

# Current Student Housing **SIGN-UP GAZETTE**



Spring 2016

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**PLEASE READ THIS GAZETTE CAREFULLY  
TO ENSURE YOUR 2016–2017 ON-CAMPUS  
LIVING PRIVILEGES.**

**ALL INFORMATION IS SUBJECT TO CHANGE.**

## ABBREVIATIONS

**HSU**—Housing Sign-Up

**FY**—First-Year Student

**LLC**—Living Learning Community

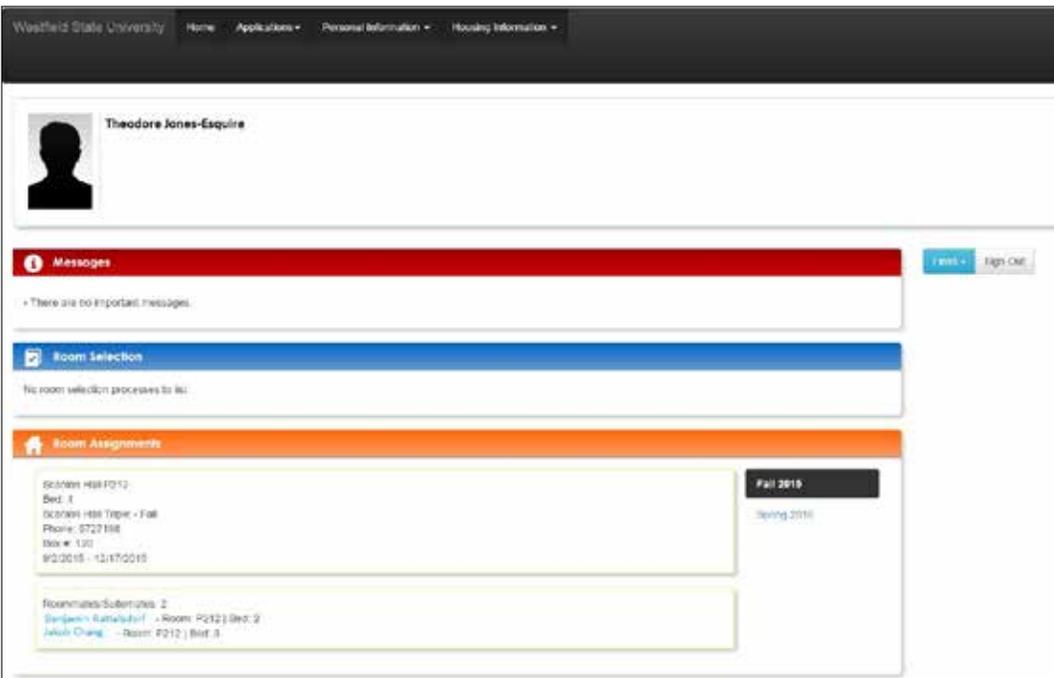
**SO**—Sophomore Student

**SR/JR**—Senior/Junior Student

**HPP**—Housing Placement Pending



# What is Housing Sign-Up? (HSU)



*New online options through MyHousing*

Housing Sign-Up is the annual process when current students who have paid their \$200 Housing Deposit select their on-campus accommodations for the 2016–2017 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 2016 and Spring 2017 semesters.**

**New for 2016–2017**  
*Random Selection:* All students who do not participate in HSU after paying the Housing Deposit will automatically be considered Housing Placement Pending and assigned Randomly over the summer. Please contact our office if you wish to opt-out.

**Room Swap Day:** On April 13th, 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 2016–2017



- Step 1. Pay your Housing Deposit by March 11, 2016 at 11:59 p.m. **ONLY Students who pay the Housing Deposit by March 11 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](http://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 14, 2016**. 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 4th—Only groups of SR/JR students**

**Night #2, April 6th—Only groups of SR/JR/SO students**

**Night #3, April 11th—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 11th at 4 p.m. Information regarding a student's request will be sent via e-mail on Monday, March 21st. 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 2016 or Spring 2017 semester for any academic program must submit their \$200 Housing Deposit by the March 11th 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 2017.

# 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. If you need another person to fill a roster, come to the Meet & Greets on April 5th & 7th.*

