



## **2017-2018 Housing Selection Process**

- 1.) **Submit Application – If you would like to live on campus next year, you must fill out an application.** Please be sure to:
  - Click on Link: <https://quincy-residence.symplicity.com/>
  - Select 'Resident'.
  - Log in using your QU login and password.
  - Complete each page
  - Select a meal plan, if applicable.
  - Review Terms & Conditions. You're agreeing to them, please read them.
  - Check 'I agree' box.
  - Review entire application.
  - Hit submit.
  - You will receive an email stating your application has been submitted.
- 2.) **Groups –** After the application deadline, you will be able to begin forming groups for selection.
  - Each student has a passcode located in the top right corner after logging in
  - This passcode needs to be used to put a group together
  - Group Leader – click on 'Roommate' tab on top, click on 'Find someone you know', enter group passcodes. The name of your group member should populate once you put in the pass code and click invite button
  - Group members must approve your invite
- 3.) **Group Leaders –** Please be sure you have a detailed Plan A, B, and C that the entire group is aware of and comfortable with. You will need to have all group members grouped together in the system prior to selecting a space. If you need to break up your group you will need to come to the Office of Residence Life or contact Crystal Sutter (suttecr@quincy.edu)
- 4.) **Selection Day & Time –** Your time will fall on Monday, April 10, Tuesday, April 11, Wednesday, April 12, or Thursday, April 13 between 9:00 am and 8:00 pm. When your/your group selection day and time arrives, select your space on campus. Please be sure to:
  - Have all group members grouped together prior to selecting a space
  - Select a space that has exactly the number of rooms/beds as your group size
  - Not finding your Plan A, re-organize your group in the system, search again
- 5.) **Confirm Space –** You will need to confirm the space you/your group selected
- 6.) **Questions –** If you have questions, please call 217-228-5320, email Crystal at suttecr@quincy.edu, or stop by the Office of Residence Life
- 7.) **NOTE:**
  - Please make sure everyone in your group has completed an application
  - Groups that abuse the process will be reassigned.

**Want help during your selection day and time?**

**Come to the Student Success Center! We will have staff to help during selection times.**