Welcome to your step by step tutorial on how to complete your SUNY Broome Student Village Housing Application.

If at any point you have questions regarding this application or the housing process please contact us at 607-778-5307 or by email at housing@sunybroome.edu.
Go to **www1.sunybroome.edu**. Click the **LOGIN** Button.
Enter your USERNAME and PASSWORD then click on the Log In tab. See example below.
You are now logged into MyCollege!
Click the **myAccount** button.

*Not everyone’s screen looks the same. If you cannot find that in the same spot on your page, click the **Student** tab and you should also be able to find it there.*
After the following screen opens, click the **MyHousing** button.
This is your application home page. There are many like it but this one is yours.
Click on *Applications* to reveal the housing application available to you. This will appear if you are eligible for housing and paid your $300 security deposit.
This is the first page of your application. Before you do anything else please read the housing license/contract. This is the document that states the requirements that are needed to live in housing. Although this is not a lease, this contract is binding so please make sure you understand what you are agreeing to.
After you have read the contract and determined that Student Village housing is right for you, please sign your name by using your mouse or stylus. If you don’t like the way it looks you can hit clear and try again.
After you are happy with your signature, click the **Continue** button.
The next few questions are in place so that we can do our best in finding you the perfect spot. Although nothing is guaranteed, we work hard to find the right housing assignment for you.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1: If you are a new student is your incoming GPA at least a 1.75? If you are a returning student is your GPA at least a 2.0?</td>
<td>No</td>
</tr>
<tr>
<td>Q2: Who is your emergency contact? Please include name, relationship to you and phone number.</td>
<td></td>
</tr>
<tr>
<td>Q3: What is your preferred level of noise when studying or doing classwork in your room?</td>
<td>N/A</td>
</tr>
<tr>
<td>Q4: What is your preference regarding cleanliness in your room?</td>
<td>N/A</td>
</tr>
<tr>
<td>Q5: What is your preference on guests in your room?</td>
<td>N/A</td>
</tr>
<tr>
<td>Q6: Smoking is not permitted on the SUNY Broome campus, however, some students do smoke off-campus. What is your preference for a roommate regarding smoking?</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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Question 1: This is to make sure that you meet our minimum GPA requirements to live in housing. Choose what is right based off of your current and most recent GPA. If you do not meet the minimum GPA requirements, you will not be eligible for housing.
Question 2: Although we don’t expect any issues, we want to ensure that we have the most up to date emergency contact information as possible. Please let us know who you would like us to call should there be a need to.

John Smith, Father, 607-778-5681
Questions 3-6: Now we are getting to the good stuff. Answering these questions honestly will help us in finding the right match for you. Please do not select N/A unless you really do not have a preference either way.
After you are happy with your answers, click the *Continue* button.
Now you get to select the type of room you would like.

- Single Room - a room where you have no immediate roommates but still have suitemates
- Double Room - a room that you share with another student in addition to sharing communal space with suitemates

Next, click on (select a request type) to show Room Selection Room Type. Click that option.
At this point you will be able to select your preference for a SINGLE or DOUBLE room. Choose whatever your preference is, understanding that it is a preference and not guaranteed.
This is extremely important. Please click the *Add Request* button. If you do not your preference will not be saved.
Now you should see your room selection type at the top. If that is correct, please click the Continue button.
This is your last step. All Student Village Residents must purchase a meal plan. Please choose which meal plan you are interested in.

- Meal plans can be used Monday thru Friday for either two (2) or three (3) meals per day depending on which meal plan you choose.

Once you are sure everything is correct click the **Submit** button. This will send your application to the housing office.
This is your confirmation page. If you see this everything worked perfectly. If you have any questions after you submit your application, please contact the Housing Office at 607-778-5307 or by email at housing@sunybroome.edu.
If this page is still open on your computer, please click on **Sign Out**.