within a day, your apartment and roommate information should appear in the SIS. Below is an example of selecting a room.

Room Details for BALD EAGLE 2nd Floor 203

	Room	Number of Occupants
Select This Room	BALD EAGLE 2nd Floor 203	2

Occupant Details for BALD EAGLE 2nd Floor 203

Room	First Name	Last Name	Cleanliness	Sleeping Habits	Study Habits	Smokes	Watches TV
BALD EAGLE 2nd Floor 203	Timothy	Mallery	Messy	Normal	Music TV on	No	Yes
BALD EAGLE 2nd Floor 203	Bradley	Jackson	Messy	Night Owl	Music TV on	No	Yes

The roommate information comes from the preferences you completed when you filled out your housing contract. You may go back in to the SIS and change your preference until March 31st by going to the same area you went to complete the housing contract.

You may change your selected apartment by following the same procedures above as often as you like up until April 18th. However, apartment availability and options will change over time. After the first date for your group to select an apartment, you will be part of all subsequent groups. For example if you were in group #4 on your first day to select an apartment the group #4 link will appear for you. On the following day a group #5 link will appear. This is the link you would go in to change your apartment selection.

If you have questions or would like further information on this, see your Resident Assistant. You may also contact the Residence Life Office, Dauphin Hall 1039, at (570) 320-8023, reslife@pct.edu. Complete details regarding the housing application process can be found on the Residence Life webpage: <http://www.pct.edu/reslife/>