

User Guide: Online Housing Application for New Students

Once students pay the enrollment fee, the admission department provides login information to the university's intranet, MySCAD. The option to make a combined payment of an enrollment fee and housing reservation fee is available by visiting scad.edu/enrollfee. You may also make your housing reservation fee payment separately by logging into your MySCAD account and choosing Pay Now in the New Student Tasklist. Students will be notified of their assignments approximately one month prior to the first day of the quarter. If you have any questions regarding the housing process, contact residence life and housing in Atlanta (atlreslife@scad.edu or 404.253.3256), Hong Kong (reslife-hk@scad.edu or 852.2253.8000) or Savannah (savreslife@scad.edu or 912.525.7000).

INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION PROCESS FOR NEW INCOMING STUDENTS

1. Log on to MySCAD with your nine digit ID and password. If you do not have your login information, contact the admission office in Atlanta (877.722.3285 or 404.253.2700), Hong Kong (800.869.7223 or 852.2253.8000) or Savannah (800.869.7223 or 912.525.5100).
2. Select the **Residence Life and Housing** tab near the top of the screen.
3. Locate the **Complete Housing Application** link under the **My Residence Life and Housing** channel.
4. You will be directed to the application screen. Select the appropriate application for the term in which you are entering. Click the **Next** button.
5. Read the information regarding the housing license agreement.
6. As you read each section, type your initials in the box after each section. Students are responsible for reading the license agreement in its entirety prior to agreeing to it.
7. Once you have read each section and typed your initials in the appropriate boxes, click the button next to **I Agree** at the bottom of the page. (By selecting **I Agree** you are agreeing to the SCAD housing license agreement for the period of time outlined in the agreement.)
8. Click the **Next** button.
9. Submit your personal preferences. The preferences indicated are used to determine hall placement, roommate selection and other factors. It is very important for students to answer these questions honestly and completely when selecting housing preferences. Click **Continue** when you are finished.
10. Enter your living preferences, which will be used to determine hall placement based on the spaces currently available. Select a choice number. You must select a number that has not already been used. If you wish to change a previous selection, first remove it before adding a new one.
11. Select a specific hall for request.
12. Select a hall from the dropdown menu that appears. Click **Add Request**. To add additional preferences, repeat steps 10-12. You may indicate up to three preferences.
13. Click **Complete Application** when you are finished.
14. A confirmation page will be displayed signifying that you have completed the application process. You will also receive an immediate confirmation e-mail to your SCAD e-mail account verifying your application, along with a copy of the license agreement.
15. Students who are under 18 years of age at the time of completing the housing application, considered an international student by SCAD or attending SCAD Hong Kong should sign a hard copy of the housing license agreement along with their parent/guardian and return to residence life and housing. A signed hard copy should be faxed or mailed to residence life and housing prior to arriving to check-in: 404.253.3273 or 1600 Peachtree St., Atlanta, GA 30309 (for Atlanta students), 852.2253.8066 or 292 Tai Po Road, Sham Shui Po, Kowloon, Hong Kong (for Hong Kong students) or 912.525.7012 or P.O. Box 3146, Savannah, GA 31402 (for Savannah students).
16. Log out of MySCAD and close the browser window.

SUBMITTING ROOMMATE REQUESTS

In order for your specific roommate request to be considered, it must be made online and must be mutual among students.

1. Log on to MySCAD with your nine digit ID and password.
2. Select the **Residence Life and Housing** tab near the top of the screen.
3. Locate the **My Housing** link under the **My Residence Life and Housing** channel.
4. If you have not completed your housing application, **My Housing** will not be visible. See the instructions above for the steps to complete your application.
5. Click on **Room Selection** on the left side of the page.
6. A submenu will appear to the right. Click on **Roommate Selection**.
7. Type in the student's last name or ID number. If the person you wish to request as a roommate does not appear, they may not have paid their housing reservation fee yet. You may add up to three roommate preferences. Click **Request Student as Roommate** after each name.
8. Each roommate must follow the same procedures to ensure it is a mutual request. Non-mutual requests will not be honored.
9. If **Does Not Match** appears next to your requested roommate's name, that student has not completed the roommate request. Contact your requested roommate and encourage him/her to complete this information.
10. On this same page, you may remind your requested roommate to also request you by clicking **Remind** next to his/her name if **Does Not Match** is listed by his/her name. This will send an automatic e-mail to your requested roommate to log on and complete the process.
11. If **Match** appears next to your requested roommate's name, you and your requested roommate have submitted the request.
12. Click on the **Home/Overview** link to review your roommate preferences. You and your requested roommate(s) will receive a confirmation e-mail verifying your request.
13. Log out of MySCAD and close the browser window.