

## Returning Student Housing Selection Step-by-Step

Welcome back to Housing Selection at Western New England University. We're excited to have you continue as part of our campus community! What you'll find here is a step-by-step description of how you, as a returning student, will select housing through 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. If you haven't used THD before, your username and password are the same as they are for other WNE systems (email, Kodiak, etc).

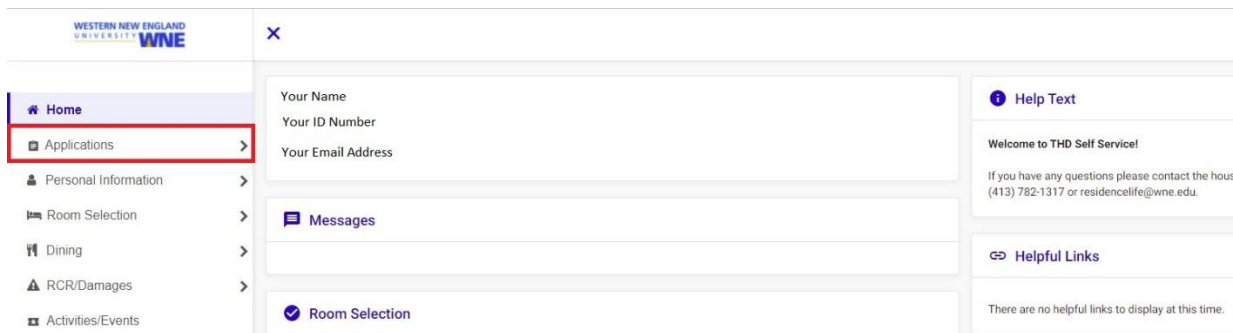
Note: This page describes the step-by-step process returning students will use to select single-gender housing. If you are applying for Gender Neutral Housing, still complete step one to complete your housing application, but stop after that point and go to the Residence Life website for the additional Gender Neutral Housing Application and more information about that process.

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

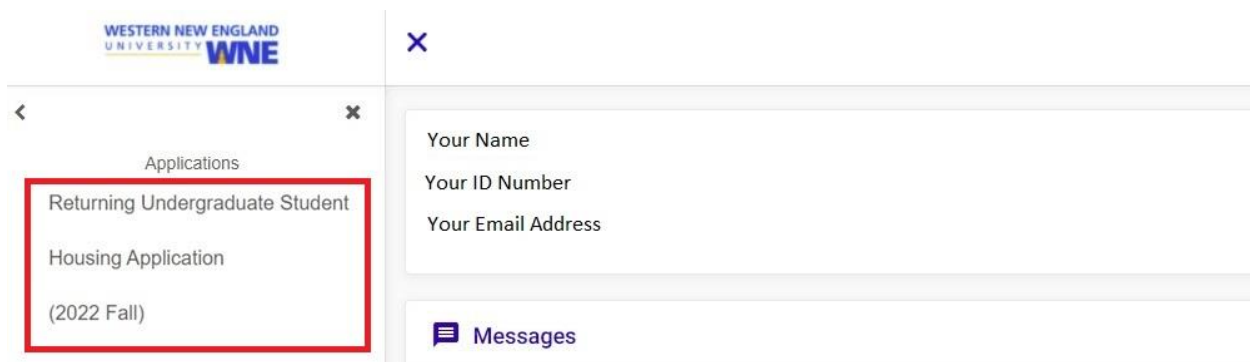
### **Step 1: Complete your housing application**

**IMPORTANT NOTE: ONCE YOU COMPLETE THE RETURNING STUDENT HOUSING APPLICATION, A CHARGE WILL BE GENERATED AND SENT TO YOUR STUDENT ACCOUNT FOR THE \$300 HOUSING VERIFICATION PAYMENT. IF YOU NEED A WAIVER FOR THAT PAYMENT, DO NOT COMPLETE AN APPLICATION UNTIL YOU CONTACT RESIDENCE LIFE AND RECEIVE YOUR WAIVER.**

When you login to THD, click "Applications" on the side menu.



Then, click on the "Returning Undergraduate Student Housing Application (2022 Fall)"



The first page of the Housing Application is where you agree to the Resident Student Housing Agreement. There is a link where you can open and read the agreement, and it can also be found on the Returning Student Room Selection page on the Residence Life website. 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, you can either enter your full name on the line provided, or use the signature pad to draw your signature.

