Wentworth Housing & Residential Education

Summer 2025 Housing Selection Process Guide

Updated: 2/19/25

For: Students interested in living on campus for the Summer 2025 semester

Please ensure that your EBill does not have a balance or hold. If you have either one, you will not be able to go through the room selection process.

Housing Selection Process Steps (1-4)

Step 1: Submit Housing Agreement Due: February 27, 2025, by 4:30pm EST

Late housing agreement submissions will be accepted; however, these students will not be able to participate in housing selection processes.

All students living in university housing must complete a housing agreement through their <u>myHousing Portal</u>. Housing agreements are also required to participate in room selection processes.

- Log in to your *myHousing* portal
- Click "Housing Agreements" on the left side
- Select "Summer 2025 Housing Agreement"
- Complete the housing agreement. We are not requiring anyone to pay the down payment for Summer 2025.

Step 2: Update Student Information and Roommate Profile Due: March 12, 2025, by 4:30pm EST

Update "My Information"

- Navigate to your myHousing Portal
- On the left menu, select "My Information" and then "My Info"
- Change "For the Term' to "Summer 2025"
- Update available fields including gender, mix-gender housing interest, and mobile phone information

• Not all fields are required

Update "Addresses/Contacts"

- Navigate to your *myHousing* Portal
- On the left menu, select "My Information" and then "Addresses/Contacts"
- Update available fields including primary address, emergency contact, etc.

Update "Roommate Profile"

- Navigate to your <u>myHousing Portal</u>
- On the left menu, select "My Information" and then "Roommate Profile"

<u>Profile Privacy</u>

You may set your preferred privacy option for appearing in roommate searches:

- Display my information and my profile Public (display searchable fields and profile information).
- Display only my information (not my profile) Semi-Public (display searchable field information ONLY hide profile information).
- Do NOT display me Private (hide from all roommate searches).

If you set "Profile Privacy Indicator" set to "Do NOT display me", you will NOT appear in roommate search results, and therefore will not be able to find roommates/suitemates.

Contact Preference Type

You may set your preferred method to be contacted by potential roommates.

<u>My Profile</u>

This is an open-ended bio section to include appropriate and relevant information to find compatible roommates, in addition to using searchable fields. Housing and Residential Education staff reserve the right to remove any irrelevant information from student profiles.

Step 3: Form Roommate/Suitemate Groups (if desired) Due: Prior to your housing selection time

Wentworth Housing and Residential Education recognizes that some students are returning back to campus and wish to select housing with other students who are also returning. We are pleased to offer this optional opportunity for students, with **specific guidelines and recommendations** noted below. Further, we remind students to have conversations with their prospective roommates to ensure compatibility.

Students may form and/or join a roommate/suitemate group if they:

- Have completed their housing agreement (Step 1)
- Have updated their student information and roommate profile (Step 2)

Students who wish to not form or join a roommate group require no further action. All students will receive information about Housing Selection (the process outlining how to choose a residential assignment).

Important things to know <u>BEFORE</u> creating a roommate group:

- Available residential communities
 - 610 Huntington Avenue and Apartment@525 will be available for selection
- Recommended group sizes
 - Vacancies available in this selection process are across 610 and 525 residence halls. Further, most vacancies are within suites/apartments of students who have lived in that suite/apartment in the Fall 2024 and/or Spring 2025 semester. Given this, we do encourage students to review the available vacancies on their <u>myHousing portal</u> and we encourage students to keep their roommate group sizes small.
 - It is important to keep in mind that we cannot guarantee any student or student group will be able to select their preferred residence hall or occupancy type, regardless of their group size.
- Housing Selection Times
 - Housing selection days/times are decided using the *myHousing* Portal software system. For continuing student housing selection, specific times for selecting are determined based on the admittance year (how long you have been at Wentworth) and when you submitted your agreement. Times do not correspond with how many credit hours you have. Students in a group should designate the person with the earliest selection time to choose for their group.

To form a roommate group:

- Navigate to your <u>myHousing Portal</u>
- On the left menu, select "Room and Roommate Selection" and then "Select Roommates"
- Change "For the Term' to "Summer 2025"
- You should see the following accordion options:

Roommate Requests (0)	~
Pending Roommate Requests (0)	~
Search for Roommate	~

Roommate Requests

This accordion block will show roommate requests that have been sent to others or have been matched. This block will show your **matched roommate group**, once complete.

