new students
housing sign-up

In order to sign up for college housing, students must first pay the nonrefundable housing reservation fee of $250. To pay by credit card, call 800.869.7223 or 912.525.5100. Checks may be mailed to the bursar’s office:

Atlanta Students
Bursar’s Office
SCAD-Atlanta
P.O. Box 77300
Atlanta, GA 30357-1300 USA

Savannah Students
Bursar’s Office
SCAD-Savannah
P.O. Box 2701
Savannah, GA 31402-2701 USA

To ensure proper credit, include the student’s name, ID number and social security number along with the words “housing fee” on the check. The housing reservation fee may be paid as soon as the student is admitted to SCAD. Deadline to submit the housing reservation fee for fall is June 1. For students who enter in winter, spring and summer quarters, a fee schedule is available online at www.scad.edu/fees.

Housing Assignments
Students are assigned fall housing based on the date the reservation fee is paid, provided the quarterly housing payment is made by Aug. 1 and the housing license agreement has been submitted. Although the reservation fee is due June 1, many students choose to pay it at the same time as the matriculation fee, which is due May 1. Housing assignments for fall entering students are made in the summer. Once assignments are made, students are notified by postal mail and by e-mail. At that time, assignments and roommate information are available through MySCAD.

Housing Preferences
Once students pay the housing reservation fee, the admission department provides login information for MySCAD. Fall entering students who have paid the housing reservation fee may indicate preferences online by visiting MySCAD at http://myscad.scad.edu. For more information, see the user guide to online housing preferences in this booklet.

Roommate Requests
Roommate requests must be mutual. Students must indicate one another when selecting housing preferences online in MySCAD. If a roommate request is not mutual, the assignment is not granted.

Housing License Agreement
The housing license agreement is a nine-month binding agreement for the entire 2009–10 academic year outlining residence life and housing policies and procedures regarding behavior, room care and condition. The housing license agreement is renewed annually while a student remains in college housing. Students may be assessed damage fees based on the condition of their room after they leave. When selecting housing preferences, students must read all terms and conditions of the agreement carefully and then agree to the form by following the steps as indicated online.