New Student Guide for Housing

Welcome to Hastings College!
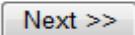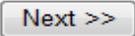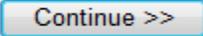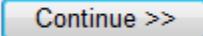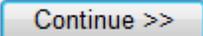
To make your housing selection, please follow the directions below. Note that housing selections are made on MyHC, the Hastings College intranet. Once you're on campus, MyHC is used for course schedules, class registration and more.

If you'd like a specific roommate, please see the instructions on page two. If you have questions, contact Erica Haberman, Housing Director, at ehaberman@hastings.edu.

Logging In

1. Open a browser and go to: **hastings.edu/2020**
2. Click on **Select Your Home Away from Home**
3. Log in to the Housing App on MyHC with your **HC User Name** and **Password.** You should have received an e-mail from HC Admissions with this information.
4. Once logged in, you may need to maximize the window to see all the appropriate tabs.
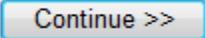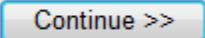
Completing Your Housing Application

1. By default, the *application* drop down menu selects **First Year Student Application,** so just click [Next >>] the button.
2. The *Housing Agreement* page will open. Please review the information. At the bottom of the screen, click the **button** next to *I Agree* and then click: [Next >>]
3. *Personal Preferences* will open. Answer questions on this page and click: [Continue >>]
4. *Living Preferences* page will open. This page allows you to select multiple living preferences. To add a preference, click on the *Choice #* drop down menu and select **1.** Click on the *Request* drop down menu, select **Residence Halls (hall).** In the second drop down menu, choose a specific hall; click on your selection and then click: [Add Request]
5. Click: [Continue >>]
6. The *Dining Plan Selection* page will open. Choose your dining plan from the drop down menu (prices are shown accordingly). Click [Continue >>]
7. Your application will be submitted and you will see a confirmation screen indicating your application is complete.

You may now select a roommate if you'd like – but note this is not necessary, as we can select one for you based on your preferences.
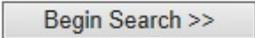
Selecting A Roommate

1. Open a browser and go to: hastings.edu/quicklinks. Click on **MyHC.**
2. Log in with your **HC User Name** and **Password.**
3. Go to the **Campus Connect** tab, **Residence Life** and click on the **MyHousing** link. [Go to MyHousing]
   Enter your **HC UserName** and **Password** and click **Login.**
4. Click: [Continue >>]
5. Place your cursor over **Room Selection**, click on **Roommate Selection.**
6. By default, the **TERM/YEAR** should already be selected so just click: [Continue >>]
7. If the roommate you choose is a current student, the name should appear on the page once you input the **Name** and click on **Request Student as Roommate**.
8. If you do not have any roommate/suitemate requests for this term/year, you will be given the option to do a **Simple Roommate Search.** You do not need to fill in all the fields.
   Once entered, click: [Begin Search >>] You will then see the roommate's name and have options to accept or remove their name.
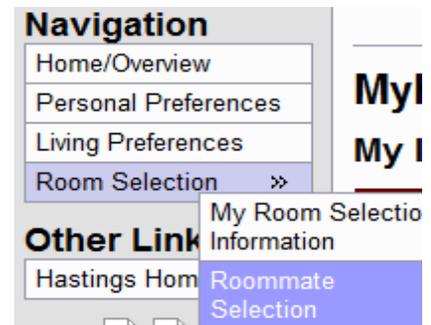
NOTE: If the roommate you are trying to find is an incoming student who has not yet completed a housing request, they will not show up in the search. Instead, email ehaberman@hastings.edu with that student's name, and we'll place you together..