



**RETURNING STUDENT
ROOM SELECTION
GUIDELINES
2023-2024**

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NOTE: The information contained in this document is subject to revision. All revisions made will be posted to the Residence Life webpage

I. Important Dates

February 14, 2023: Housing application available on the myResLife portal.

March 2, 2023: Deadline for application completion to participate in first day of Room Selection.

March 7, 2023: First day of room selection (Help Desk available via Zoom link, 4-8PM).

March 8, 2023: Last day of Help Desk, available via Zoom link, 4-8PM.

March 31, 2023: Last day to self-select before portal closes. Any student who has signed the license agreement, but not selected a room, will be assigned a room based on room preferences vs availability.

April 28, 2023: Any resident may cancel housing via the myResLife portal through April 28th without penalty. After April 28th cancellation charges apply as outlined in the Residence Hall License Agreement.

II. Overview

The Room Selection Process gives eligible returning students opportunity to select a room assignment for next year in a convenient and time efficient manner.

The Room Selection Process is group-size priority based, followed by seniority. Accordingly, larger roommate groups will select before smaller groups with members of higher academic seniority at FSU.

By participating in the Room Selection Process, eligible students have the opportunity to make some choices about their room type, roommate(s) and/or residence hall. Eligibility requirements outlined in Section III.

Once eligible applicants have selected their room, applicants may not participate further in the room selection process.

Students are reminded that the term of the Residence Hall License Agreement is for the full academic year (both Fall and Spring Terms) unless the resident graduates at the end of the Fall Term or participates in a FSU sponsored exchange program.

Please note that while the overwhelming majority of selected assignments do not change, the University reserves the right to change room assignments and/or fill vacancies as deemed necessary at any time.

If, after reviewing these Guidelines, you have questions please contact Residence Life and Housing by phone at 508-626-4636 or by email to ResidenceLife@Framingham.edu.

III. Room Selection Step-by-Step Instructions

1. Complete the Housing Application
 - a. The housing application can be accessed via the myFramingham portal. Once in myFramingham select "Student", then "Student Life" and then the "myResLife" login. For step by step instructions please see Appendix A.
2. Create a roommate group (if applicable)

Students wishing to live together must establish a roommate group which can be done through the application. This includes selecting a leader of the group who selects the group's assignment. Students can return to the group page of the application to make adjustments as needed after initially completing the application. For full instructions please see Appendix B. For roommate groups, the group leader needs to make the selection for those in the roommate group.

3. Participate online

Students who complete the application by March 2 will receive a timeslot via FSU student email two days prior to room selection. Room Selection begins on March 7, 4PM and concludes end of day March 31.

IV. Eligibility Requirements

1. Room Selection Eligibility

In order to be eligible to participate in the Room Selection Process, applicants must:

- Be an active matriculated FSU student registered for fall and spring courses.
- Fill out online housing application and Residence Hall License Agreement by deadlines listed in Important Dates section for Room Selection.

2. Maintaining Eligibility for On-Campus Housing

Applicants *may* lose eligibility for on-campus housing if they do not:

- Remain an enrolled student in good academic standing (must be an active student, not be on academic suspension/dismissal, and must be attending classes)
- Register for classes by the end of the add/drop period.
- Maintain student account in good standing.
- Abide by terms of the Residence Hall License Agreement.

3. Residence Hall Suite Eligibility

In addition to maintaining eligibility, students interested in living in suites must:

- Not be on Disciplinary Probation status at the time of occupancy. Students currently on Disciplinary Probation may apply for a suite if their status ends prior to start of Fall semester.
- Any person who selects a suite and is later placed on disciplinary probation, or is found to be ineligible, will be removed from the suite and reassigned to another space on campus.

V. Room Selection Timeslots

Timeslots are the dates/times when an eligible student can go online to the myResLife portal to select housing for the upcoming year. Residents who fill out the application on time, but who do not participate in the Room Selection Process by March 31st will be assigned to a room based on room preferences vs availability.

Room selection timeslots will be scheduled according to roommate group size priority order. Groups of 3-4 members will receive timeslots first. Timeslots will then be assigned based on class-seniority. Selecting at, or as close to your assigned timeslot as possible will result in maximizing your options. Because single and double-as-single room availability are limited, please consider back-up plans. Students who wish to select a single-occupancy space and are not able to can request to be placed on a waitlist by contacting Residence Life via email at residencelife@framingham.edu.

