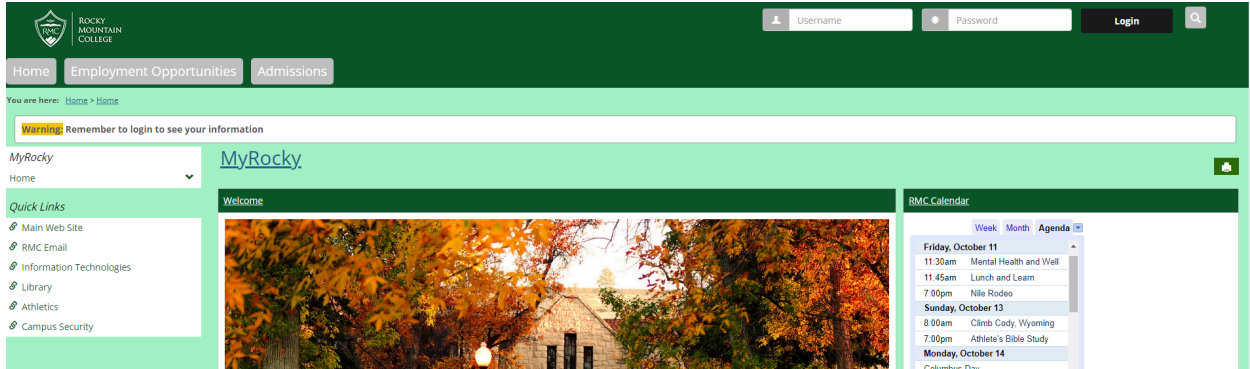


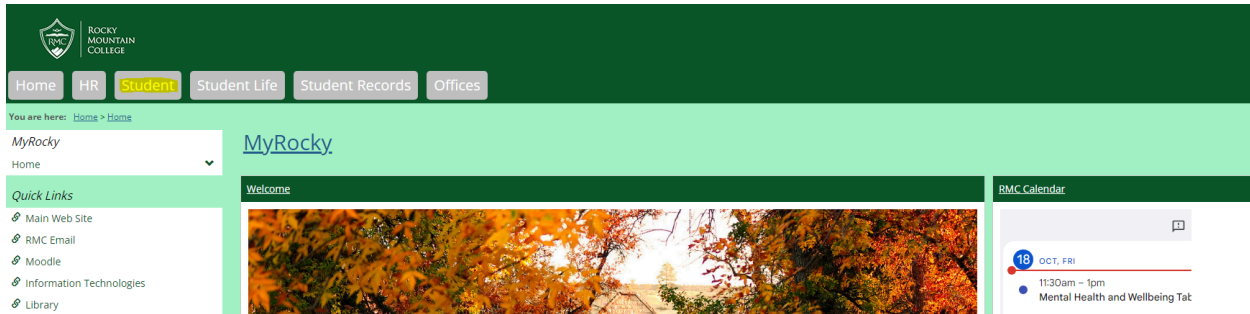
Rocky Mountain College Winter Break On-Campus Housing Application Process Guide

RMC Students who reside in on-campus housing for the Fall and Spring terms are eligible for winter break on-campus housing. To qualify for winter break on-campus housing you must be registered for the upcoming Spring term. Students who do not have a valid Spring term course schedule will have their winter break on-campus housing application denied. Questions regarding this process can be directed to housing@rocky.edu.

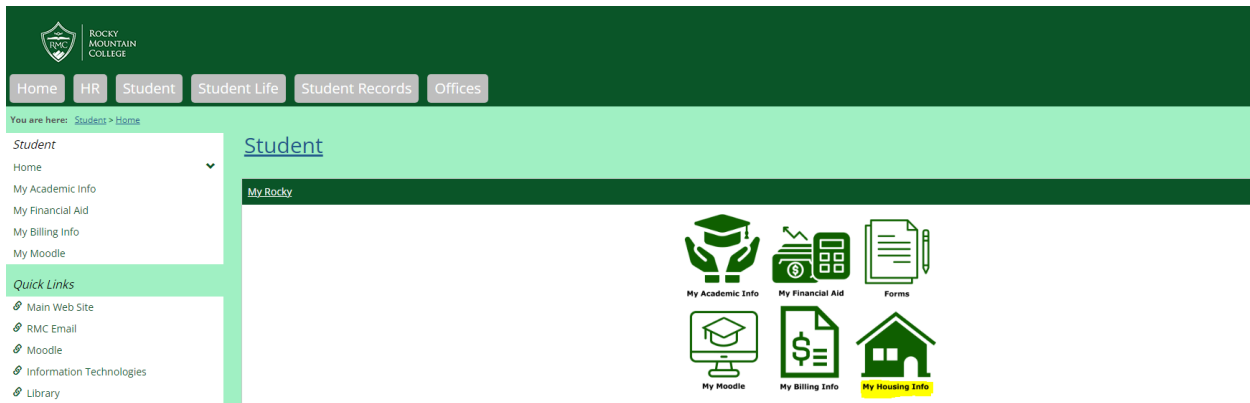
Log into your my.rocky.edu account.



