



WILLIAM CAREY UNIVERSITY

RESIDENCE LIFE

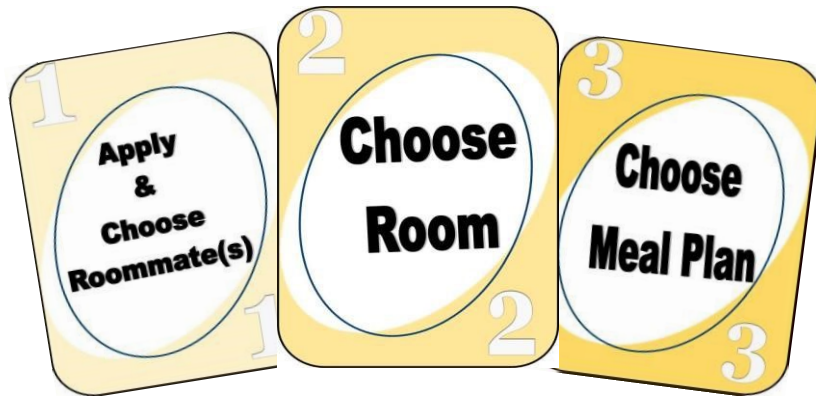
Welcome to your 2024-2025 Housing Application Process!

Thanks for residing in on-campus housing!

We are proud to offer you more ownership of your room reservation processes this year. There are 3 Phase to the application process. All phases may be completed through THDSS MyHousing. **To make your housing selections for 2024-2025, login to THDSS MyHousing through your Indigo Portal by clicking on “ManageMyHousing & Dining”.**

PHASE 1	<p>Phase 1a: Apply (Notify our office of your housing intentions form 2024-2025) Choose <u>ONE</u> Application to Complete</p> <p><u>Option 1:</u> If you WANT to live on campus in 2024-2025, complete the MyHousing Reassignment Agreement_Current Residents or the New Resident Housing Application under the Application & Housing Agreement Tab.</p> <p><u>Option 2:</u> If you DO NOT WANT to live on campus in 2024-2025, complete an *Application to Live Off Campus. <i>Students who are <u>graduating</u>, <u>withdrawing from WCU</u>, or <u>transferring</u> should complete this application as well. *Be sure to read the details regarding approval on page 2.</i></p>	<p>Returning Residents: February 1st, 2024 until August 16th, 2024</p> <p>New Residents: January 1st, 2024 Until August 16th, 2024</p>
	<p>Phase 1b: Roommate Selection</p> <p>Choose your roommate and, if applicable, suitemates.</p> <p><u>Option 1:</u> Use Simple Search feature to look-up choices by name</p> <p><u>Option2:</u> Use the Advanced Search tool to find a new compatible friend based on responses to application questions that are important to you.</p> <p><u>Option 3:</u> If you did not choose a roommate, you will be auto-paired with someone before the room selection process opens.</p>	<p>Returning Residents: February 1st, 2024 until August 16th, 2024</p> <p>New Residents: January 1st, 2024 Until August 16th, 2024</p>
PHASE 2	<p>Phase 2: Room Selection</p> <p><i>Option-General Room Selection Process: Choose any remaining room.</i> All spaces in your current building AND buildings assigned for your gender that remain open are now available. You may make your living selection from any open remaining living space. <i>Make sure you are aware of roommate rules for placement by reading the additional details.</i></p>	<p>Returning Residents: April 1st, 2024 until June 30th, 2024</p> <p>New Residents: May 1st, 2024 Until June 30th, 2024</p>
Phase 3	<p>Phase 3: Meal Plan Selection</p> <p>All students living on campus are required to have a meal plan. <u>If you do not choose a plan by the close of the selection period, you will be auto-assigned a 12 Meal Plan with 50 dining dollars by default. Penton Residents and those with Meal Plan Exemptions on file will automatically be assigned a 5 Meal Plan.</u> The 5 Meal Plan option is not available for selection through THDSS.</p> <p><i>Meal exemptions/reductions applications will be available May 1st, 2024, until August 16th, 2024.</i></p>	<p>Returning Residents: February 1st, 2024 until July 15th, 2024</p> <p>New Residents: January 1st, 2024 Until July 15th, 2024</p>
Other Options	<p>Waiting Lists for private rooms will be open from May 1st – August 16th.</p> <p>Room consolidation period is July 15th – 25th. Assignments and/or roommate pairings may change during this time.</p> <p>Room/Roommate Change requests will be honored as spacing, and time permits during the consolidation period. Little to no changes will be made once Check-In and/or Early Arrival periods begin. Check THDSS for more details.</p>	

