



**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 2018-2019 housing on **Monday, October 2, 2017 at 12:00PM**. 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 2018; scroll down for timeline specific details.

HOUSING LOCATIONS:

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

If you have any questions or need additional information, please visit the Housing & Dining Selection Guide found on the Student Living 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 2018-2019 Housing & Dining Agreement and pay the \$100 non-refundable Application Fee) **before** 8AM on Wednesday, February 28, 2018. The Housing & Dining Agreement is for the **full academic year** 2018-2019.

Note: You can sign up for housing and dining after February 28, 2018; 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 8/27) = NOON, Mon, March 19th – 8AM, Wed, March 21st
- 3rd Years (lived on campus 5+ semesters) = NOON, Thurs, March 22nd – 8AM, Sat, March 24th
- 2nd Years (lived on campus 3-4 semesters) = NOON, Mon, March 26th – 8AM, Wed, March 28^h
- 1st Years (lived on campus 1-2 semesters) = NOON, Thurs, March 29th – 8AM, Sat, March 31st
- Missed Selection Times = NOON, Mon, April 2nd – 8AM, Sun, August 26th

ROOMMATE SELECTION/MATCHING (IS NEEDED FOR CHOOSING D and E 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.

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 2nd and will run through 8AM, Wed, 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 (2018/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)

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>

ROOM RATES:

For planning purposes, current rates for 2017-2018 are posted to the Student Living website 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.

STEP II – ROOMMATE SELECTION/MATCHING

Current residents who already have roommates in mind (*especially those wanting to live in D or E units*) complete **Step II – Roommate Selection/Matching**. Step II begins at **NOON, Thurs, MARCH 1st and will run through 8AM, Thurs, MARCH 8th**, 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 2018/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 8/27/2018)

NOON, Mon, MARCH 19th UNTIL 8AM, Wed, MARCH 21st

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

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

NOON, Thurs, MARCH 22nd UNTIL 8AM, Sat, MARCH 24th

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

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

NOON, Mon, MARCH 26th until 8AM, Wed, MARCH 28th

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

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

NOON, Thurs, MARCH 29th until 8AM, Sat, MARCH 31st

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

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

NOON, Mon, April 2nd until 8AM, Sun, AUGUST 26th

- Log on to My.Mansfield and select the link to MyHousing
- Select the “Applications” link at the top of the screen
- Select “New Student (2018/FA)” from the drop down menu
- 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)

TO SELECT/CHANGE MEAL PLAN

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 the semester meals beginning (typically the Wednesday before classes begin).

- 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

SPECIAL INTEREST HOUSING

Greek Community

The Greek population here at Mansfield University is housed in Spruce. This community enhances Greek Life by attracting potential members and providing a residential site for Fraternities and Sororities to flourish and expand.

RESIDENTS WISHING TO BE PART OF THEIR GREEK COMMUNITY IN SPRUCE MUST COMPLETE STEP I. Greek members, 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.

Upper-Class Independent Hall (UILH)

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 as they prepare to graduate. Programs will be specifically geared towards career/life preparation skills such as graduate school searches, job searching, securing an apartment, proper business etiquette, etc.

UILH functions as a transition between on-campus housing and housing off campus, which is a reason why students are afforded increased levels of independence, notably the ability for 21+ students to consume alcohol on specified floors. These additions also establish Mansfield University housing accommodations as direct competition with other universities that offer similar choices.

International

Are you someone who wants to learn about other cultures and be a part of an exciting, diverse and interactive community? If so, the international themed community is for you! This global community provides international and domestic students an opportunity to experience in-depth cultural interaction on a regular basis. It emphasizes cultural awareness and sensitivity, explores diverse perspectives, and provides students with numerous opportunities to experience different cultures both socially and academically. Students from various backgrounds and fields of study are encouraged to apply to live within this internationally-themed community.

RESIDENTS WISHING TO BE PART OF THE INTERNATIONAL COMMUNITY MUST COMPLETE STEP I. Once Step I is complete, email housing@mansfield.edu.

HOUSING EXEMPTION REQUESTS

The University established the Housing 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 Requirement will need to follow the steps below, and provide appropriate documentation related to their petition (***within two weeks of filing the exemption***).

REQUESTING HOUSING 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 "Returning Student Exemption (2018/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.

OTHER INFORMATION

Assignment Information

Approximately one week after completing Step III, assignments will be posted to the MyHousing Portal. 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.*

Accommodations

If you have any special needs or accommodations, please contact Student Living by emailing housing@mansfield.edu from your Mansfield University email account. 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**. Student Living accommodates requests due to medical concerns registered with and recommended by the Center of Services for Students with Disabilities.