Returning Students
PHASE 1 – REQUIRED STEPS

Follow the steps outlined in this guide to help navigate your way through the housing selection process for the upcoming school year. Phase 1 must be complete by March 13, 2020, to receive a priority lottery number and to participate in Phase 2 of the housing selection process.

Step 1: Pay the Housing Deposit – $100 per academic year
This deposit for the upcoming fall semester is accepted beginning February 1st.
- Pay online by logging into MyYCP, selecting YCPWeb, and selecting Pay Bill–Student Account. Credit/debit card payments are accepted. Online payments will take a few days to process.
- Pay in-person at the Business Office, located in the Miller Administration Building. Only cash or checks are accepted.

Step 2: Check for Holds on your Student Account
Holds can prohibit you from completing the housing application and participating in the housing selection process.
- Go to YCPweb, select Student Services, then select Student Records and View Holds. For more information or assistance with holds, please contact the originating office directly.
  - Judicial Sanction Hold – Student Conduct Office (717.600.3874)
  - Tuition and Deposit Holds – Business Office (717.815.1470)
  - Housing Contract Hold – Residence Life Office (717.815.1281)

Step 3: Complete the Fall 2020 Housing Application by March 13th
- Log into MyYCP, select MyHousing, then select Applications. (See image examples on pg. 2)
  - 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.
  - If after two business days the application is still unavailable, and you have cleared the holds on your student account, please call our office at 717.815.1281.
- Students interested in participating in Squatter’s Rights or Gender Inclusive Housing Selection should select either option on the application. (Learn more on pgs. 3&4)
- 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.
- Make sure you receive the ‘application is now complete’ message to ensure it’s submitted.
PHASE 1 – OPTIONAL APPLICATIONS

Off Campus Application – Due February 21, 2020

- Current students interested in living off campus must have earned at least 85 credits by the end of the Fall 2019 semester. Students should check their transcripts to ensure all credits are accounted for: transfer, AP, dual enrollment, etc.
- Scholarships and financial aid will be affected. Please discuss this change with the Financial Assistance Office; it is your responsibility to manage this step.
- Students must pay the housing deposit, complete the housing application, and complete the off campus application to qualify; all applications are found in MyHousing.
- The housing deposit will be credited to your student account and the housing application will be cancelled if your off campus application is approved.
- Notification of approval will likely be sent out in March 2020.

Commuter Application – Due April 3, 2020

- Current students interested in commuting must live within a 35-mile radius of York College. The address must be your parent/guardian’s permanent address.
- Scholarships and financial aid will be affected. Please discuss this change with the Financial Assistance Office; it is your responsibility to manage this step.
- Students must pay the housing deposit, complete the housing application, and complete the commuter application to qualify.
- The housing deposit will be credited to your student account and the housing application will be cancelled if your commuter application is approved.
- The commuter application will be posted to the student portal announcements page and on our website on February 3, 2020.

PHASE 1 OF HOUSING SELECTION IS NOW COMPLETE!
PHASE 2 - ROOM SELECTION

MARK YOUR CALENDAR! SELECTION DATES ARE IMPORTANT!

MARCH 9: ROOMMATE SELECTION
Roommate selection is a big deal. If it’s not done right, it can impact room preferences. Follow these steps to ensure your group is ready for the big day.

- Go to MyHousing, select Room Selection, and select Roommates. This option is only available to students who have completed Phase 1 of the housing selection process.
- Students should form roommate groups based on who they would like to live with and all students must confirm each other as roommates. Students not completely matched will not be able to move forward with room selection.
- Please note, if your group wants a 5-person apartment/suite, you must be matched with 5 people to select a 5-person space. If matched with 4 people, only 4-person suites/apartments will be available on selection day.
- Students seeking a single in Northside Commons will not need to participate in roommate selection. However, please note that singles are limited. Most students currently in a single space will squat that space during Squatter’s Rights Room Selection. If on selection day there are no singles available, you will need to complete the Housing Assignment Request form to be placed on the wait list. This form will be active on April 4, 2020, and posted on the student portal announcements page.
- If you receive an error message when searching for a friend, you should:
  - check the spelling of their name,
  - confirm that they completed Phase 1,
  - ensure you’re in the same Room Selection Lottery (i.e. Squatter’s Rights, Gender Inclusive, General). If you forgot to select Squatter’s Rights or Gender Inclusive, please email Residencelife@ycp.edu, by March 13, 2020.

