



# First-Year Students

# YCP HOUSING APPLICATION

Follow the steps outlined in this guide to help navigate your way through the housing application process for the upcoming school year.

## COMPLETE THE FALL 2020 HOUSING APPLICATION

(Available on March 2, 2020)

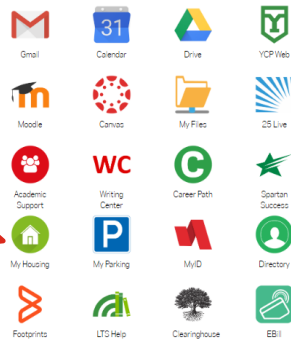
- Log into the MyYCP student portal using your YCP student login information. (The LTS Help Desk will email your login information to the email address you provided on your YCP college application. Questions regarding YCP student login? Please call the LTS Help Desk at 717.815.1559.)
- Click on the green house icon, MyHousing.
- Click on the Application tab, located on the left side of the screen.
- Select the "New Student Application":
  - Deposits paid by credit card or by check will take a few days to process. You will not have access to the application until it has processed.
  - We recommend using Chrome for your browser and clear your browser history cache before completing the application.
- Medical documentation for special housing accommodations should be uploaded during the completion of the application, or emailed to Residencelife@ycp.edu. Please email us for documentation guidelines.
- Review and submit your application. You will receive an 'application is now complete' message.

## MyYCP: MyHousing

WELCOME TO THE NEW MYYCP FOR STUDENTS!

Here you will find single sign-on icons for YCP applications, announcements for the entire campus or students and a calendar of featured events the upper right to access other www.ycp.edu pages.

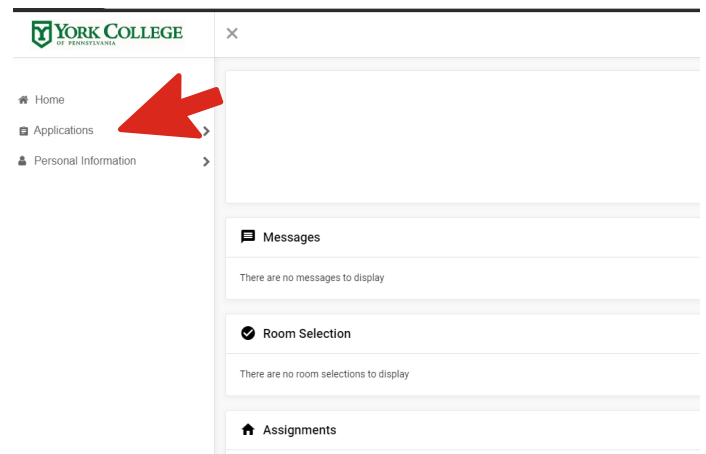
### YCP RESOURCES



### ANNOUNCEMENTS

- Campus Announcements
- Order your textbooks today at Bookstore.ycp.edu
  - Message from President Gunter-Smith regarding
  - Apply to be a Peer Advisor!
  - IMPORTANT INFORMATION ABOUT JOBS & INT
  - Consider a Summer Research Experience
  - Weekly Drop In Resume Reviews and Spring Eve
  - Apply to be an Orientation Leader today!
  - Not Returning to Housing for Spring 2020?
  - Apply to be an RA!

## MyHousing: Applications



# NEW STUDENT HOUSING

## NEW STUDENT HOUSING

First-year students are assigned to traditional residence halls. Students may select up to 3 hall preferences when completing the application. Visit our website at [www.ycp.edu/housing](http://www.ycp.edu/housing) for more information.

### First-Year Residence Halls

Manor East  
Manor North  
Manor Northeast  
Manor South  
Manor West  
Penn  
Beard  
Northside Commons (1st and 2nd floors)

## SINGLE ROOMS

Single rooms are not listed as an option on the housing application.

- If you need a single room based on medical documentation, please upload that documentation while completing the application, or email to [Residencelife@ycp.edu](mailto:Residencelife@ycp.edu). Please email us for documentation guidelines.
- Students who do not have documentation and would like to be placed on our room request list, please complete the Housing Assignment Request form. This form will be active on April 4, 2020, and posted on the student portal announcements page. For your convenience, we've provided the link and QR code below. Please remember that the link will not be available until April 4, 2020.