The next page of the Housing Application is called “My Information”. Even though many returning students know who they are planning to live with, we still strongly encourage you to answer these questions thoughtfully, as they will be used when placing new roommates if a space opens up in your room/suite/apartment.

The next page of the Housing Application is Addresses/Contacts. You will be asked to provide two different types of contact. The first is Parent/Guardian, which is required. If you are **under 18** when you are filling out this application, a parent or guardian must verify your application in order for it to be complete. The second type of contact is a Missing Person contact. This is the person the University will contact in the event that you are reported missing. Please take a minute to read the full Missing Person Policy on the right side of the screen. If the information for one or both contacts is already filled in, just check it to make sure it is accurate. When you finish inputting information for a contact, make sure you click “Save This Contact” and then click “Continue” at the bottom when you are done.

You will then be taken to a page where THD will confirm that completion of the application will result in the \$300 Housing Verification Payment being charged to your student account. Click “Continue” at the bottom and then your application will be complete. You will receive a confirmation email from THD.

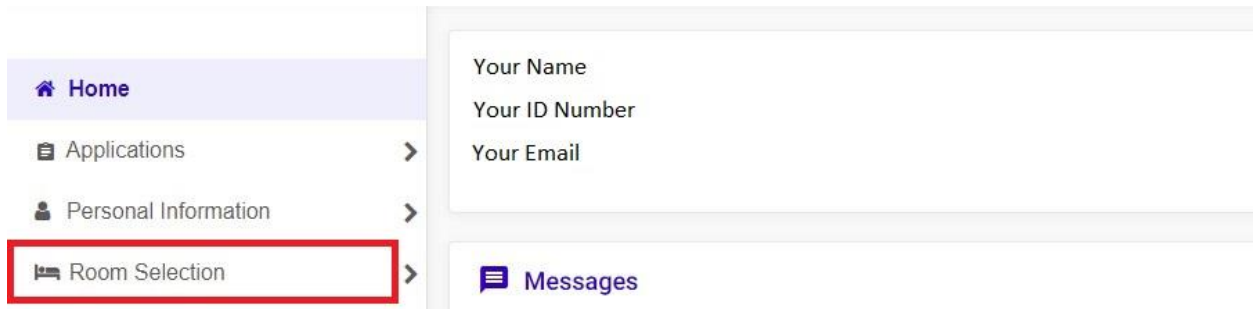
### **Step 2: Pay your Housing Verification Payment**

The charge for the Housing Verification Payment will appear on your student account within 24 hours of completion of your application. You can then make the payment through self-service or at the bank in Enrollment Services. If you make the payment in person at the bank, please make sure to let them know that your payment is for the housing deposit, and if you are making the payment through self-service, please indicate there that it is a payment for the housing deposit.

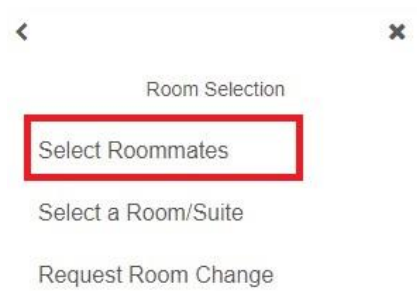
### **Step 3: Connect with your Roommate/Roommates**

As part of the housing selection process, your group must completely fill the room, suite or apartment you want to select in order for you to be able to select it.

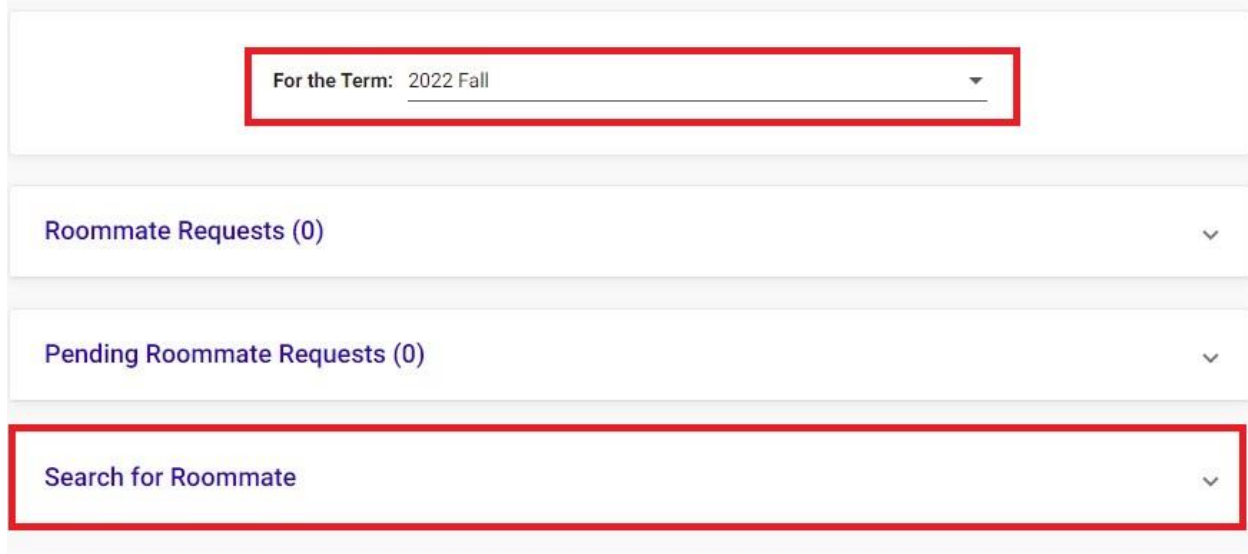
To get to roommate selection, go to your THD Self-Service and Click “Room Selection”.



