Applying for Housing – New Students 2018

1. Before you can apply for housing, you must:
    a. Pay your $200 deposit as a new or transferring student per the letter you received from the Admissions Office. This payment can be made through PittPAY or by mailing the payment to the Admissions Office. If you are making the payment online, be sure you have your seven digit PeopleSoft ID number as you will need that to complete your housing application. Please be advised, payments not made online will cause a delay in your ability to complete the online housing application as it is not automatically processed through the housing portal for instant access.
    b. When paying through PittPAY, you will select the "Make a Deposit" tab, select the Titusville campus, and then click continue.
    c. **If your parent needs to make the credit or debit card payment for you**, be sure you have set them up as an Authorized User in PittPAY. Authorized Users may login to your PittPAY through www.payments.pitt.edu and pay the deposit. After they pay the deposit you would login to your PittPAY, choose "Make Deposit" and automatically see the link to the Housing Portal to complete your application only.
    d. Have your Pitt username and password. If you do not have this information, please contact the Computer Center at 814-827-4419, as this information is e-mailed to the email address used on your admissions application when you are matriculated to the campus from the University of Pittsburgh. You may need to check your spam mail as some servers do not recognize this email. If you did not provide an email address on your admissions application, this information is mailed to your mailing address on the admissions application.
2. To prepare your computer, you must do the following:
    a. PC users use Internet Explorer.
    b. Mac users must use Firefox or Netscape.
    c. Configure your browser and pop-up software to all pop-ups. Add *.pitt.edu to your pop-up settings.
3. To begin, log into my.pitt.edu. DO NOT PUT WWW BEFORE THE LINK!
4. Search for "Titusville New Student Housing Portal".
    a. Select the New Students Button

    Note: You may not be able to use the scroll bar on the side of your webpage, if you don't have a scroll bar, please use the tab button on your keyboard to tab between the section of each page to update and enter information until your get to the bottom of each page where you can select cancel, next or finish.

    a. Page 1: contains general information regarding your housing application.
    b. Make sure your information is correct as that information is listed on all University databases and needs to be kept up-to-date. If anything needs corrected, please be sure to update that information with the Office of Admissions. You can contact the Office of Admissions by calling 814-827-4509.
    c. Select the information you wish your roommate to see about you when they receive their housing assignment.
    d. It is optional if you would like to complete the religion information on the bottom of the page that will be shared with clergy who wish to assist our students in meeting their spiritual needs.

6. Click Next Step link.
7. Page 2: required information for resident students need to be submitted in addition to your housing and meal plan information.
    a. You need to give us the name and contact information for two emergency contacts.
    b. New students need to submit a Health Evaluation Form and proof of immunizations to the Health Center before a housing assignment will be processed. You must print the health form from the link on page 2 and complete it and either return it to the Health Center in SU 219, fax all the pages to 814-827-4450 (please make sure your first and last name located on each page), mail it to 504 East Main Street, Titusville, PA 16354, or email it to uptstu@pitt.edu.
    c. Your printed Health Evaluation Form and proof of immunizations must be on file in the Health Center before your housing assignment will be processed.
    d. Click Next Step link.
8. Page 3: lists our residence hall options.
    a. You need to select the building preference for where you would like to live. Please note that the Townhouses are a waitlist option this year. If you would like to be considered for a Townhouse room, should a room be available, please select the Townhouse option as your first choice online and follow up with an email to Stephanie Fiely, Director of Student Life, at stthomas@pitt.edu and request to be placed on the Townhouse housing waitlist.
    b. All our campus rooms are double occupancy. Single rooms are available if space permits. To sign up for the single room waitlist, please email Stephanie Fiely, Director of Student Life, at stthomas@pitt.edu.
    c. Click the Select link.
    d. Click Next Step link.
9. Page 4: gives information used in pairing roommates.
    a. If you have someone you wish to room with, you can enter their name at the top of the page. They must also enter your name on their housing information in order for the pairing to occur.
    b. Indicate your preferences from the option listed. You must select Yes, No or No Preference for each line.
    c. If you have special accommodation needs, the bottom portion of the page provides a link to our disability services and information about contacting our disabilities coordinator. The housing office will be notified once a request has been approved by the coordinator that impact housing needs.
    d. Click Next Step link.
10. Page 5: allows you to select a meal plan. This meal plan will be for both terms, unless you choose to change your meal plan before the Spring Term begins. All changes to meal plans must be done within the first two weeks of any term for that term.
    a. Select the Meal Plan you wish to have on campus for the academic year.
    b. Click Next Step link.
11. Page 6: provides a copy of the room and board contract.
    a. You need to enter your University ID and the Confirmation Code to sign the contract.
    b. **If you are under 18:** please print out a copy of your contract and have your parent or guardian sign the form and return it to the Office of Student Life at 504 East Main Street, Titusville, PA 16354.
    c. Click the I Agree link
    d. Click Next Step link.
12. Page 7: a summary of the information you entered.
    a. Review the information you entered.

b. You can choose to download or email a copy of this information for your records.
c. Click finish to enter your housing and meal plan information.

Note: New student housing assignments will be assigned once students return their health and immunization record. The housing assignment, including the roommate contact information, link on the housing e-services site for new student housing assignments will begin July 15th.