



**CURRENT STUDENT
HOUSING & DINING SELECTION PROCEDURES
(Currently residing in on-campus housing)**

Please read carefully!

Mansfield University students who currently live on-campus can begin registering/selecting 2017-2018 housing on **Monday, October 3, 2016**. MU is committed to ensuring current students have the opportunity to select housing prior to new students as a “Thank You” for your continued commitment and contributions to the University community. **REMINDER: All 1st and 2nd year students (including Transfer students) are required to live on-campus (some exemptions apply).**

Returning students will have the option of living in Sycamore and Spruce. Specific room selection will take place in March 2017; scroll down for timeline specific details.

Housing locations:

- Sycamore – Upperclass Independent Living Hall (UILH) and Returning Students
- Spruce – Greek Community and Returning Students
- Oak – Themed Housing Community – First-Year ONLY Housing & International Community
- Hickory – First-Year ONLY Housing

If you have any questions or need additional information, please visit the Housing & Dining Selection Guide found on the Housing, Dining, and Campus Life website!

CRITICAL STEP:

To be eligible to get “first choice” of housing locations, you participate in the **Priority Housing & Dining Selection, by completing Step I** (read and sign the 2017-2018 Housing & Dining Agreement and pay the \$100 non-refundable Application Fee) **before** 8AM on Tuesday, February 28, 2017. The Housing & Dining Agreement is for the **full academic year 2017-2018**.

Note: You can sign up for housing and dining after February 28th, however, you will not qualify for “first choice” locations.

Once you have signed your Housing & Dining Agreement, you will receive a “start time” in your MyHousing portal (please review instructions before selecting an assignment). **Room selection “start times” are as follows:**

- UILH (residents 21 years old or older by 8/26) = NOON, Wed, March 8th – 8AM, Fri, March 10th
- 3rd Years (lived on campus 5+ semesters) = NOON, Mon, March 20th – 8AM, Wed, March 22rd
- 2nd Years (lived on campus 3-4 semesters) = NOON, Thurs, March 23rd – 8AM, Sat, March 25th
- 1st Years (lived on campus 1-2 semesters) = NOON, Mon, March 27th – 8AM, Wed, March 29th
- Missed Selection Times = NOON, Thurs, March 30th – 8AM, Sun, August 27th

REQUIRED MENINGITIS VACCINE FOR STUDENTS:

As stated in the Housing & Dining Agreement, Pennsylvania State Law requires all students living in University housing, to either have the meningitis vaccine or sign a declination statement after having received information concerning the benefits of receiving the meningitis vaccine. Students who do not either have the vaccination or sign the declination statement will not be permitted to reside in University housing.

When completing Step I, students will be asked if they have received the meningitis vaccination. The choices are either yes (if the vaccine was received) or no (if the vaccine was not received and is being waived). For more information on meningitis and the vaccine, please visit: <http://www.mansfield.edu/residence-life/upload/Meningitis-Information.pdf>

ROOMMATE SELECTION/MATCHING (IS NEEDED FOR CHOOSING D, E & F UNIT TYPES):

Specific directions for roommate selection/matching can be found in the Housing & Dining Selection Guide located on the Housing, Dining, and Campus Life website.

It is critical for you and your intended roommate(s) to read and follow the instructions as there are steps you ALL must complete to confirm your roommate selection.

Once you identify your chosen roommate(s), Login to My Housing to enter/confirm roommates from **NOON, Wed, March 1st – 8AM, Tues, March 7th**. Residents requesting D, E, or F units **MUST** have a full complement of roommates to be eligible for one of these premier units prior to choosing a room (D & E units require 4 students, F units require 2 students). ***You MUST complete this step before Room Selection if you wish to live in a D, E or F unit!***

REVIEW THE PROCESS IN ORDER TO SECURE A ROOM FOR CURRENT RESIDENTS:

STEP I – HOUSING & DINING APPLICATION/AGREEMENT

Current residents returning to on-campus housing should complete **Step I – Housing & Dining Agreement**. Step I begins at **NOON, Mon, October 3rd and will run through 8AM, Tues, February 28th (for Priority Housing & Dining Selection)**, following the process below:

- A. Log on to My.Mansfield and select the link to MyHousing
- B. Select the “Applications” link at the top of the screen
- C. Select “Returning Student (2017/FA)” from the drop down menu
- D. Follow the computer prompts
 - Read and electronically sign the Housing & Dining Agreement
 - Review the information regarding the \$100 Application Fee
 - Complete your Personal Information (this is important for roommate selection/matching)
 - Enter your Emergency Contact Information
 - Select a Dining Plan
 - Pay the \$100 Application Fee
 - Print the Confirmation for your records (don’t worry if you forget, you’ll receive an email)

STEP II – ROOMMATE SELECTION/MATCHING

Current residents who already have roommates in mind (especially those wanting to live in D, E, or F units) complete **Step II – Roommate Selection/Matching**.

Step II begins at **NOON, Wed, MARCH 1st and will run through 8AM, Tues, MARCH 7th**, following the process below:

- A. Log on to My.Mansfield and select the link to MyHousing
- B. Select the “Room Selection” link on the top of the screen
- C. Select “Roommates/Suitemates” from the drop down menu
- D. Make sure 2017/FA is the term selected.
- E. Either select “Simple Roommate Search” or “Advanced Roommate Search”
 - Simple Roommate Search – If you know your preferred roommate by name, you can use the Simple Search to find them directly. The roommate you are requesting must be eligible for the roommate and room selection process (i.e., having completed the Agreement and Fee payment). If you search for a student and they are not there, they are not eligible. You can select up to three roommates, depending on room type (i.e., if choosing a D or E unit).
 - Advanced Roommate Search – If you do not have a roommate in mind, you can utilize Advanced Roommate Search to find a compatible roommate.
- F. **ALL ROOMMATES MUST GO ONLINE AND ACTIVELY CONFIRM THEIR REQUESTED UNIT MEMBER(S) TO COMPLETE THIS PROCESS!** Make sure you have requested the correct number of roommates and they have ALL confirmed your request.

STEP III – SPECIFIC ROOM/SUITE CHOICE

All residents will need to complete **Step III – Specific Room/Suite Choice** at times noted below *based on the length of time you’ve lived on campus*.

UILH Residents (residents 21 years of age or older by 8/26/2017)

NOON, Wed, MARCH 7th UNTIL 8AM, Fri, MARCH 10th

- A. Log on to My.Mansfield and select the link to MyHousing
- B. Select the “Room Selection” link on the top of the screen
- C. Select “Select a Room or Suite” from the drop down menu
- D. Follow computer prompts to select your room

Third Year Residents (lived on campus for 5+ semesters):

NOON, Mon, MARCH 20th UNTIL 8AM, Wed, MARCH 22nd

- E. Log on to My.Mansfield and select the link to MyHousing
- F. Select the “Room Selection” link on the top of the screen
- G. Select “Select a Room or Suite” from the drop down menu
- H. Follow computer prompts to select your room

Second Year Residents (lived on campus 3-4 semesters):

NOON, Thurs, MARCH 23rd until 8AM, Sat, MARCH 25th

- A. Log on to My.Mansfield and select the link to MyHousing
- B. Select the “Room Selection” link on the top of the screen
- C. Select “Select a Room or Suite” from the drop down menu
- D. Follow computer prompts to select your room

First Year Residents (on campus for 1-2 semesters):

NOON, Mon, MARCH 27th until 8AM, Wed, MARCH 29th

- A. Log on to My.Mansfield and select the link to MyHousing
- B. Select the "Room Selection" link on the top of the screen
- C. Select "Select a Room or Suite" from the drop down menu
- D. Follow computer prompts to select your room

Now living off-campus, wishing to move ON campus:

NOON, Thurs, MARCH 30TH until 8AM, Sun, AUGUST 27th

- A. Log on to My.Mansfield and select the link to MyHousing
- B. Select the "Applications" link at the top of the screen
- C. Select "New Student (2017/FA)" from the drop down menu
- D. Follow the computer prompts
 - o Read and electronically sign the Housing & Dining Agreement
 - o Review the information regarding the \$100 Application Fee
 - o Complete your Personal Information (this is important for roommate selection/matching)
 - o Enter your Emergency Contact Information
 - o Select a Dining Plan
 - o Pay the \$100 Application Fee
 - o Print the Confirmation for your records (don't worry if you forget, you'll receive an email)

ROOM RATES:

For planning purposes, current rates are posted to the Residence Life web page at <http://www2.mansfield.edu/residence-life/housing-dining-rates.cfm>. Rates are subject to change and will be updated after Council of Trustee (COT) approval.

