

Returning Student 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 returning student, will select housing through 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. If you haven't used THD before, your username and password are the same as they are for other WNE systems (email, Kodiak, etc).

Note: This page describes the step by step process returning students will use to select single-gender housing in Commonwealth, Gateway, Southwood and Evergreen. If you are applying for LaRiviere or for Gender Neutral Housing, still complete step one, but stop after that point and go to the Residence Life website for more information about those processes.

Once you've successfully logged in to THD, these are the steps you will follow.

Step 1: Complete your housing application

IMPORTANT NOTE: ONCE YOU COMPLETE THE RETURNING STUDENT HOUSING APPLICATION, A CHARGE WILL BE GENERATED AND SENT TO YOUR STUDENT ACCOUNT FOR THE \$500 HOUSING VERIFICATION PAYMENT. IF YOU NEED A WAIVER FOR THAT PAYMENT, DO NOT COMPLETE AN APPLICATION UNTIL YOU CONTACT RESIDENCE LIFE AND RECEIVE YOUR WAIVER.

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



Then, click on the "Returning Undergraduate Student Housing Application (2019 FALL)"



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 questions which can be used to match with roommates. Even though most returning students know who they are planning to live with, we still strongly encourage you to fill out 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/Emergency 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. When you finish inputting the contact information, make sure you click “Save This Contact” and then click “Continue” at the bottom.

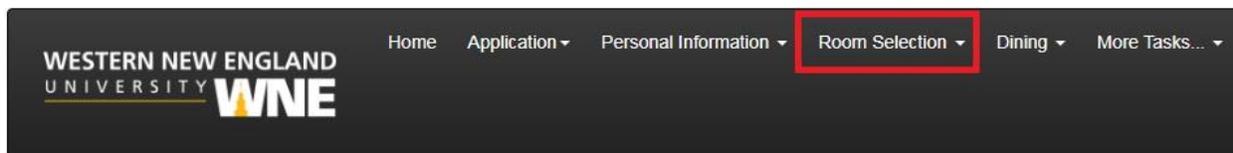
The second type of contact is a Missing Person contact. This is the person the University will contact in the event that you are reported missing. Please take a minute to read the full Missing Person Policy on the right side of the screen.

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, your group must completely fill the room, suite or apartment you want to select in order for you to be able to select it.

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 make and confirm roommate requests.

Under Simple Roommate Search (see below), just enter the name of someone you want in your group 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 your roommate request. If the search returns multiple people, it will show you a list and you can click on the person you were looking for.



The screenshot shows a web form titled "Simple Roommate Search" with a magnifying glass icon. Below the title is a note: "Note: You do not need to fill in all fields." The form contains four input fields: "Last Name:", "First Name:", "Middle Initial:", and "Email Address:". Each field is represented by a white rectangular box. Below the fields is a "Begin Search" button.

Once you have requested someone as a roommate, 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.



The screenshot shows a web interface titled "Accept/Decline Pending Roommate Requests" with a person icon. Below the title is a "Request From" section. On the left, there is a box containing the text "Your Roommate's Name". To the right of this box are four icons: a red square with a white 'X', a green square with a white checkmark, a yellow square with a white eye, and a blue square with a white arrow.

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(s) have requested/accepted each other, you are ready to select a room as a group.

Important Note about Roommate Selection: For groups larger than 2 people, everyone in the group must request each other and connect as roommates in order for the group to be fully formed. So, for example, let's say four students want to live in Southwood together. Student 1 would go into THD self-service and request Students 2, 3 and 4 as roommates. Student 2 would then go into THD self-service and accept the request from Student 1. Student 2 would then also have to request Students 3 and 4 as roommates. Student 3 would go in and accept the requests from Students 1 and 2, and then request Student 4 as a roommate. Student 4 would then go in and accept the requests from Students 1, 2 and 3.

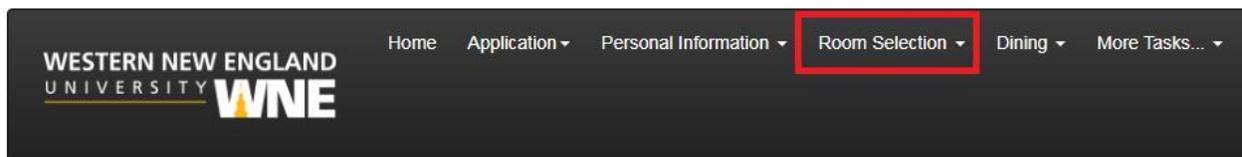
There is also an advanced roommate search option, which you can use to search for roommates based on answers to some of the compatibility questions on the housing application. Keep in mind that in returning student selection, many students you find with this search will already have a group. Visit the Residence Life website for information on other ways to find roommates.

Step 3: Select A Room

Your room selection date and time will be based on your expected credits at the end of the Spring 2019 semester, which is the number of credits you have already completed, plus the number of credits you are taking during the Spring 2019 semester. The specific schedule can be found on the Residence Life website.

