

HOUSING SELECTION: REQUIRED STEPS

Students must complete these steps by March 15, 2022, to receive a priority lottery number and to participate in the roommate and room selection process.

Step 1: Pay the Housing Deposit – \$100 per academic year

- The housing deposit will be accepted beginning February 1.
- To pay the deposit online, log into to MyYCP. Select the YCPWeb icon or visit [YCPWeb](#). Select Student Services, Student Account, then Pay Deposits for Tuition and Housing. Online payments will take a few days to process.
- To pay the deposit in person, visit the Business Office, located in the Miller Administration Building. Please note that only cash or checks are accepted.

Step 2: Check for Holds on your Student Account

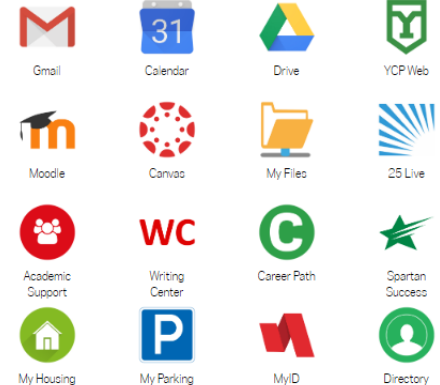
- Holds can prohibit you from completing the housing application and participating in the housing selection process.
- To view holds, go to YCPweb, select Student Services, then select Student Records. For more information or assistance, please contact the originating office directly.
 - Judicial Sanction 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 Housing Application 2022–23

- Check out this [video](#) for instructions.
- Log into MyYCP, select MyHousing, then select Applications.
 - Are no applications available? Deposits paid by credit card or by check will take a few days to process or you may need to check your holds in step 2. If the application is still unavailable after two business days, please email residencelife@ycp.edu or call 717.815.1281.
- New or updated medical documentation for special housing accommodations should be uploaded when completing the application. Please visit our [website](#) for documentation guidelines.
- Make sure you receive the 'application is now complete' message to ensure it's submitted.
- Students may return to view/edit their applications.

MyYCP > YCPWeb
To pay the housing deposit and check for student holds

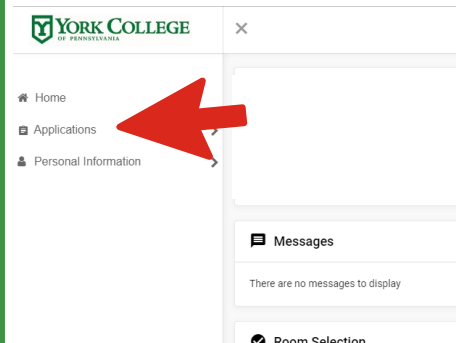
YCP RESOURCES



MyHousing



MyHousing Applications



HOUSING SELECTION: OPTIONAL APPLICATIONS

Off-Campus Application – Due February 18, 2022

- Current students interested in living off-campus must have earned at least 85 credits by the end of the Fall 2021 semester. Students should check their transcripts to ensure all credits are accounted for: transfer, AP, dual enrollment, etc.
- Students must pay the housing deposit, complete the housing application, and complete the off-campus application by February 18 to qualify; applications are located in MyHousing.
- Scholarships and financial aid will be affected. Please discuss this change with the Financial Assistance Office; it is your responsibility to manage this step.
- The housing deposit will be credited to your student account, and the housing application will be canceled if your off-campus application is approved.
- Notification of approval will likely be sent out in March 2022.

Commuter Application – Due March 15, 2022

- 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.
- The commuter application is located under Applications in MyHousing.
- 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 not approved to commute will need to pay the housing deposit and complete the housing application by March 15 to participate in roommate and room selection.

HOUSING SELECTION: ROOMMATE SELECTION

Roommate Selection begins February 22, 2022

- Check out this [video](#) for instructions.
- Go to MyHousing, select Room Selection, and then Select Roommates.
- To request a roommate, change the term to Fall 2022, and then search by name or email.
- This option is only available to students who have completed the housing application.
- If you receive an error message searching for a student, you should:
 - check the spelling of their name,
 - check that they completed the housing application,
 - make sure they selected the same selections on the housing application (i.e., Squatter's Rights, Gender Inclusive, General).
- Once you've selected your roommates, make sure they accept your requests in MyHousing. Go to Pending Roommate Requests and select the name to accept the request.
- Please note for General Selection, 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.
- Students seeking a single in Northside Commons will not need to participate in roommate selection. However, please note that singles are limited.

MyHousing > Room Selection > Select Roommates

Check for Pending Requests to accept or delete roommate requests

HOUSING SELECTION: ROOM SELECTION

SQUATTER'S RIGHTS SELECTION – March 22, 2022

- Squatter's Rights Room Selection gives rising Juniors and rising Seniors the opportunity to stay in their current assignment.
- All vacancies in the unit must be filled. Students may pull in any qualifying student to fill the space. The student must be a returning student to qualify.
- All students in your group must select the Squatter's Rights Selection option on the housing application to complete the roommate selection process. Students may return to view/edit their application.

SENIOR SELECTION – March 29, 2022

- Students must be a rising Senior with 75 cumulative credit hours or more to participate in this selection. Students should check their transcripts to ensure all credits are accounted for: transfer, AP, dual enrollment, etc.
- Rising Sophomores & rising Juniors may not participate, even as roommates.

GENDER INCLUSIVE SELECTION – March 31, 2022

- 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. Individual rooms remain gender specific.
- All vacancies in the unit must be filled. Students may pull in any qualifying student to fill the space. The student must be a returning student to qualify.
- All students in your group must select the Gender Inclusive Selection option on the housing application to complete the roommate selection process. Students may return to view/edit their application.

GENERAL SELECTION – April 5-7, 2022

- Students will receive their lottery numbers and selection time by 5 pm on April 4.
- Students should make sure all roommates have completed the roommate selection process before the lottery number becomes active.
- The student with the lowest number and earliest selection time should log into MyHousing to select for their group. MyHousing will display a real-time list of all available options that will accommodate your group size.
 - Be prepared to have several options in mind for your housing preferences. Review all of the options for the room, suite, or apartment sizes available to you. Your group size may need to change during the process; have a backup plan in mind before you begin.
- Due to the demand for housing, some students may not find an assignment preference during General Selection.

INFO SESSIONS

- FEB. 22 Roommate Matching Begins
 - FEB. 25 Housing Q & A Session at 11 am
 - MAR. 4 Housing Q & A Session at 2 pm
- Details will be sent to your YCP email.

APPLICATIONS AVAILABLE AND DUE DATES

- FEB. 1 Tuition & Housing Deposits Accepted
Housing Application Available
Off-Campus Application Available
Commuter Application Available
- FEB. 18 Off-Campus Application Due
- MAR. 8 Medical Documentation for Special
Housing Accommodation Due
- MAR. 15 Housing Application Due
Commuter Application Due

SELECTION DATES

- FEB. 22 Roommate Selection Begins
- MAR. 22 Squatter's Rights Selection
- MAR. 29 Senior Selection
- MAR. 31 Gender Inclusive Selection
- APR. 5-7 General Selection
- APR. 8 Unmatched Selection

UNMATCHED SELECTION – April 8, 2022

- Roommate matching is not required.
- All eligible unassigned students will receive a lottery number and selection time after General Selection ends on April 7.
- MyHousing will display a real-time list of all options available.