MEAL PLAN SELECTION/CHANGES:

SPECIAL! Students living on campus for 5+ semesters are eligible for the "Senior Flex Plan," = \$500.00 flex ONLY! Of course, all other meal plans and additional flex dollars are still available if desired!

All resident students have a Meal Plan. If you should wish to change your Meal Plan once you have completed the Housing and Dining Selection, follow the steps below. You may make changes on-line prior to August 25, 2017 for the fall semester and January 19, 2018 for the spring semester.

- A. Sign in to My.Mansfield and select the MyHousing link
- B. Select the "Dining" link at the top of the screen
- C. Select "Select/Change My Plan" from the drop down menu
- D. Follow the computer prompts

OTHER INFORMATION:

Housing & Dining Exemption Requests

NOTE: All first and second year students are required to live in Residence Halls and participate in a University-provided dining plan unless they qualify for one or more of the following exemption categories:

- If the student resides in the primary residence of their parent(s) or legal guardian(s) in which the parent(s) or legal guardian(s) reside full time and which is within a 50-mile radius of the campus.

- If the student fulfills the requirement after spending two years living and dining on campus (post high school). **Academic credit hours and/or class status do not exempt one from the policy.** This policy applies to traditional first and second year students and international students. It also applies to transfer students who have not completed two years of on-campus residency at another university (post high school).
- If the student is married.
- If the student has a dependent.
- If the student is 21 years of age and older prior to the start of the academic year.
- If the student is a veteran who has been honorably discharged.
- If the student is assigned to and can provide documentation of a Mansfield University approved internship, student teaching assignment outside of the Mansfield area (50 mile radius) or exchange program abroad in lieu of classes on the Mansfield University campus.
- If the student leaves the Mansfield University main campus to attend class at the Sayre Campus.

All first or second year students wishing to be exempt from the Housing and Dining Requirement will need to follow the steps below, and provide appropriate documentation related to their petition (***within two weeks of filing the exemption***).*

*All rationale and documentation related to exemptions should meet the high standards of the Character (integrity) standard of the Mansfield Creed.

If your circumstances might warrant an **approved exemption to live off campus and you can provide related documentation, beginning at NOON, WEDNESDAY, MARCH 1st**, you may follow the steps below:

- A. Log on to My.Mansfield and select the link to MyHousing
- B. Select the “Applications” link at the top of the screen
- C. Select “Returning Student Exemption (2017/FA)” from the drop down menu
- D. Follow prompts to complete your exemption request
 - Sign the exemption request.
 - Choose the exemption reason that applies to your situation. Only the exemptions listed are considered valid exemptions.
 - Once complete, you may be asked to provide documentation. If further documentation is necessary, you will be contacted via your Mounties email address.

Greek Housing Provisions

RESIDENTS WISHING TO BE PART OF THEIR GREEK COMMUNITY IN SPRUCE SHOULD COMPLETE STEP I. Greek member, remember that special provisions still require a minimum of seven (7) members of each organization to live on-campus to qualify for premium locations. Information on specific room selections will be sent to organization representatives.

Assignment Information

Approximately one week after completing Step III – Specific Room/Suite Choice, you can log on to my.mansfield.edu and select the link to **MyHousing**. Log in under **MyHousing** to view your housing information. You will find your fall assignment, your meal plan, and contact information for your roommate(s). You will also receive an email from Housing, Dining, and Campus Life over the summer confirming your room assignment and Meal Plan choice.

If you have any special needs or accommodations, please contact Housing, Dining, and Campus Life by emailing housing@mansfield.edu from your Mounties email. Please provide information and be very specific. Students requesting specific housing due to medical concerns should also register with the **Center of Services for Students with Disabilities**. Housing, Dining, and Campus Life accommodates requests due to medical concerns registered with and recommended by the Center of Services for Students with Disabilities.

If you have any questions about the process, send an e-mail to housing@mansfield.edu from your Mounties email address. Please include your full name and student ID number in the e-mail.