Students with a documented disability requiring a single room accommodation must participate in the room selection process and select from available singles which best meets their needs. If unable to select an appropriate room through room selection which meets needs, approved students with a documented disability should email Residence Life at residencelife@framingham.edu after room selection for assistance. We will do our best, but single accommodations cannot be guaranteed to students who do not participate in selection.

During room selection, participants can select from a range of available suites, traditional/standard rooms, and conjoined rooms (including conjoined singles). Residents can also opt for rooms that remain open for the Thanksgiving, winter and spring breaks in Larned Hall or Miles Bibb Hall, as well as gender-inclusive assignments.

Applicants will receive a selection appointment date and time by student e-mail prior to room selection. Beginning at their appointed timeslot student group leaders or individual students will be able to log onto myResLife, to select a room assignment for their group.

VI. Hall/Room Types and Considerations

1. Suites

Suites are defined by the presence of a shared common living room. There are up to 51 suites available:

- In *Miles Bibb Hall* there are up to 49 four-person suites available. Each includes:
 - private bathroom;
 - common room; and,
 - Two (2) double occupancy rooms
 - Miles Bibb Hall (North) suites may be coed, or may be designated as gender inclusive housing spaces.
- In *Horace Mann Hall* there are two (2) junior suites (one male and one female). Each includes:
 - common room;
 - two double occupancy rooms; and,
 - two single occupancy rooms
 - there are no private bathrooms in Horace Mann suites
 - These junior suites may be selected with one or more double-as-single rooms, reducing suite size to as few as 4 residents. Please notify Residence Life and Housing immediately after selection if you are interested in this option so the additional beds can be closed.

Note: West Hall rooms are considered conjoined rooms, and not suites for room selection purposes.

The following policies apply to residence hall suites:

- Students are responsible for cleaning and maintaining their suites, including bathrooms, according to health and safety standards prescribed by the University. Maintenance staff does not provide cleaning service to occupied suites.

Examples of suite floor plans can be found in Appendix C.

2. Conjoined Rooms in Miles Bibb and West Halls

- Conjoined rooms in Miles Bibb and West share a private bathroom. In West residents also share an entry area with a vanity and sink.
- Some conjoined rooms in Miles Bibb and West include a single room configuration. In Miles Bibb conjoined rooms are accessible to connectors through the shared bathroom. In contrast, in West Hall each single bedroom may be locked.
- Students in conjoined rooms are responsible for cleaning and maintaining their shared private bathrooms and entry/vanity area (West Hall).

3. Double-As-Single (DAS) in Various Halls

A double-as-single room is a design double room that is assigned to one student alone. The room will still have both sets of furniture which can be utilized by the resident, but which must remain in the room. There is a premium charge of \$1,500/semester added to the room rate of a double-as-single. Please be aware that additional financial aid grants are not awarded to cover this premium, though loan aid may be available. Please contact Financial Aid with any questions about financial aid eligibility.

4. Premium Singles in Various Halls

A premium single room is a design double room that is assigned to one student alone. The room will have a full-sized bed, two sets of dressers/wardrobes, an armchair, a desk, and a desk chair, which all can be utilized by the resident, but must remain in the room. There is a premium charge of \$1,500/semester added to the room rate of a premium single. Please be aware that additional financial aid grants are not awarded to cover this premium, though loan aid may be available. Please contact Financial Aid with any questions about financial aid eligibility.

5. Gender Inclusive Housing

Gender inclusive housing is available to any student who meets on-campus housing eligibility requirements and who wishes to live in a room with another eligible resident without restriction based on their roommate's biological sex, gender, gender identity, or gender expression. Depending on the applicant's interests and needs, Residence Life will consider gender inclusive options in all residence halls.

All Miles Bibb Hall and West Hall housing options include shared private bathrooms. Other halls have community bathrooms designated either (a) "male" by sex/gender identity; (b) "female" by sex/gender identity; or, (c) as single user bathrooms without sex/gender identity designation. Private or gender inclusive single user bathrooms are available in Miles Bibb and West Halls.

Current resident students who are interested in a gender inclusive assignment should indicate their preference on their housing application, and email Residence Life (residencelife@framingham.edu) upon receipt of their room selection appointment time to review and select from available gender inclusive rooms in seniority order. Students will not be asked to disclose why they have selected a preference for gender inclusive housing.

Couples involved romantically are discouraged from choosing gender inclusive housing.

