

First Year Housing Step-by-Step

Welcome to Residence Life at Western New England University. We are excited to welcome you as part of our campus community! This is a step-by-step description of how you, as a new first year student, will apply for housing to secure your spot on campus for the upcoming academic year.

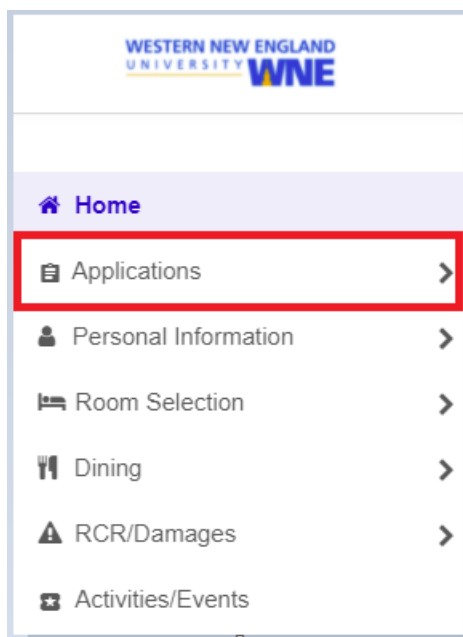
To apply for housing, you will be using our online system, The Housing Director (THD). The link for the THD Self-Service login can be found on the Residence Life webpage in the same section as this document, and can also be found on Connect2U.

You login using the same username and password you have been given for your WNE email, which you should start using regularly, as all emails sent from THD will go to your WNE email. If you don't have a username and password yet, or misplaced it, simply contact the Office of First Year Students and Students in Transition at 413-782-1312 and they will be able to assist you.

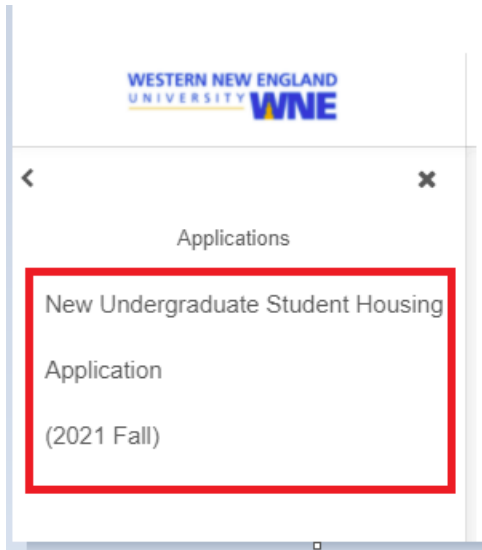
Once you've successfully logged in to THD, these are the steps you will follow.

Step 1: Complete your housing application

When you login to THD, you will see this menu on the left side of the screen. Click where it says "Applications".



Next, click on the “New Undergraduate Student Housing Application (Fall 2021)”



IMPORTANT NOTE!

Transfer or Exchange Students

IF YOU ARE A NEW TRANSFER STUDENT OR A NEW EXCHANGE STUDENT, YOU WILL SEE A DIFFERENT OPTION, THE “NEW TRANSFER OR EXCHANGE STUDENT HOUSING APPLICATION” AND FILL THAT ONE OUT INSTEAD. MOST OF THE APPLICATION WILL BE THE SAME, BUT THE BUILDING CHOICES WILL BE DIFFERENT AND THERE WILL NOT BE A QUESTION ABOUT SPECIALIZED COMMUNITIES

The first page of the Housing Application is where you review the Resident Student Housing Agreement. It is important to read this information before you continue, as these are the expectations you will be held to as a resident student. Once you finish reading the Housing Agreement, use either of the two options provided to indicate your agreement. You can either choose the first option, where you type your name where it says “Enter your full name” and it will generate a hand-drawn signature for you, or you can choose the second option where you use the signature pad to sign it yourself. Both options will work.

Consent - New Undergraduate Student Housing Application

Please review the contract available here (Adobe Reader required)

If you do not have Adobe Reader, it may be downloaded here.

