RETURNING STUDENTS

Early housing sign-up

Returning students select their housing spaces during early housing sign-up through the online process conducted during spring quarter for the 2017-18 year. Returning students must pay the US$750 nonrefundable and nontransferable reservation fee on or before the deadline indicated in this guide. Students who are interested in living on campus for the 2017-18 academic year are encouraged to attend an information session held during winter and spring quarters. Students who wish to be roommates should sign up together and list their mutual roommate requests on their housing applications. All returning students are contacted by the office of residence life and housing prior to fall housing sign-up.

Students must make the quarterly housing payment by Aug. 1 or forfeit their room assignment and be placed in housing after the payment is made, provided space is available. Enrolled students who cancel after June 1 are subject to an additional US$500 nonrefundable cancellation fee. Students who do not participate in early housing sign-up are assigned housing according to the procedures for new students. Housing is subject to availability.

Once assignments are made, students are notified via SCAD email. At that time, assignments and roommate information are available through MySCAD.

MYSCAD INFORMATION
Residence life and housing has a channel on the My Info tab in MySCAD. Students may access most of the information and links needed through this channel. Following is a list briefly describing some of the links on the channel you will find useful during the sign-up process.

Click on Atlanta, Hong Kong or Savannah to obtain information about housing at each location.

Click on Returning Student Sign-up to obtain information about the early housing sign-up process for returning students.

Click on Apply or Review My Housing to access the online application and license agreement once you have paid the housing reservation fee.

Click on Apply or Review My Housing to access the room sign-up website and submit your roommate requests, if applicable.

LACOSTE
Students attending SCAD Lacoste during spring quarter are eligible to participate in the online sign-up process for the upcoming academic year if they follow the instructions outlined in this guide. In addition, Lacoste students must inform residence life and housing by email of the location they will attend for fall by 5:30 p.m. (ET), Monday, April 10, 2017, for Atlanta or Savannah housing, in order to be added to the online sign-up process.

Location Changes
Current students who change to a different SCAD location for Fall 2017 are eligible to participate in the online sign-up process if they follow the instructions outlined in the guide and pay the US$750 nonrefundable and nontransferable housing reservation fee by 5:30 p.m. (EST), Monday, April 10, 2017, for Atlanta or Savannah housing. In addition, students must email the residence life and housing office of the location they wish to change to by 5:30 p.m. (EST), Monday, April 10, 2017, for Atlanta or Savannah housing, in order to be added to the online sign-up process.

Atlanta residence life and housing: atlreslife@scad.edu

Hong Kong residence life and housing: reslife-hk@scad.edu

Savannah residence life and housing: savreslife@scad.edu

Reservation Fee Payment
To sign up for SCAD housing, students must first pay the US$750 nonrefundable and nontransferable housing reservation fee.

To pay by credit card or electronic check:
Pay online through MySCAD.

Checks may be paid as follows:
Atlanta students:
Student accounts: P.O. Box 77300, Atlanta, GA 30357-1300 USA

Hong Kong students:
Student accounts: 292 Tai Po Road, Sham Shui Po, Kowloon, Hong Kong

Savannah students:
Student accounts: P.O. Box 2701, Savannah, GA 31402-2701 USA

To ensure proper credit, include the student’s name and ID number along with the words “Fall 2017 housing fee” on the check. Students, parents or guardians who are mailing a check are advised to mail it at least a week prior to the stated deadline. Wire transfers should be sent at least two weeks prior to the stated deadline. Contact your student success adviser or student accounts office for more details about sending a wire transfer.

