

# *Room Selection 2017*

## **Full Instructions**

The following instructions will help you prepare to request University-owned housing (Goshen, Killinger, Schmidt, Tyson, and the South Campus Apartment Complex) for next year.

Students interested in Allegheny, Brandywine, Commonwealth, or University Halls, or The East Village or Village Apartments should contact University Student Housing at [leasing@ushcommunities.org](mailto:leasing@ushcommunities.org).

*Please note: Students living in Allegheny Hall, Brandywine Hall, Commonwealth Hall, University Hall, The Village Apartments, or East Village Apartments for Spring 2017 are eligible to apply for both North Campus Traditional and the South Campus Apartment Complex. Availability is limited, and priority is given to current Traditional residents.*

### **Overview of Dates and Process Information**

January 23	North Campus Traditional Room Selection Application available on-line
January 23	South Campus Apartment Applications available on-line
January 23	South Campus Apartment Housing Placement Forms available at 202 Lawrence
February 16	South Campus Applications & Housing Placement Forms due, 4:00 pm
February 16	South Campus \$200 deposit due (or waiver approval complete), 4:00 pm
February 23	South Campus assignment notification via e-mail
March 3	North Campus Traditional Room Selection Applications Due (11:59pm)
March 9	Students notified regarding North Campus eligibility
March 24	North Campus Offer Acceptance Application and \$200 deposit due (or waiver approval complete), 4:00 pm
March 28	Roommate Matching begins for eligible North Campus students
Apr. 4-7	North Campus Room Selection for eligible students (see detailed instructions posted on website after March 21)
After Spring Break	Waitlist information will be made available

### **Housing Deposits & Deposit Waiver Information**

Students planning to live on-campus in university-owned housing (North or South) must pay a **non-refundable \$200 housing deposit**.

Deposits may be paid one of two ways:

- 1) A deposit payment screen is part of South Campus Application, and will be part of a North Campus Offer Acceptance application.
- 2) A deposit can be paid directly to the Office of the Bursar, but the student must bring their receipt to 202 Lawrence as proof of payment. This must be done far enough in advance of the deadline to ensure you can have us mark you as paid and still complete your application by the stated deadline.

## Deposit Waivers:

Deposit waiver applications will be available in the Office of Residence Life and Housing Services in 202 Lawrence. Only students whose personal contribution to their semester bill is \$1000 or less will qualify for a deposit waiver.

Students who do not pay the deposit or do not receive a deposit waiver by the due date will not be eligible for housing. NO EXCEPTIONS!

<b>Deposit Due Dates:</b>	<b>South Campus</b>	<b>February 16, 2017, 4:00 pm</b>
	<b>North Campus</b>	<b>March 24, 2017, 4:00pm</b>

## **Single rooms on North Campus**

Current students assigned to singles for medical reasons will be contacted about their individual circumstances. Otherwise, single rooms are not available.

## **Meal Plan Options – North Campus**

When you complete your North Campus Traditional Room Selection application, you will have the opportunity to choose your meal plan for next year.

Please see

[https://westchester.campusdish.com/Commerce/Catalog/ShopSubCategory.aspx?category=All\\_Meal\\_Plan\\_Products\\_6601&lid=6601&root=Meal\\_Plan](https://westchester.campusdish.com/Commerce/Catalog/ShopSubCategory.aspx?category=All_Meal_Plan_Products_6601&lid=6601&root=Meal_Plan)

for more information about meal plans.

Meal plan rates for 2017-2018 will not be available until after Room Selection. Meal plans can be changed on-line through MyHousing until June 30. In July, meal plan changes can be requested on MyWCU.

North Campus residents who do not make a meal plan choice will be assigned the 14-meals-per-week plan.

## **Meal Plan Options – South Campus**

When you complete your South Campus Apartment application, you will have the *option* of choosing a meal plan and having it added to your account.

Please see

[https://westchester.campusdish.com/Commerce/Catalog/ShopSubCategory.aspx?category=All\\_Meal\\_Plan\\_Products\\_6601&lid=6601&root=Meal\\_Plan](https://westchester.campusdish.com/Commerce/Catalog/ShopSubCategory.aspx?category=All_Meal_Plan_Products_6601&lid=6601&root=Meal_Plan)

for more information about meal plans. Meal plan rates for 2017-2018 will not be available until after Room Selection.