If a student has not yet accepted a roommate request, the request will be in yellow (see image).

Roommate Requests (1)		^
	Name	
:	Doe, Jane	
Unmatched Roommates: Jane Doe has not requested Maggie Registrar 		

Further, your roommate group must be 'fully matched'. This means that each student must request each other student in the whole group.

Pending Roommate Requests

This accordion block will show requests that you have received that you must decide on. You may choose to **view** the student's roommate profile (eye), **send a message** to them (envelope), **approve** the request and match with them (person icon), or **delete** the request (trash can).

Pending Roommate Ro	equests (1)	^
	Name	
:	Doe, Jane	
0		
+ •		

Search for a roommate

This accordion block is where students can search through roommate profiles using specific filters.

• Choose the filters you want to filter for and click "Begin Search".

Search for Roommate	^
First Name	First Name
Last Name	Last Name
Major	Major
GENDER	GENDER
APP-Active_within_suite	APP-Active_within_suite
APP - Movies	APP - Movies 💌

- Browse through the matching student profiles.
- If you find a student that you would like to request as a roommate, select the "Request Roommate" button.



• If you would like to learn more about the student, use the contact information provided to send a message.

Remember: Not every student has chosen to appear in search results. Some students choose not to form or join a roommate group and/or choose to hide their roommate profile (step 2).

Searchable Fields

The following is a list of fields that are searchable using the roommate search tool:

- First Name
- Last Name
- Gender
- Major
- Compatibility Questions included on Housing Agreement

Step 4: Housing Selection Processes Thursday, March 13 – Friday, March 14

Selecting a housing assignment

- From now until your selection time, familiarize yourself with the housing selection system, <u>myHousing</u> portal. Students may log in, update their "My Info" and Emergency Contact information, as well as see available spaces that will be online for selection.
 - To see available spaces to determine your housing selection plans:
 - Navigate to *myHousing* portal
 - Click "Roommate and Room Selection" on left menu pane
 - Click" Select a Room/Suite" on left menu pane
 - This screen will show:
 - o Any important messages
 - Your roommate group (if applicable)
 - List of all rooms, with a data filtering option

ou are now engible to select a room in the Spring 20. ou have until 12/12/2021 at 10:00 PM (US/Eastern).	22 Housing Selection proc			
Roommate Group (1)				
Name	,	Assigned	Student Number	
✓ You			W00175506	
Select from Room List				
Select from Room List	Hall	Hall (no filter)		
Select from Room List	Hall Floor	Hall (no filter) Floor		c

2. Take note of your assigned housing selection time and be prepared to log in to the *myHousing* system at that time to select from available spaces. This time will also appear on your dashboard like this:

Room Selection
Spring 2022 Housing Selection
Spring 2022 Housing Selection for students with no current housing assignment wishing to live on campus this Spring 2022 semester
Start Time: 12/12/2021, 11:00:00 AM
Priority Number: 0
Group Priority: 0
Selection Times
12/12/2021, 09:00:00 AM to 12/12/2021, 10:00:00 PM (CURRENTLY OPEN)
12/16/2021, 09:00:00 AM to 12/16/2021, 11:30:00 AM
12/16/2021, 01:00:00 PM to 12/16/2021, 03:00:00 PM
Select A Room/Suite

- 3. At your selection time, log in to Adirondack-THD and choose your space:
 - Navigate to *myHousing* portal
 - o Click "Roommate and Room Selection"
 - Click" Select a Room/Suite"
 - This screen will show:
 - Any important messages
 - Your roommate group (if appliable)
 - List of all rooms, with a data filtering options
 - This is where you can also filter for Mix Gender Housing options
 - If you do not want to live in Mix Gender Housing, select 'No Filter' or "No"
 - If you want to search for Mix Gender Housing Options, select "Yes"
 - If you leave 'no filter' selected, the system will show ALL
 AVAILABLE SPACES, including Mix Gender Housing spaces, and you will not be able to tell the difference.
 - You will receive an email confirmation to confirm your selection. Your student ebill will also be updated within a few business days to update the housing assignment rate.