Take time to navigate the THDSS system and be well informed prior to the opening of selection processes. More details and screenshots for each process are enclosed in this packet.



Phase 1a APPLICATION ADDITIONAL DETAILS:

Phase 1a Option 1: Complete the 2024-2025 Housing Application

This step is **REQUIRED** for all students who want to return to on-campus housing for Fall 2024. You must have a completed application / housing agreement submitted through THDSS MyHousing no later than the stated deadline to participate in roommate and room selection.

Phase 1a Option 2: Complete the Application to Live Off Campus

DO NOT complete this step **if you are returning to on-campus housing in the Fall 2023.**

This step is **REQUIRED** for all students who **DO NOT** want to live on campus for Fall 2024. Even if you are graduating, withdrawing, or transferring, you are **REQUIRED** to complete this step.

Automatic approval reasons for living off campus include graduating, transferring, or withdrawing from WCU, age 21 before or during the Fall term, living at home with your parents within a 50-mile radius from WCU, you are married, or you have children. All applications submitted with automatic approval reasons will be reviewed by our office. If your reason is not verified for automatic approval, we will contact you, at which point you will need to complete Phase 1a-Option 1 and continue with the rest of the reassignment processes.

If you do not meet the automatic approval reasons listed above but still want to request off campus housing, you must provide detailed reasons on your Application to Live Off Campus. Your approval or denial to live off campus is determined through our office by the Director of Housing. As a reminder, if you are denied off campus approval, you should complete Phase 1a Option 1 and continue with the rest of the reassignment process. If you are denied off campus approval and you do not participate in roommate and room selection for yourself as outlined, you will be automatically assigned a Fall 2024 room based upon spaces remaining after the room selection window closes.

Phase 1b ROOMMATE SELECTION ADDITIONAL DETAILS:

Phase 1b-Choose your roommate, and if applicable, suitemates.

You **MUST** choose your roommate before choosing your room. This will allow for placement that fills each room. As soon as you have completed the 24-25 MyHousing Profile and Housing Agreement, you will qualify to participate in the roommate selection process. Make your choice(s) **and CONFIRM requests** before the room selection period opens to avoid delays/restrictions in selecting a room!

Option 1: Use Simple Search feature to look-up choices by name

Option 2: Use the Advanced Search tool to find a new compatible friend based on responses to application questions that are important to you.

Option 3: If you did not choose a roommate, you will be auto-paired with someone before the room selection process opens.



Note: Person(s) of interest must have completed 24-25 MyHousing Profile and Housing Agreement on file. If you are requesting to room with a new incoming student, contact us at housing@wmcarey.edu with details. This may be unavailable until May 1st for new incoming students.

Phase 2-Room Selection Important Notices for all Options

- Fall Class Registration Reminder: During the Room Selection timeframe, you will be allowed to choose a room whether you are registered for classes or not. **However, you must register for classes prior to the room consolidation period (July 15th – 25th) to avoid having your assignment cancelled.** If you register for classes after this time, you will have another opportunity to be reassigned and proceed through the selection process August 1st until the start of the term.
- You will only have the option to choose a living space in buildings that are designated for your gender.
- We will enact our consolidation process for any unmatched residents who have not been approved for a private room. Your room assignment is subject to change if you do not have a roommate.
- Waiting Lists for private rooms will be open from May 1st – August 16th.

