The Returning Student Housing Selection process is for current Carthage students only. Before beginning the housing application, please review the information on our website about our residency policy, what room types are available in which residence halls, as well as the differential pricing information on the College’s website. This will be important as you proceed through the application. Please be sure to read these instructions in their entirety – there are several pages of screen shots to guide you along the way.

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**STEP ONE:**
Log into your Housing Self-Service page via your My.Carthage portal. Students should use their Carthage credentials to log in correctly.

Once you’re logged in, you will be taken to the Housing Self-Service main screen.
STEP TWO:
Click on “Applications” on the side navigation bar and select “Returning Student Housing Application” with the appropriate year.

STEP THREE:
Review the housing contract on the next screen. This is a legally binding document. It’s important that students understand their rights and obligations as outlined in the contract. After reviewing the document, sign the contract in the box by using your mouse or, if using a tablet, your finger. A copy of your signed contract will be sent to you for your records.
**STEP FOUR:**
Fill out the housing application on the next screen and click continue.

**STEP FIVE:**
After submitting your application, click on “Housing Selection Process” on the left hand side of the main page. Students should then form their roommate group(s) by clicking on “Roommate Selection.”

Students can search for a specific roommate by typing in their name with the search tools.
If you are unable to find your desired roommate, it means your peer has not yet completed their housing contract and application.
Once you search and pull up a student, you can send them a roommate request.

**IMPORTANT NOTE:** Your roommate pair/group MUST be fully matched to participate in the online housing selection process. Sending a roommate request is not enough, your peers must also accept your roommate request. Only when all requests have been sent and accepted is your group complete and matched.

This is an example of an “unmatched group” because there are pending roommate requests.
This is an example of a “matched group” because all roommate requests have been accepted.

Don’t have a specific roommate in mind or want help finding one? Consider adding information to your student profile to help other Carthage students consider you as a roommate. You can add more information to your profile under “My Information” on the main page and then by updating the tab “Roommate Profile.”
STEP SIX:
Once your housing contract has been signed, application submitted, and your roommate group(s) have been fully matched, students will receive an email from the Office of Residential Life with specific housing selection details. This email will be sent to your Carthage email address the week after housing contracts and applications close. This email includes details about your specific housing selection date and time. Selection dates and times are determined by the number of academic credits a student has earned by the time of the selection process. Your housing selection date and time can also be viewed on the main page of your Housing Self-Service portal.

IMPORTANT NOTE: If you do not sign and submit your housing contract and do not fill out the returning student housing application, you WILL NOT be eligible to participate in our housing selection process and you will not receive a housing selection date and time from our department.

Students should log back into their Housing Self-Service page at the date and time assigned to them from the Office of Residential Life. Once logged in, students can access the housing selection process by clicking “Housing Selection Process” on the main page.
**STEP SEVEN:**
Make sure you have the correct term selected. Remember that you’re applying for housing for the following fall semester at the top of the screen. *(Example: If it’s currently spring 2020, you want to make sure you’re signing up for housing for the fall 2020 semester).*
STEP EIGHT:
Once you’ve verified that your roommate group is fully matched and you’ve logged in at your assigned date and time, it’s time to pick a room! You can do so from the main page of your Housing Self-Service Portal.
Once you click on this button, you’ll see your housing selection date and time at the top of the screen and the details of your matched group. *The example shown below shows someone who has not matched up with a group and is attempting to sign up for a single room by themselves.*

Click on “Select from Room List” and you’ll be able to select a room type from the drop down menu (i.e. Oaks Single, Tower Double, Triple Room w/ Bath, Standard Double, etc.) Once you’ve chosen the room type you’re interested in, click on “Search Available Rooms.”
**STEP NINE:**
After you click “Search Available Rooms” you will have all available beds that match the room type you selected. If you DO NOT see a specific room/bed on the list that means it has already been chosen or it is not available through the housing selection process. You will be able to view how many spots are available in a room, view the upcoming roster for the floor, and ultimately select a room.

Once you make your decision, you should click, “Select Room.” If you have more than one person you are signing up for housing, you’ll be able to decide which bed and/or room each person will reside in. Take extra care when doing this as you won’t be able to make changes once you submit your housing selection information.
**STEP TEN:**
Once you’ve clicked on “Submit Room Selection” button you have officially completed the housing selection process. If you are the individual signing up your roommate group, you will receive a confirmation email right away to your Carthage email. All students who were assigned a housing space through the selection process will receive a confirmation by the end of the day.

Students may also log into their Housing Self Service main page to view the details of their fall 2020 housing assignment. Housing assignment and roommate details are viewable here after your housing selection process and throughout the academic year.