

Current Student Housing **SIGN-UP GAZETTE**



Spring 2018

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**PLEASE READ THIS GAZETTE CAREFULLY
TO ENSURE YOUR 2017–2018 ON-CAMPUS
LIVING PRIVILEGES.**

ALL INFORMATION IS SUBJECT TO CHANGE.

ABBREVIATIONS

HSU—Housing Sign-Up

SO—Sophomore Student

FY—First-Year Student

SR/JR—Senior/Junior Student

LLC—Living Learning Community

HPP—Housing Placement Pending



What is Housing Sign-Up? (HSU)

Westfield State University | Home | Applications - | Personal Information - | Housing Information -

Theodore Jones-Esquire

Messages | Links - | Sign Out

• There are no important messages.

Room Selection

No room selection processes to list.

Room Assignments

Scanlon Hall P212 Bed: 1 Scanlon Hall Triple - Fall Phone: 5727198 Box #: 120 9/2/2015 - 12/17/2015	Fall 2015 Spring 2016
Roommates/Suitemates: 2 Benjamin Rattelsdorf - Room: P212 Bed: 2 Jakob Chang - Room: P212 Bed: 3	

Housing Sign-Up is the annual process when current students who have paid their \$200 Housing Deposit select their on-campus accommodations for the 2017-2018 academic year. This document contains critical information regarding the sign-up schedule, locations and procedures. This document focuses ONLY on Housing Sign-Up; policies and procedures related to on-campus housing are located in the Student Handbook. All information contained herein is subject to change. **Remember, The Housing agreement is a commitment to on-campus housing for both the Fall 2017 and Spring 2018 semesters**

New for 2017-2018

This year a student from each class year will be selected to win the first selection time in their class year. All you have to do is make your Housing Deposit and you will be automatically entered. Want to increase your chances of winning? You will be entered into the drawing equal to the number of days you submit your Housing Deposit before the March 10 deadline. For example if you submit your deposit today you will be entered into the drawing 26 times!

Room Swap Day: On April 12th, residents have the opportunity to swap their selected room assignments online through MyHousing. This process will be available for the full day.

Steps to Ensure Housing for 2017–2018



- Step 1. Pay your Housing Deposit by March 10, 2017 at 11:59 p.m. **ONLY Students who pay the Housing Deposit by March 10 are eligible to participate in all phases of Housing Sign-Up.** Students not submitting a Housing Deposit would only be eligible for housing based on availability. Note: If you pay your Housing Deposit but do not participate in the Housing Sign-Up process as described in relevant publications, you will automatically be considered Housing Placement Pending and assigned randomly over the summer. See our website at www.westfield.ma.edu/reslife for copies of all Housing Deposit reminders.
- Step 2. Review the Housing Sign-Up (HSU) Gazette available via your hall staff, in the Residential Life Office or on our website.
- Step 3. Log into MyHousing (available through myWestfield under the Campus Life tab) to complete your Housing Agreement and Housing Profile. (Please note that the Housing Agreement requires an electronic signature.)
- Step 4. Review available tutorials on our website which explain how to confirm the group of students you will be selecting housing with and how to select a room/apartment/suite with your confirmed group.
- Step 5. Maintain your enrollment status throughout the Spring and Summer without change or complication including, but not limited to: academic withdrawal, administrative withdrawal, leave of absence, exchange program cancellation, financial, academic or student conduct findings, or other factors. Contact Residential Life immediately if any of the preceding issues occur before, during, or after Housing Sign-Up, as these may affect your housing for the fall.

Selection Times & Nights

Students who pay their Housing Deposit on time receive a selection time which will be sent to their University e-mail address the day prior to each selection night until you have selected a room/apartment/suite with your confirmed group.

Priority for HSU is determined first by **class year** and second by the **selection time** you receive. Class year standing is determined by the Registrar's Office as of **March 13, 2017**. For HSU, you are what the Registrar says you are. Residential Life **cannot** retroactively change a student's class year for HSU. Your **selection times** are generated **AT RANDOM** by MyHousing.