Phase 2 Option 1: GENERAL ROOM SELECTIONS ADDITIONAL DETAILS:

General Room Selection: Participate in Room Selection for all remaining available rooms.

If you have not yet made your room selection, you will now choose from any remaining available room. If you have a matched roommate, you may fill a room, or if you do not have a matched roommate, you may fill a bed space within a room at a building of your choice.

Phase 3: MEAL PLAN SELECTION ADDITIONAL DETAILS:

Meal Plan Selection: All students living on campus are required to have a meal plan.

The selection period will open February 1st – July 15th for returning residents and January 1st – July 15th for new residents. Once the selection period closes, it will remain closed until after initial processing of fall assignments and fees on July 15th. **If you don't choose a plan by the close of the selection period, you will be auto-assigned a 12 Meal Plan with 50 dining dollars by default. Penton Residents and those with Meal Plan Exemptions on file will automatically be assigned a 5 Meal Plan.** The 5 Meal Plan option is not available for selection through THDSS.

Meal exemptions/reductions applications will be available May 1st, 2024, until August 16th, 2024.

There will be one more opportunity to change your meal plan via the Meal Plan Selection tab, beginning August 1st until 12 noon on the Friday of the first week of classes for the term. **Only one adjustment per term may be made.**

Meal Plan Exemptions may be granted to those student teaching, in the last term of nursing school, or with special medical needs. Please contact our office for more details.

Other Options: ADDITIONAL DETAILS:

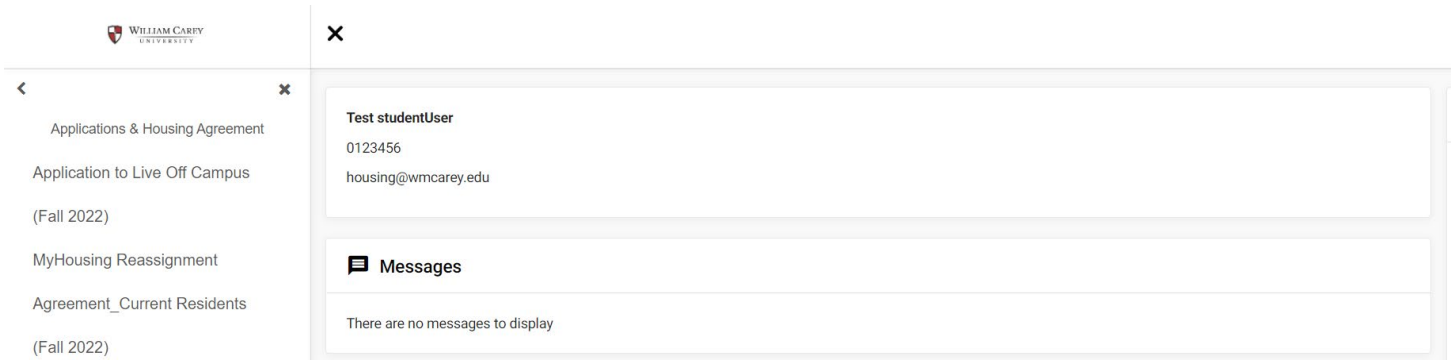
All housing assignments are based on availability, seniority, and the date of housing prepayment fee. There may be opportunity to adjust your housing selections. You may submit a request through the Waiting List options or Roommate/Room Change options in THDSS. When available these options will show up under the Roommate/Room Selection Tab or More Tasks Tab. We will honor requests on a first come, first serve basis as space is available. Waiting Lists for private rooms will be open from May 1st – August 16th. Visit the More Tasks Tab in your THD portal for more details. Submission of a request does not guarantee approval. Private rooms are granted based on occupancy numbers. **Therefore, requests may not be reviewed or approved until mid-August. Be patient. As soon as spacing is available, we will update you of the status of your request.**

Room/roommate change or waiting list request(s) must be filed 14 business prior to the beginning of the term in which adjustment is desired. However, please note that little to no changes will be made once Check-In and/or Early Arrival periods begin. Early Arrival periods typically begin August 1st until the start of classes.