If participating in early housing sign-up, the reservation fee should be paid by 5:30 p.m. (EST), Monday, April 10, 2017, for Atlanta or Savannah housing or 5:30 p.m. (EST), Wednesday, May 24, 2017, for Hong Kong housing.
How to sign up for housing

1. Pay the US$750 nonrefundable and nontransferable housing reservation fee.
   Students signing up for Atlanta or Savannah housing should pay the housing reservation fee by 5:30 p.m. (EST), Monday, April 10, 2017. Those signing up for Hong Kong housing should pay by 5:30 p.m., Wednesday, May 24, 2017. Students have several fee-payment options: in person at the student accounts office, by mail in time for it to be received by the above deadline or online. The preferred method to make the payment is online through MySCAD. Payments should be denoted as the fall 2017 housing reservation fee. A confirmation page will be displayed confirming receipt of payment. Students will receive an email prior to the start of housing sign-up confirming receipt of payment and early housing sign-up eligibility.

2. Complete the online housing application and license agreement.
   Students may complete the housing application within 24 hours of the housing reservation fee being posted by the student accounts office through the Apply or Review My Housing link under the My Info tab in the Residence Life and Housing channel. By filling out the housing application, students agree to the 2017–18 housing license agreement using their electronic signatures and enter their personal preferences. It should be completed prior to your chosen room sign-up day to avoid any delays. Students will receive an immediate confirmation email upon completion of the housing application. See the user guide in this booklet for more information.

3. Check your email and MySCAD regularly.
   Residence life and housing will send regular updates and reminders regarding the process through email. It is vital that students check their email regularly to receive the most up-to-date information. In addition, residence life and housing maintains a Web page through MySCAD and will post updates and information there.

4. Submit roommate requests online, if applicable.
   Students who wish to request a particular student as a roommate may do so online. Only current students who paid by the deadline date and currently live on campus are eligible to be requested as roommates. Students should submit their roommate requests prior to their chosen room sign-up day to avoid any delays. Roommate requests may be submitted online by clicking the Apply or Review My Housing link under the My Info tab in the Residence Life and Housing channel. All roommate requests must be mutual or students will be unable to sign up for housing. See the user guide in this booklet for more information.

5. Select your room on your chosen room sign-up day.
   There are several room sign-up days for students to choose from based on the housing option in which they are interested. Students may select their rooms during the specified time period for the room sign-up day they have chosen. Sign-up occurs online by clicking the Apply or Review My Housing link under the My Info tab in the Residence Life and Housing channel. Students receive an immediate confirmation email upon completion of the room sign-up process. Detailed descriptions of each room sign-up day are available on the following page, and further instructions are viewable through MySCAD.

   The remaining fall quarter housing balance is due to the student accounts office by Tuesday, Aug. 1, 2017. Students who do not pay by Aug. 1 will have their assignment canceled, and the space will be reassigned to another student. Students who use financial aid to pay for housing should have everything in place prior to this date to ensure their assignment is not canceled. Returning students whose assignment is canceled due to nonpayment have an additional US$500 nonrefundable cancellation fee applied to their student account, in addition to the loss of their US$750 nonrefundable and nontransferable housing reservation fee.

EARLY HOUSING SIGN-UP TIMELINE

| April 10, 2017, 5:30 p.m. (EST) | The US$750 nonrefundable and nontransferable housing reservation fee is due to the student accounts office for Atlanta or Savannah early housing sign-up. (ATL, SAV) |
| April 11, 2017, 5 p.m. (EST) | Students receive confirmation of receipt of reservation fee and early housing sign-up eligibility. (ATL, SAV) |
| April 13, 2017, 9 a.m. (EST)/April 14, 2017, 9 a.m. (EST) | Students who are eligible for different room but same hall sign-up are emailed. (SAV) |
| April 17, 2017, 9 a.m. (EST)/April 18, 2017, 9 a.m. (EST) | Different room but same hall sign-up opens. (ATL, SAV) |
| April 18, 2017, 10 a.m. to 5 p.m. (EST) | Terrace Resident sign-up opens. (SAV) |
| April 19, 2017, 6 p.m. (EST) | Any hall sign-up times are posted online and emailed to eligible students. (ATL, SAV) |
| April 21, 2017 | Any hall sign-up opens. (ATL, SAV) |
| April 25, 2017 | Reassignment requests are accepted online. (SAV) |
| April 25–28, 2017, 9 a.m. to 5 p.m. (EST) | Second-chance sign-up and reassignment requests are available at 1600 Peachtree. (ATL) |
| Friday, April 28–May 19, 2017, 9 a.m. to 5 p.m. (EST) | Second-chance sign-up opens. (SAV) |
| May 24, 2017, 5:30 p.m. (EST) | The US$750 nonrefundable and nontransferable housing reservation fee is due to the student accounts office for Hong Kong early housing sign-up. (HK) |
| May 26–30, 2017, 9 a.m. to 5 p.m. (HKT) | Students who are eligible for housing in Hong Kong should email residence life and housing in Hong Kong with roommate and bedroom preferences. (reslifehk@scad.edu) (HK) |
| June 1, 2017 | Deadline for reassignment request consideration |
| Cancellation deadline to avoid US$500 nonrefundable cancellation fee passes. | Aug. 1, 2017 |
| Fall quarter balance is due. |
RETURNING STUDENTS

