

## Housing Application Process – 2019 Continuing Students

### Home Page- general info

1. **Term Selector:** select appropriate term by clicking apply, this step creates the application.
2. **Housing Lease and Dining Contract-** read and confirm your understanding of the lease by checking the appropriate boxes and adding your PSU ID number to indicate your signature. Students who are not required to live on campus are not bound by the lease until they have selected a space on campus.
3. **Emergency Contact-** please complete this step and be sure to include the required information.
4. **Special Consideration-** indicate whether you would like be considered for any of the below. If not, click no, then click save and continue. If yes, click yes, then click save and continue, and then add your consideration(s) in the appropriate text box.
  - a. The first text box/**Medical** is to indicate a request for an accommodation for a documented disability. If you are requesting specific accommodations due to a disability (medical, physical, psychological or temporary) you must provide appropriate documentation to [Campus Accessibility Services](#) in order for your request to be considered. Requests are reviewed jointly by Residential Life and Campus Accessibility Services and can take up to 30 days for approval/consideration.
  - b. The second text box/ **Dietary** is to indicate dietary preferences, special diets etc. for use by dining services to help improve the student dining experience.
  - c. The third/**Other** is for other requests
    - i. Students requesting a specific housing type for a condition which does not meet the level of disability
    - ii. Continuing students who are reserving a space for a New/Transfer student(s). Must be sophomore status or above.
    - iii. Undergrad student requesting to live with a grad student and vice versa.
    - iv. Students with allergies or fears to certain animals or environmental types/condition
    - v. Students with cultural considerations

If you do not have a special consideration, please select NO from the choice below, then Save & Continue to the next step.

Please know that Residential Life will make every attempt to honor special considerations however, we cannot make any guarantees due to space availability, limitations, and/or unforeseen issues.

5. **Special/Defined Interest Housing:** Please indicate below if you are interested in Special Interest Housing. This optional step will assist Reslife in securing appropriate spaces based on indicated preferences. This is not a booking, reservation, or guarantee of a space in the indicated special interest housing area. If you are not interested in one of these groups, simply save and continue to the next step.
  - a. **\*\*NURSING HOUSING\*\***- Understanding the unique needs of our nursing students, Residential Life has partnered with the Nursing Program to offer Nursing-Specific Housing. This community

will provide a space for like-minded students to work together towards their common goal. Nursing Housing is available for both new and returning students.

- b. **\*\*THE "Q"\*\*-** Since 2011, "The Q" has been a residential space for members and allies of the LGBTQIA+ community at PSU. Students of all gender(s)/identity (ies), sexes, romantic, and sexual orientations are invited to apply to live in the community. The goal of The Q is to foster an active, inclusive, and accepting community for all residents. Many social and diversity focused programs are offered. The Q is currently located on the 1st floor of Mary Lyon with gender neutral single user and communal restrooms and is available for both new and returning students.
  - c. **\*\*SCHOLARS\*\*-** The Scholars Community is for students invited to participate in the University Honors Program. We have designed these communities to provide our high-achieving students an intellectually engaged and academically focused space in some of our most sought after residential locations. The Scholars Community is available for both new and returning students.
  - d. **\*\*STUDY INTENSIVE\*\*-** The Study Intensive housing option was developed to allow residents the opportunity to establish a quiet, more academically focused living environment. A strong emphasis is placed on the right to sleep, study, and pursue normal daily activities free from the noise interference of residents or guests. Respect for neighbor's rights is a key aspect of living on this floor. Students requesting to reside in Study Intensive agree to abide by these community standards. Study Intensive housing is available for both new and returning students.
  - e. **\*\*SUBSTANCE FREE\*\*-** The Substance Free Community is shared by residential students who are committed to healthy habits and abstaining from substances such as alcohol, marijuana, tobacco products, illicit drugs, and misuse of prescription drugs. The community is one that provides respect, appreciation, and support for students that choose this specific lifestyle and connects like-minded individuals for continued support. All guests and visitors are also required to abide by the substance-free lifestyle while visiting the area. If you are not committed to the restrictions, this lifestyle is not for you. Substance-Free communities are available for both new and returning students.
6. **Personal Profile** - Please complete your profile to accurately represent your interests and habits in order to assist you and/or Reslife in finding suitable roommates. This information may be shared with other students and will be available to your roommate(s).
- a. Smoking Status: choose either non-smoker or **smoker/non-smoker would live with a smoker**
  - b. Personal Habits-and Areas of Interest- complete accurately for best results
  - c. Web Screen name: this is one way you can search for potential roommates. If you would like to remain anonymous, add an appropriate, unidentifiable screen name e.g. "PSUPanther2". If you know who you would like to room with, share your screen names so you can easily find each other in the next step- Roommate Search and Grouping.
  - d. Description text box: Use the Description box below to add any specific information not provided in the profile items above- e.g. specific; sports, teams, music, special interest housing etc.

