



Department of Housing, Dining, and Campus Life

**FIRST-YEAR AND NEW STUDENT
HOUSING & DINING SELECTION PROCEDURES
(Not currently residing in on-campus housing)
Please read carefully!**

Welcome future on-campus housing residents! Research shows that the benefits of the on-campus residential experience have great positive impact on first-year students, directly helping transition from living at home to university life. Second-year students benefit from the continued stability of campus residential life to support their academic and social development. This often translated into success in completing college and doing so more often in four years. For these and many more reasons, **all 1st and 2nd year students (including Transfer students) are required to live on-campus (some exemptions apply).**

ATTENTION FIRST-YEAR STUDENTS! In order to better assist with the transition to college, Mansfield University has created Themed Housing Communities for first-year students in the Hickory Hall. 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. Themed Housing Communities were created to extend your learning beyond the classroom and foster friendships among like-minded students and faculty/staff.

You will be able to choose from the following communities (simply designate your choice on the Housing & Dining Application/Agreement by selecting the "Interest Area"):

Creative Artist: Are you someone who expresses themselves through music, painting, photography, drawing, performing or any other form of the creative arts? Join the Creative Artist community where students will have the opportunity to create and share their passions together. This fun and festive floor community will consist of students that appreciate exploring different art forms, like music, theater, dance, visual art, and design. With so many different opportunities, expect to connect with a new group of friends all while getting involved on and off campus!

Explorer: Are your interests broad in scope encouraging you to explore possibilities that capture your imagination? Join the Explorer community where students will have the chance to understand their strengths, values and identities while exploring interests, academically and socially. This community will provide students with opportunities to discover academic options, campus resources, and involvement in clubs/organizations. Students will gain leadership skills, make campus connections, and create a larger support system providing an enhanced academic and social experience.

Healthy Living: Are you interested in all dimensions of health: physical, mental, spiritual, dietetic, intellectual, emotional, social, environmental, and occupational? If so, the Healthy Living community is for you! Residents in this community will enjoy programming focusing on learning how to improve health wellness, health/wellness issues facing college students, and best practices for a healthy lifestyle. Students that may be interested in living in this community may include students majoring in a field related to health, psychology, or counseling, as well as students interested in fitness and athletics.

Outdoor Enthusiast: Are you the type of person who loves to be outdoors? Are you looking forward to exploring the natural and beautiful views right at your doorstep at Mansfield University? If so, the Outdoor Enthusiast community might be the perfect place for you. This floor community consists primarily of residents who truly love the experiences of the great outdoors, whether it's hunting, fishing, hiking, climbing, biking or more! The community is dedicated to trying new things and learning new skills, so long as they provide entertainment and adventure!

Sci-Fi, Fantasy & Horror: Are you someone who is intrigued by the imaginative appeal of science fiction, fantasy, and horror? 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, this is the fan club for you! This community is for people who are passionate about everything from TV shows to books and movies set in sci-fi, fantasy, and horror realms to everything that art and entertainment has to offer in-between. Residents living in this community get to share interests and experiences in a way totally unlike others.

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!

TO APPLY FOR HOUSING AND DINING

1. Go first to My Accounts (<https://info.mansfield.edu/myaccount/>) to get your log in and passwords.
2. Log on to My.Mansfield (<http://my.mansfield.edu>) using your Campus Services ID (including @mansfield.edu) and password. Then select the link for MyHousing.
3. Log on to My.Mansfield and select the link to MyHousing
4. Select the "Applications" link at the top of the screen
5. Select "New Student (2017/FA)" from the drop down menu
6. 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)
 - When asked, "I am a:" please select the following:
 - ✓ New Student if you are a first-year attending college for the first time
 - ✓ Transfer Student if you are transferring from another university
 - ✓ Returning Student if you are returning to on-campus housing after living off campus
 - This step is also where you can put the name of the person you'd like to live with.
 - Enter your Emergency Contact Information
 - Select a Dining Plan
 - Pay the \$100 Application Fee
 - Select if paying with e-check (no service charge) or credit card (2.5% service charge). Credit cards accepted are Visa, Master Card, American Express, and Discover.
 - Print the Confirmation for your records (don't worry if you forget, you'll receive an email)

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 the Housing & Dining Agreement/Application, 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>

Room Rates

For planning purposes, current rates are posted to the Housing, Dining, and Campus 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.

Assignment Information

Assignments are posted to your MyHousing Portal as soon as they are completed (mid-summer). You can log on to this site to view your room assignment, roommate name, and roommate contact information. You will also receive an e-mail in early August with this information. *Please note that assignments are subject to change during the summer if needed.*

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.

TO SELECT/CHANGE MEAL PLAN

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

HOUSING AND DINING EXEMPTION REQUESTS

The University established the Housing and Dining Requirement because students clearly benefit from living in an environment designed with their needs in mind. Living on-campus is an important part of the MU experience. Thus, 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.

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.

TO REQUEST HOUSING AND DINING EXEMPTION (if you qualify)

1. Log on to My.Mansfield and select the link to MyHousing
2. Select the “Applications” link at the top of the screen
3. Select “New Student Exemption (2017/FA)” from the drop down menu
4. Follow prompts to complete your 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.

If you have any questions, please let us know. Contact the Department of Housing, Dining, and Campus Life at housing@mansfield.edu, 570-662-4934 or 570-662-4952.

MU looks forward to you becoming a part of the Mansfield University on-campus community!