Room sign-up days

Students who pay the housing reservation fee by the stated deadline have the opportunity to sign up online for a room during spring quarter. Three days in Atlanta, two days in Hong Kong and four days in Savannah are set aside for students to sign up online for a room. Students will receive an email prior to the sign-up day(s) on which they are eligible with more details about the process. Students are only able to sign up on one of the room sign-up days listed below. Once a room is selected and confirmed, students are locked out of the subsequent sign-up days. Students will receive an immediate confirmation email upon completion of the room sign-up process. Detailed instructions for room sign-up are viewable through MySCAD.

SAME ROOM, SAME HALL SIGN-UP (ATL, SAV)
Thursday, April 13, 2017, 9 a.m. (EST), through Friday, April 14, 2017, 9 a.m. (EST)
Students who want to continue living in their assigned rooms from the Spring 2017 quarter and who are eligible to remain in their current location should sign up for housing anytime during this 24-hour period. Students will receive an email by 5 p.m. (EST) on Tuesday, April 11, 2017, confirming eligibility to participate in same room sign-up and providing more details about the process.

DIFFERENT ROOM, SAME HALL SIGN-UP (ATL, SAV)
Monday, April 17, 2017, 9 a.m. (EST), through Tuesday, April 18, 2017, 9 a.m. (EST)
Students who want to continue living in their assigned hall from the Spring 2017 quarter, but in a different room, and who are eligible to do so should sign up for housing anytime during this 24-hour period. Students will receive an email on the business day prior confirming eligibility to participate in same hall sign-up and providing more details about the process. All of the available spaces in students’ current halls will be listed for them to choose from when they log in to sign up.

TERRACE RESIDENT SIGN-UP (SAV)
Tuesday, April 18, 2017, 10 a.m. to 5 p.m. (EST)
Students who currently live in The Terrace community will be able to sign up for 2017–18 housing during this time period. Students will be emailed by 6 p.m. (EST), Friday, April 14, 2017, confirming eligibility to participate in Terrace Resident sign-up along with more details about the process.

ANY HALL SIGN-UP (ATL, SAV)
Friday, April 21, 2017
Students who plan to request housing anywhere other than their currently assigned hall will have the opportunity to sign up on this day at or after their assigned time. All eligible students will be prioritized by credit hours earned by the end of winter quarter and receive a specific sign-up time; students with the most credit hours will receive the earliest times. Sign-up times will begin at 9 a.m. (EST) and continue until all students have gone through the process. Times will be emailed and posted online by 6 p.m. (EST), Wednesday, April 19, 2017. Students will also receive more details about the process in that email. Students who are part of a mutually requested roommate group may sign up at the earliest time for their group. Only one student per group is required to indicate the room preference. The residence life and housing office in Savannah will be open for extended hours through the end of the day to provide assistance.

