StarRez User Guide: Housing Application For First Year Students
How do I apply for housing?

Navigate to [http://www.mills.edu/apply-housing](http://www.mills.edu/apply-housing) and follow the Housing Application link that will appear on April 1st.
From the ‘Living at Mills’ page you will be sent to the ‘Mills Portal’ page. Please sign in using your Mills username and password.
After you have logged into your ‘Portal’ look for the ‘Housing Application’ in the ‘Featured Services’ section. Select it.
You are now in the ‘StarRez Housing Portal.’ Select the ‘Application’ link (indicated below by a red arrow).
Please make sure you read each section thoroughly. Select **Academic Year application** in the **Term Selector** then **Save & Continue**.

Term Selector

Please select the term for which you'd like to apply.

Please note that occupancy dates vary by housing option and depending on your student status, and will generally differ from the dates listed below. For details please see [http://www.mills.edu/campus_life/housing/occupancy_periods.php](http://www.mills.edu/campus_life/housing/occupancy_periods.php).

- **Academic Year**
  - Application Started:
  - Not Complete

Note: Summer housing is only available in certain circumstances.

To be eligible for summer housing in the Underwood Apartments, students must have lived in Underwood during the previous academic year and have a housing agreement on file for the following academic year as well.

To be eligible for summer housing in the Courtyard Townhouses, students must:
- have lived in the Courtyard Townhouses during the previous academic year and have a housing agreement on file for the following academic year, or
- be enrolled in summer class(es) on the Mills campus, or
- be employed on-campus during the summer and have a faculty or staff sponsor.

Summer housing is not covered by financial aid.

Save & Continue
Welcome to the online housing application process!

The best way to experience the vibrant Mills community is to live right on campus. Because our students represent a wide range of ethnicities, backgrounds, ages, and interests, living together and drawing from that breadth of experience becomes part of the learning process. Of course, it’s also a great way to make lifelong friends.

Transfer, resumer, graduate, and continuing Mills students find a welcoming home on our lush, 135-acre campus, where they can enjoy residing in one of our historic Mediterranean-inspired halls or our newest Craftsman-style apartments.
Please follow the steps as directed.

Application Information

In the next step of the application you will be asked to pay a $ application fee. This is a one-time fee, and you will not need to pay a new one if you apply for on-campus housing in the future.

More information about the application fee can be found here.
Please select the “Pay Now” button.
Please fill out the Credit Card Information page and click on the “Continue Checkout” button.
Please select the “Submit Payment” button.
Please select the “Click to Complete” button.
Please follow the steps as directed.

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<thead>
<tr>
<th>Step</th>
<th>Section</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>Welcome</td>
</tr>
<tr>
<td>2</td>
<td>Application Information</td>
</tr>
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<td>3</td>
<td>Application Fee</td>
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<td>Roommate Profile</td>
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<td>Roommate Searching</td>
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<td>9</td>
<td>Residence Agreement</td>
</tr>
</tbody>
</table>

**Payment Confirmation**

This receipt has already been processed.

Please proceed to the next section.

Save & Continue
This is your opportunity to list all your special needs. They will be stored in your StarRez records and can be modified anytime.

Special Needs

Please provide information here to help us assign a room to you that will meet your needs.

Medical/allergy needs include conditions such as documentable allergies (including those that would require you to be housed away from animals or in a room without carpet). Please do not include medical information unrelated to your housing and meal plan needs.

Disability needs might include mobility, visual, or physical impairments, the need for ADA accommodations in your room, or the need for a service animal or an emotional support animal. (Documentation for all service and support animals must be approved through Services for Students with Disabilities before the animal will be allowed in. Pets are not permitted in student housing.)

Please also register with Services for Students with Disabilities (SSD) to ensure that Mills is able to provide you with proper accommodations. SSD can be reached at ssdhelp@mills.edu or through the Division of Student Life at 510.430.2130 (please see http://www.mills.edu/student_services/disability_services/staff.php for more information). Providing information here is not official notice to the College of special needs. Please register with SSD at least 45 days in advance of move-in so that we are best able to accommodate you.

Medical/Allergies:

Disability:

Dietary:

Special Needs:
Please be sure you answer all questions. You CANNOT advance to the next step until you do.

**Personal Profile**

Please respond honestly to the following questions. The information you provide on your Personal Habits will be taken into account when assigning roommates, porchmates, suitemates, etc., and may be shared with students who are considering moving into a room, suite, or apartment to which you are assigned.

