**DTAV/PATCH Suites**

**ROOM SIGNUP PROCESS**

**This is a brand, new software program this year,**

**so please follow the instructions carefully.**

**DTAV/Patch Group Applications Deadline**

**Friday, February 14, 2025**

**Housing Application and Roommate Groups**

Only complete groups of four, five, or six students will be considered for a suite. Individuals and pairs may apply but will be assigned to leftover spaces or in CA (RA) suites.

**DTAV Suites** – Must be comprised of 5 or 6 rising sophomores to seniors with no Student Life conduct issues.

**Patch Suites** – Must be comprised of 4 students. One rising sophomore with no conduct issues is allowed in groups applying for a suite in Patch Hall. The other three must be at least rising juniors or seniors.

**IMPORTANT** – ALL students MUST complete a housing application PRIOR to being considered for a DTAV or Patch suite. This means that each person in your roommate group MUST complete a housing application and accept the invitation to the group from the leader of the group.

**Application and Roommate Group Steps:**

1. Log into the myHousing Portal (eRezLife) and choose the “DTAV/Patch Application Process” button. <https://maine.erezlife.com/>
2. Update your Profile, if necessary. Return to Home page.
3. Complete the housing application for the fall term.
	1. Under Recommended Actions, click on “Apply for Housing.”
	2. Click on “Apply Now” for the Fall 2025 term.
	3. Complete and submit the housing application.
4. Click on “Home.” You now have some new Recommended Actions (create a Roommate Profile and create a Roommate Group). *Note – Apply for Housing will still show while the application period is open even if you have completed it. Once we close it in the fall, it will go away.*
5. The options mentioned above will also appear on the left side menu.
6. Click on “My Roommate Profile.”
7. **Turn on my profile** by checking this box at the top. This enables you to search for and be searched for as a roommate. Select the things you are willing to share with others looking for a roommate and any information you would like to share about yourself and the media platforms you would like to use. SAVE
8. “Roommate Search” now appears on the left. The leader of the group will use this to add the members of your roommate group. “Roommate Groups” is active. If you have been invited to a Roommate Group, it will appear here. Just select your choice or create a Roommate Group. ***Remember - If your roommate group members have not completed a housing application, you will not be able to add them to your roommate group.***
9. Create Roommate Group.
	1. Name Roommate Group (ie, Sally’s Besties, etc) – Save.
	2. If you are the person creating a Roommate Group, add each of your group members by searching for them OR by **adding their school email address** (you will only be able to add other students with **completed** applications).
	3. Once you have found each person, click on “Add to roommate group” and add them. Do this for all the members of your group.
	4. Click on “Roommate Groups” again. You can now see the members of your roommate group and an invitation to join your group has been sent to the members you have added. They must log into the myHousing Portal and accept the roommate group invitation.
	5. Once your roommate or all members of your group have chosen to be part of the group, a green check mark will appear by their name.
10. This completes the application and Roommate Group portion of the DTAV/Patch Signup Process.
11. **Please email** **um.housing@maine.edu** **any particular suite preferences and roommate pairings for the double bedrooms.** If Housing Services does not receive particular assignment preferences, suites will be randomly assigned.

\*If you have a **complicated suitemate situation**, such as one person only needing fall housing and another taking their place in the spring, please email Housing at um.housing@maine.edu with the details of who will be living on campus when, etc.

**Meal Plans:** With our new Housing software program (eRezLife), selecting a meal plan will not be part of the housing application. Students will choose their meal plan once the regular Room Signup Week begins on February 24 through the myHousing Portal, though. If a student does not select a meal plan (or selects “no meal plan”), the default plan of the Basic Unlimited Meal Plan will be chosen for the student by the system.

*NEW THIS YEAR* - You will have throughout the spring and summer through October 15 to change your fall meal plan. A new recommended action will appear on your home page called “change meal plan for Academic Year…” This allows you to change your meal plan through the third week of the fall semester.

**Suite Assignments** will be done by Friday, February 21, by the Housing Office. **Groups will be notified via email of your suite assignment.**

Groups will also be notified if they do NOT get a suite so you know whether you need to participate in the regular Room Signup Week or not. Last year we had to turn away over 200 students from the DTAV/Patch process because so many students applied.

**Your best bet to get a suite** is to have a group filled with either older students (rising juniors and seniors) or, for groups of rising sophomores, at least students with good GPAs and no conduct issues. Students with Student Life conduct issues will be turned down for a suite but may select a room elsewhere on campus during the regular Room Signup Week.

**Cancellation Fees –** The [Cancellation fees](https://umaine.edu/housing/rates-policies/#room-cancellation) outlined on our website go into effect the day after Room Signup Week is over.

Thank you for your interest in our on-campus resident suites.

Please email questions to um.housing@maine.edu.