

## 2009-2010 ROOM SELECTION PROCEDURE

Room selection is a two-phased process. ALL students must complete both phases, with the exception of those students who want to keep the same room for the fall semester. Phase I includes making your room request and signing the housing contract. Phase II, when completed at the appropriate time, verifies your room selection.

### PHASE 1 (REQUEST A ROOM):

All residence hall students log in to <http://housing.my.mansfield.edu/myhousingapplyonline/> between **noon February 12<sup>th</sup>, and 8 AM February 18<sup>th</sup>** to request a room and sign the housing agreement.

### REQUEST FOR THE SAME ROOM:

**This can be completed in Phase I and you are done!** To request the **same room**, complete your request online at <http://housing.my.mansfield.edu/myhousingapplyonline/> starting **at noon, February 12<sup>th</sup> to 8:00 AM February 18<sup>th</sup>**. If you do not claim your same room, you stand the chance of losing it later on in the process.

**\*SELECTING A DIFFERENT ROOM REQUIRES COMPLETION OF PHASE I AND PHASE II.\***

## PHASE 2 TIMELINE

### SENIOR SINGLES:

Seniors with 90 completed credits and have lived on campus for three (3) academic years are eligible for a designed single/one bed ("**senior single**"). **The charge for a "senior single" is the double rate.** There are a limited number of these rooms available **on a first come first served basis.** No double rooms (2 beds) will be used for these "**senior singles**". **Upper class students have priority access to these during the room selection process only.** Complete this request at <http://housing.my.mansfield.edu> starting at **noon February 18<sup>th</sup> to 8:00 AM February 20<sup>th</sup>.**

### ROOM CHANGE-CURRENT BUILDING:

To request a room change **within your current building** (on a first come, first served basis) complete your request at <http://housing.my.mansfield.edu> starting **at noon, February 20<sup>th</sup> to 8:00am February 25<sup>th</sup>.**

### DISPLACED STUDENT:

**Displaced students** (forced to relocate due to new programs-groups identified in the process) complete your request at <http://housing.my.mansfield.edu> according to the following schedule: **Students with 60 or more completed credits, noon March 9<sup>th</sup> to 8 AM March 11<sup>th</sup>. 31 to 59 completed credits, noon March 11<sup>th</sup> to 8 AM March 13<sup>th</sup>. 30 and less completed credits, noon March 13<sup>th</sup> to 8 AM March 17<sup>th</sup>.**

### ROOM CHANGE TO A DIFFERENT BUILDING:

**To request a room change to a different building (on a first come, first served basis)** complete your request at <http://housing.my.mansfield.edu> starting **at noon March 17<sup>th</sup> to 8:00 AM March 20<sup>th</sup>.**

### OFF CAMPUS TO ON CAMPUS:

To request a move to on campus, e-mail your name and ID number with your request to [housing@mansfield.edu](mailto:housing@mansfield.edu). Assignments are on a first-come, first served basis.

### **\*\*\*OFF CAMPUS EXEMPTION REQUESTS\*\*\***

If you are requesting an **off campus exemption**, complete your request online at <http://housing.my.mansfield.edu/myhousingapplyonline/> starting **at noon February 12<sup>th</sup> to 8 AM February 18<sup>th</sup>**. **Critical Note:** This request must be followed with appropriate documentation supporting your rationale/request in writing to Residence Life. Failure to request exemption at this time will result in a room assignment/agreement being completed without participation. This assignment is binding.

**If you miss your scheduled time to select a room in Phase II, you must send an e-mail to [housing@mansfield.edu](mailto:housing@mansfield.edu). Please include your full name and student ID number in the e-mail. Problems/questions? E-mail [housing@mansfield.edu](mailto:housing@mansfield.edu).**

## Room Selection Procedures--General Information

### *Terminology:*

**Double room - designed for two students at the double rate\***

**Single room - designed for one student (rate 1.2 X double rate)\***

**Double as Single - room with two beds occupied by 1 student (rate 1.35 X double rate)\***

**Deluxe double - designed for two students with private bath (rate 1.35 X double rate)\***

**Senior Single - (available for eligible seniors) (old mini-singles at the double rate).**

**\*All rates are subject to change without notice.**

### **Residence Hall License/Agreement**

The acknowledgement online or signing of the Residence Hall Room Request agreement implies your understanding of the Residence Hall License/Agreement and other related policies as established by the University.