HONG KONG HOUSING SIGN-UP
To secure Hong Kong housing, returning students should follow all instructions received from the SCAD study abroad office regarding on-campus housing, and pay the US$750 nonrefundable and nontransferable housing reservation fee by Wednesday, May 24, 2017. Complete the online housing application through MySCAD, indicating bedroom and roommate preferences, and send an email to reslife-hk@scad.edu by Wednesday, May 31, 2017. Confirmation of housing will be sent in June and final housing assignments will be sent by the first week of September.

SIGN-UP TIPS AND REMINDERS
• Once students select a space on one of the room sign-up days, they are not eligible to select a space on a different day.
• Students will see the spaces available on their chosen sign-up day and select their room for next year online.
• Residence life and housing reserves the right to consolidate spaces to maximize space and to honor roommate requests. If a change is necessary, affected students will be contacted via email.
• Detailed instructions on completing the housing application and signing up for a room are available through MySCAD.
User guide to online housing preferences

Once students have paid the housing reservation fee, they may access the online application through MySCAD. Students participating in early housing sign-up for the 2017-18 academic year during spring quarter should complete the application prior to sign-up. If you have any questions regarding the housing process, contact residence life and housing in Atlanta (atlreslife@scad.edu or 404.253.3200), Hong Kong (reslife-hk@scad.edu or 852.2253.8047) or Savannah (savreslife@scad.edu or 912.525.7000).

Following are current students’ instructions for completing the online housing application process:

1. Log in to MySCAD with your username and password.
2. Select the My Info tab near the top of the screen.
3. Locate the Residence Life and Housing channel and select the Apply or Review My Housing link.
4. Select Go To Apply Online on the left of the MyHousing screen.
5. You will be directed to the application screen. Select the appropriate application for the quarter in which you are entering. Click the Next button.
6. Read the information regarding the housing license agreement.
7. As you read the agreement, 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.
8. 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.)
9. Click the Next button.
10. Next, you will submit your personal preferences. The preferences indicated are used to determine hall placement, roommate selection and other factors. It is very important for you to answer these questions honestly and completely when selecting housing preferences.
11. Click “Complete Application” when you are finished.
12. A confirmation page will be displayed signifying that you have completed the application process. You will also receive an immediate confirmation email to your SCAD email account verifying your application and providing a copy of the license agreement.
13. Students who are under 18 years of age at the time of completing the housing application or considered an international student by SCAD should turn in a hard copy of the housing agreement signed by both the student and a parent/guardian. This 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. NW, 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.
14. Log out of MySCAD and close the browser window.

SUBMITTING ROOMMATE REQUESTS

All students who have a specific roommate request are required to submit it online.* All roommate requests must be mutual in order for the request to be considered.

1. Log in to MySCAD with your username and password.
2. Select the My Info tab near the top of the screen.
3. Locate the Residence Life and Housing channel and select the Apply or Review My Housing link.
4. Select Go To My Housing on the right side of the MyHousing welcome screen.
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, he or she may not have paid a 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 or her to complete this process.
10. On this same page, you may remind your requested roommate to also request you by clicking “Remind” next to his or her name if “Does not Match” is listed by his or her name. This will send an automatic email to your requested roommate to log in and complete the process.
11. If “Match” appears next to your requested roommate’s name, you and your requested roommate have both successfully submitted your requests.
12. Click on the Home/Overview link to review your roommate preferences. You and your requested roommate(s) will receive a confirmation email verifying your request.
13. Log out of MySCAD and close the browser window.

* If you plan to remain in your current Spring 2017 room for the 2017-18 year, and wish to request a new roommate or apartment mate, email your request to residence life and housing instead of completing the online roommate matching steps. Your preferred roommate should also email residence life and housing to request your room. Both emails must be received by 9 a.m., Friday, April 14, 2017, and must be mutual. Requested roommates must be current on-campus students who have paid their housing reservation fee on time.
RETURNING STUDENTS