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

- Enter your full name to give consent (Hand drawn signature will be auto generated)
- Use the signature pad to draw your signature

Enter your full name

[Clear signature](#)

After you enter your signature, the next page of the Housing Application is the questionnaire.



Please answer each question to the best of your ability. The first six questions are regarding your preferred name, your gender identity, mobile phone number and carrier (which are important so we can alert you via text in case of an emergency) and other questions where you can provide any relevant information.

The next series of questions will help you match with potential roommates. We strongly encourage you to fill out these questions even if you already know who you want to live with, in case those plans fall through or we have to assign a new roommate with you at any point during the year.

At the bottom of the questionnaire are questions about your preferred housing and community. Please answer Yes or No to the question about Premium Singles and the question about Specialized Communities. If you answer “Yes” to the question about specialized communities, you will get an additional drop down question asking which community you are interested in, and you’ll need to select from that menu.

Please note that space in **premium singles is extremely limited**, and space in specialized communities is limited as well, so your indication of interest in these options does not guarantee that you will be placed in one of them. As such, we ask that everyone fill out the final four questions regarding general housing preference, even if you requested a specialized community.

The next page of the Housing Application is Addresses/Contacts. You will see two different contact types. Both are required. The first one, Emergency from Colleague, may already be complete, but if not you can complete it. The second one you will need to fill out (highlighted below in red).

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work	
✓	✓	EMERGENCY from Colleague	N/A	N/A	N/A	N/A	N/A	N/A	
✓	✗	Parent/Guardian	N/A	N/A	N/A	N/A	N/A	N/A	

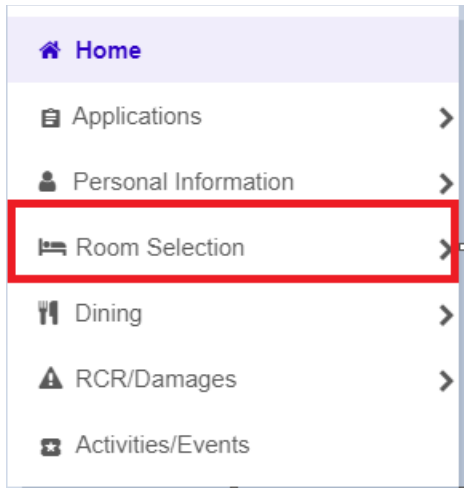
If you are **under 18** when you are filling out this application, a parent or guardian must verify your application before it is complete, so you must complete the Parent/Guardian Contact so that person can receive the email to verify your application. If you are under 18 when you fill out your application, your application will not be complete until a parent/guardian verifies it. If you are over 18 when you complete the application, you will still need to complete this section, but the system will not send a verification to your parent/guardian. **Make sure you click save at the bottom once you enter your contact’s information.**

Once both contacts are complete, click continue at the bottom of the screen and you're done with your Housing Application. You will receive a confirmation email with 24 to 48 hours of completion.

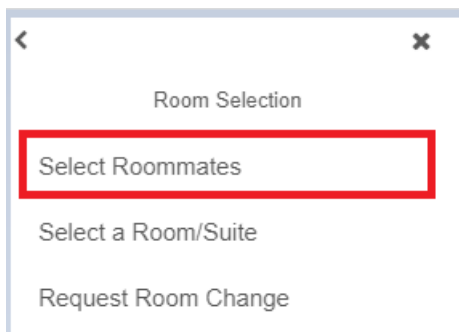
Step 2: Connect with your Roommate/Roommates

As part of the housing application process, we strongly encourage new students to find and connect with a roommate or roommates. Most of you will be placed in double rooms in groups of two, but you can also create larger groups of 4, 6 or 8 if you are hoping to share a LaRiviere suite with a number of people, or if you would like to live in double rooms that are adjacent to each other in Commonwealth or the Quad.

To get to roommate selection, go to your THD Self-Service and Click "Room Selection" in the left-hand menu.

