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Housing, Dining & Residence Life
housing@mansfield.edu
It’s great that you are interested in on-campus housing for the 2015-2016 academic year. Here are a few tips for you:

- **Apply early!** The sooner you apply, the more likely you will get your housing choice! For those of you returning to housing, the deadline for priority housing selection is March 20th.
- Start talking to friends now to determine roommates/suitmates.
- Due to the amount of people applying for on-campus housing, all students may not be able to be accommodated all in their first choice residence halls and room types. Develop an alternative choice just in case.

Your experiences with on-campus living present lifetime memories!

**HOUSING SELECTION OVERVIEW AND TIMELINE**

There are three steps to the Housing Selection Process:

**STEP 1: Online Housing Application.** Complete the online housing application and Housing & Dining Agreement by logging on to My.Mansfield and selecting the link to MyHousing.

**STEP 2: Roommate Matching (Returners ONLY).** REQUIRED FOR D, E OR F UNITS. Students must declare their roommate groups between Monday, March 23rd and Thursday, March 26th @ 8AM.

**STEP 3: Room Selection (Returners ONLY).** Select a space during the online room selection process (selection dates depend on how long you’ve lived on-campus).

Check out the complete Housing Selection TIMELINE on page 15.
For the 2015-2016 academic year, there will no longer be a $200 Housing Deposit, instead there is a $100 Application Fee. By paying the $100 Application Fee and signing the Housing & Dining Agreement, you are booking University Housing for the academic year.

Gender-neutral housing is being implemented, for the first time, during the housing selection process. This option will be available to returning resident students opting to live in Spruce or Sycamore in C, E or F units. First year and transfer students will be able to indicate interest by sending an email to housing@mansfield.edu.

Mansfield University will be offering a number of special interest communities throughout the residence halls. Check them out!

Refer to Special Interest Housing on Pages 18-20.
The link for the Housing Selection Application opens Monday, March 9, 2015 for both **New Students** and **Returning Students**. Note: All students must complete an application in order to participate in room selection.

If you are applying for on-campus housing, log on to My.Mansfield and select MyHousing. Complete the Housing & Dining Agreement, identify your personal preferences, choose a dining plan, and pay your $100 Application Fee.

**New Students** - This is all that is needed for completion.

**Returning Students** - Please continue with remaining steps.

**STEP II - ROOMMATE MATCHING (Returners)**

Specific directions for roommate selection/matching are found at http://www2.mansfield.edu/residence-life/upload/Roommate-Room-Selection-Process-2.pdf

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

Once you identify chosen roommate(s), you will Login to MyHousing to enter/confirm roommates. When? From Monday, March 23, 2015 at NOON until Thursday, March 26, 2015 at 8am. Residents requesting D (4 person), E (4 person), or F (2 person) units MUST have a full complement of roommates to be eligible.

**Timeline continued on next page...**
Timeline

STEP III - ROOM SELECTION (*Returners*)

All returning residents need to complete Step III – Specific Room Choice (at times noted below based on the length of time you’ve lived on campus).

*Third Year Residents (lived on-campus for 5+ semesters):*
12PM Monday, March 30th - 8AM Wednesday, April 1st

*Second Year Residents (lived on-campus 3 or 4 semesters):*
12PM Thursday, April 2nd - 8AM Saturday, April 4th

*First Year Residents (lived on-campus 1 or 2 semesters)*
12PM Monday, April 6th - 8AM Wednesday, April 8th

Remember your selection time! If you miss your selection time, you must wait until 12PM Thursday, April 9th to select your room. Don’t risk it!
In order to obtain housing for the 2015-2016 academic year, all students complete Step I reading and signing the Housing & Dining Agreement. New Students and Returning Students can begin this process on Monday, March 9th. In order for returning students to participate in the priority housing selection, this step must be completed before 8AM on Friday, March 20th.

- Log on to My.Mansfield, then select the link to My Housing.
- Once logged in, select “Go To ApplyOnline.”

NEW STUDENTS - Select New Student (2015/FA), then click Next.

RETURNING STUDENTS - Select Returning Student (2015/FA), then click Next.
The following steps are critical -

- Please read the Housing & Dining Agreement thoroughly before signing. Once it is reviewed, you can either select “I Agree” or “I Disagree.” By selecting “I Agree,” you are “signing” the agreement and it then becomes a binding contract. If you choose to select “I Disagree,” the application process ends.

- Once you agree to the terms of the Housing & Dining Agreement by selecting “I Agree” you can then click Next to continue.

- The next page contains information regarding the Application Fee. Read the information, then click “Continue with Application.”

- In the next step, you will be selecting your “Personal Preferences.” Please be forthright in identifying your personal preferences, it may ensure a good roommate match (for those without roommates). This is also where you can enter a student’s name that you would like to live with.
Students residing in on-campus housing choose one of the following University meal plans.