Early housing sign-up frequently asked questions

Am I able to sign up for housing if I do not pay the housing reservation fee by 5:30 p.m. (EST), April 10, 2017, for Atlanta or Savannah housing, or 5:30 p.m. (EST), May 24, 2017, for Hong Kong housing?
Students who miss the early housing deadline are eligible to sign up for housing after students who paid on time. In Atlanta, students may come in April 25–28, 2017, to 1600 Peachtree St. NW to sign up in person for any remaining spaces. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or reslife-hk@scad.edu to request housing. In Savannah, on each Friday from April 28 through May 19, 2017, students who have paid their housing reservation fee and not signed up for housing will be eligible to sign up online. Students eligible will be emailed by the Thursday prior with their time to sign up and instructions. If no spaces remain, a waitlist will be created and students will be contacted as space becomes available. Students must pay the US$750 nonrefundable and nontransferable housing reservation fee and complete the online housing application before receiving an assignment or being placed on the waitlist (if applicable).

Am I able to sign up for housing if I currently live off campus?
Students who currently live off campus are eligible to sign up for housing after our current residential students participate. In Atlanta, students may come in April 25–28, 2017, to 1600 Peachtree St. NW and sign up in person for any remaining spaces. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or reslife-hk@scad.edu to request housing. In Savannah, on each Friday from April 28 through May 19, 2017, off-campus students who have paid their housing reservation fee will be eligible to sign up online. Students eligible will be emailed by the Thursday prior with their time to sign up and instructions. If no spaces remain, a waitlist will be created and students will be contacted as space becomes available. Students must pay the US$750 nonrefundable and nontransferable housing reservation fee and complete the online housing application before receiving an assignment or being placed on the waitlist (if applicable).

What if I want to change my housing assignment after I sign up?
Beginning Monday, April 24, 2017, Savannah students can go online and submit a request for reassignment. Atlanta students may go by 1600 Peachtree St. NW in Atlanta April 25–28, 2017, to request a change. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or reslife-hk@scad.edu to request a change. As spaces become available, the housing office will consider requests in credit hour order. Students will be offered a reassignment via email and will have 48 hours to accept the reassignment. Requests will be considered through Thursday, June 1, 2017.

What if I miss my sign-up time online?
Students who miss their sign-up time on same room or same hall days may sign up on the next sign-up day, if eligible, and will receive an email with more details. Students who do not sign up on any hall day may come by the main housing office at 1600 Peachtree St. NW in Atlanta April 25–28, 2017, for an assignment based on the spaces remaining. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or reslife-hk@scad.edu to request housing. Savannah students may sign up online each Friday from April 28 through May 19, 2017. Students eligible will be emailed by the Thursday prior with their time to sign up and instructions. If no spaces remain, a waitlist will be created and students will be contacted as space becomes available.

What if I want to cancel my housing assignment after I sign up?
Students who sign up for housing and later decide to cancel may submit a written request to our main housing office in person or via email at atlreslife@scad.edu for Atlanta, reslife-hk@scad.edu for Hong Kong or savreslife@scad.edu for Savannah. Students who request cancellation prior to June 1 and are approved will forfeit only the US$750 nonrefundable and nontransferable housing reservation fee. Students who request cancellation after June 1 and are approved will forfeit the US$750 nonrefundable and nontransferable housing reservation fee and will be charged an additional US$500 nonrefundable cancellation fee.

Are all spaces in upperclassman housing available for returning students?
A limited number of spaces in each upperclassman hall are held back for new incoming transfer and graduate students based on the projected numbers from the admission office. In addition, all handicap-accessible rooms and rooms for hearing impaired are held for students needing those spaces.

Is there a limit on the number of students in each class that can sign up?
Savannah residence life and housing may implement a class cap if the number of reservation fees paid greatly exceeds the number of available spaces. Class cap means limiting the number of students within each class (freshman, sophomore, etc.) who can sign up for housing initially. If a class cap is necessary, more details will be provided via email. Students who are removed from the sign-up process due to a class cap will have first priority on spaces at the conclusion of the online sign-up process. No class cap is anticipated at the Atlanta or Hong Kong locations at this time.