### **Terms of Occupancy**

**As per the Residence Hall License/Agreement, the term of occupancy is for the entire academic year and all subsequent years when enrolled.** All students are required to reside on campus unless an exemption is received and approved by the Residence Life Office.

### **Recognized Student Groups - Residence Hall Floors**

Recognized student groups may apply for reserved residence hall areas according to the attached schedule. Contact the Residence Life Office for further information.

### **Reserved Rooms for New Students**

In an effort to integrate all classes of students, the Residence Life Office will reserve rooms or groups of rooms for incoming students. Maple Manor will be a freshmen residence hall. Laurel A 2<sup>nd</sup> (male) and Laurel A 3<sup>rd</sup> (female) will be reserved for international and independent students.

### **Students Requesting Permission to Reside Off Campus Next Year**

All students currently living on campus are required to live on campus next year unless they meet one or more of the following criteria: students not returning to campus next fall because of an approved academic internship, marriage, student teaching, commuting from home (**Commuters must certify that they are living at home within 50 miles of campus**), age (21), graduating in May 2009, reached third year status, or completed 4 consecutive Fall/Spring semesters on campus. Students requesting an exemption qualify by going to <http://housing.my.mansfield.edu/myhousingapplyonline/> and completing the **Request for Exemption Form** during Phase I, between noon February 12<sup>th</sup> and 8 AM February 18<sup>th</sup>. **[Note: Written documentation must be provided to the Residence Life Office for the following exemptions: marriage (you will need a copy of your certified marriage license), or commuting from home (form can be picked up in 120 Pinecrest).** All other requests must be submitted in writing to the Residence Life Office, 120 Pinecrest. Forms are available from the Residence Life Office. **All exemptions must be submitted and approved no later than August 1, 2009.**

### **Double-as-a-Single Rooms**

The "double-as-single" rate is approximately **1.35 X double rate recommended**. Students may sign up for these rooms during room selection, but all singles are based on availability. Since incoming freshmen and transfers must yet be assigned, it is possible if enrollment increases that students requesting these rooms now may find themselves with a roommate in August. Double-as-Single rooms will be rescinded based on 1: date of application and 2: credits completed (fewer credits first) for those who make commitments during the room selection process. After the process closes, students requesting doubles-as-singles will be rescinded based on date of application (the earlier you confirm a room, the less chance you have of losing your single). You will be notified electronically if you sign up for a double-as-single and you are assigned a roommate.

## Single Rooms

A single is a room designed for 1 person (**1.2 X double rate recommended**). There are a limited number in Laurel A and Cedarcrest. **Qualifying upper class students (90 credit hours completed + 3 years on campus) have priority access to these rooms at the special rate during the room selection process only. These will be used as “senior singles”, for eligible upperclassmen on a first come first served basis at the double rate.**

## Deluxe Doubles

A limited number of deluxe doubles (bedroom/private bath/living room) are available in Cedarcrest Manor only. These are 2 double rooms designated for third and fourth year students, those 21 years of age or graduate status. (**1.35 X double rate recommended**) per person for 2 students. *Male: 102CA, 202CA, 502CA, 302CB, 502CB. Female: 302CA, 402CA, 602CA, 202CB, 402CB, 602CB.*

## RESIDENCE HALL ALIGNMENTS

### *Female*

Cedarcrest A – 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup> floors  
Cedarcrest B – 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> floors  
Laurel A - 4<sup>th</sup>, 6<sup>th</sup>, floor  
Laurel B – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>

### *Male*

Cedarcrest A – 1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup> floors  
Cedarcrest B – 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> floors  
Laurel A – 5<sup>th</sup>, 7<sup>th</sup> floors

## ***SPECIAL INTEREST FLOORS/OPTIONS***

### ***Female***

### ***Male***

<b>International/Independent</b>	Laurel 3A	Laurel 2A
<b>Greek Community</b>	Pinecrest 5, 6	Pinecrest 4
<b>Freshmen Year Experience</b>	Maple Manor	Maple Manor