[https://ycp.col.qualtrics.com/jfe/form/SV\\_2oAHur9HLIKCIB](https://ycp.col.qualtrics.com/jfe/form/SV_2oAHur9HLIKCIB)



# OPTIONAL ROOMMATE SELECTION

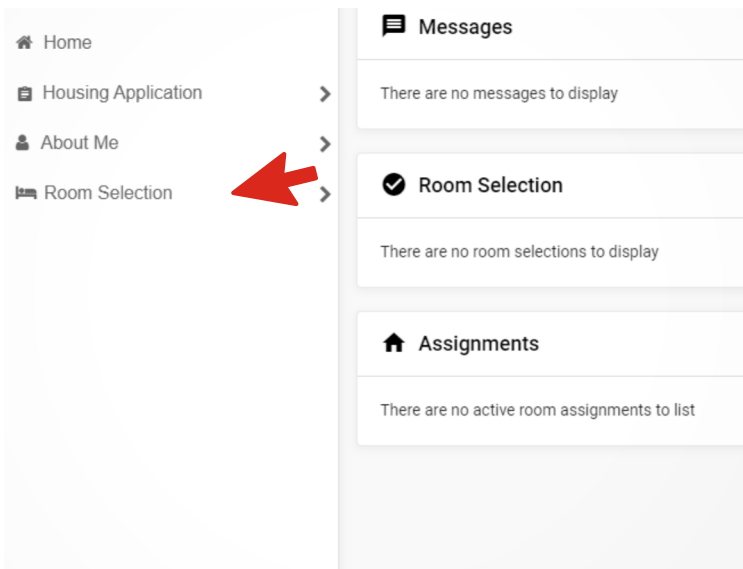
## ROOMMATE SELECTION: APRIL 15–JUNE 26, 2020

This optional step is available if you have a friend that you would like to live with.

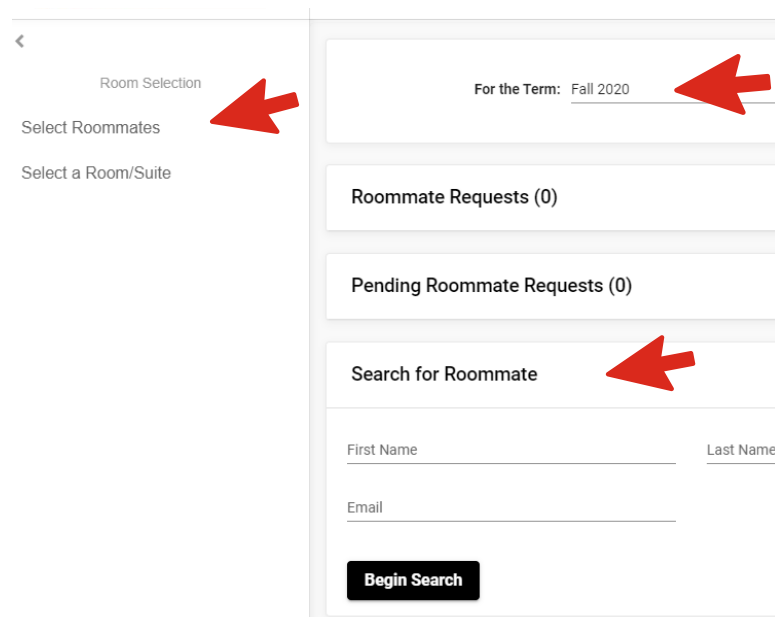
- Log into the MyYCP student portal.
- Select MyHousing, click on Room Selection located on the left side of the screen, and then Select Roommates. This option is only available to students who have completed the housing application.
- Change the term to Fall 2020.
- You can search for a roommate if they completed the housing application. If you receive an error message when searching for a friend, you should:
  - check the spelling of their name,
  - confirm that they have completed the housing application.
- You and your roommate must select and confirm each other's roommate request in order to be fully matched as roommates. To confirm a request, select Pending Roommate Requests.

