

Current Student Housing **SIGN-UP GAZETTE**



Spring 2018

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**PLEASE READ THIS GAZETTE CAREFULLY
TO ENSURE YOUR 2018–2019 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

Housing Deposit Deadline: Friday, March 9th



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	

What is Housing Sign-Up?

Housing Sign-Up is the annual process when current students who have paid their \$200 Housing Deposit select their on-campus accommodations for the 2018-2019 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 2018 and Spring 2019 semesters.

New for 2018–2019

1. Davis Hall will be a mixed class hall that current students will be able to select into during Housing Sign-Up.
2. Beginning in Fall 2018 we are excited to begin offering year-round housing to students who need to reside on campus for the full calendar year. Students who sign-up for this option will be able to select housing in the Apartment Complex.
3. Initiated by students, a new Performing & Fine Arts LLC will be open to students in those three programs and will be located on the first floor of University Hall. Depending on interest space may be limited.

Steps to Ensure Housing for 2018–2019



- Step 1. Review all Housing Sign-Up (HSU) materials available via your hall staff, in the Residential Life Office or on our website.
- Step 2. 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 3. Pay your Housing Deposit by March 9, 2018 at 11:59pm. ONLY Students who pay the Housing Deposit by March 9th at 11:59pm 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 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 12, 2018. 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 student with the earliest selection time is considered the **group's captain** and is responsible for the selection of a room/apartment/suite and the placement of students into rooms.

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

- Night #1, April 2nd—Only groups of SR/JR students**
- Night #2, April 4th—Only groups of SR/JR/SO students**
- Night #3, April 9th—Groups of SR/JR/SO/FY students**

Each selection night begins at 5:00pm. Each minute, two students will be able to enter the online system simultaneously to select a room/apartment/suite for their group. For example:

- 5:00pm—Student 1 & Student 2**
- 5:01pm—Student 3 & Student 4**
- 5:02pm—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 9th at 4:00pm**. Students with existing accommodations must reapply through the Banacos Center as well. Information regarding a student's request will be sent via e-mail on Wednesday, March 21st at Noon. 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.

Room Swap Day

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.



Studying Away from the University

Students studying away from the University during the Fall 2018 or Spring 2019 semester for any academic program must submit the \$200 Housing Deposit by the March 9th 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 2019.

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

Submitting your deposit early will have no impact on your selection time. All selection times are generated at random by MyHousing.

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.

If I have a student in a lower class year than my own in my roommate group, when is our selection date/time?

Roommate groups with students of different class years may select housing on the first night ALL students in the group are eligible. Students will receive a selection time for each selection night until housing is selected.

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 your group can fill.

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. Students in apartment-style housing are able to have a meal plan if they choose.

Important Dates

Housing Deposit:

Due March 9 @ 11:59pm, MyHousing

Disability Accommodation Requests:

Due March 9 @ 4:00pm, Banacos

LLC Decisions Emailed:

March 19 @ Noon, Westfield Email

Housing Accommodation Notification:

March 21 @ Noon, Westfield Email

LLC Selection:

March 26 @ Noon, MyHousing

Year-Round Housing Selection:

March 28 @ Noon, Residential Life

Selection Day #1 for SR/JR Groups:

April 2 @ 5:00pm, MyHousing

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

April 4 @ 5:00pm, MyHousing

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

April 9 @ 5:00pm, MyHousing

Room Swap Day:

April 11 @ 9:00am–11:59pm, MyHousing

Last Day to Decline Random Assignment:

April 13 @ 11:59pm, MyHousing

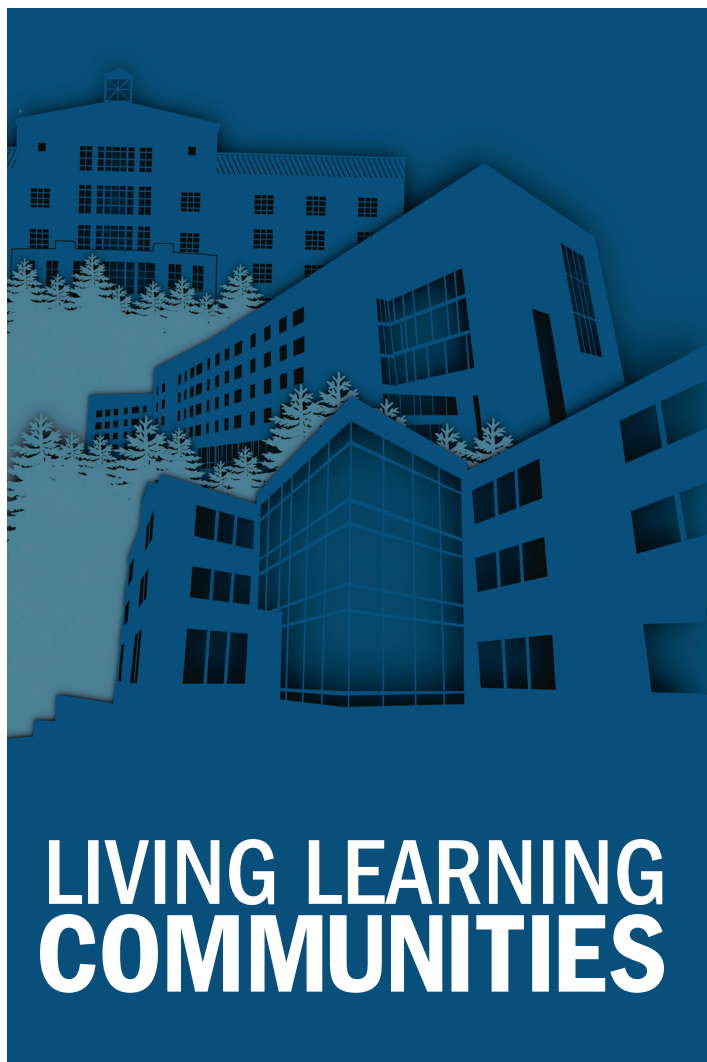
When will I find out my assignment if I do not select a room and am added to random assignment?

Students who do not select a room will automatically be added to the random assignment process. These students will be assigned housing in August and notified via email.

If I would like to live off-campus after selecting housing, am I able to break my Housing Agreement?

Once you have selected a room you are committed to housing for BOTH the Fall 2018 and Spring 2019 semesters. In order to break the housing agreement you must complete a Petition for Release application in MyHousing. If approved you would be assessed the \$750 Cancellation Fee and forfeit your deposit.

Living Learning Communities



LLCs are designed to offer students who share common educational, social, or extracurricular interests an 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.



Performing & Fine Arts:

University Hall, 1st Floor

Students currently enrolled in the art, music, and theater programs.



Emerging Leaders:

Davis Hall, 4th Floor

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



Global Awareness:

Davis Hall, 2nd 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 Housing:

University Hall, 5th Floor

Students currently enrolled in the Honors Program.

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

Residence 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—170 residents ****
- Located in the heart of downtown
 - For seniors/juniors/sophomores; each 2, 4 or 5-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. Davis & Dickinson Halls—270 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
	4/5-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	\$4625 per semester
	Double Room	\$4185 per semester
Lansdowne Place	2-person Apt/Premium Dbl	\$4590 per semester
	4 or 5-person Apartment	\$4113 per semester
New Hall	Single Room	\$4815 per semester
	Double Room	\$4235 per semester
University Hall	Single Room	\$4560 per semester
	Double Room	\$3970 per semester
Courtney Hall	Premium Single Room	\$4240 per semester
	All Other Rooms	\$3240 per semester
Dickinson Hall/ Lammers Hall/ Scanlon Hall	Premium Single Room	\$4240 per semester
	Premium Double Room	\$3685 per semester
	All Other Rooms	\$3240 per semester

**Rates are for the current academic year and will likely increase slightly for the 2018-2019 academic year.*