➤ **NOTE: All residence halls are tobacco free**

## Consolidation Policy

Mansfield University requires that all students living alone in double rooms pay the published double-as-single room rate or consolidate with another person in the same situation. **A student who does not have a roommate will be contacted by a Residence Life staff member and given 72 hours to take one of the following steps: 1) if space is available, the student may agree to pay the applicable, pro-rated, double-as-single room rate and remain in the room alone, 2) the student may find another roommate to move into the open space in his/her room, or 3) the student may decide to move into the room of another student who needs a roommate. Students must notify their G.A. once they have made a decision.** Students who fail to notify their G.A. prior to the 72-hour deadline will be billed the double-as-single rate. If the students involved cannot afford/do not wish to retain a double-as-single assignment, and two people in a residence hall are both alone in double rooms failing to reach a decision in the required time frame, they will be moved together. The person with the highest number of credits will remain in the room and the other student will be required to move immediately. Students need to understand that any person who, in the judgment of the Residence Life staff, mistreats their roommate in an attempt to force them out will either be immediately billed for a double-as-single room or forced to move in with another student, even if they have more credits. Failure to comply with the above will result in being billed for a double-as-single. Exceptions to this policy are made when no other individuals in a residence hall are alone in a double room and when there is less than 30 days remaining in the semester when a vacancy occurs. Students will not be required to move to another residence hall to consolidate spaces.

**AT THE CONCLUSION OF ROOM SELECTION, STUDENTS WITHOUT ROOMATES  
WILL BE EITHER REASSIGNED TO ANOTHER ROOM  
OR HAVE A ROOMMATE ASSIGNED.**

**Priorities for Room Assignments:**

1. Students wishing to remain in their current rooms: if only one person currently in a room wishes to stay there, he/she may choose another roommate to move into that room. The person remaining in the room needs to elect same room in online sign up, but the new student to the room will need to come to Residence Life to change their room assignment.  
**February 12<sup>th</sup> to 18<sup>th</sup>.**
2. Students requesting **off campus exemption**. **February 12<sup>th</sup> to 18<sup>th</sup>.**
3. Students wishing a **Senior Single** (90+ credits and have lived on campus for three (3) years are eligible for a limited number of designed singles.  
**February 18<sup>th</sup> to 20<sup>th</sup>.**
4. Students wishing to move to another room within the **same residence hall**.  
**February 20<sup>th</sup> to 25<sup>th</sup>.**
5. **Displaced students** (other programs require your relocation). Priority will be given to like space  
**60 or more completed credits-March 9<sup>th</sup> to March 11<sup>th</sup>.**  
**31 to 59 completed credits-March 11<sup>th</sup> to March 13<sup>th</sup>.**  
**30 or less completed credits-March 13<sup>th</sup> to March 17<sup>th</sup>.**
6. Students wishing to move to a **different** residence hall other than one in which they currently reside.  
**March 17<sup>th</sup> to 19<sup>th</sup>.**
7. Students wishing to move **on campus from off campus**. **March 19<sup>th</sup> to 24<sup>th</sup>.**

**Assignment Information**

**It is the responsibility of each student to record his/her building, room number, and mailbox number once assigned. This information will not be mailed to you at a later date.**

If there are any questions concerning the room selection process, please ask your graduate assistant or Hall Director **before** the process begins.

**SPECIAL NOTES**

Online registration for Same Room Requests and Exemption Requests address is:

<http://housing.my.mansfield.edu/myhousingapplyonline/>.

- Students NOT claiming their same room go into general pool – and risk losing their old room.
- Remember to log in initially between **February 12<sup>th</sup> and 18<sup>th</sup>** and complete your request at the appropriate designated times.
- **DISPLACED PERSONS** this year consist of men and women on 2A & 3A Laurel, some designated Senior Single rooms, and **ALL** residents of Maple Manor. You will have priority for room selection from March 9<sup>th</sup> to March 17<sup>th</sup>, based on completed credits.
- It is the students' responsibility to verify on-line assignment information – Housing Office – 120 Pinecrest Manor
- Students must sign their materials if registering by proxy (i.e. roommates, other designee)
- At the conclusion of room selection, students without roommates will be either reassigned to another room or have a roommate assigned by the Residence Life Office.
- Anyone not submitting room selection materials according to the above schedule will be assigned at the convenience of the Residence Life Office, located in 120 Pinecrest.