Do any groups receive priority in signing up?
No groups receive any special priority during the sign-up process.

What do students with medical accommodations need to do to sign up for housing?
Students with medical accommodations currently on file with the counseling and student support services office do not need to renew them unless directed to do so by the counseling center or if the accommodation is time limited. Students who do not have any accommodation requests currently on file but need one should contact the counseling and student support services office.

continued
RETURNING STUDENTS

Early housing sign-up frequently asked questions

support services office by early March to initiate a housing accommodation. Students with medical accommodations should sign up for housing in the hopes of meeting the accommodation. If there is no space available in the housing that will meet the medical accommodation, students should still sign up for a space in housing. Once the online sign-up process is complete, residence life and housing will review all medical accommodations and contact students individually if the accommodation was not met. Students will be reassigned to a space that meets their needs as space becomes available.

What summer housing options are available for Summer 2017? Residence life and housing will offer housing for students enrolled for the summer quarter in Turner Annex, Gold Coast Residences and Spring House. The rates are US$3,100 for Turner Annex, US$3,574 for Gold Coast Residences master bedroom A, US$3,439 for Gold Coast Residences medium bedroom B, US$3,308 for Gold Coast Residences small bedroom C and US$3,100 for Spring House. The full residential meal plan is required for those living in Turner Annex and Spring House. In order to be assigned to housing for the summer quarter, students should pay the US$250 nonrefundable and nontransferable housing reservation fee to the student accounts office by Monday, May 1, 2017, and complete the summer application online. Assignments will be released in May via email. The MicroFridge® with Safe Plug® rental program will be offered at a rate of US$94 for the summer quarter in Savannah. Check-in for the summer quarter is Friday, June 16, 2017, and checkout is Friday, Aug. 25, 2017. On-campus storage is not available between quarters.

What are my chances of getting into apartment housing? It is difficult to determine if one student will be able to sign up for a space in apartment housing over another. Availability depends on the number of students currently assigned to this housing and whether they are signing up to return. Apartment housing consists mostly of juniors, seniors and graduate students.

What happens if the roommate I request does not pay by the early housing deadline? Only students who pay by the 5:30 p.m. (EST), Monday, April 10, 2017, deadline for Atlanta or Savannah housing or 5:30 p.m. (EST), Wednesday, May 24, 2017, deadline for Hong Kong housing will be eligible to participate in the early housing sign-up process. If a requested roommate does not pay by the deadline, that student is ineligible to participate and should not be requested as a roommate. Students who pay after the deadline are eligible to sign up during second chance sign-up, April 28 through May 19, 2017, online in Savannah and April 25–28, 2017, at 1600 Peachtree St. in Atlanta. Hong Kong students should contact the residence life and housing office at 852.2253.8047 or reslife-hk@scad.edu for assistance.

What if I am attending SCAD Lacoste for fall quarter? Fall Lacoste students should not sign up for housing online as they are not eligible to live on campus in Atlanta, Hong Kong or Savannah. These students may pay the reservation fee later in the fall quarter in order to receive housing for winter quarter upon their return.

Is there an opportunity to see the upperclassman halls before sign-up? Savannah residence life and housing will offer a tour of housing Sunday, Feb. 19, and Sunday, April 2. Staff will be available during specific times to provide more information about the community and show at least one room in the hall. Contact Savannah residence life and housing for more details and a schedule. Atlanta and Hong Kong students who want to see a room should contact the residence director of the building in which they are interested.
RESIDENCE LIFE AND HOUSING

\section*{Atlanta}
Phone 404.253.3200
Email atlreslife@scad.edu
1600 Peachtree St. NW
Atlanta, GA 30309 USA

\section*{Hong Kong}
Phone 852.2253.8047
Email reslife-hk@scad.edu
292 Tai Po Road
Sham Shui Po Kowloon, Hong Kong

\section*{Savannah}
Phone 912.525.7000
Email savreslife@scad.edu
P.O. Box 3146
Savannah, GA 31402-3146 USA

scad.edu/housing