

OFFICE OF RESIDENCE LIFE

ROOM SELECTION

GUIDELINES

2019-2020



Framingham
State University



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NOTE: THE INFORMATION CONTAINED IN THIS MANUAL IS SUBJECT TO REVISION. ALL REVISIONS MADE BETWEEN PRINTINGS WILL BE POSTED TO THE RESIDENCE LIFE “HOUSING” [Residence Life website for housing](#)



I. Overview

The 2019-2020 Room Selection Process has been designed to give eligible resident students room selection options while minimizing time demands. The Room Selection Process is generally seniority based and provides students more options as they gain seniority at FSU. If you have questions after reviewing these *Guidelines*, please contact Residence Life by phone at 508-626-4636 or by email to ResidenceLife@Framingham.edu

By participating in the Room Selection Process, eligible students have the opportunity to make some choices about their 2019-2020 room type, roommate(s) and residence hall. It is important to carefully review eligibility requirements outlined in Section II of these *Guidelines*.

Please remember that to participate in Room Selection a \$150 housing reservation deposit must be confirmed as received in the Office of Student Accounts by Monday, April 8, 2019. This deposit is non-refundable and non-transferable. Students who deposit after April 8, 2019 will be provided a residence hall assignment on a space available basis at the conclusion of the room selection process, but will not be eligible to select a space through the room selection process.

Room selection participants will have distinct room selection options described in Section IV of this document. These options, which are further described in Section IV are: Room Selection eligible students can choose to participate in:

1. **Same Room Selection** Residents on current Living Learning Community (LLC) or Theme Floors will have the option through the application process of keeping their current assignment for next year. If you are currently a member of a theme floor, you may have this option as part of your housing application.
2. **Single Room Selection** (Horace Mann, Peirce, Towers and Linsley Halls); OR
3. **Open Room Selection:** Through Open Room Selection students will be able to select from available traditional/standard rooms, suites, conjoined rooms, rooms on LLC/Theme floors, an academic year vacation housing hall, gender-inclusive assignments, and extended quiet hours floors. These options are described more in section V of these Guidelines.

Additional Room Selection Guidelines are outlined in Section VI. Students should review and consider these guidelines which include:

- room selection priority order
- the ability to choose roommates
- the opportunity to reside in a suite with friends
- medical considerations



- scheduled residence hall changes

Current students with lower priority sometimes worry that all rooms will be assigned before it is their turn to select a room. This should not be a concern - even after all current students participate in the Room Selection Process, spaces will remain open and be assigned to returning students who deposited after April 8th and new Fall 2019 incoming residents.

Eligible applicants may participate and receive an assignment in only ***one*** section of the Room Selection Process. Once a room has been assigned, applicants may not participate further in the Room Selection Process, (e.g. a student may not be assigned a single room ***and*** then participate in Open Room Selection). Applicants should choose housing that best meets their needs and interests.

Finally, students are reminded that the term of the Residence Hall License Agreement is for the full academic year (Fall and Spring Terms - unless you graduate at the end of the Fall Term or participate in a FSU sponsored exchange program) and that the University reserves the right to change room assignments at any time.

II. Room Selection Step-by-Step Instructions

1. Complete the online housing application
 - a. Students who deposited by April 8th will receive an email from Residence Life instructing them to complete the online housing application. This is required to select a room and can be done in a short amount of time. Complete your application as soon as possible.
 - b. Application is completed via [myFramingham](#). Once in myFramingham select the “around campus” tab, and then select the ‘myResLife’ link.
2. After your application is complete you will receive a selection appointment date and time based on whether you wish to participate in Single Room Selection or Open Room Selection. If you are afforded the opportunity to participate in Same Room Selection (option available only to certain current LLC/Theme Floor residents).

III. Eligibility Requirements

This section outlines the eligibility requirements for housing and participation in the 2019-2020 Room Selection Process.