Roommate Selection is not a requirement. We will assign you a roommate based on the preferences you selected in the housing application.

### MyHousing: Select Room Selection



### MyHousing: Select Roommates & Term



# WHAT'S NEXT?

## **WEEK OF JULY 6, 2020: HOUSING ASSIGNMENTS POSTED**

Your housing assignment and roommate information will be posted directly to MyHousing the week of July 6, 2020.

Click on your roommate's name for their YCP email address. You might want to send a quick email to discuss room decor and ordering a micro-fridge.

## **RENT A MICRO-FRIDGE**

Micro-fridge units are available for rent through Campus Specialties, Inc.

If you wish to bring your own, you may bring one mini-fridge per room if you live in the traditional halls. The mini-fridge must meet the requirement of being 3.6 cubic feet and 1.5 amps or less. However, you must rent the micro-fridge combo if you wish to have a microwave in your room. Go to [www.mymicrofridge.com](http://www.mymicrofridge.com) for more information on rentals.

## **SELECT A RESIDENCE HALL LINEN PACKAGE**

Go to [www.ycp.ocm.com](http://www.ycp.ocm.com) to check-out our linen packages. Please remember all our beds need twin XL sheets.

## **SELECT YOUR YCP DINING SERVICES MEAL PLAN**

Go to [www.dineoncampus.com/YCP](http://www.dineoncampus.com/YCP) for more information on our dining locations and select meal plan options online. The last day for online meal plan selection is August 20, 2020. Contact the Business Office at 717.815.1470 for assistance with meal plans after this date.

## **MOVE-IN DAY! MARK YOUR CALENDAR!**

Move-in day is Friday, August 21 from 8:00 a.m.-1:00 p.m.

# YCP SUGGESTED PACKING LIST

## WHAT COMES IN A ROOM?

All traditional bedrooms offer an extra-long twin bed, a desk, chair, and a wardrobe with drawers for each student. The double bedrooms are typically 12' wide and 16' long. Single bedrooms are typically about 9' and 10' long. The blinds are pre-hung on the windows which are typically 4' wide x 5'8" high. Wi-Fi is provided throughout.

### WHAT TO BRING?

- ID card
- Sheets/blankets/pillows
- Bath towels & toiletry items
- Decorations, curtains, and command strips to hang them
- Area rug
- Laundry basket
- Laundry supplies
- Wastebaskets
- Fans
- Electronics\* - TV, gaming system, computer, chargers, etc.
- Personal mini-fridge less than 1.5 amps & 3.6 cu ft sq (one permitted per bedroom)
- UL approved surge protector
- Vacuum
- Single serve coffee maker with automatic shut-off
- School supplies
- Medication

\*Contact LTS at 717.815.1559 for electronic hookup needs

### WHAT NOT TO BRING?

- Microwave - unless rented through Micro-Fridge
- Mini-fridge greater than 1.5 amps & 3.6 cu ft sq
- Candles, incense, lava lamps, or any substance to be burned
- Small kitchen appliances, such as a blender, panini press, toaster, drip coffee pot, hot plate, crock pot, etc.
- Space heater of any kind
- Personal mattress
- Adhesives, nails or screws that may damage any building surfaces
- Construction or street signs
- Large sound systems & sub-woofers
- Pets (except fish in 10 gallon or less tank)
- Workout equipment, pull-up bar, and weights
- Dartboards and darts
- Weapons and/or explosives-including paint ball and air soft guns, firecrackers, and any combustible materials
- Alcoholic beverages or paraphernalia, including items used for alcoholic games
- Illegal drugs or paraphernalia

## RENTER'S INSURANCE

Students are encouraged to obtain renter's insurance or review their parent's homeowner's insurance policy to determine whether or not their belongings in the residence hall are covered. Student's personal items are not covered under the YCP College insurance plan.

**For more information on YCP policies please visit [www.ycp.edu](http://www.ycp.edu) and search for the Student Handbook.**