**Room Selection 2015-2016**

**In-House Process**

**Before Feb 2**
- Form a group of 1-4 students. Students must be of the same gender. Male and female students may live together by requesting to change their gender to neutral.
- Choose a Captain - someone who will be available during room selection.

**Applications**

**From Feb 2 to Feb 4**
- The Captain applies at MyHomeAtPenn and creates a group name and password. He or she shares the information with group members.
- The other group members begin an application at MyHomeAtPenn. When prompted, they should enter the group name and password.
- Once all members have joined, the Captain verifies the group and submits the group's application.

**Feb 6**
- The Housing Assignments Office will email a timeslot to the Captain.

**Priority Selection**

**From Feb 9 to Feb 11**
- The group can stay up to date on room availability by checking My Room Selection Preview.
- The Captain logs on during the timeslot to select a room.
- If all group members are assigned to a room, the process is complete. Group members can view their assignments at MyHomeAtPenn.

**General Selection**

**From Feb 11 to Feb 12**
- If the Captain did not select a room on behalf of the group, any group member who is a current resident of the House may log in to choose a room for the group, part of the group, or themselves.
- If all group members are assigned to a room, the process is complete. Group members can view their assignments at MyHomeAtPenn.

*50% of the group must live in the College House in which you are interested.
*The Captain must be a current resident of the College House in which you are interested.
*The Captain must submit a group's application in order to receive a timeslot.
*Timeslots are assigned based on the average number of points per group.
*Points are determined by the House Dean of the House for which you are applying.
*The Captain can place group members in one or multiple rooms.
*All rooms must be completely filled by members of the group.
*Captains may log on to choose after the timeslot, but availability is best when the timeslot opens.
*Rooms do not have to be completely filled when chosen.
*The Captain or group members can log on at any time to select a room.
*Students who did not select a room during the In-House process may apply during the Inter-House process.