Meal plans can be changed on-line through MyHousing until June 30. In July, meal plan changes can be requested on MyWCU.

## **North Campus Traditional Process**

### **First Step: Apply (January 23 – March 3)**

Log in to MyWCU, click on MyHousing, then choose Applications to choose the North Campus

Traditional Room Selection 2017 application. Complete the required information in order to electronically sign your occupancy agreement and apply for North Campus Traditional housing. This on-line application is due on March 3, 2017 by 11:59 pm. We recommend applying in advance of this date, however this is NOT a first-come-first-served process. An e-mail confirmation will be sent when you have completed your application. If you do not get a confirmation e-mail, you did not complete the application.

### **Second Step: Eligibility Determination (March 3 - March 9)**

There are a limited number of North Campus spaces for returning students; therefore students must apply for housing first. Based on the number of applications received, we will determine who is eligible to select a North Campus Traditional Hall room for 2017-2018. A student's current residency and class standing will determine eligibility for the North Campus traditional halls. Students must be current on-campus residents. Students who are current first-year students will be given the first priority for spaces. Within this group of students, random numbers will be assigned. If the number of applications for housing exceeds the number of available spaces, the random lottery numbers will be used to determine eligibility. Students who are current sophomores or above will be eligible for housing only if space permits. If space is available, and it is unlikely that it will be, current sophomores will be assigned random lottery numbers, and those random numbers will determine eligibility. *Current Traditional housing residents will be given priority over current Affiliated residents.* On March 9, students will be sent an e-mail notifying them of their status.

### **Third Step: Accept Offer and Pay Deposit**

Students who are notified that they are eligible to choose a North Campus Traditional room will need to pay a deposit or qualify for a waiver no later than Friday, March 24, 2017 at 4:00 pm. The deposit can be paid on-line as part of the North Campus Offer Acceptance Application. Deposits can be paid at the Office of the Bursar, 25 University Ave, but a receipt must be brought to 202 Lawrence to allow enough time to be marked as paid and still complete the North Campus Offer Acceptance Application. Deposit waiver applications are available in 202 Lawrence. Students who miss this deadline will no longer be eligible choose a room and will forfeit their on campus housing for 2017-2018.

### **Fourth Step: Roommate Selection**

All students who wish to be in a roommate pair must first complete the steps above. Eligible students cannot "pull in" a roommate request who is not eligible. On or before March 28, you will be sent e-mail instructions for matching up with your desired roommate OR viewing potential roommate profiles on-line. If you do not match up with your roommate before choosing a room, you may not be able to choose a room together.

If you do not have a roommate preference, you may still choose a room. You must understand you will receive a roommate whether it is another current student or a first-year student. The Office of Residence Life and Housing Services also reserves the right to consolidate returning students in rooms by themselves to best accommodate our housing needs. Each summer approximately 20-30 students have their assignment changed due to consolidation.

*Please see the information below regarding requesting an incoming student as a roommate. If your roommate preference currently lives off campus, it will be unlikely that we will be able to accommodate that roommate request on North Campus, as current off-campus students will be waitlisted and are unlikely to be offered housing. It is recommended that current off-campus students apply for South Campus.*

### **Fifth Step: Choose your room during Room Selection**

You will receive an e-mail on or before April 3 that will indicate the date & time after which you can go into MyHousing (through MyWCU) to choose your room. A computer will randomly assign the date & times to each student according to their randomly-generated priority number.

You and your roommate preference for next year will each have two different selection times. The student with the earliest time can log in to MyHousing at that time and select the room.

We will post additional instructions, screen shots, and floor plans for Room Selection on-line on or around April 3.