Screen names and descriptions must be appropriate, not reference any illegal items or activities, shall not use profanity, or disparage individual or protected groups. Profiles that violate these expectations will be disabled.

7. **Roommate Search & Grouping-** Use this section to find roommates. Your profile as well as your screen name and description will be viewable by other students. This step is optional. If you prefer Reslife assigns your roommate, simply save and continue below. You will then, be matched based on your profile match rate and/or room availability.

There is no perfect formula for finding/matching roommates. Students who select their own roommates based on clear, honest, and respectful communications tend to work out best. There are several ways to search for a group/roommate(s). Click on the links below to explore each method.

All students are encouraged to find enough roommates to fill a room/suite/apt. If you have not accepted enough roommates to fill a room/suite/apt, you will attend the in-person session of the ResNorth phase and you will choose an assignment based on room availability.

**Searching for/Creating a group-** If you already have a group in mind, you may enter the group name otherwise you will need to create a new group. You can enter your group here. If you invite others to room with you without first creating a group, a generic group name will be created based on your username. The roommate search results will allow you to add that person to your group, send them a message on the portal, or view their full profile.

- i. CREATE GROUP- Enter a group name, click save and then search for roommates to add them to the group. Use the 3 roommate search methods: by Detail, By Profile or By Suggested Roommates.
- ii. Join Group- enter group name and click Join Group
- iii. Search for Roommate Group- indicate desired group size and then enter the group name or member name

If you are added to a group and wish to find another group you can simply choose to leave your current group. Verifying a group is not required and will not impact your assignment.

#### **Searching for Roommates-**

- iv. Search by details- will allow you to search by; Screen Name- If you know the person's screen name add it here, Last Name: search by last name. Description- search for roommates by adding a key word i.e. football, country music, or Gender- If you wish to see only male or female students, use the gender filter. If you wish to see all genders, simply leave that filter as "Any."
- v. Search by profile- will allow you to indicate search criteria similar to your roommate profile and find roommates that match. Only the criteria you enter will be used for roommate matching. For best results, enter 1-3 criteria and not the entire profile.
- vi. Suggest roommates- will automatically list in descending order potential roommates (both male and female) based on the roommate profiles and similar interests.

If you have **one or more preferred** roommates with **different student statuses** (i.e. new/transfer, grad/undergrad), request those you can find through the application process then add the **full name** and **PSU ID number(s)** of your preferred roommate(s) with different statuses, in the 3<sup>rd</sup> text box of the special consideration step. Be sure they do the same on their application(s). You will then attend the in-person session of the appropriate selection phase. Please have your preferred roommate(s) email reslife noting that you will reserve a space for them in upper-division housing. Please be sure full names and PSU IDs are included.

If **all** of your preferred roommate(s) do **not have the same student status** (e.g. new or transfer student, undergrad vs grad), opt out of this process and add the **full name** and **PSU ID number(s)** of your

preferred roommate(s) in the 3<sup>rd</sup> text box of the special consideration step. Be sure they do the same on their application(s). You will then attend the in-person session of the appropriate selection phase. Please have your preferred roommate(s) email reslife noting that you will reserve a space for them in upper-division housing. Please be sure full names and PSU IDs are included.

**The following steps are available during your specified selection times**

8. **Room Selection-** In this section you are able to book a space on campus For more information, please visit the Residential Life website for the Single, Quad and ResNorth phases of the Housing Selection process.

**Finalize the application process-** after you have selected your Academic Year 2019-2020 assignment, complete the following steps to finalize the selection process:

9. **Meal Plan Selection-** All students residing in a residence hall on campus are required to select one of the designated meal plans.
  - a. Students required to be on a meal plan who fail to make a self-selection will be placed on the default meal plan and billed accordingly.
  - b. Students who have met the live on requirement, regardless of where they live on campus, are eligible for the restricted meal plan.
  - c. Students in university apartments are not required to be on a meal plan but may opt to choose one.
  - d. Most meal plans include Board FlexCash. For information regarding FlexCash [click here](#).
10. **Application Status-** This step contains your ranking number and selection time slots. Once your assignment has been selected, please review the assignment information to be sure you are assigned where and with whom you intended.

**If you have any questions please contact the Office of Residential Life [reslife@plymouth.edu](mailto:reslife@plymouth.edu) or 535-2260.**