On the next menu under Room Selection, select the first option, which is “Select Roommates”.



Make sure you select 2022 Fall as the term, and then click the dropdown that says “Search for Roommate”.



In the Search for Roommate drop down menu, you will see a variety of fields you can use to search for your roommate(s). If you know who you want to live with, just search for them by name. If you are looking for roommates, you can use the other fields to search for people who might be compatible with you. If you are searching using those fields to find someone compatible, it is recommended that you use one field at a time. The more specific you make your search; the more likely it is that you might not get any results. **Note: You will not be able to find anyone in search who has not completed a housing application yet.**

Once you have requested someone as a roommate, 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, here's how to confirm their request. Go back into THD Self-Service under Search for Roommate (same directions as above) and click the "Pending Roommate Requests" menu. There you'll see the name of the person or people who requested you as a roommate. Click on the three dots on the left side and you'll see your options. You can click view to see their profile (if they made it public), Email to email them, Match to confirm them as your roommate, or you can decline if you do not want to be their roommate.



Once you have matched with your roommate(s), you are confirmed as a group and you are ready for room selection.

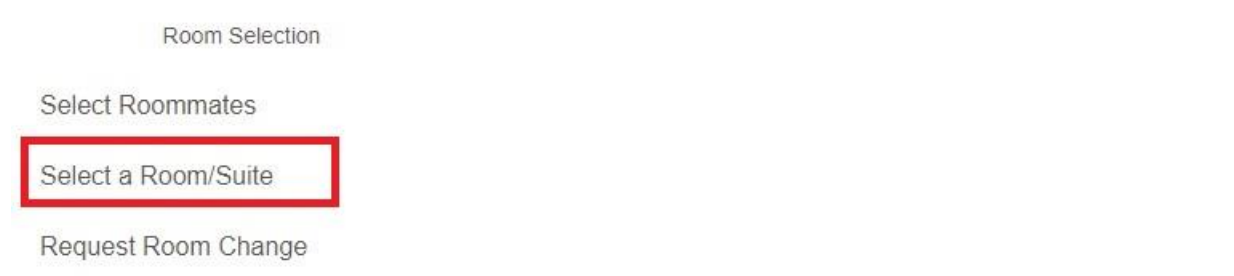
**Important Note about Roommate Selection: For groups larger than 2 people, everyone in the group must request each other and connect as roommates in order for the group to be fully formed. So, for example, let's say four students want to live in Southwood together. Student 1 would go into THD self-service and request Students 2, 3 and 4 as roommates. Student 2 would then go into THD self-service and accept the request from Student 1. Student 2 would then also have to request Students 3 and 4 as roommates. Student 3 would go in and accept the requests from Students 1 and 2, and then request Student 4 as a roommate. Student 4 would then go in and accept the requests from Students 1, 2 and 3.**