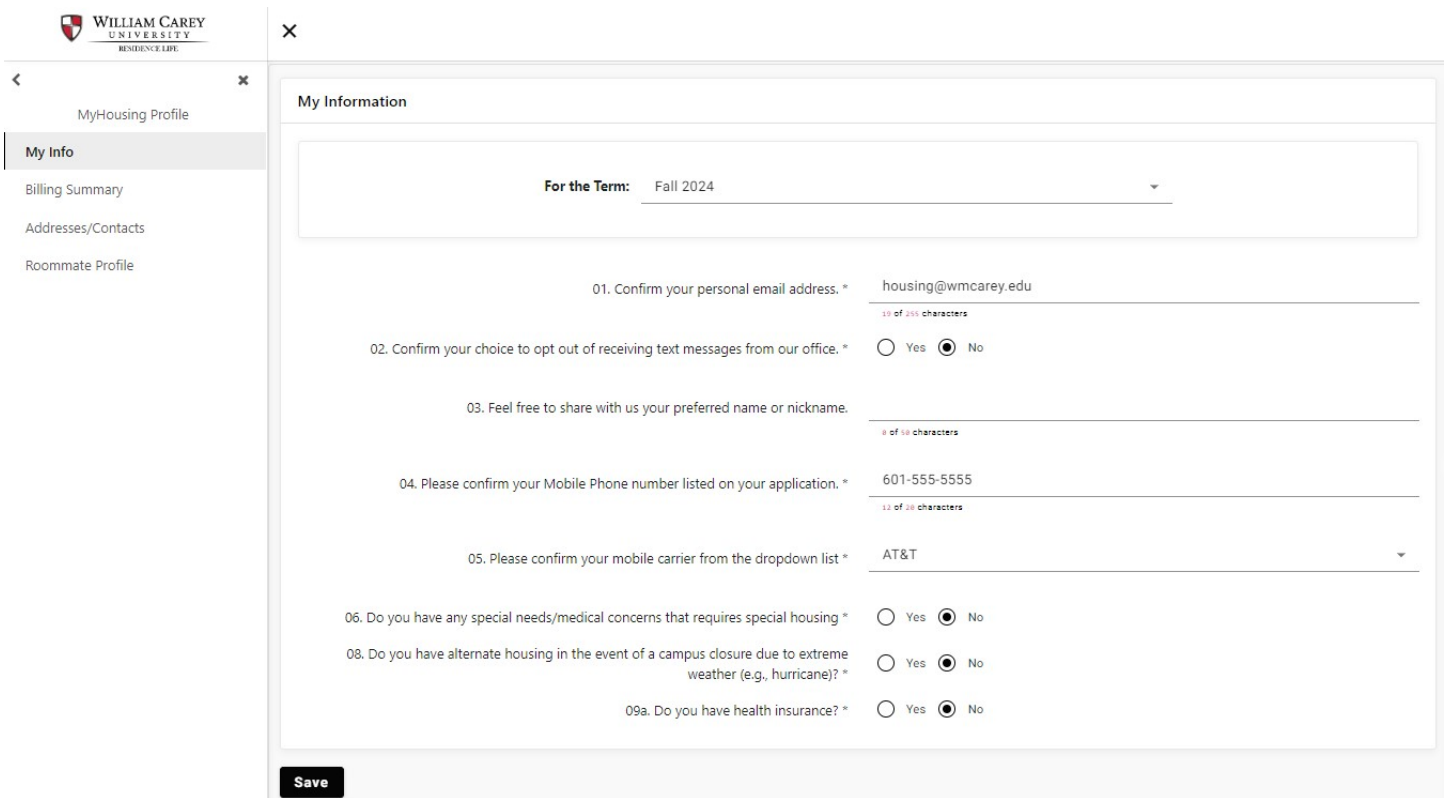


Application Screenshots

❑ Available applications will pop up under the Applications & Housing Agreement tab during open selection times. Complete ONE. Once completed, you can also revisit and make changes to the application if necessary.