## **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 11 @ 11:59 p.m., MyHousing

### **Disability Accommodation Requests:**

Due March 11 @ 4 p.m., Banacos

### **Living Learning Community Applications:**

Due March 11 @ 5 p.m., MyHousing

### **LLC Decisions emailed:**

March 21 @ Noon, Westfield Email

### **LLC Meet & Greet:**

March 22 @ Noon, University Hall

### **Accommodation Housing Notification:**

March 23 @ Noon, Westfield Email

### **LLC Selection:**

March 28 & 30 @ Noon, Residential Life

### **All-Student Meet & Greet:**

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

### **Selection Day #1 for SR/JR Groups:**

April 4 @ 5 p.m., MyHousing

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

April 6 @ 5 p.m. MyHousing

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

Groups: April 11 @ 5 p.m. MyHousing

### **Room Swap Day:**

April 13 @ 8 a.m.–11:59 p.m. MyHousing

### **Last Day to Decline Random Assignment:**

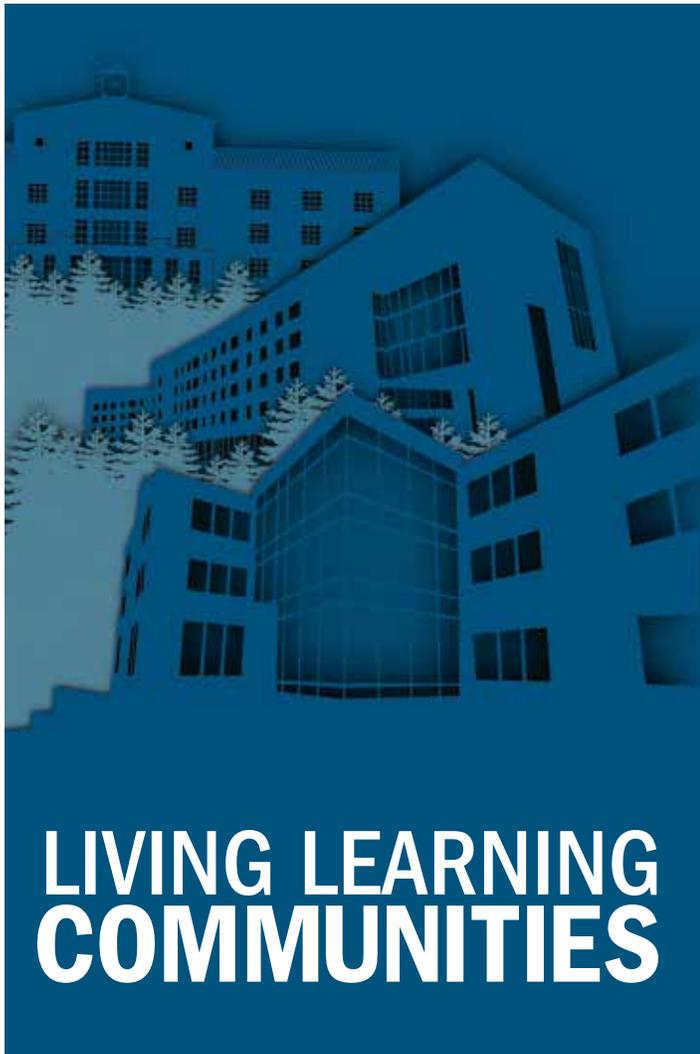
April 15 @ 11:59 p.m. MyHousing

## **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.*



# LIVING LEARNING COMMUNITIES

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.



**Arts:** University Hall East 5th Floor

Students inspired by graphic design, visual, and/or performance arts.



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

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



**Global Awareness:** Lammers Hall A2 Section

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.



**Law & Society:** Courtney Hall West 1st Floor

Students investigating the areas of criminal justice, political science, legal studies, and other interests relating to the justice system or social systems.



**Wellness:** Dickinson Hall 2nd floor, E-F towers

Students engaged in an active lifestyle, with a centered focus on mind and body.



**Paving the Way:** Lammers Hall C2 Section

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.



**Scientific Connections:** Courtney Hall

East 1st Floor

Students exploring the areas of science and mathematics, including but not limited to biology, chemistry, physics, and environmental science.



**Educators of Tomorrow:** New Hall, Building 3,

2nd floor

Students dedicated to areas of education, teaching, community development and engagement.

For more information, please contact our LLC Coordinator, Ashiah Richeme, aricheme@westfield.ma.edu, Tel: (413) 572-5453.

# Residential Hall Descriptions

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



## A. Apartment Complex—270 residents \*\*

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



## E. 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



## B. Dickinson Hall—275 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



## F. Courtney Hall—461 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



## C. Lansdowne Place—206 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



## G. Lammers Hall—320 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



## D. New Hall—400 residents \*\*

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



## H. Scanlon Hall—356 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

# 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
Dickinson Hall	Quad Rooms	12
	Single Rooms	10
	Double Rooms	119
Lammers Hall	Quad Rooms	4
	Single Rooms	6
	Double Rooms	132
Scanlon Hall	Quad Rooms	11
	Single Rooms	6
	Double Rooms	31
	Triple Rooms	80
	Quad Rooms	11

Residence Hall	Room Type	2016–2017 Rate*
Apartment Complex	Single Room	\$4345 per semester
	Double Room	\$3930 per semester
Lansdowne Place	Two-person Apartment	\$4300 per semester
	Five-person Apartment	\$3850 per semester
New Hall	Single Room	\$4525 per semester
	Double Room	\$3980 per semester
University Hall	Single Room	\$4285 per semester
	Double Room	\$3735 per semester
Courtney Hall	Premium Single Room	\$4050 per semester
	All Other Rooms	\$3050 per semester
Dickinson Hall/ Lammers Hall/ Scanlon Hall	Single Room	\$3465 per semester
	All Other Rooms	\$3050 per semester