MARCH 23: SQUATTER’S RIGHTS ROOM SELECTION
Squat your spot! Squatter’s Rights Room Selection gives rising Juniors and rising Seniors the opportunity to stay in their current space.

- All students in your group must select the Squatter’s Rights Selection Option on the housing application. If you forget to select this option on the application, please email our office at Residencelife@ycp.edu, by March 13, 2020.
- All vacancies in the unit must be filled and students must roommate match during Roommate Selection. Students may pull in any qualifying student to fill the space. To qualify, the student must be a returning student and Phase 1 must be complete!

MARCH 25–26: SENIOR ONLY ROOM SELECTION
Seniors ONLY!

- Students must be a rising Senior to participate in this selection. Earned credits matter!
- Rising Sophomores & rising Juniors may not participate, even as roommates.
PHASE 2 – ROOM SELECTION

MARCH 27: GENDER INCLUSIVE ROOM SELECTION
Gender Inclusive housing provides returning students, inclusive of all genders, gender identities, and gender expressions, the opportunity to reside in the same apartment or suite.

- All students in your group must select the Gender Inclusive Room Selection Option on the housing application. If you forget to select this option on the application, please email our office at Residencelife@ycp.edu, before March 13, 2020.
- All vacancies in the unit must be filled and students must roommate match during Roommate Selection. Students may pull in any qualifying student to fill the space. To qualify, the student must be a returning student and Phase I must be complete!
- Gender Inclusive Room Selection participants will not receive lottery numbers. Gender Inclusive groups will be housed in designated areas by Residence Life.

MARCH 31 – APRIL 3: GENERAL ROOM SELECTION
Students are able to select a room when their lottery number becomes active. Lottery numbers will be posted to MyHousing before general room selection begins.

- MyHousing will display a real-time list of all options available that accommodate your group size. Your group will only see spaces available to accommodate your group size. Make sure all roommates are matched before your lottery number becomes active.
- Have several options in mind for your housing preferences. Review all of the options for room/suite/apartment sizes available to you. Your group size may change during the process; have a backup plan in mind before you begin.
- Due to the demand for housing, some students may not find a preference during room selection. These students should complete the Housing Assignment Request form to be placed on the wait list. This form will be active on April 4, 2020, and posted on the student portal announcements page.
HELPFUL TIPS & REMINDERS

TIP #1
Housing deposits paid online will take a few days to process. You will not have access to the housing application until the housing deposit is processed.

TIP #2
Roommate matching can be tricky. If you receive an error message when searching for a friend:

- check the spelling of their name,
- confirm that they completed Phase 1,
- ensure you’re in the same Room Selection Lottery (i.e. Squatter’s Rights, Gender Inclusive, General). If you forgot to select Squatter’s Rights or Gender Inclusive, please email Residencelife@ycp.edu, by March 13, 2020.

TIP #3
Lottery numbers will be posted to your MyHousing main page the day before your chosen housing selection process begins. This will also indicate the date and time that you may log in to select housing.

TIP #4
During room selection, let the person with the lowest lottery number select for your group. This person will have the best date and time to select housing. Be sure to place students in specific rooms, as roommates, in singles, etc.

TIP #5
Due to the demand for housing, some students may not find a preference during room selection. These students should complete the Housing Assignment Request form to be placed on the wait list. This form will be active on April 4, 2020, and posted to the student portal announcements page.