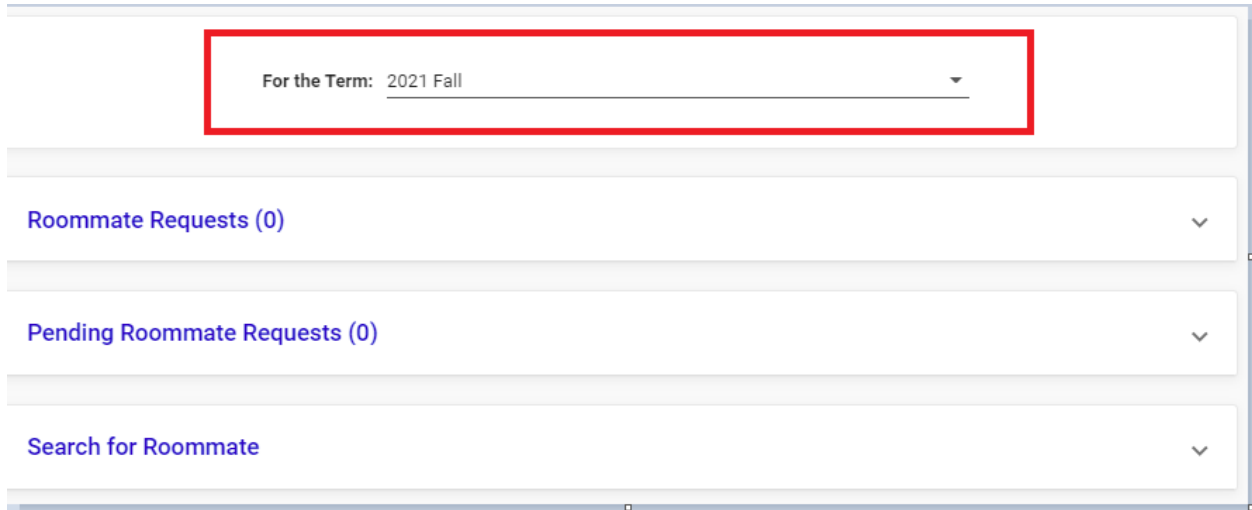


On the next screen, choose "Select Roommates".



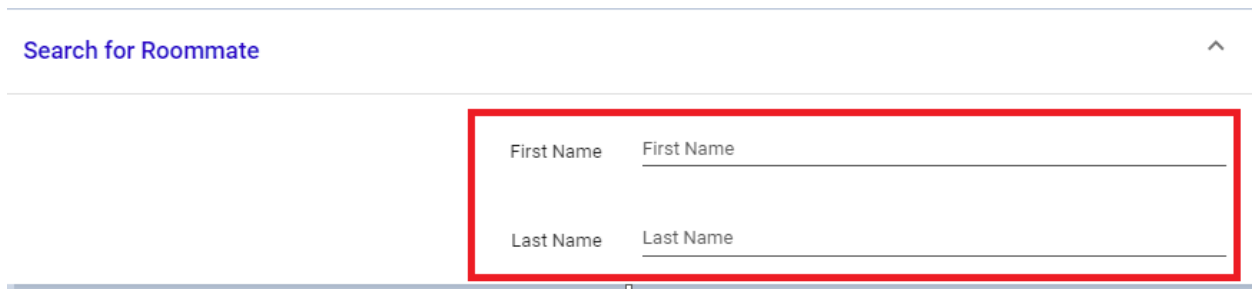
Tip: We suggest waiting a couple of weeks after May 3rd before you start searching for roommates, to allow others to also fill out their application so you can find them when you search. When searching for roommates, you can only find people who have also completed their application.

On the next screen where it says “For the Term:” use the drop down menu to make sure you are in the 2021 Fall term. Then you will see the bottom option “Search for Roommate” and you can click on that.



The screenshot shows a web interface with a dropdown menu at the top. The dropdown is labeled "For the Term:" and is currently set to "2021 Fall". Below the dropdown are three menu items, each with a downward arrow: "Roommate Requests (0)", "Pending Roommate Requests (0)", and "Search for Roommate".

If you already know who you want to live with, you can just enter their first and last name under search for roommate. Remember that if you are looking for someone specific, you won't be able to find them in the search until their application is complete.

