First Year Housing Selection Step-by-Step

Welcome to Housing Selection at Western New England University. We're excited to have you as part of our campus community! What you'll find here is a step-by-step description of how you, as a new first year student, will secure campus housing for your first year here at Western New England.

Note: This page describes the step by step process new students will use to select housing in the first year halls (The Quad and Windham).

If you are interested in **Honors Housing** or in being part of the **Rising Business Professionals** community, don't go any further with these instructions at this point. You should email honorsLIC@wne.edu (for Honors Housing) or rbplic@wne.edu (for Rising Business Professionals) expressing your interest and someone from Residence Life will get back to you with information about how to proceed.

If you are a new transfer, an older new freshman or an exchange student, and you wish to live in sophomore/upperclass housing, simply go to the section on the Residence Life webpage titled "New Transfer Students and Exchange Students" and follow the directions provided there.

To select housing in the first year halls, you will be using our online system, 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.

You can login using the same username and password you have been given for your WNE email, which you should start using regularly, as all emails sent from THD will go to your WNE email. If you don't have a username and password yet, or lost it, simply contact the Office of First Year Students and Students in Transition at 413-782-1312 and they will be able to assist you.
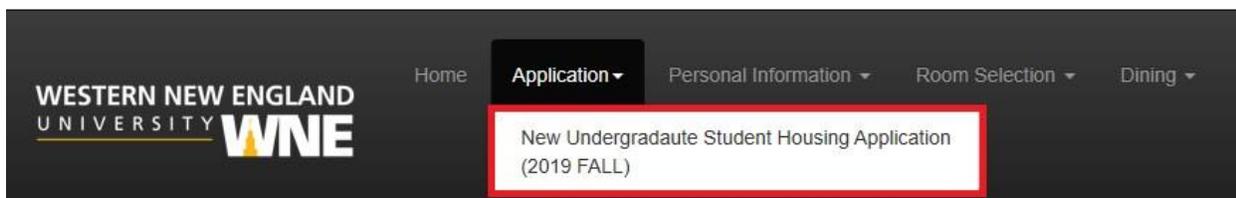
Once you've successfully logged in to THD, these are the steps you will follow.

Step 1: Complete your housing application

When you login to THD, you will see this at the top of your screen. Click where it says "Application".

Then, click on the "New Undergraduate Student Housing Application (Fall 2019)"

The first page of the Housing Application is the Resident Student Housing Agreement. 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, simply sign in the box at the bottom of the page and click continue.

The next page of the Housing Application is Personal Information. The first two questions are about your phone number and mobile carrier. We need this information to communicate with you quickly in case of a housing emergency.

The rest of this page consists of the questions you will be able to use to match with potential roommates. We strongly encourage you to fill out these questions even if you already know who you want to live with, in case those plans fall through or we have to assign a new roommate with you at any point during the year.

The next page of the Housing Application is Addresses/Emergency Contacts. You will be asked to provide two different types of contact. The first is Parent/Guardian. If you are **under 18** when you are filling out this application, a parent or guardian must verify your application, so you must complete the Parent/Guardian Contact so that person can receive the email to verify your application. If you are under 18 when you fill out your application, your application will not be complete until a parent/guardian verifies it.

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.

Once you have completed your Emergency Contacts, click continue at the bottom of the screen and you're done with your Housing Application. You will receive a confirmation email.

Step 2: Connect with your Roommate/Roommates

As part of the housing selection process, we strongly encourage new students to find and connect with a roommate or roommates before Housing Selection. Most of you will select double rooms in groups of two (you and your roommate), but there are triple rooms for three-person groups available in Windham Hall if you have a three-person group.

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

On the menu that drops down, select the first option, which is "Roommates/Suitemates".

When it asks you to select a term, select 2019 Fall and then click Submit. You will then be taken to the page where you can confirm the roommate request.

If you already know who you want to live with, just enter their name in the Simple Roommate Search (see below) and click on Begin Search. If the person you are looking for is the only person with that name, the system will automatically send them a roommate request from you. If the search returns multiple people, it will show you a list and you can click on the person you were looking for.

If you are still looking for roommates, you can use the Advanced Roommate Search (see below). This will allow you to choose certain application questions that are most important to you, and find students who answered them the same way as you did.

Once you have identified a roommate through one of the searches, they just have to confirm you as a roommate in their THD self-service. 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 into your THD Self-Service and go into Room Selection (same directions as above). You'll see the request waiting for you.


Click the green check mark to accept the request, or the red X to decline it. When someone accepts your roommate request, you will receive an email telling you that they have added you. Once you and your roommate have requested/accepted each other, you are ready to select a room as a group.