A. Room Selection Eligibility

In order to be eligible to participate in the 2019-2020 Room Selection Process, applicants must:

- Be an active matriculated resident student
- Have paid a \$150 non-refundable, non-transferable housing reservation deposit confirmed as ***received*** by the Student Accounts Office in the Student Services Center on the 5th floor of the McCarthy Center by no later than 4 p.m. on April 8, 2019.
- Have their student account in good financial standing (zero balance or approved arrangement with Student Accounts).
- Fill out online housing application and Residence Hall License Agreement by **April 12** for Single Room Selection and by **April 19** for Open Room Selection.
- Participate in the Room Selection Process. Residents who submit a deposit on time, but who do not subsequently participate in the Room Selection Process, will be assigned to a room on a space available basis.

B. Maintaining Eligibility for On-Campus Housing

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

- Remain a matriculated undergraduate 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 and pay all bills on time.
- Abide by all terms of the *2019-2020 Residence Hall License Agreement*.
- Maintain a full course load. Any resident student who wishes to drop below a full course load must make a written request, and granted approval by the Associate Dean of Students.

C. 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 September 3, 2019.
- Apply as a member of one suite group only.



NOTE: 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 on campus space.

D. Students on Residential Review

Students on Residential Review are allowed to participate in Room Selection, but will not have an on-campus housing assignment confirmed until ***after*** the Residential Review period. Residential Review status is evaluated at the end of the semester.

IV. Room Selection Options

There are two different sections of the Room Selection Process. The following table outlines the options and any special qualifications required for participation. Selection appointments are the dates/times when an eligible student can go online to the myResLife portal to select housing for the upcoming year. (See **Section VI** for more information on how selection appointments are created based on academic credits.)

A. Room Selection Important Dates

Single Room Selection (Open to all eligible room selection participants)

4/12/19: Online application must be completed

4/17/19: Selection appointments will be emailed by Noon

4/17/19-4/18/19: Selection appointment timeslots are open and available until rooms run out

Open Room Selection (Open to all eligible room selection participants. Participants on Disciplinary Probation at the time of occupancy are not eligible to select suites or live in suites)

4/19/19: Online application must be completed

4/22/19: Selection appointments will be emailed

4/24/19-4/26/19: Selection appointment timeslots open



B. Single Room Selection

This process allows participants¹ to apply for single occupancy room in Horace Mann Hall, Peirce Hall, Linsley Hall, or Corinne Hall Towers. A number of Double-as-Single rooms will also be available through Single Room Selection. Single Room Selection appointment timeslots will be scheduled according to seniority-based priority order (see Section V for a detailed explanation of Room Selection Priority). Single room availability is limited so delaying selection beyond your assigned appointment timeslot may diminish your ability to select a single.

NOTE: Single occupancy rooms attached to North Hall suites or conjoined rooms in North Hall and West Hall are not selected through Single Room Selection – they are selected through Open Room Selection.

In order to participate in this process, applicants must complete the Housing Application on myResLife by **April 12, 2019** and select single room preference on their application. Applicants will receive a selection appointment date and time by student e-mail on **April 16, 2019**.

Because single room availability is limited please consider back-up plans. Applicants not awarded a single occupancy room will be able to revisit their housing application to create or join a roommate group after April 18th and will be given an appointment date and timeslot, for participation in the Open Room Selection Process. Applicants, not able to select a single room, will be placed on the Single Room Wait List but must participate in Open Room Selection to remain on the Single Room Wait List.

Single Room Selection will open on **4/17/2019** and close by 5 PM on **4/18/2019**.

Please pay attention to the time frames, as punctuality is important given limited room availability!