❑ Be sure to update your Address and Emergency Contact information prior to arriving for Move-In Day. You will not be allowed to move in and obtain keys unless this information is up to date.





Roommate Selection Screenshots

☐ Update your Roommate Profile! This is helpful in finding a compatible roommate/suitemate if you don't have a mutual friend request for the Roommate Selection Process.

☐ You will see a message similar to this one, if you have not picked a roommate. Try using one of the Search Options to find someone compatible and send him/her a request.

☐ When all roommate requests are confirmed, you will see a message similar to this in your THDSS:



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❑ You will see this message if you have unconfirmed Roommate Request(s). Give the person a nudge (Poke) or send an email reminder to accept your request. If he/she still does not confirm, you can remove them and restart your search or not pick a roommate. If unmatched with a mutual friend, you will be auto paired with someone based on application questions.

Your roommate request has been saved.

Test studentUser

(has not confirmed your request)

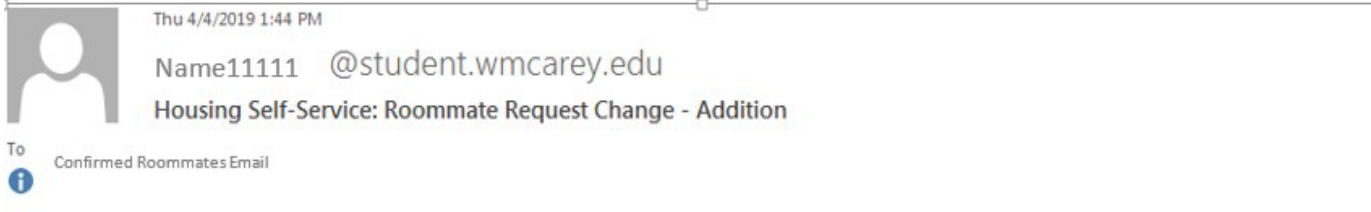
- Remove
- Poke
- View
- Email

You have an unmatched roommate group.

Unmatched Roommates:

- Test studentUser has not requested | Student Name

❑ When all roommate requests are confirmed, you will get an email similar to this one:



Dear Test studentUser,

This is an automated email generated from Housing Self-Service.

You have been ADDED as a roommate request by Felicia Bond.

The email address for this student is: Name111111@student.wmcarey.edu
confirm or decline the request. All requests must be mutual to be considered.

Please log into your Housing Self-Service Portal and either



Other Options Screenshots (Note: Pricing is subject to change)

☐ To make your meal plan selection, click on the Meal Plans tab, select a term (Fall 2024), and hit submit. Available meal plan options for you to choose from will populate on the next screen.

Board	Dining Dollars	Dining Plan Fee	Points Fee	Total Fee (Plan + Points)
Board 12	50	\$1,050.00	\$50.00	\$1,100.00
Board 12	100	\$1,050.00	\$100.00	\$1,150.00
Board 12	150	\$1,050.00	\$150.00	\$1,200.00
Board 12	200	\$1,050.00	\$0.00	\$1,050.00
Board 14	50	\$1,080.00	\$50.00	\$1,130.00
Board 14	100	\$1,080.00	\$100.00	\$1,180.00
Board 14	150	\$0.00	\$150.00	\$150.00
Board 14	200	\$1,080.00	\$200.00	\$1,280.00
Board 20	50	\$1,170.00	\$50.00	\$1,220.00
Board 20	100	\$1,170.00	\$100.00	\$1,270.00
Board 20	150	\$1,170.00	\$150.00	\$1,320.00
Board 20	200	\$1,170.00	\$200.00	\$1,370.00

☐ To apply for private rooms in available halls, click on the Waiting Lists option under the More Tasks tab. Follow the instructions on the webpage.

Waiting List	Position	Total
You are not a part of any Waiting List at the moment.		

Add to Waiting List

You are not eligible to add yourself to any waiting lists at this time.