You can choose from the following meal plans:

- 19 meals per week +$200 Flex (1 meal per zone up to 3)
- 14 meals per week +$200 Flex (1 meal per zone up to 3)
- 10 meals per week +$200 Flex (1 meal per zone up to 3)
- 175 block per semester +$200 Flex (1 meal per zone up to 4)
- SENIOR FLEX PLAN = $500 Flex (Students at MU for 5+ Semesters)

Block usage is defined as (1) meal per meal zone. Zones are defined as Breakfast, Lunch, Dinner and Late Night on Monday - Friday. Saturday and Sunday there are 2 zones Brunch and Dinner for a total of 24 per week.

*If a plan is not selected by the student, the student will be assigned to the 19-meal plan, with $200.00 of Flex (the best value dining plan).*

Students who need to later change dining plans may do so through 4PM on Friday, August 21, 2015 for fall and 4PM on Friday, January 15, 2016 for spring.
In order to complete the Application process, pay the $100 Application Fee. This fee ensures you a space in the residence halls.

To pay the $100 Application Fee, you will:
• Select if paying with e-check or credit card.
• Follow the steps carefully through the payment process.
• Once payment is complete, click on Continue button to complete process.

**ALL major credit cards are accepted (Visa, Master Card, American Express, and Discover). Credit cards are charged a 2.5% service charge. There is no service charge on e-checks.**

**New Students** - You have now completed the process. Assignments are posted to MyHousing Portal as soon as they are made (mid-summer). Log on to this site to view your room assignment, roommate name, and roommate contact information. You will also receive an e-mail via your Mounties email account in early August with this information.

**Returning Students** - You will need to complete Step II (if applicable) and Step III to complete the process, so please continue reading.
Current residents who already have roommates in mind (especially those wanting to live in D, E, or F units) will need to complete this step!

Step II begins on Monday, March 23rd at NOON through Thursday, March 26th at 8AM:
- Log on to My.Mansfield and select the link to My Housing
- Select the “Go to My Housing” link to access My Housing Overview
- Hover over the “Room Selection” Tab on left of screen
- Click on “Roommate Selection”
- Either select “Simple Roommate Search” or “Advanced Roommate Search”

All ROOMMATES MUST GO ONLINE AND ACTIVELY CONFIRM THEIR REQUESTED MEMBER(S) TO COMPLETE THIS PROCESS! Make sure you have requested the correct number of roommates and they ALL confirm your request.

For more information, please visit http://www.mansfield.edu/residence-life/upload/Roommate-Room-Selection-Process-2-2.pdf
Step-by-Step Process

STEP III - ROOM SELECTION (Returners)

All returning students need to complete Step III - Specific Room Choice (at times noted below based on the length of time you’ve lived on campus).

Third Year Residents (lived on-campus for 5+ semesters):  
12PM Monday, March 30th - 8AM Wednesday, April 1st

Second Year Residents (lived on-campus 3 or 4 semesters):  
12PM Thursday, April 2nd - 8AM Saturday, April 4th

First Year Residents (lived on-campus 1 or 2 semesters)  
12PM Monday, April 6th - 8AM Wednesday, April 8th

TO SELECT A ROOM/SUITE:
- Log on to My.Mansfield and select the link to MyHousing
- Select the “Go to MyHousing” link to access MyHousing Overview
- Hover over “Room Selection” Tab on left of screen to get drop down box
- Click on “Select Room/Suite”
- Follow computer prompts to select your room
- Agree to save room assignment

Once you have selected a room, the process is COMPLETE!
View Room Assignment or Change Meal Plan

- Log on to My.Mansfield, then select the link to My Housing.
- Once logged in, select “Go To MyHousing.”

**ROOM ASSIGNMENT** -
- Once room selection has been completed, find your assignment, meal plan, and contact information for your roommate(s) under MyHousing Overview.

**CHANGE MEAL PLAN** -
- Under My Housing, you can select the Dining tab to change your meal plan.
Housing & Dining Exemption Requests

**NOTE: Students are required to live and dine on-campus unless they meet one or more of the following:**

- Student has lived on-campus (here or at another University) for at least four semesters.*
- Student is commuting from the primary residence of a parent/guardian less than 50 miles from campus (Housing and Dining Requirement Exemption Request Form Required).
- Student reaches the age of 21 prior to the beginning of the fall semester
- Student is married prior to the semester.*
- Student has a dependent.*
- Student is a veteran who has been honorably discharged.*
- Student is student teaching more than 25 miles from campus.
- Student has an approved academic internship more than 25 miles from the University.
  *Documentation required

**New Students** -

- Log on to My Mansfield and select the MyHousing link.
- Select the log-in button under “Go to Apply Online.”
- Select “New Student Exemption.”
- Choose the exemption reason that applies to your situation. *Only the exemptions listed are considered valid exemptions.*
- Documentation is required within TWO weeks after exemption request.

