### Housing Procedures 2019 - 2020

#### Housing Requirements
- Be enrolled at RBC full time (12 credits)
- Paid required damage deposit for housing
- Completed online application for housing

#### How do I apply?
**RETURNING Student Application** (Priority is March 30)
**NEW Student Application** (Priority is May 31)
1. Go to [http://housing.rbc.edu/login](http://housing.rbc.edu/login) and login with your RBC credentials
2. Click Apply for Housing and select correct application to complete.

Students will be required to pay fees at time of application in order for the application to be considered complete.

#### How do NEW students select a roommate?
1. Ensure your requested roommate has completed all housing requirements.
2. Place their first and last name on the housing application under potential roommates.

**Students can only select 1 roommate. Requests cannot be made for other rooms within an apartment. Requests must be made before assignment of room.**

#### How do I select a room?
**Room Selection is for Returning Students ONLY**
1. During your lottery time go to MyHousing
2. Click room & roommate selection
3. Click select a room (to select a room)
4. Click select dining (to select a meal plan)

**Students who have not completed all housing requirements will not receive a lottery appointment and thus cannot select a room.**

#### Where do I make payments?
Damage deposit is due at the time the online application is completed. Those paying in cash should visit:
- In person @ the Business Office
- Enrollment Services Building (formerly CSA) - 11301 Johnson Road, South Prince George, VA 23805

#### What do I owe and when is it due?
**Returning Students:** Housing Deposit- $150.00
- Priority Deadline April 13th, by 4:00pm

**New Students:** Enrollment Fee- $75.00 & Housing Damage Deposit-$150.00
- Priority Deadline May 31, by 4:00pm

#### When do I have to move in?

**Students who are assigned a room must move in by the deadline or their room may be forfeited:**

<table>
<thead>
<tr>
<th>Room Selection</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st and 3rd Floor</td>
<td>August 21, 1pm</td>
<td>- 4pm</td>
</tr>
<tr>
<td>2nd and 4th Floor</td>
<td>August 22, 1pm</td>
<td>- 4pm</td>
</tr>
</tbody>
</table>

**NOTE:** Move in deadlines are 1 day after official published move in dates. Check residence life website.

Rooms will be assigned based on: the date fees are paid, application is completed, & course registration is completed.

Students who meet the priority deadline are **guaranteed** housing. All others are assigned as payment is received.