¹**Note:** Students with a documented disability requiring a single room accommodation must pay the housing reservation deposit by the deadline, complete the housing application on myResLife (indicating accommodation needed), and participate in Single Room Selection Process. If unable to select a room through the selection process, students with a documented disability should email Residence Life at residencelife@framingham.edu by April 26, 2019



C. Open Room Selection

During Open Room Selection, participants will select from a range of available on-campus rooms, conjoined rooms and/or suites, and themed housing options. Open Room Selection appointment timeslots will be scheduled according to seniority-based priority order (see Section VI for a detailed explanation of Room Selection Priority).

In order to participate in this process, applicants must complete the Housing Application on myResLife by **April 19, 2019** and, if interested in living with a specific roommate or roommates, create or join a roommate group on their applications. Applicants will receive a selection appointment date and time by student e-mail on **April 22, 2019**. Beginning at their appointed timeslot student group leaders will be able to log onto myResLife, to select a room assignment.

Open Room Selection will open on **April 24, 2019** and close by **April 26, 2019**.

Please pay attention to the time frames, as punctuality is important in maintaining seniority advantage in selection. That is, you will have more options by logging in at your appointed as close to your appointed timeslot as possible.

Eligible resident students interested in residing in a suite or other type of themed housing should review information on those options below.

In order to live with a specific person(s) a group must be formed during the Housing Application:
Creating a roommate or suite group:

1. Assign one roommate to be your group leader who will create a roommate group and password on their housing application on myResLife. It is advantageous to assign the leader based on who would have the highest seniority since selection appointment timeslots are assigned by the group member with highest seniority.
2. All members of the group must complete their applications on myResLife and also join the group.
3. Discuss which rooms/suites would best suit your group's needs and decide on roommate pairings, if applicable.
4. The group leader will select the room/suite during their assigned selection appointment time and assign all roommate pairings to rooms within the selected suite.
5. Group leaders should be sure all of this information has been gathered and understood by the group well in advance of selection.
6. Have a contingency/ back-up plan. If the group leader is not able to select the planned room/suite(s), the group leader should be ready with an alternative plan.



7. Once a room/suite has been selected, members of the suite group may not participate in subsequent sections of the Room Selection Process.
8. Additional roommate(s)/suite mates: Throughout the Open Room Selection process, students may select any open spaces within a suite. Any vacancies that remain after Room Selection will be assigned by the Assignment Coordinator. Therefore, it is best to try to fill your suite if possible unless you don't have preferences on additional suite mates.

V. Hall/Room Types Available During Open Selection

The following sections describe the various housing options under Open Room Selection: Suites, Gender-Inclusive Housing Program, Full Academic Year + Vacation Housing (Thanksgiving, Winter & Spring Breaks), and Themed Housing options.

A. Suites

Suites are defined by the presence of a shared common living room. There are a total of 63 suites available:

- In North Hall there are 49 four-person suites available. Each includes:
 - private bathroom;
 - common room; and,
 - Two (2) double occupancy rooms

Note: North Hall suites may be coed, or may be designated as gender inclusive housing spaces.
- In Linsley Hall there are four eight-person (8) suites and eight six-person (6) suites. Each includes:
 - private bathroom,
 - common room; and,
 - double occupancy rooms (three or four depending on suite capacity)
- 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

Note: there are no private bathrooms in Horace Mann suites

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



The following policies apply to residence hall suites:

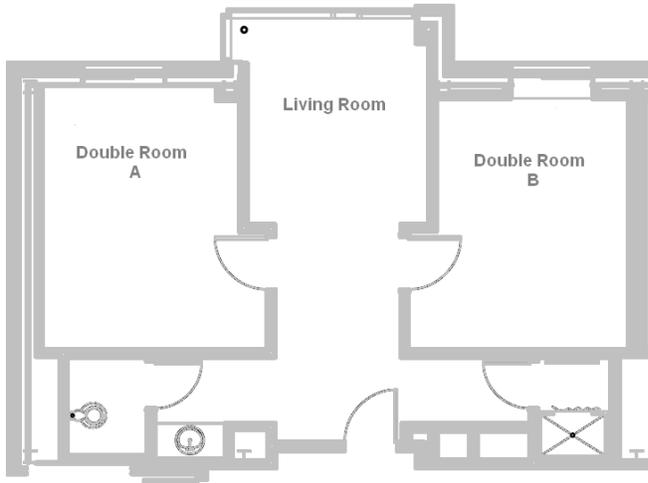
- Students are responsible for cleaning and maintaining their suites according to health and safety standards prescribed by the University. Maintenance staff does not provide cleaning service to occupied suites.
- Residence Life Staff will enter suites to inspect for health, safety, and compliance to the University's policies. Suite residents will be notified of any health and safety concerns and required corrective action.
- In accordance with fire safety, the number of people present in a suite at any given time may not exceed twice the capacity of the suite (e.g. 4-person suites are limited to a maximum of 8 people present at any given time). Suite members are expected to communicate with one another and coordinate their guests and visitors accordingly.



Examples of Suite Floor Plans:

Typical North Hall Suite Floor Plan

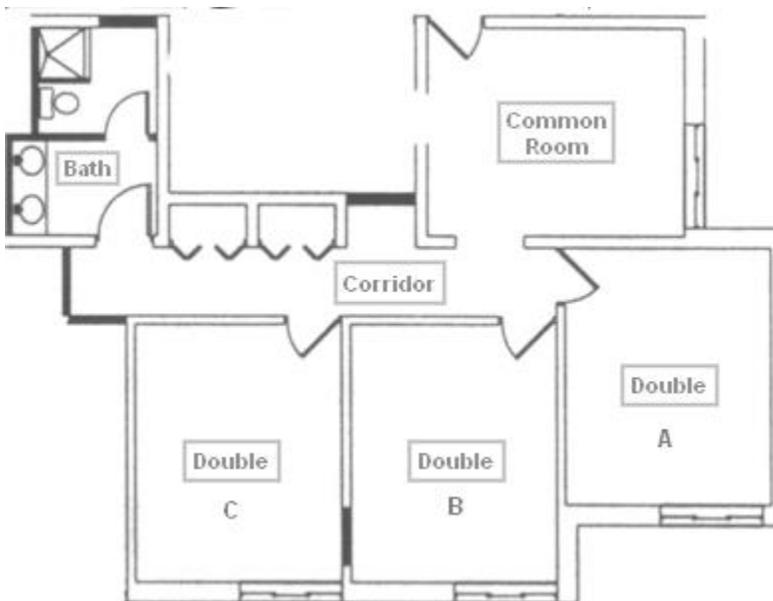
1 Living Room, 2 double occupancy rooms, 1 bathroom



Typical Linsley Hall Suite Floor Plan

1 common room, 1 bathroom, 3-4 double occupancy rooms

(Shown: One 6-Person suite layout)