#### **Step 4: Select A Room**

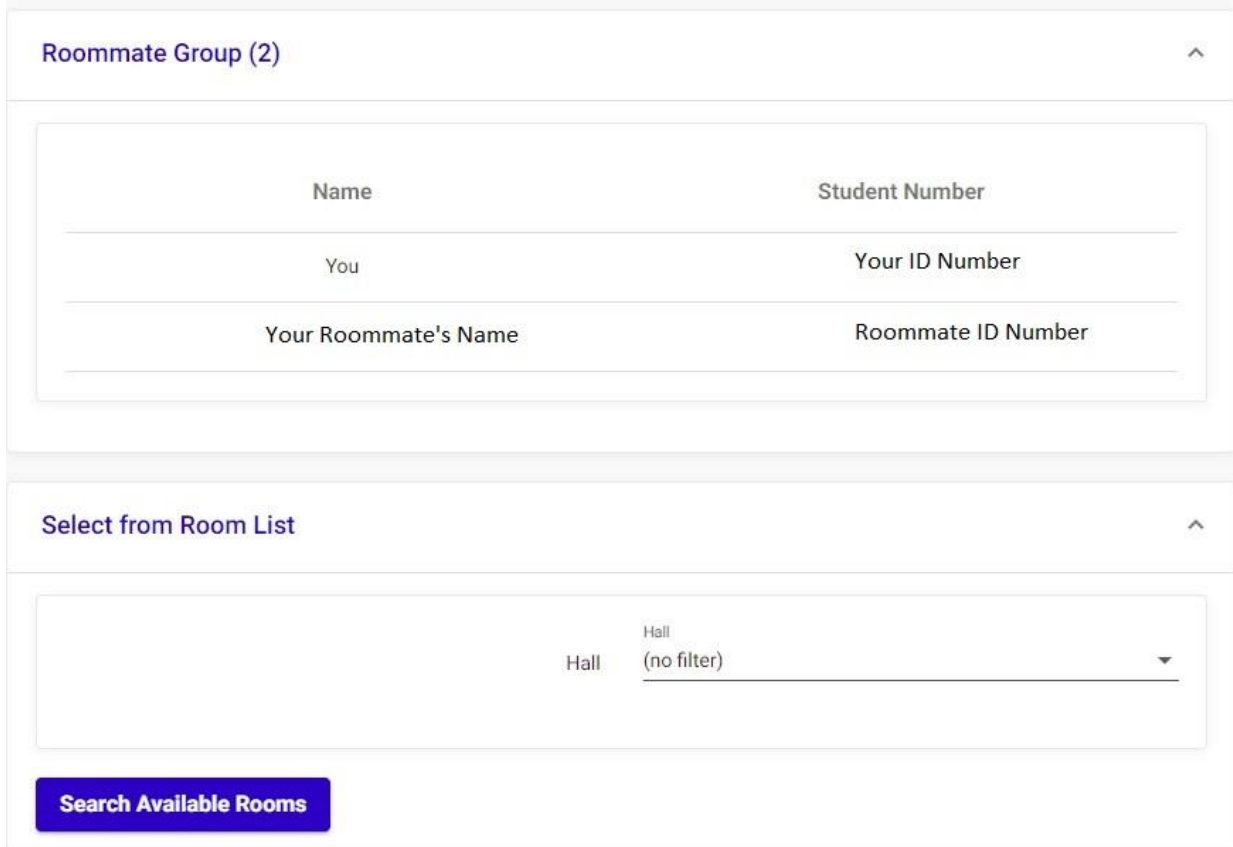
Your room selection date and time will be based on your expected credits at the end of the Spring 2022 semester, which is the number of credits you have already completed, plus the number of credits you are taking during the Spring 2022 semester. The specific schedule can be found on the Residence Life website as well as at the end of this document.

**Important Note: Each member of your group will have a specific room selection time and date based on their own number of credits. Whoever has the earliest time and date in the group can select for the whole group, and that person will select housing for everyone.**

You can go into Room Selection by either clicking on the “Select a Room/Suite” Option in the room selection menu, right under “Select Roommates”...



...or by clicking the blue box that says “Select a Room/Suite” under Room Selection on your home page, which will appear once the room selection you are eligible for begins. You’ll see your roommate group and a drop down menu where you can search for available rooms by hall. You can also just leave the Hall filter on (no filter), like it is below, and then you’ll see all options available for a group of your size.



When you decide which option you want, click “Select Room/Suite” under that room (see below). For suites, it will show you all bedrooms in that suite, you can select any one of them to move forward.

**Available Rooms: (74)**

### Evergreen Village - 104A

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**Room Type:** Evergreen Double  
**Spots:** 2  
**Suite:** EVGR 104 Spots: 6

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**Select Room/Suite**

Next you’ll see your name and your roommate(s)’ names each placed in a bed in the room/suite. Your group should talk prior to room selection so you know who is sharing bedrooms and which bedrooms they will be in, so that the person selecting for the group can place everyone properly. Within bedrooms, it doesn’t matter which bed you each are in (A or B). To confirm, click “Submit Room Selection” at the bottom.