Select from Room List		
Available Rooms: (75)		
	525 Huntington Ave - 105B	
Room Type: Single-525HA Spots: 1 Suite: 525HA-105 Spots: 3 Rate: \$7692 [Term]		
	Select Room/Suite	

Room 105B Bed A	Room 1050	JSC Bed A	
Maggie Registrar	✓ < Leave	e Empty >	-
Room 105D Bed A			
< Leave Empty >	-		
Please make sure that this is correct (You will no	be able to change this yourself)		

Finding Mix Gender Spaces

Wentworth offers mix gender housing.

- If you are interested in mix gender housing, be sure to use the "Mix Gender Suite" filter field on the room search page.
 - If you do not want to live in Mix Gender Housing, select 'No Filter' or "No"
 - If you want to search for Mix Gender Housing Options, select "Yes"
 - If you leave 'no filter' selected, the system will show ALL AVAILABLE SPACES, including Mix Gender Housing spaces, and you will not be able to tell the difference.

Select from Room List		
Hall	Hall (no filter)	•
Floor	Floor	C
Room Type	Room Type (no filter)	•
Gender Inclusive Suite	(no filter) 🖲 Yes () No	

• See here for our Mix Gender housing policy: <u>https://wit.edu/student-life/reslife/policies/residential-policies-and-procedures</u>

Things to Remember

- Don't set your mind on one specific suite or room.
- Always have a backup plan.
- Suite and room assignments are final so please make sure you are certain before you click that finalize button!

Housing Selection FAQs:

General Campus Living

Who is eligible for summer housing?

- Students eligible to live on campus, provided they 1) are enrolled in a full-time equivalent academic course load (12 credits for undergraduate students, 9 for graduate students), or, 2) are on co-op, and have registered that co-op experience with the CO-OPS and CAREERS Office.
- You must also have a zero balance on your EBill and no account holds.
- Anyone that submitted their housing agreement by the priority deadline.

Where will summer housing be offered?

• Summer 2025 housing will be located in select spaces in both the Apartments @ 525 Huntington Avenue (floors 2-7)and 610 Huntington Avenue (floors 1-3, 5) communities. During selection, students will have the opportunity to select from either residential area (subject to availability). (These locations are subject to change.)

Are floor plans available for summer housing options?

• Yes, floor plans are available for students to <u>view</u> for insight into the building's layouts. During housing selection, the occupancy type of the room being selection will appear.

Where will laundry services be located?

- Students living in the Apartments@525 will have access to laundry inside their apartment.
- Students living in 610 Huntington Avenue will have access to laundry via the 610 Huntington Avenue laundry room.

What are the dates of the Summer 2025 semester?

 Academic classes and co-op for Summer 2025 begin May 6th, 2025, and the semester ends on August 13th. Students on co-op for the summer should keep these dates in mind when determining their co-op start and end date. Co-ops should not begin prior to May 6th.

When do I move in for Summer 2025?

• Move-in days and times will be communicated with students the week of April 14th. Move-in will take place May 4th and the morning of May 5th.

Housing Selection Participation

What will I need to do in order to participate in housing selection for Summer 2025?

- To select housing and live on campus in Summer 2025, students must:
 - 1. housing agreement no later than February 27, 2025.
 - Note: If students submit an agreement after this deadline, they may receive a summer housing assignment (subject to availability) but may NOT participate in housing selection.

When will housing selection occur?

- Summer 2025 Housing Selection will occur on Thursday, March 13 and/or Friday, March 14
 - a. The selection times vary and will take place between 10am-4pm

When will I receive my selection time for housing selection?

Students will receive an email notification of their selection date/time the week of April 14th.

How are selection times decided?

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 Housing selection days/times are decided using the <u>myHousing</u> portal software system. Specific times for selecting are determined based on admittance year (how long you have been at Wentworth) and submission date/time of agreement. Times do not correspond with how many credit hours you have.

I live in Apartments@525 or 610 Huntington Avenue currently. Can I remain in the same apartment for Summer 2025?