Click on GRAY 'Student' tab.



Click on GREEN 'My Housing Info' icon.



Complete the Housing Application(s) Winter 1, Winter 2, or both - that cover your desired length of stay.

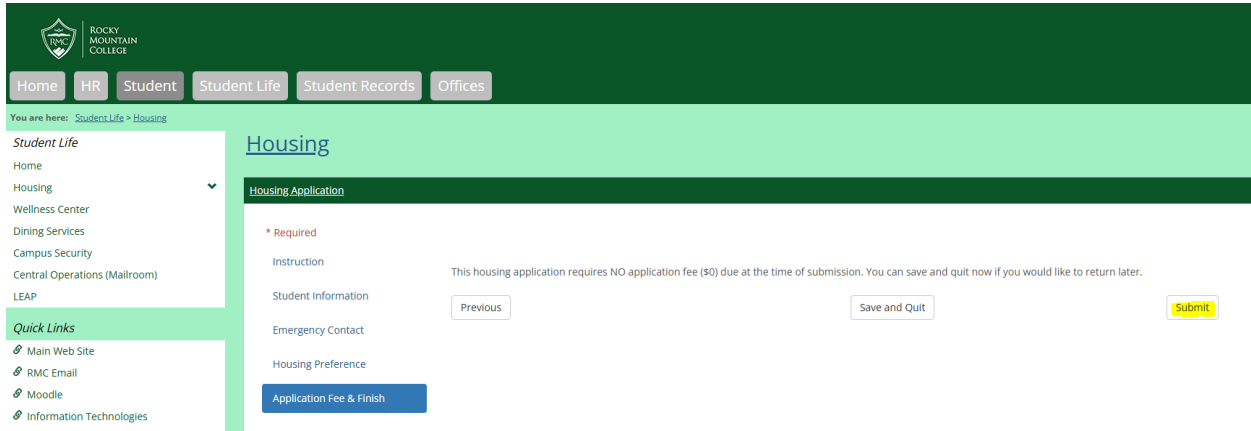
The screenshot shows the Rocky Mountain College website's Housing page. At the top, there is a navigation bar with links for Home, HR, Student, Student Life, Student Records, and Offices. Below this, a breadcrumb trail indicates the user is in Student Life > Housing. A left-hand menu lists various Student Life services and Quick Links. The main content area is titled 'Housing' and includes a 'Housing on Campus' section with a mission statement and four objectives. A 'Contact Information' box provides the address, phone number, and email for the Housing office. Below this, there are two tabs: 'Housing Application' and 'Housing/Room Forms'. The 'Housing Application' tab is active and shows a 'View Reports' link and two application sessions: 'Winter Session 1 (Nov 28 to Dec 20) - Housing Application' (submitted on 10/24/2024) and 'Winter Session 2 (Dec 21 to Jan 11) - Housing Application'. The 'Housing/Room Forms' tab lists links for applying for housing, residence halls and prices, living with roommates, frequently asked questions, guest registration, and the residence hall association.

Click 'Next' in the bottom right corner.

This screenshot shows the 'Housing Application (Winter Session 2)' form. The page has a dark green header with the college logo and navigation links. A left-hand menu is visible. The main content area is titled 'Housing Application' and includes a 'Required' section with an 'Instruction' tab. The form is divided into several sections: 'Student Information', 'Emergency Contact', 'Housing Preference', and 'Application Fee & Finish'. The 'Application Fee & Finish' section contains a list of requirements: students must be registered for RMC courses, and athletes requiring winter on-campus housing must not fill out this application. A 'Quit' button is located at the bottom left, and a yellow 'Next' button is at the bottom right. The page also includes a search icon and a user profile icon in the top right corner.

Please complete all sections of your application(s). Make sure to fill in any necessary information that does auto populate in your application.

Please note, winter break on-campus housing is available in two 3-week blocks. **You must fill out both applications, if you wish to stay for both blocks (6 weeks).** The charge for each block is \$600.00. There is no prorating for partial block use. The residence halls close November 27th at noon and reopen on January 12th at noon.



The screenshot shows the Rocky Mountain College website's navigation menu with options like Home, HR, Student, Student Life, Student Records, and Offices. The 'Student Life' menu is expanded to show 'Housing'. The 'Housing Application' page is displayed, featuring a 'Required' section with an instruction: 'This housing application requires NO application fee (\$0) due at the time of submission. You can save and quit now if you would like to return later.' Below this are sections for 'Student Information', 'Emergency Contact', and 'Housing Preference'. At the bottom, there is a blue 'Application Fee & Finish' button and a yellow 'Submit' button.

Click 'Submit' to submit your Winter Break On-Campus Housing Application. **If staying for Winter 1 and Winter2 (the full 6 weeks), be sure that you have completed both applications.**

Note: You will also see a Spring 2025 Housing Application in the Portal. The Spring 2025 housing application is for New Students only. **Returning Students from the Fall 2024 semester do not need to fill out the Spring 2025 Housing Application.**