6. Full Academic Year Housing – Thanksgiving, Winter and Spring Breaks

Larned Hall will be open for academic year vacation periods (Thanksgiving, Winter & Spring Breaks) with no additional applications/break charges. Larned Hall residents may remain in the hall through the academic year and do not need to leave during vacation periods.

Miles Bibb Hall will be open for academic year vacation periods (Thanksgiving, Winter & Spring Breaks) for residents who wish to opt in to this option. There is an additional cost of \$500 for vacation housing in Miles Bibb. Miles Bibb residents will be given the option to opt into the vacation housing option after room selection.

Students selecting the Full Academic Year + Vacation Housing (Thanksgiving, Winter & Spring Breaks) option agree to extend the terms of the Residence Hall License Agreement through the Thanksgiving, Winter and Spring Break vacation periods. Please note: There is no meal plan during the vacation housing period and campus dining services will be available on a limited basis during vacation periods.

All halls, except for Larned Hall and Miles Bibb Hall, will be closed for Thanksgiving, Winter and Spring Breaks during the academic year.

7. Extended Quiet Hours Floor (Larned Hall)

Students interested in living with others who wish to commit to a quiet floor environment may want to consider the Extended Quiet Hours Floor. This floor will be designated on Larned Hall's 2nd floor. This option is available for individuals willing to commit to an environment with extended quiet hours (8:00 p.m. - 8:00 a.m. Sunday through Thursday).

VII. Additional Room Selection Guidelines

1. Room Selection Priority Order

During the open room selection process, the order in which participants will select rooms is determined by a lottery system prioritized by group size, followed by academic class seniority. Groups of 3-4 members will receive timeslots first. Groups of 2 will follow, and lastly, single person groups based on the number of credit-bearing courses completed plus those currently in progress. This is similar to the class determination for registration as outlined in the University's "Undergraduate Catalog".

Most Seniority

Priority Level I (24 completed courses and above)

Priority Level II (16 – 23 completed courses)

Priority Level III (8 – 15 completed courses)

Priority Level IV (less than 8 completed courses)

Least Seniority

Within each priority level, students are then assigned a random computer-generated selection appointment time. This is the time that selection will first be available to a student on the myResLife portal. Students need not select at this specific appointment time and may select at any time until the close of selection, however, fewer choices will be available as time progresses.

2. Rooms Designated to Accommodate Students with Disabilities

The rooms listed below may be reassigned to students with disabilities if the need arises. Persons without disabilities are free to choose these rooms with the understanding that, should a student with a disability need housing in the future, they would be reassigned. If the need for displacement occurs, every effort will be made to maintain the existing roommate configuration. However, due to space constraints, this cannot be guaranteed.

- West Hall: 203A&B, 303A& B, 316A&B, 403A&B, 416A&B, 503A&B, 516A&B, 603A&B, 616A&B
- Horace Mann Hall: 155, 157, 159, 160
- Peirce Hall: 143, 145, 149, 151
- Miles Bibb Hall (North): 307A&B, 310, 314A&B, 420A&B, 441A&B, 520A&B, 541A&B, 620A&B, 641A&B, 720A&B, 741A&B

3. Anticipated 2023-2024 Residence Hall Room Rates

2023-2024 Residence Hall Academic Year Room Rates (Fall and Spring semesters)*

Corinne Hall Towers

- Standard/traditional double - \$8,880
- Design single - \$9,700
- Premium single - \$11,880

Horace Mann Hall

- Standard/traditional double - \$8,880
- Design single - \$9,700
- Junior suite - \$9,380 (double); \$10,200 (single)

Larned Hall (open Thanksgiving, Winter and Spring Break vacation)

- Standard/traditional double, triple, or quad - \$9,380
- Premium single - \$12,380

Miles Bibb Hall

- Conjoined double - \$9,880
- Premium single conjoined - \$12,880
- Design single - \$10,880
- Suite - \$10,880
- Premium single suite - \$13,880
- Thanksgiving, Winter and Spring Break vacation housing opt-in is an additional \$500

Peirce Hall

- Standard/traditional double - \$8,880
- Design single - \$9,700

West Hall

- Conjoined double - \$9,880
- Design single - \$10,880
- Premium single - \$12,880

NOTES:

- Double-as-Single - Room rate plus \$3,000
- All resident students will be charged a \$100 damage deposit at the beginning of each year which is refunded, less any damage assessment, at the end of the academic year.

* Rates provided are estimated for the 2023-2024 academic year. Actual rates will be set by, and are subject to approval of, the Framingham State University Board of Trustees.