The four selection nights specify who is able to participate based on class year:

- Night #1, April 3rd—Only groups of SR/JR students**
- Night #2, April 5th—Only groups of SR/JR/SO students**
- Night #3, April 10th—Groups of SR/JR/SO/FY students**

Each selection night begins at 5 p.m.. Each minute, two students will be able to enter the online system simultaneously to select a room/apartment/suite for their group. For example:

- 5 p.m.—Student 1 & Student 2**
- 5:01 p.m.—Student 3 & Student 4**
- 5:02 p.m.—Student 5 & Student 6**

It is important to select a space quickly as students entering the system after you will be able to select concurrently with you.

Additional Considerations



Disability-Based Accommodations

Students who need a disability based accommodation that will impact where they can live must meet with the Banacos Center no later than Friday, March 10th at 4 p.m. Information regarding a student's request will be sent via e-mail on Wednesday, March 22nd, 2017. It is important to note that students approved for an accommodation will not select their room and will be assigned to housing to ensure all approved accommodations are met. Student preferences will be considered whenever possible.

Commuters

ALL Commuters who pay the **Housing Deposit & fill the Housing Application** are able to secure Housing through the HSU process. No commuter will be eligible for a refund of their Housing Deposit as all students submitting a Housing Deposit are able to select housing.



Studying Away from the University

Students studying away from the University during the Fall 2017 or Spring 2018 semester for any academic program must submit the \$200 Housing Deposit by the March 10th deadline. Students then need to complete the Residential License Agreement and their online profile in MyHousing. Students living in housing for the fall semester will then be able to confirm the group of students they plan to select a room/apartment/suite with. Any student in their approved group will be able to select their housing for them. Students living in housing for the spring semester will be assigned in January 2018.

Frequently Asked Questions



Is my Housing Deposit refunded if I choose not to participate in HSU?

The Housing Deposit is non-refundable in all circumstances.

If we cannot fill an apartment/suite roster, may we request a “random” person be placed in that space and choose an assignment on our selection night?

No, during HSU your roommate group will only be able to view available spaces that fit your roster size.

Is it possible to “buy” a bed in a room/apartment so that space is left empty?

No.

If I am an underclassmen rooming with an upperclassmen, when is our selection date/time?

Roommate groups with students of different class years select on the underclassmen’s selection night. Upperclassmen who have not selected on their night will receive a priority time on underclassmen selection nights.

If I decide after HSU that I would like to live off-campus, how do I break my Housing Agreement?

You will need to visit our office and fill out a “Petition for Release Form”.

When will I find out my assignment if I am in Housing Placement Pending?

All students in HPP will be placed over the summer.

Do I need to know the roommates and room that I want when I pay my Housing Deposit?

No. However, you will not be able to select people as roommates if they have not paid the Housing Deposit.

Important Dates

Housing Deposit:

Due March 10 @ 11:59 p.m., MyHousing

Disability Accommodation Requests:

Due March 10 @ 4 p.m., Banacos

Living Learning Community Applications:

Due March 10 @ 5 p.m., MyHousing

LLC Decisions emailed:

March 20 @ Noon, Westfield Email

Housing Accommodation Notification:

March 22 @ Noon, Westfield Email

LLC Selection:

March 27 @ Noon, Residential Life

All-Student Meet & Greet:

April 5 & 7 @ 7 p.m., University Hall

Selection Day #1 for SR/JR Groups:

April 3 @ 5 p.m., MyHousing

Selection Day #2 for SR/JR/SO Groups:

April 5 @ 5 p.m. MyHousing

Selection Day #3 for SR/JR/SO/FY

Groups: April 10 @ 5 p.m. MyHousing

Room Swap Day:

April 12 @ 9 a.m.–11:59 p.m. MyHousing

Last Day to Decline Random Assignment:

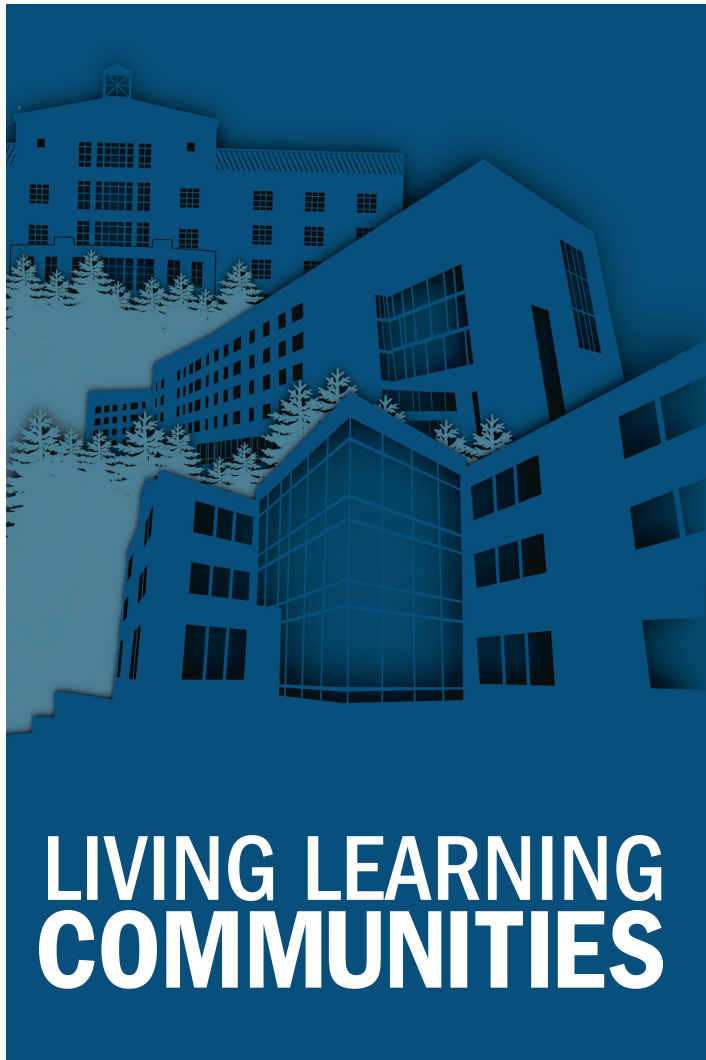
April 14 @ 11:59 p.m. MyHousing

If I pay my Housing Deposit early, will I get a better selection time?

All selection times are generated at random by MyHousing.

Do I need a meal plan to live in Apartment-style housing?

Only Traditional- and Suite-style halls require residents to have a meal plan.



LLCs are designed to offer students who share common educational, social, or extracurricular interest in the opportunity to live together in one of the residence halls. Residents who live in their requested LLC will explore their passions with a cohort of students who share similar interests/experiences. You may express interest in an LLC when completing your housing application.



Emerging Leaders: Davis Hall, 2nd Floor, E-F towers

First year students pursuing leadership opportunities, leadership programs on campus, or who have previous leadership experience.



Global Awareness: Lammers Hall, D1 Section, 3rd Floor

Students passionate about traveling, languages, and/or global experiences (study abroad, national student exchange, DC Program, Disney Exchange, International Program students or other travel experiences).



Honors Program: University Hall, East, 3rd Floor

Students currently enrolled in the Honors Program.



LGBTQIA: Lammers Hall, C1, 1st Floor

A community designed to support students who identify as gay, lesbian, bisexual, transgender, intersex, queer, or gender non-conforming, or as allies to these groups.



Paving the Way: Courtney Hall, East, 1st Floor

First-year, transfer, and first-generation students with an interest in receiving additional programming and resources from departments including but not limited to Urban Education and TRiO.

Quiet Living: Lammers Hall, A2/B2 Sections, 2nd Floor

A community for students looking for an environment focused on enabling them to complete their work without disturbance where they live.

For more information, please contact our Assistant Director of Housing, Joshua Hettrick, jhettrick@westfield.ma.edu, Tel: (413) 572-5402.

