In-House Process 2018-2019

Check with the House Office for any House-specific deadlines or paperwork, like a points application

APPLICATION
JAN 30-FEB 1

Form a group of 1 - 4 people

Choose a captain. If you’re a group of 1, that’s you!

Captain starts app at MyHomeAtPenn and creates group name and password

Group of 1

Group of 2+

Captain logs back into MyHomeAtPenn and verifies the group

Captain submits app for all group members

Captain receives a timeslot to select rooms by email (Feb 2)

APPLICATION RULES

- Every applicant must be in a group. Single applicants should apply as a group of 1
- At least 50% of the group must currently live in the House the group is applying to
- All group members must have the same gender: neutral, female, or male
- The captain must be a current House resident
- Timeslots are based on the average points of all group members. Points are assigned according to criteria set by each House

Captain shares group name and password with group

All other group members apply at MyHomeAtPenn and join the group

NEXT STEP:
IN-HOUSE PRIORITY SELECTION
FEB 5-7
Scroll down for selection guide!

What do I do if I missed the process?

Apply for the Inter-House Process between 2/12 and 2/14!
In-House Process 2018-2019

**Priority Selection**

FEB 5-7

Captain logs into MyHomeAtPenn at or after timeslot

The captain missed priority selection!

Captain selects the House they applied for

Captain selects room(s) for all group members

Captain wants to select a room they can’t fill, or only wants to assign some members

Captain assigns each member to a specific bed space

You’re finished! Group members can view their assignments at MyHomeAtPenn.

What do I do if I missed the In-House application or did not get a room?

**Selection Rules**

**Priority Selection:**
- Only the captain may access priority
- The captain must assign all group members
- The captain may only assign to the House they applied for
- The captain may only select rooms they can fill
- Group gender must match room gender
- The captain must assign specific bed spaces

**General Selection:**
- Any unassigned group member who is a current resident of the House they applied for may access general
- You do not have to assign all members or fill rooms
- You may only assign to the House you applied for
- Group gender must match room gender
- You must assign specific bed spaces

**General Selection**

FEB 7-8

Any group member who is a current resident of the House they applied for logs into MyHomeAtPenn

Group member selects the House they applied for

Group member selects room(s) and bed space(s) for self, plus as many unassigned group members as they want

Apply for the Inter-House Process between 2/12 and 2/14!

Penn Residential & Hospitality Services

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