**Room Evergreen Village 104A** ^

Room 104A Bed A <b>Your Name</b> <span style="float: right;">▼</span>	Room 104A Bed B <b>Roommate Name</b> <span style="float: right;">▼</span>
Room 104B Bed A <b>Suitemate Name</b> <span style="float: right;">▼</span>	Room 104B Bed B <b>Suitemate Name</b> <span style="float: right;">▼</span>
Room 104C Bed A <b>Suitemate Name</b> <span style="float: right;">▼</span>	Room 104C Bed B <b>Suitemate Name</b> <span style="float: right;">▼</span>

Please make sure that this is correct (You will not be able to change this yourself)

**Submit Room Selection**

Next, you should see a message stating that the room selection process is complete and your room assignment has been saved. You and your roommates will receive a confirmation shortly after your selection is complete. At that point, you have successfully selected your room for next year.

If the space you were attempting to select was selected by another group before you were able to select it, you will see a message indicating that space is no longer available, and prompting you to go back to select another space.

**At times during the housing selection process, it is possible that you may need to change your group in order to select your second preference, if your group's first preference is no longer available. For example, if your group is trying to select Evergreen, but it is full when you select, and your group's second choice is Southwood, you will have to switch from a six-person group to a four-person group. You can change groups and form new groups using the same roommate selection instructions above. We strongly encourage you to communicate as a group while this is going on so that everyone in the group knows what is happening and if you do change from a six-person group to a four-person group, the other two students will know what they need to do going forward to secure housing.**

Note: You will not be able to select room if you have an unmatched roommate group. This means that, before you go to select a room, everyone in your group must have followed the roommate selection instructions completely, and must also have deleted any roommate requests from or to anyone who they decided not to live with.

### **Non-Group or Partial Group Placement**

At the end of each week, students who were able to select housing that week but did not have a group to select with, or groups that were not able to fill a space completely to select it, can be placed in housing based on their preferences and availability. In order to participate in Non-Group Placement, students must send an email to [residencelife@wne.edu](mailto:residencelife@wne.edu) by Noon on the Friday of the week they are scheduled to select. In their email, students should indicate:

- 1) they wish to be placed in housing
- 2) their top three preferences for housing placements
- 3) whether or not they have any roommates in a partial group that they wish to be placed with. All roommates must request each other in order to be placed together.

All roommates must request each other in order to be placed together. The deadlines for these requests (each Friday during room selection at Noon) are for students who wish to be placed in housing while still taking advantage of the priority that their expected class year affords them in the process. Students can continue to request placement in housing as needed throughout the process and after the process has ended and will be placed as available space allows.

Online room selection will end at 11:59PM on April 22<sup>nd</sup>. After this date/time, you must contact the Office of Residence Life for assistance if you still need to secure campus housing. If we do not hear from you, we presume that you have made other living arrangements off campus. If you have any questions about the room selection process, please feel free to contact us at 413-782-1317 or at [residencelife@wne.edu](mailto:residencelife@wne.edu).

## **Returning Student Room Selection Dates and Times**

Expected Credits = Credits Earned Prior to Spring 2022 + Spring 2022 Credits

### **Expected Senior Week**

101 or more expected credits – Tuesday March 29<sup>th</sup> at 2PM

95 – 100 expected credits – Wednesday March 30<sup>th</sup> at 2PM

90 – 94 expected credits – Thursday March 31<sup>st</sup> at 2PM

Non-Group or Partial Group Placement Email Deadline – Friday April 1<sup>st</sup> at Noon

### **Expected Junior Week**

73 – 89 expected credits – Tuesday April 5<sup>th</sup> at 2PM

64 – 72 expected credits – Wednesday April 6<sup>th</sup> at 2PM

60 – 63 expected credits – Thursday April 7<sup>th</sup> at 2PM

Non-Group or Partial Group Email Deadline – Friday April 8<sup>th</sup> at Noon

### **Expected Sophomore Week**

40 – 59 expected credits – Tuesday April 12<sup>th</sup> at 2PM

29 – 39 expected credits – Wednesday April 13<sup>th</sup> at 2PM

28 or less expected credits – Thursday April 14<sup>th</sup> at 2PM

Non-Group or Partial Group Email Deadline – Friday April 15<sup>th</sup> at Noon