Residential Hall Descriptions

** Alcohol permitted for apartments where the youngest member is at least 21 years old.



A. Apartment Complex—276 residents **

- For seniors/juniors/sophomores; each six-person apartment has full kitchen, living room, and bathrooms



E. Lansdowne Place—205 residents **

- Located in the heart of downtown
- For seniors/juniors/sophomores; each two or five-person apartment has a full kitchen w/ dishwasher, living room, bathrooms, and A/C



B. Courtney Hall—463 residents

- Primarily for sophomores/first-years; rooms include doubles, and triples arranged along corridors
- Includes comfortable main lounge with kitchen and large fifth floor study lounge



F. New Hall—403 residents **

- For seniors/juniors/sophomores; each six or four-person apartment has a full kitchen, living room, bathrooms, and A/C



C. Dickinson Hall—274 residents

- Primarily for sophomores/first-years: rooms are doubles with a small number of private singles and quads
- Includes a large shared common room and kitchen



G. Scanlon Hall—354 -- residents

- Primarily for sophomores/first-years; rooms are mostly triples with a few doubles and quads arranged along corridors
- Includes large game room, lounges on each floor and study lounges



D. Lammers Hall—319 residents

- Primarily for sophomores/first-years; rooms are mostly doubles and a few quads. Groups of 12–14 rooms arranged in a hallway “loop” share bathrooms, a kitchen, and a lounge



H. University Hall—411 residents

- For seniors/juniors/sophomores; each six or four-person suite has a refrigerator, living room, bathrooms, and A/C
- Large number of social and study lounges throughout the hall and kitchens on each floor

Track Your HSU Here!

ROOMMATE GROUP:

1. _____ Confirmed? Y/N
 Name: _____ Email: _____

2. _____ Confirmed? Y/N
 Name: _____ Email: _____

3. _____ Confirmed? Y/N
 Name: _____ Email: _____

4. _____ Confirmed? Y/N
 Name: _____ Email: _____

5. _____ Confirmed? Y/N
 Name: _____ Email: _____

6. _____ Confirmed? Y/N
 Name: _____ Email: _____

Selection Date & Time: _____ at _____
 Date Time

Assignment Preferences:

1. _____
 Building: _____ Floor #: _____ Room/Apt: _____

2. _____
 Building: _____ Floor #: _____ Room/Apt: _____

3. _____
 Building: _____ Floor #: _____ Room/Apt: _____

Residence Hall	Housing Type	Number Available
Apartment Complex	6-person Apartments	44
Lansdowne Place	2-person Apartments	3
	5-person Apartments	38
New Hall	4-person Apartments	34
	6-person Apartments	38
University Hall	4-person Suites	24
	6-person Suites	51
Courtney Hall	Premium Single Rooms	5
	Double Rooms	184
	Triple Rooms	24
	Quad Rooms	12
Dickinson Hall	Single Rooms	10
	Double Rooms	119
	Quad Rooms	4
Lammers Hall	Single Rooms	6
	Double Rooms	132
	Quad Rooms	11
Scanlon Hall	Single Rooms	6
	Double Rooms	31
	Triple Rooms	80
	Quad Rooms	11

Residence Hall	Room Type	2017–2018 Rate*
Apartment Complex	Single Room	\$4070 per semester
	Double Room	\$4485 per semester
Lansdowne Place	Two-person Apartment	\$4460 per semester
	Five-person Apartment	\$3995 per semester
New Hall	Single Room	\$4685 per semester
	Double Room	\$4120 per semester
University Hall	Single Room	\$4435 per semester
	Double Room	\$3865 per semester
Courtney Hall	Premium Single Room	\$4155 per semester
	All Other Rooms	\$3155 per semester
Dickinson Hall/ Lammers Hall/ Scanlon Hall	Single Room	\$3570 per semester
	All Other Rooms	\$3155 per semester

**Rates are for the current academic year and will likely increase slightly for the 2017-2018 academic year.