There is no housing deposit required, however, students who fill out the application and do not select housing by March 31st will be placed in a room based on room preferences vs availability. After April 28th, students will be charged a cancellation fee based on the scale outlined in the Residence Hall License Agreement.

For current rates go to the website [here](#).

VIII. Appendix A: How to Complete the Housing Application

As you progress through the application, click on: '**Save & Continue**' at the bottom of each page. Use the process bar at the top of page, to return to a completed section.

Step 1: Log on to myFramingham

Step 2: Click on "Students" and select "Student Life" from the upper left menu

Step 3: Click on "myResLife Login" located in the Residence Life block

Step 4: Click the Login button, located on the upper right. **Scroll down past the staff login area. Click on the button labeled "Framingham: Student SSO login"**, login using your myFramingham username and password.

Step 5: Click "Housing Application" on top toolbar. Next page, click "Start Application"

Step 6: Select "Academic Year 2023-2024"

Step 7: Follow the prompts on each page. Click "Save & Continue" at the bottom of each page. Use the process bar at the top of page, to return to a completed section.

(OPTIONAL)

Roommate search: To be included in the roommate search option, complete the **About Me Section** located at the bottom of the Student Information page. You can opt in to displaying your screen name and description in the roommate search feature.

Medical Accommodations: If you are requesting a specific accommodation for a disability/medical reason, check the box located near the bottom of the Medical Information & Accommodations page. Submission information of supportive documentation will be provided on the following application page.

Microfridge Rental: this option is available on the application.

If you have any questions, please contact residencelife@framingham.edu or 508-626-4636

IX. Appendix B: Roommate Groups and Search Options

Roommate Group: You are not required to create a roommate group. If you wish to Create/Join a roommate group, follow the instructions below.

Create a Roommate Group:

- On the Roommate Groups page, click the “Create Group” button.
- Create a group name and password, click Save Group
- Confirm the group by clicking “Verify Group”
- Now, share the group name password with those you want to room with.
- Or, search for roommates by clicking on “Roommates by Details”
- Enter a variable into the filter (screen name, description, gender, age), click “Search”
- Scroll downward to view the list of eligible roommates.
- Select the roommates you like to be added to your group by clicking “Add to Group”. The system will send an invitation the selected parties to join the group.

Join a Roommate Group:

- On the Roommate Groups page, click the “Join Group” option from the list.
- Enter the Group name and password of the group you wish to join.
- Once you join the group, a confirmation email will be sent to the group.

Roommate Search:

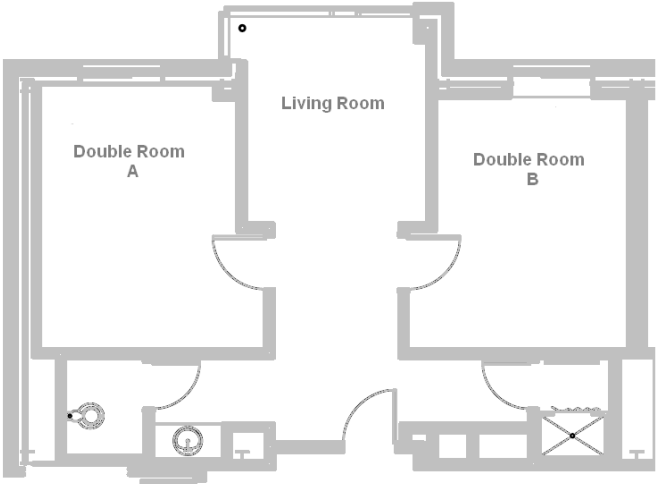
This is optional. To be included in the roommate search option, complete the **About Me Section** located at the bottom of the Student Information page in the application. You can opt in to displaying your screen name and description in the roommate search feature. It is helpful to include your major, music preference and hobbies in your description.

To view potential roommates, go to the Roommates Group page of the application. Enter a variable into the filter field (screen name, description, gender, age), click search. Scroll downward to view the list of potential roommate candidates. Send message from this page to potential roommates.

X. Appendix C: Examples of Suite Floor Plans

Typical Miles Bibb Hall Suite Floor Plan

1 Living Room, 2 double occupancy rooms, 1 bathroom



Typical Horace Mann Hall Junior Suite Floor Plan

1 common room, 2 double occupancy rooms, 2 single occupancy rooms – no bathroom. Contact Residence Life immediately after selection if interested in Double-as-Single suite.