You will be sent an e-mail confirmation of your assignment. **Save this e-mail as a receipt of your participation in ROOM SELECTION 2017! You will need this receipt if you have questions about your assignment. If you do not receive an assignment confirmation e-mail, then you do not have housing secured for 2017-2018. If you think an error has been made, please contact us as soon as possible so we can quickly resolve any problems. Waiting until you do not see housing on your Fall Semester bill in July to resolve problems is too late and we will be unable to accommodate you.**

## **How Can I Apply for the South Campus Apartment Complex (SCAC)?**

**SCAC Applications**— (Please note: this is NOT for The Village Apartments or East Village Apartments).

Applications for the SCAC are now available on-line. Each individual student must complete their own on-line application. In addition, each individual or group must complete the South Campus Apartments Housing Placement Form (available Residence Life and Housing Services - 202 Lawrence). The completed Housing Placement Form should be brought to the Office of Residence Life and Housing Services in 202 Lawrence **BY 4PM ON THURSDAY FEBRUARY 16, 2017**. **Each student on the form must complete the on-line application and pay a \$200 housing deposit by February 16 to be considered for an assignment.**

After the applications and Housing Placement Forms have been submitted, the Placement Form will be reviewed and “scored” based on a point system included with the form. Points are awarded to each person based on class standing as of January 1, 2017 within several categories: students returning to South Campus, students living in the North Campus Traditional Halls or College Arms, students living in USH Communities, and students wishing to move from off-campus. The scores for the individual students will be added to produce a total for the application. *Note: The class standing points favor students of sophomore status, then juniors, then seniors and graduate students.* Students who have been found responsible for Code of Conduct violations with a sanction of Disciplinary Probation or higher will have points deducted from the application. Disciplinary Reprimand sanctions do not have a points deduction.

Using the final total score, assignments will be processed beginning with the application with the highest total points and working down to the lowest total points. **NOTE:** Students who have not paid the housing deposit or completed the on-line application will not be included in the application’s total point standing and will not be assigned a room.

### **SCAC Options**

There are three different apartment options on South Campus: Option 1 - 2 double rooms and 1 single room, Option 2 - 3 single rooms and 1 double room, Option 3 - 2 double rooms. There are a limited number of Option 2 and 3 apartments. If you do not have 4 or 5 students to fill an apartment, we will identify others through the application process that need apartment-mates, as space permits. Current residents of an apartment have no priority to return to that apartment – all assignments are based on point totals described above. Please use the space provided on the application to indicate a specific apartment or group of apartments that you would like to be assigned to.

## **Graduate Students**

Graduate students are only assigned to housing on a space-available basis. If space is available for graduate students, points will be awarded at the same level as undergraduate seniors. If space is not available for graduate students, no points will be added to the application.

## **Gender Inclusive Housing**

Killinger Hall is home to our Gender Inclusive community on the 2<sup>nd</sup> floor, high-numbered wing. On this floor, students may request a roommate without regard to legal gender, and one of the bathrooms on this floor is non-gendered.

Students can indicate an interest in this community on their North Campus Traditional Room Selection Application. After student eligibility for North Campus has been determined, we will reach out to students who have expressed interest in this community to confirm their continued interest and provide additional instructions.

A link with more information regarding the Gender Inclusive community, and a sample of the supplemental agreement is available on our website.