**Personal Habits**

**How early do you go to bed?**
- Early to Bed
- Night Owl

**How early do you wake up?**
- Early Riser (6am)
- Late Riser

**How tidy do you keep your room?**
- Very Tidy
- Very Messy

**What sound level do you prefer in your room?**
- Silence
- Constant Sound

**Do you smoke cigarettes?** (Note: all campus residences are non-smoking.)
- No
- Yes

**Do you agree to have the information below shared with potential roommates/apartment mates/suitemates?**
- Name
  - No
  - Yes

**Email Address**
You must select your top three **Theme floor** choices in order to **Save & Continue**.
Please select your top three housing preferences.

**Room Preferences**

Information about on-campus housing options can be found on the Mills website:

http://www.mills.edu/campus_life/housing/rates.php

http://www.mills.edu/campus_life/housing/residential_options.php

For information on which options include computer labs please see:

https://intranet.mills.edu/campus/technology/labs/2013_summer_lab_changes.php

Please indicate the type(s) of room that you prefer. This information will be used to assign a room to you if you miss Room Draw, but won't affect your eligibility for housing options during the Room Draw process. At least one choice is required; you may provide up to three choices, ranked in order of preference.

<table>
<thead>
<tr>
<th>Preference 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td></td>
</tr>
<tr>
<td>Preference 2</td>
<td></td>
</tr>
<tr>
<td>- Please Select</td>
<td></td>
</tr>
<tr>
<td>Preference 3</td>
<td></td>
</tr>
<tr>
<td>- Please Select</td>
<td></td>
</tr>
</tbody>
</table>

Please note: the Courtyard Townhouses (Joan Danforth House, Vivian Stephenson House, and Clare Springs House) are reserved for students who are at least 21 years of age. Ross House is reserved for students who are at least 23 years of age. Please do not select housing options for which you will not be old enough to qualify as of the move-in date. Move-in dates are Saturday, August 24, 2013, for new students, and Monday, August 26, 2013, for continuing students.

**Save & Continue**
Please chose a recognizable user name as this will be what is sent out to your potential roommates. It is recommended that you write a good description of yourself and what you are looking for in a roommate.

**Roommate Profile**

Please provide information here that you'd like potential roommates/suitemates/apartment mates to see.

Please note that the name and description you enter in this step will be viewable by potential roommates even if you uncheck the "Tick this box if you wish to be included in the roommate searching process" box. Unchecking this box will prevent other students from being able to specifically request you as a roommate, but will not prevent students who are considering living in a room/suite/apartment to which you've already been assigned from seeing the other information you enter in this step.

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**Include in Search**

Tick this box if you wish to be included in the roommate searching process: 

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**Screen Name**

Enter the name you wish potential roommates to see:

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**Description**

Enter a description of yourself to show to potential roommates:
All roommates in a group must have the same sex. The classification they will have in the upcoming semester must also be the same. Possible classifications are as follow: New First Year, New Transfer, Continuing Undergrad, New Graduate, or Graduate Continuing. Please thoroughly read this section. To search for a roommate please click on **Search for roommates by details**.

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**Roommate Searching**

This Roommate Summary page allows you to manage your lists of accepted and requested roommates. In order to search for roommates you will need their legal names and student ID numbers (e.g., B00123456). Your desired roommates need to have already started the online housing application process in order for you to be able to search for them.

All roommates in a group must have the same sex, and the classification they will have as of the upcoming semester must also be the same. Possible classifications are as follow: New First Year, New Transfer, Continuing Undergrad, New Graduate, or Graduate Continuing. Students who will begin graduate programs in the upcoming semester but are currently undergraduate students are classified as Graduate Continuing.

You may choose up to four roommates. Each roommate you request will receive an email notifying her/him of your request, and will then need to sign on to the online housing application process to confirm her/his desire to live with you.

**Accepted Roommates**

You currently have no accepted roommates. You can search for roommates using the menu.

**Requested Roommates**

You have no roommate requests.

**Search for roommates**

- Search for roommates by details
- Search for roommates by entering their details

**Save & Continue**
You MUST know your roommates’ legal first and last name(s) and their student ID number(s) to search for them in StarRez. Your roommates also need to have filed housing applications prior to being searched for or they will not show up in the search. When your roommate has an application on file and you have searched for them, they will show up in this field.
You can view your roommate’s Profile to confirm that you will be compatible in a shared space.

