



COMMONWEALTH UNIVERSITY OF PA

LIVE YOUR DREAMS. LIVE ON-CAMPUS.



**CURRENT STUDENT
HOUSING SELECTION PROCEDURES**
(currently residing in on-campus housing)

PLEASE READ CAREFULLY

Mansfield University students who currently live on-campus can begin registering/selecting 2024-2025 housing on **Monday, October 2, 2023 at 12:00PM (NOON)**. 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. Roommate matching and specific room selection will take place in March 2024 – other instructions will be emailed to those students completing the **Priority Housing Selection**.

CRITICAL STEP:

If you sign up before NOON on Friday, October 6, 2023, you will be eligible to participate in the Early Bird Housing Selection, which means you get to select your room BEFORE anyone else, regardless of the number of semesters you have lived on campus!

Priority Housing Selection allows you to pick from our premier locations on-campus. To be eligible to participate in the **Priority Housing Selection**, you must complete Step I (read and sign the 2024-2025 Housing & Dining Agreement) **before** 8AM on Thursday, February 29, 2024. The Housing & Dining Agreement is for the **full academic year** 2024-2025.

Note: You can apply for housing after February 28, 2024; however, you may not receive your choice of room, location or type.

HOUSING LOCATIONS:

- Sycamore – Upperclass Independent Living Hall (UILH), 21+ Community, and Returning Students

- Spruce – Fraternity & Sorority Life Community, Honors, and Returning/New Students
- Oak – First-Year Residential Experience (FYRE)
- Hickory – Overflow/Temporary Housing (only used when other buildings are full)

STEP I: APPLY FOR HOUSING AND DINING

Current residents returning to on-campus housing should complete **Step I – Housing & Dining Agreement**. Step I begins at **NOON, Monday, October 2nd** and will run through **8AM, Thursday, February 29th** (for **Priority Housing Selection**), following the process below:

1. Click this link https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod
2. Select the “Applications” link located on the menu to the left
3. Select “Returning Student (2024/FA)” from the menu
4. Follow the computer prompts:
 - a. Read and electronically sign the Housing & Dining Agreement
 - b. Complete your Personal Information (this is important for roommate selection/matching)
 - c. Enter your Address/Emergency Contact Information
 - d. Select a Dining Plan
5. Click Submit to complete application

SPECIAL INTEREST HOUSING

Fraternity & Sorority Life Community

Those students involved with Fraternity & Sorority Life here at Mansfield University are housed in Spruce. This community enhances Fraternity & Sorority Life by attracting potential members and providing a residential site for organizations to flourish and expand.

RESIDENTS WISHING TO BE PART OF THEIR FRATERNITY/SORORITY COMMUNITY IN SPRUCE MUST COMPLETE STEP I. Fraternity & Sorority Life members, remember that special provisions still require a minimum of four (4) members of each organization to live on-campus and in the Chapter E unit to qualify for premium locations. Information on specific room selections will be sent to organization representatives.

Upper-Class Independent Living Hall (UILH)

Upper-Class Independent Living 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, age 21+ only, 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 the specified floor within the 21+ Community (Sycamore 4th Floor). These additions also establish Mansfield University housing accommodations as direct competition with other universities that offer similar choices.

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 and you will be notified via your Mansfield email account if a change has been made.*

Accommodations

If you have any special needs or accommodations, please contact Housing and Residence Life 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 Disability Services.

Student Living accommodates requests due to medical concerns registered with and recommended by Disability Services.

HOUSING EXEMPTION

As stated above, **all 1st and 2nd year students (including Transfer students) are required to live on-campus (some exemptions apply)**. Those students who qualify and wish to be exempt from the Housing Requirement will need to follow the steps below, and may be asked to provide appropriate documentation related to their petition.

Requesting Housing Exemption (if you qualify):

1. https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod
2. Select the “Applications” link located on the menu to the left
3. Select “Returning Student Exemption (2024/FA)” from the menu
4. Follow prompts to complete your exemption request:
 - a. Choose the exemption reason that applies to your situation. Only the exemptions listed are considered valid exemptions.
 - b. If further documentation is necessary, you will be contacted via your Mansfield email address.

QUESTIONS/COMMENTS

Housing and Residence Life | 319-321 Alumni Hall | 570-662-4934 or 570-662-4952 | housing@mansfield.edu