## **Important Things to Remember**

- ***The \$200 deposit must be paid by the appropriate deadline for your selection process. You will not be eligible for an assignment without it unless you were granted a waiver in advance. NO EXCEPTIONS.***
- The \$200 deposit is non-refundable unless we are not able to offer you a space.
- If we are unable to offer you a space, we will refund your deposit upon request to [housing@wcupa.edu](mailto:housing@wcupa.edu). We provide a list of students requesting refunds to the Bursar's Office on Tuesdays, and refunds will be issued on Fridays. MyWCU will have information regarding the status of your refund.
- If our office cannot offer you housing you will be released from the occupancy agreement.
- Once you have been assigned to a room on North or South Campus, *you are contractually obligated to your Occupancy Agreement*. DO NOT participate in the Room Selection process if you are unsure of living on-campus or are looking off-campus, or if you have signed a lease to reside in Allegheny Hall, Brandywine Hall, Commonwealth Hall, University Hall, The Village Apartments or East Village Apartments. **Read the sample Student Occupancy Agreement located at:**  
[http://www.wcupa.edu/services/stu.lif/documents/FormsApp/residence\\_hall\\_occupancy\\_agreement.pdf](http://www.wcupa.edu/services/stu.lif/documents/FormsApp/residence_hall_occupancy_agreement.pdf)
- No specific spaces will be reserved for new, transfer or off-campus students or students who select later in the process. If you would like to room with a new first-year student in a North Campus Traditional Hall, you should fill out the "Roommate Request" form at 202 Lawrence. Please note that this request is NOT guaranteed and that if a returning student wants to live in the room you have chosen, then we have to let them live there. Your roommate request must ALSO request to live with you, the returning student. The incoming student will have an opportunity to request you as part of their process, but requests must be reciprocal. Requests must be received by June 1. Current students' assignments may be changed in order to accommodate a roommate request with an incoming first-year student. Transfer students will only be offered Affiliated housing and are ineligible to be chosen as roommates.
- We will have a Room Change process in late April for students who wish to change their North Campus Traditional assignment. Limited spaces will be available through this process, and roommate requests may not be able to be accommodated. More information will be sent via e-mail the week before this room change period.
- South Campus - If you request a single room on South Campus and one is not available, *you will be placed in a double room*. This is not a reason to be released from your occupancy agreement.

- South Campus Returning Students – Specific requests to return to the apartment that you currently reside in are not guaranteed. These requests will only be honored as space permits and within the application processing order based on points.
- South Campus – Applications with less than 5 residents will be combined with other applications to fill an apartment. Students are encouraged to “fill an apartment”.
- We have found over the last several years that very few, if any, groups of two (2) or three (3) South Campus applicants get assigned to an apartment. Please make every attempt to put together a group of five (5) students to avoid disappointment. A few individual applicants will be assigned to fill in apartments of four students, but even that is unusual.
- Athletes and other students who require housing over university break periods should plan to choose Schmidt Hall during Room Selection or apply for the South Campus Apartments. Students who choose other buildings during Room Selection cannot be guaranteed housing over breaks. **We reserve the right to re-assign you to Schmidt Hall if you are an athlete.**
- Floor plans are included on Room Selection screens.
- Please Note: The Office of Residence Life and Housing Services reserves the right to consolidate returning students in rooms by themselves to best accommodate our housing needs. Various factors are taken into account if consolidation becomes necessary, including credits earned, retention of same room, etc. This usually occurs in the summer months, and students are notified via e-mail when changes are made.
- There are six (6) permanent triples each in Goshen and Tyson Halls. All of these rooms are made available to returning students during Room Selection. These rooms must be chosen by a roommate group of three (3) students. Any individual or pair that chooses one of these rooms will be removed from the assignment and instructed to choose another space.
- There is a question on each housing application regarding students’ interest in being housed in a voluntary triple. At this time, we are only gauging student interest in this possibility, and no returning students will be assigned to a double as a triple room.

### **Other Information & FAQs**

#### **When can I check out MyHousing & Apply On-line?**

The North and South applications will be active on January 23, 2017, at 8:00 am. It will be “down” from time-to-time as we make preparations for Room Selection. When it is active, you will be able to complete your on-line applications, see some basic information and make changes to personal preferences.

#### **What if I don’t get a space on campus in the South Campus Apartments or the North Campus Traditional Halls?**

We encourage students to consider University Student Housing communities, and information is available at [www.wcuhousing.com](http://www.wcuhousing.com). If that is not an option for you, we recommend looking for off-campus options at [www.places4students.com](http://www.places4students.com). Finally, we do maintain a waitlist and are sometimes able to offer students spaces over the summer. The waitlist applications are not available until April, and information will be posted on our website.

#### **Can I view MyHousing at an off-campus computer?**

Yes. It works well with standard browsers.

#### **Can I view MyHousing and select my room on my iPhone or other mobile device?**

Yes. Our experience is that students are able to view MyHousing on their mobile devices. We recommend that you try it out before your Room Selection time. When in doubt, use a computer on the campus network.

**Are there still spaces available in College Arms?**

No. All spaces were filled during the Priority Consideration application process that concluded in December.

