Submitting The Village housing application in eRezLife

Before applying to The Village, you <u>MUST</u> be admitted to Rose State College and have been assigned a student ID. To apply to the college, go to <u>https://www.rose.edu/content/admissions-aid/how-to-apply/</u>

Step 1: Now that you've been admitted to Rose State you're ready to apply for housing. Visit <u>https://sso.rose.edu</u> and sign into the SSO. If it is your first time logging in, or you need help with logging into the SSO, please visit the instruction guide for logging into Rose State College SSO.

Step 2: Now select the box that says "The Village - Rose State



Step 3: You should now see a screen similar to this. Anything you will need in eRezLife is located in the menu on the left-hand side.

People Calendar • Help Bulletins & resources Forms 3	RECOMMENDED ACTIONS	>	
Reports	i create a bulletin	>	
Room condition	complete 3 forms in progress	>	
Communication			
	邑 Upcoming	View calendar @	
	No upcoming events in the next 3 days.		
	ច់ Unread bulletins	View all bulletins @	

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Step 4: On the menu to the left, click "General", then "My Profile". Complete the form's required information. You must complete your profile before you can submit a housing application.

Applications & forms	
🔒 Home	
General	
My profile	
Assessments	
Housing	

Step 5: After you complete your profile, click on "Housing", then "Housing overview." Select the green "Apply Now" button on the application for the semesters you would like to apply to.

General	
General	
My profile	
31	
Assessments	
Housing	
Housing overview	

Application forms

Start your residence application by clicking the "Apply now" button for the application you are interested in.

Name 🗢	Deadline	♦ Status	•	÷
Spring 2023 (Returning Student)	Apr 4, 2023		Apply now	

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Step 6: Go through the housing application and complete all of the required fields. Required fields are indicated with an asterisk (*). Click the "Save Progress" button at the bottom throughout to ensure you do not lose any progress.

Before we can show you the application form(s), we need to ask you a few preliminary questions.	
Please describe yourself as accurately as possible	
2022 - Have you lived in residence previously at Rose State?	- select one - 💙

Note: If you're unable to submit your application, you may have missed a question. Please review the questions and your answers.

Save

Step 7: After completing the required fields, there is a confirmation screen that contains two checkboxes with statements you must read and agree to. Now you can click the "Submit Application" button!

Step 8: You are now ready to be assigned to a room! You will receive notification of housing acceptance in the second week of June.

Step 9: If you are accepted, we will send you an email containing additional information. We will have best chosen your roommates based on your information you submitted in the application. This email will contain specifics, including your move-in date and roommates contact information.

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Step 10: If you are not a returning resident, there is a \$175 nonrefundable room reservation fee that you must pay to enable us to assign you to a room. You may mail a check for your \$175 nonrefundable room reservation fee, or call the Rose State cashier's office at (405) 733-7303 and tell them you are paying your Housing room reservation fee. Make sure you have your RSC student ID #.

Note: Students may not pay their \$175.00 nonrefundable housing reservation fee until a space is confirmed for them by Residence Life staff.

Remember, if you have any specific questions, please do not hesitate to contact us. We are happy to help you in any way we can!

Rose State College Student Life 405-733-7490 residencelife@rose.edu