- Students with a current Spring 2025 assignment in the Apartments@525 or 610 Huntington Avenue may submit a **request** to keep their same assignment for Summer 2024. For full information, please see the rollover request form located on your myHousing portal.
 - Submissions to request a rollover are due on **February 27, 2025.**
- Rollover requests for residents of other communities are not available, as summer housing will not be offered in other areas.
- Students may not pull in other students into these rollover spaces, regardless of occupancy type.
 - If you prefer to live with a certain group of students, you should form a roommate group and participate in housing selection.

Finances and Billing

What are the room and board fees for Summer 2025?

• Housing rates and meal plan prices can be found <u>here</u>. Housing rates are based on the final room occupancy rate selected during the housing selection process. All students in housing must carry a meal plan.

Summer 2025 student EBills go live on March 1. How will I be billed?

• Summer bills are due April 1. Students will be pre-billed the equivalent of a double in 610 Huntington Avenue. Once you go through room selection, your account will adjust to the amount that matches the room type and building.

Roommate and Suitemate Information

Do I need a full roommate group to select Summer 2025 housing?

- Students do <u>NOT</u> have to fill a suite when selecting for Summer 2025; if you are going into the process solo, you will be able to place yourself in a suite with an empty space.
 - Conversely, if you are in a roommate group, the group leader will be able to place themselves and group members into a suite.
 - For example: If you are a group of 4 and a suite of 6 is open, you can place your group into that space. *Please note, however, that these two spaces will likely be filled with other students partaking in this housing selection process.*

I am looking for other students to select housing with. How can I find other suitemates?

- Use the profile finder tool on <u>myHousing portal</u> to browse other student profiles for those selecting summer housing
 - o Log In
 - Click "Roommate and Room Selection"
 - Click "Select Roommate" and change the term to "Summer 2025"
 - Click "Search for Roommates"

Which group sizes typically fit where?

- Apartments@525:
 - Apartments of 4 or 5
- 610 Huntington Avenue
 - o Suites of 6
 - Very few suites of 3, 4, and 5

Can residents of mixed genders reside in the same room?

- Yes, Wentworth offers mix gender housing.
 - If you are interested in Mix Gender Housing, be sure to use the "Mix Gender Suite" filter field on the room search page.

	Hall	
Hall	(no filter)	
Floor	Floor	C
Room Type	Room Type (no filter)	
Gender Inclusive Suite	(no filter) 🕢 Yes () No	

• See here for our Mix Gender policy: <u>https://wit.edu/student-life/reslife/policies/residential-policies-and-procedures</u>

Notes and Support

Is storage available for the transition from Spring 2025 to Summer 2025?

We no longer have the capacity to provide storage. You can reach out to our partners at https://www.collegeboxes.com/.

Woah, lots of dates and times. Can I have a recap?

- February 27: Students living in 525 or 610HA who want to request their same space for the summer can submit a rollover request by this deadline (see above)
- February 27: Housing agreement deadline
- March 10: Housing selection dates/times sent via WIT email
- March 13 and/or March 14: Housing selection occurs

Note regarding harassment, bullying, and discrimination:

- Wentworth Institute of Technology values diversity, equity, and inclusion. The University
 is committed to providing a safe and respectful educational experience and work
 environment free from discrimination and harassment on the basis of an individual's
 race, color, religion, gender, age, marital status, national origin, ancestry, alienage,
 physical or mental disability, sexual orientation, gender identity or expression, genetic
 information or any other characteristic protected by law. This extends into housing &
 Residential Education's housing selection and housing assignment processes.
 - It is an expectation that all students participating in the Housing Selection Process will do so without fear of intimidation, coercion, or harassment from others. Students claiming to be experiencing harassment associated with the Housing Selection Process in person, in writing, via electronic media, or via third party may submit a report in writing <u>here</u>.
 - Housing and Residential Education reserves the right to relocate, place on hold, or other measure, if there is a potential policy violation.

I have questions. How can I get them answered?

- Contact our office at 617-989-4160 or housing@wit.edu.
 - We are open Monday Friday, 8:30am 4:30pm.

Keep up to date with updates regarding housing selection by checking our social media pages:

• Instagram: <u>WIT Housing</u>

Questions?

- Call us at 617-989-4160 or email housing@wit.edu
- Visit our <u>website</u> for more information about living on campus and see our <u>Residential</u> <u>Communities here</u>

Note: Housing Selection Processes are complex, therefore, dates, times, and information shared in this guide may change.

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