**How much is housing for next year?**

We have typically experienced modest increases of 0-3% in the housing rate over the last few years. We ask that students anticipate an increase of no more than 5% when making their on-campus housing plans. Rates are generally approved by the Council of Trustees in the last half of the Spring Semester and will be updated when available at this site:

<http://www.wcupa.edu/services/stu.lif/housingInfo.aspx>

**What if the room I want is not shown on the screen during Room Selection?**

If you do not see the room as a choice, it is not available. Please choose another room. There will be links to floor plans available to help you choose an available room.

**Why isn't the room I want available?**

Rooms may not be available for a variety of reasons. It may have already been chosen by another student. We will reserve blocks of rooms for incoming first-year students. We will have enough spaces available for students who are eligible to participate, so there will be a room available for you.

**What if I try to choose my room at a time that is not listed in the selection time range?**

It won't work. We want to make sure there are staff members available in case there are problems or questions. Because of this, we will limit the selection times on the Room Selection dates. Please see your "MyHousing" screen for those exact times.

**What if I don't get an e-mail confirmation of my North Campus Traditional Room Selection Application?**

During business hours, call us immediately. After business hours, send an e-mail to [housing@wcupa.edu](mailto:housing@wcupa.edu) immediately. If you wait, we cannot assist you in resolving a problem quickly and you may forfeit your eligibility for housing.

**What if I don't get an e-mail confirmation of my Room Selection housing assignment?**

This means your choice did not go through and you did not complete all the steps to choose your room. If Room Selection is active, try again. If you still do not receive the e-mail, call us immediately. We will be staffed during room selection hours to assist students with problems. If you wait to contact us after Room Selection has ended, you may forfeit your eligibility for housing.

**What if I don't choose a meal plan?**

All North Campus residents are required to have a meal plan, and the application will require that you choose one. If for some reason we are unable to determine your meal plan choice, the 14-meals-per-week default plan will be chosen for you.

**What if I have a question?**

Staff will be available by phone and in-person during the Room Selection times. Please call 610-436-3306/3307 or come to 202 Lawrence if you have questions.

**What if I have class when it's my time to choose a room during Room Selection?**

The time that you receive is the earliest time that you can choose a room. You do not have to choose at that time. You can select a room from the time listed in your e-mail until the latest time that is

shown on your screen on MyHousing. Most students will be able to choose by the end of the day April 6, with April 7 added as an additional date to select a room.

**Are these Room Selection dates subject to change?**

Yes – in case of inclement weather or other unforeseen circumstances on important dates (such as February 16, March 3, and March 24) we could make changes to the schedule. You would be notified of any changes via e-mail, and we will likely have signs posted in the residence halls. For example, if the University is closed on February 16 due to inclement weather, the South Campus Application deadline would likely be moved to February 17. Again, if there are changes, you will be notified by e-mail.

**What if I apply, I am eligible, pay my deposit, but forget to select a room?**

After Room Selection is over, if you have submitted a deposit and completed your on-line Offer Acceptance application, we will contact you to determine your interest in living on campus. You will not have the opportunity to choose your own room after Room Selection.

**I don't live on campus now, so how can I get on campus?**

Come to the Office of Residence Life and Housing Services (202 Lawrence) on or after **January 23, 2017** and pick up the Room Selection information. Students who currently live off-campus have two opportunities to apply for housing.

Off-campus students interested in the South Campus Apartments may participate in the South Campus selection process (detailed above).

Off-campus students interested in housing on North Campus must come to the Office of Residence Life and Housing Services, 202 Lawrence in April to complete a Waitlist Application. After Spring Break, please feel free to inquire about the waitlist application date. A room on campus is NOT GUARANTEED. A room will be assigned to you on a space available basis. You must pay the non-refundable \$200 room deposit to receive an assignment – if we are able to offer a space, you will be instructed to pay your deposit at that time.

*We recommend that off-campus students apply for the South Campus Apartments with a group of current Traditional resident students in order to maximize their chances of receiving an assignment.*

**If you have any questions, please contact Residence Life & Housing Services at 610-436-3306.**