Important Note: **Each member of your group will have a specific room selection time and date based on their own number of credits. Whoever has the earliest time and date in the group can select for the whole group, and that person will select housing for everyone.**

To select housing, 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 see where you can search for available space.

The image shows the 'Online Room Selection' screen. At the top, there is a yellow header with a checkmark icon and the text 'Online Room Selection'. Below this is a green notification box with the text: 'You are now eligible to select a room in the 'Expected Senior Room Selection Day 1' process.' Below the notification box is a white input field with the text 'Room Selection Time and Date'. Underneath is a section titled 'Roommate Group (6)'. This section contains a list of names in input fields: 'You', 'Roommate #1', 'Roommate #2', 'Roommate #3', 'Roommate #4', and 'Roommate #5'. At the bottom right, there is a 'Hall:' label followed by a dropdown menu showing '(no filter)'. At the bottom center, there is a button labeled 'Find Available Rooms'.

You can search by hall, and then you'll get a list of available rooms in that hall. You can also just leave the Hall filter on (no filter), like it is above, and then you'll see all options available for a group of your size. When you decide which option you want, click "Select Suite" under that room (see below). For suites, it will show you all three bedrooms in that suite, you can select any one of them to move forward. Note that the prices you see below are 2018-2019 prices, you will see 2019-2020 prices when you go to select a room.

Gateway - Gateway Drive - Floor 1

Room: 25A	Spots: 2	Suite: GWGD 25	Spots: 6
Gateway Undergraduate Three Bedroom (Gateway Three Bedroom Blueprint) rate: \$3,847.00 [Term]			
Select Suite			

Room: 25B	Spots: 2	Suite: GWGD 25	Spots: 6
Gateway Undergraduate Three Bedroom (Gateway Three Bedroom Blueprint) rate: \$3,847.00 [Term]			
Select Suite			

Room: 25C	Spots: 2	Suite: GWGD 25	Spots: 6
Gateway Undergraduate Three Bedroom (Gateway Three Bedroom Blueprint) rate: \$3,847.00 [Term]			
Select Suite			

You'll be taken to the Room Booking page. You'll see your name and your roommate's names each placed in a bed in the room. 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 "I Agree – Submit My Room Selection" on the side.

Room Booking

You have selected the suite: GWGD 25

GWGD 25

<p>25A bed A</p> <input type="text" value="You"/>	<p>Are you sure that this is correct (you will not be able to change this yourself)? If so, you may submit room booking now...</p> <p>I Agree - Submit My Room Selection</p>
<p>25A bed B</p> <input type="text" value="Roommate #1"/>	
<p>25B bed A</p> <input type="text" value="Roommate #2"/>	
<p>25B bed B</p> <input type="text" value="Roommate #3"/>	
<p>25C bed A</p> <input type="text" value="Roommate #4"/>	
<p>25C bed B</p> <input type="text" value="Roommate #5"/>	

If you see this page (below) after you've submitted your selection, you're done! You and your roommate(s) will receive confirmation emails shortly after you have selected.

 **Save Room Assignment**

Congratulations! Your room selection process is complete!

Your room assignment has been saved.

You and your roommates will receive a confirmation e-mail shortly.

[<< Back to Main Menu](#)

However, if you see this page (below), it means another group selected the space you were trying to select before you did. Click where it says "Back" to search for another available room.

 **Save Room Assignment**

A bed or room became unavailable before your assignments were completed!

You must return to the List of Available Rooms screen and reselect a suite or room.

[<< Back](#)

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 that you 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.

Select A Bed

The last groups will be scheduled for Thursday, April 11th. Starting on Friday, April 12th at 2PM, students who did not select as part of a group will be able to select a bed. This means that students will be able to select single beds in rooms from spaces that have not yet been selected. In general, these spaces are available in Commonwealth Hall. Your roommate will either be the person who already selected the other bed in the room, or the person who selects the other bed in the room after you select.

To select a bed, follow the same instructions above for Step 1 and Step 3, skipping step 2 for roommate selection.

Online room selection will end at 11:59PM on April 19th. 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 2019 + Spring 2019 Credits

Expected Senior Week

101 or more expected credits – Tuesday March 26th at 2PM
94 – 100 expected credits – Wednesday March 27th at 2PM
90 – 93 expected credits – Thursday March 28th at 2PM

Expected Junior Week

69 – 89 expected credits – Tuesday April 2nd at 2PM
64 – 68 expected credits – Wednesday April 3rd at 2PM
60 – 63 expected credits – Thursday April 4th at 2PM

Expected Sophomore Week

33 – 59 expected credits – Tuesday April 9th at 2PM
29 – 32 expected credits – Wednesday April 10th at 2PM
28 or less expected credits – Thursday April 11th at 2PM