**Returning Students** -

- Log on to MyMansfield and select the MyHousing link.
- Log in under Apply Online to access Application Selection.
- Select Exemption FA/2015 and follow prompts to complete your exemption request. *Only the exemptions listed are considered valid exemptions.*
Unit Types Offered

**B - Unit**
2 Person shared (1 bedroom) semi-suite with private bathroom

**C - Unit**
2 Person private (2 bedrooms) semi-suite with private bathroom

**D - Unit**
4 person shared (2 bedrooms) suite with living room, kitchenette, and 2 bathrooms
Unit Types Offered

**E - Unit**
4 person private (4 bedrooms) suite with living room, kitchenette, and 2 bathrooms

**F - Unit**
2 person private (2 bedrooms) suite with living room, kitchenette, and bathroom

**SPRUCE ONLY**
Special Interest Housing

FIRST YEAR - Themed Housing Community

Themed Housing Communities are a collection of first-year students who live together in Hickory residence hall, share a common interest, and participate in group activities. These communities are supported by faculty/staff members and HD&RL representatives. Themed Housing Communities were created to extend your learning beyond the classroom and foster friendships among like-minded students and faculty/staff. The themes are:

**Outdoor Recreation:** Participate and help create outdoor recreational activities including biking, hiking, high and low ropes, and rock climbing. Enjoy once in a lifetime experiences including hiking the Pennsylvania Grand Canyon to star-gazing in the darkest national park in the northeast. This theme promotes safe outdoor activities and learning to take your outdoor hobbies to the next level.

**Sports Center:** Because we love watching, playing, and discussing sports! Get to know and play sports from all over the world including BASEketball and Quittage. Participate in ongoing sporting events, programs like Baseball Playoffs, the World Series, Football Playoffs, the Super Bowl, etc., and dissect every play of every big game with passionate sports enthusiasts.

**Gamers Anonymous:** Featuring video game tournaments, Magic the Gathering games, LAN parties, designing your own games and all of your guilty gaming pleasures! Includes video gaming for charity! Bring your childhood games to life with interactive life-size Mario, Pac-Man, and more!
Special Interest Housing

FIRST YEAR - Themed Housing Community

Performing Arts: Get on Stage! Or backstage or just hone your skills. Create open mic nights, play improv games, and stage your own shows. From Frozen to the Phantom of the Opera, immerse yourself in the art world. Join the group to showcase your musical, theatrical, or stage talents!

Popular Culture: From die-hards to Twi-hards, if you wanted to go to Hogwarts, are trying to get bitten by a vampire, or would volunteer for the Hunger Games, we have the fan club for you! Walking Dead trivia tournaments and cat facts are only the beginning. So, dissect the plot holes in the next Avengers movie with us as the group embraces popular culture.

Arts and Crafts: Yeah, we know how to make that! Learn to make pillows, beanbag chairs, magnets and a variety of other projects as we craft our hobbies into useful things. Plan trips to Corning Museum of Glass, watch presentations on “how-to’s” and share crafts with the community.

Healthy Living: Where community service and healthy living combine; whether it is giving back to the community, living a balanced life, or both this is the community for you. Plan a variety of activities with Habitat for Humanity, the Red Cross, Princess Project, and work with the Animal Care Sanctuary, Relay for Life and other groups.

International Culture: Interested in learning about world cultures, celebrating different customs, or learning about cultural folklore? Our International Culture community will explore these topics and others as you embrace the experience of living abroad without ever leaving your residence hall.
**GREEK COMMUNITY**

Much of the MU Greek population is housed in Spruce Hall. This hall currently accommodates 4 sororities and 2 fraternities. This community enhances Greek life by attracting potential members and providing a residential site for Fraternities and Sororities to flourish and expand. Spruce is a place where Greek organizations have created a unique community that helps foster stronger bonds between individual members and between their respective organizations.

**UPPER-CLASS INDEPENDENT LIVING HALL**

The Upper-Class Independent Hall (UILH) is a unique residence hall that will embody the core values of the Mansfield Creed and is designed to cater to the specific needs of an upper-class student population. Programs will be specifically geared towards career/life preparation skills (i.e., graduate school and internship searches, job searches, securing post-graduate housing, proper business etiquette, etc.)

UILH functions as a transition between campus life and post-graduate realities, and why increased levels of responsibility and independence are afforded this population, notably the ability for age 21+ students to consume alcohol and gender neutral housing. These provisions position Mansfield University with similar universities that offer similar choices.

The main attraction of the UILH is the combination of living in a community that encourages independence while simultaneously preparing students for the transition beyond University life. UILH is a development theme that currently does not exist anywhere else in the PASSHE system.