**Profile of J. Wolfgang**

**Screen Name:** J. Wolfgang

**Description:** I am the coolest person ever. You will be amazed.

**Gender:** Female

**Age:** 24

### Personal Habits

**How early do you go to bed?**
- Early to Bed (9pm)
- Night Owl (12am+)

**How early do you wake up?**
- Early Riser (6am)
- Late Riser (10am+)

**How tidy do you keep your room?**
- Very Tidy
- Very Messy

**What sound level do you prefer in your room?**
- Silence
- Constant Sound

**Do you smoke cigarettes?**
- No
- Yes

(Note: all campus residences are non-smoking.)

**Do you agree to have the information below shared with potential roommates/apartment mates/suitmates?**
After you decide they are the right fit, you must **Request** them as a roommate so that an email is sent to them to accept you as a roommate.
Your list of roommate requests will show up in the **Roommate Search** step as **Requested Roommates**.

### Accepted Roommates

You currently have no accepted roommates. You can search for roommates using the links below.

### Requested Roommates

**J.Wolfgang** (Age: 24)

You have requested this person as a roommate but they haven't yet accepted.

I am the coolest person ever. You will be amazed.

[Cancel Request](#) | [View Profile](#)

### Search for roommates

- Search for roommates by details
- Search for roommates by entering their details

[Save & Continue](#)
Your Selected roommate(s) will receive an email to confirm your request to be their roommate.

Hello Your Name Here,

Jane Wolfgang has added you as a potential roommate for the Academic Year 2012-13. Please log into your Housing Application online at http://www.mills.edu/apply-housing and accept or deny them by 4:00pm on Tuesday the 17th of April.
Please read the **Residence Agreement** step very thoroughly before selecting ‘I Agree.’

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**Residence Agreement**

The following is an excerpt from the Student Handbook:

**License Agreement for On-Campus Housing: Terms and Conditions**

**I. TERMS**

The Residence Application/License Agreement must be executed prior to taking occupancy in a student residence at Mills College. The Residence Application/License Agreement ("Agreement") is a legal and binding License to Use between Mills College and the individual student resident. A residence at Mills can be a residence hall, apartment, house, cooperative, or an assigned space within one of these dwellings. The Agreement is for a space in a residence of Mills College and not for any particular residence or room. By entering the License Agreement, the student resident accepts her/his residence and meal plan assignment and agrees to pay all applicable residence charges assessed by Mills College. The student also agrees to comply with all policies governing occupancy of a Mills residence, to be respectful of and compliant with guidance from Staff, and to be considerate of the rights of other residents at all times. Conduct not in compliance with these requirements includes engaging in any behavior that intimidates, harasses or threatens any person or group for any reason, and particularly because of race, culture, class, national origin, religion, gender, sexual orientation, age, or physical or mental ability. The provisions of this Agreement apply to the occupancy periods of each residence type, as indicated below.

**II. CONDITIONS**

**A. Residence Charges**

By entering this Agreement during the academic year, a student is obligated to pay charges for the entire academic year or remainder thereof. In addition to residence and meal plan charges listed in the Agreement, Mills may also assess charges for damage or loss of property, unauthorized occupancy, penalties for violation of policy, and late payment on established charges. **Students may not move into their assigned residences until they are financially cleared by the M-Center at the beginning of each semester. Keys will not be issued, and keycard access will be blocked, until the student’s account is cleared.**

**B. Eligibility and Authorized Occupancy**
• Once you have agreed to the Residence Agreement page you will receive an email confirming your application.

• Once the housing office gives you a room assignment you will be notified to log back into your application so that you can settle your meal plan.
Please select a Meal Plan that best fits you.

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Cost per Semester</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Meal Plan</td>
<td></td>
<td>12 meals per week; no Points</td>
</tr>
<tr>
<td>15-Plus Plan</td>
<td></td>
<td>15 meals per week; $250 in Points per semester</td>
</tr>
<tr>
<td>10-Plus Plan</td>
<td></td>
<td>10 meals per week; $500 in Points per semester</td>
</tr>
<tr>
<td>19-Plus Plan</td>
<td></td>
<td>19 meals per week; $150 in Points per semester</td>
</tr>
</tbody>
</table>

Additional information about meal plans can be found on the Mills website:

http://www.mills.edu/campus_life/housing/rates.php

Meal Plan:

19-Plus Plan

Special Dietary Requirements:
At the conclusion, you will get to the **Application Status** step that confirms your Housing Application was completed and gives your **Room Details**.
Notify HMDS if you experience any problems or if incorrect information is contained in your selection.

510.430.2127 or housing@mills.edu