

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 withi(wil)-11(l conta)4(c)

On the next menu under Room Selection, select the first option, which is “

Once you have

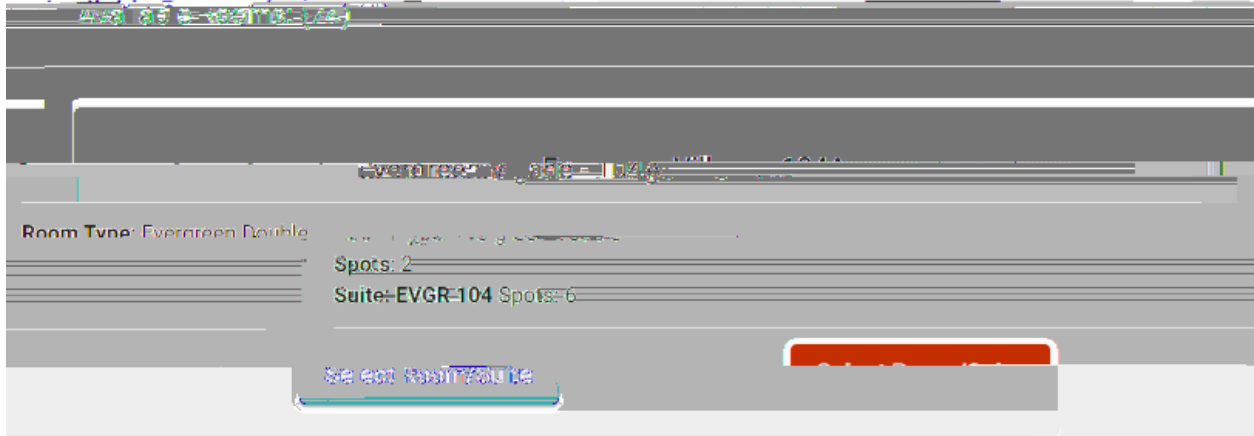
You can go into Room Selection by either clicking on the “Select a Room/Suite” Option in the room selection menu, right under “Select Roommates”...



...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.



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.



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 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 22nd. 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.

Returning Student Room Selection Dates and Times

Expected Credits = Credits Earned Prior to Spring 2022