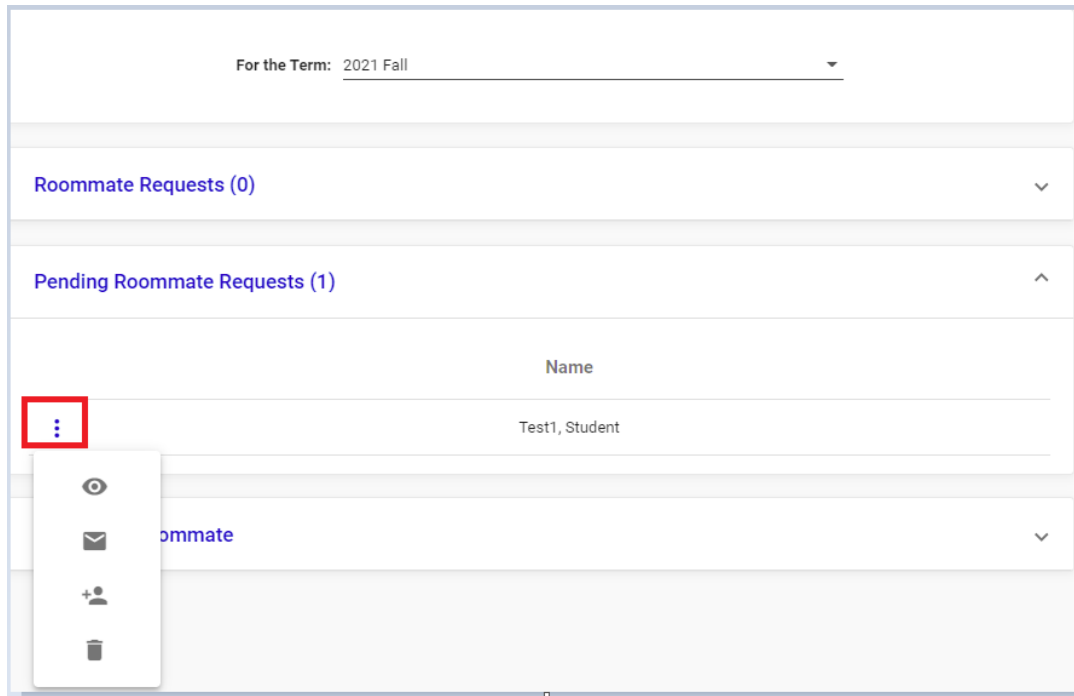


The screenshot shows the "Search for Roommate" form. It has two input fields: "First Name" and "Last Name". Both fields are currently empty and have a red border around them.

If you are still looking for roommates, you can use the additional questionnaire items below the name fields to search for people. This allows you to choose certain application questions that are most important to you, and find students who answered them the same way as you did.

Once you have identified a roommate through one of the searches, you can request them they just have to confirm you as a roommate in their THD self-service. They will receive an email alerting them to the request, and you will receive an email if someone requests you. All emails will be sent to your WNE email.

If someone has requested you as a roommate, you'll see it under Pending Roommate Requests. Click the three dots next to their name and you'll get the menu where you can view their profile, email them, match with them (to confirm yourself as their roommate) or decline the request.



Click the match option to accept the request, or the decline option to decline it. Once you and your roommate have requested/accepted each other, you are set as a roommate group and we will know that you wish to be placed together in housing.

We encourage you to complete your application by no later than June 1st in order to make sure that your bill will display the charges for housing as accurately as possible (a placeholder charge will be placed on your account until your actual housing assignment is done later in the summer) as well as to make sure that you have the opportunity to connect with other new students.

You can always change your application preferences after you have completed the application, but keep in mind that if you change your preferences for where you would like to live, that could impact your housing cost.

The second step, roommate selection, should be complete by July 15th. If you don't form a group with someone by July 15th, you will be paired with a roommate based on your housing preferences and questionnaire answers. Students who have completed a housing application will be placed in housing no later than July 30th. When you are placed in housing, you will receive an email from THD confirming your housing assignment and roommate. Once you have been assigned to housing, your bill will reflect the most accurate housing charges

If you have questions, please feel free to contact us a residencelife@wne.edu or 413-782-1317.