Important Note about Roommate Selection: Students living in the first year halls will all be part of a Learning Interest Community. Your roommate should be someone who wants to live in the same Learning Interest Community as you. If you already know who you want to live with, we suggest having a conversation with them about what Learning Interest Communities you both have an interest in. If you are using the Advanced Roommate Search to find someone, we strongly suggest using the Learning Interest Community question as one of your search criteria.

Step 3: Select A Room

On July 24th at 9:00AM EST, you will be able to begin the Room Selection process. Room selection through THD will remain open until July 29th at 11:59PM EST. Here's how you select a room with THD:
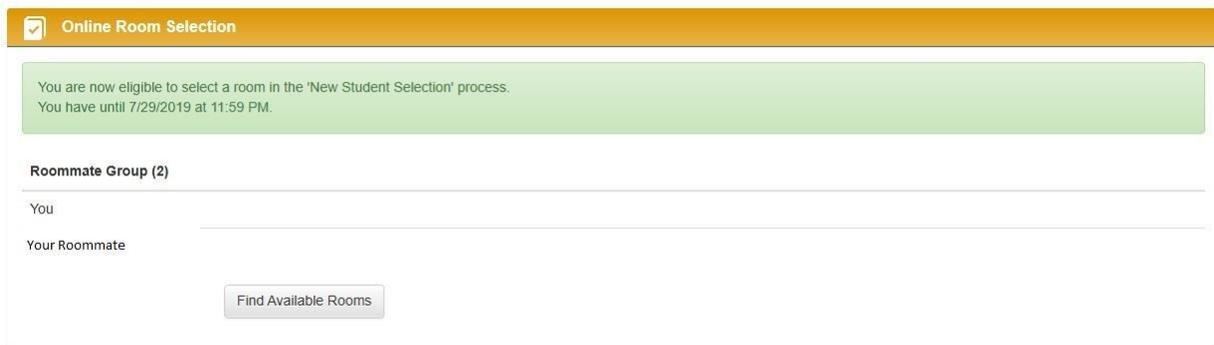
Start by going into your THD Self-Service and clicking on "Room Selection".
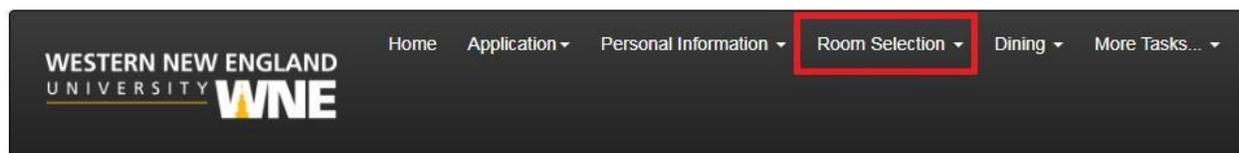
This time, when the menu comes down, click on "Select a Room or Suite"

You will then be taken to the Online Room Selection Screen. You'll see the names of the people in your group (including yourself) and you'll be prompted to select a Learning Interest Community.

Once you select a Learning Interest Community, click "Find Available Rooms" and you'll see the list of available rooms for that Learning Interest Community. THD will also tell you how many spots are available in each room and the per semester cost of each room. When you decide which room you want, click "Select Room" under that room.

You'll be taken to the Room Booking page. You'll see your name and your roommate's name each placed in a bed in the room. It doesn't matter which bed you each are in. To confirm, click "I Agree – Submit My Room Selection" at the bottom.

Once you've submitted your selection, you're done! You and your roommate will both receive confirmation emails shortly after you have selected.

Important Note: Only one member of the group can select for the group, and that person will select housing for both/all of you. You should talk in advance about what you want to select and who will be selecting for the group so that you are ready on July 24th.

We strongly encourage students to find a roommate and select a room in a Learning Interest Community as a group. However, for students who do not wish to form a group, it is possible to select a space without being part of a group. Follow the same steps above without the roommate selection steps. If you do the process this way, your roommate will be a student who selects the other bed in the room, or is assigned to the other bed in the room, at a later date.

Important 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, you and your roommate need to be fully matched. It also means, if you are selecting without a roommate, that you must go and delete any roommate requests you sent that were never matched by the other person.

The opportunity to select and confirm a room ends on Monday, July 29th at 11:59 PM EST. After this date/time, you must contact the Office of Residence Life for assistance. If we do not hear from you and you are required to live on campus, you will be randomly assigned to a room. 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. We will also be at SOAR to answer questions.