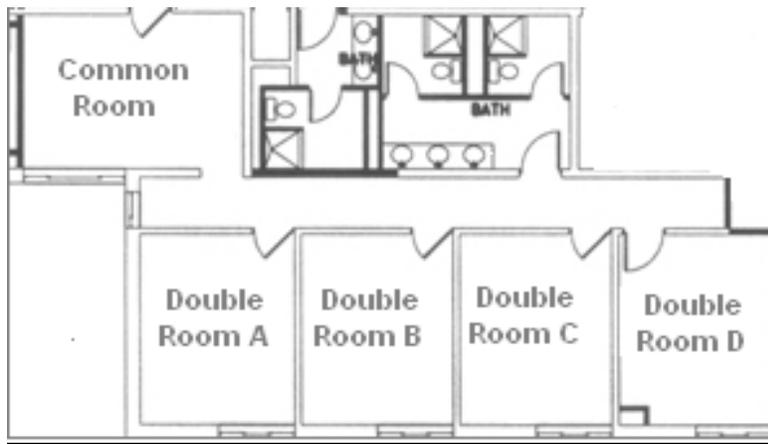


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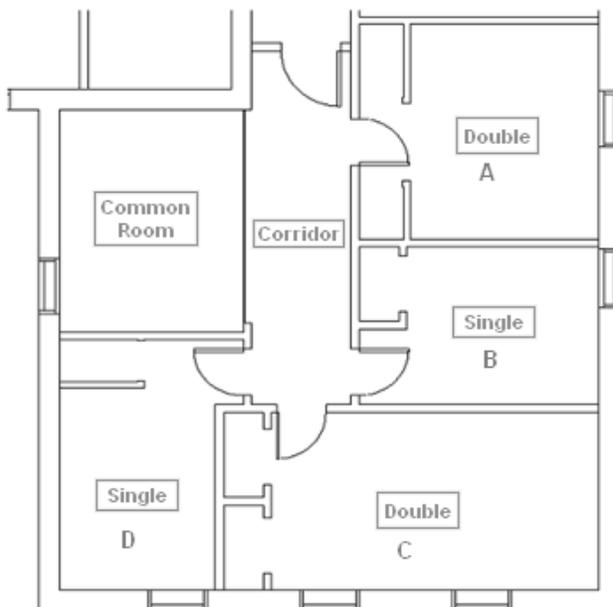
Typical Linsley Hall Suite Floor Plan

1 common room, 1 bathroom, 3-4 double occupancy rooms (Below: 8-Person suite layout)



Typical Horace Mann Hall Junior Suite Floor Plan

1 common room, 2 double occupancy rooms, 2 single occupancy rooms – no bathroom



Complete floor plans for all residence halls can be found in the Residence Life main office (located on the ground floor of Corinne Hall Towers from 9:00 a.m. – 5:00 p.m. weekdays).



B. Gender-Inclusive Housing

In keeping with Framingham State University's mission statement and policies that support "...an inclusive and diverse learning, living, and working environment..." 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.

Residence Life is committed to providing an inclusive and supportive experience for all resident students and offers this housing option to any residents who may prefer to live with a roommate in a gender-inclusive room assignment. All North Hall and West Hall housing options include private bathrooms. Residence Hall community bathrooms are either (a) designated "male" by gender identity; (b) designated "female" by gender identity, or (c) are single user bathrooms without gender identity designation. Private or gender inclusive single user bathrooms are available in North and West halls, and on some floors in Linsley, Horace Mann, and Larned Halls.

Current resident students who are interested in assignment through the Gender-Inclusive Housing Program should indicate their preference on their housing application and email the Residence Life Assignment Coordinator, Laurie Carr (lcarr@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.

In the event a vacancy occurs in a gender inclusive room assignment the remaining resident will be given an opportunity to pull in another eligible resident if housing demands allow. During high occupancy periods, either another student requesting gender inclusive housing will be assigned to the vacancy or the room's designation will default to assignment by biological sex.

Couples involved romantically are discouraged from choosing gender inclusive housing. It is up to the discretion of individual students interested in gender-inclusive housing whether they wish to discuss this option with their parents.



C. Full Academic Year Housing/Vacation Housing Hall

Do you expect to need housing during the academic year vacations (Thanksgiving, Winter and Spring Breaks) – perhaps because you work locally, participate in certain activities, or just need housing during these breaks? During the 2019-2020 academic year Linsley Hall will be open for academic year vacation periods (Thanksgiving, Winter & Spring Breaks) with no additional applications/break charges. This convenient option is an amenity available only in Linsley Hall for the 2019-2020 academic year. Linsley Hall residents may remain in the hall through the academic year and do not need to leave during vacation periods.

Students selecting the Full Academic Year + Vacation Housing (Thanksgiving, Winter & Spring Breaks) option in Linsley Hall 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 Linsley Hall, will be closed for Thanksgiving, Winter and Spring Breaks during the 2019-2020 academic year. Join the Linsley Hall community and settle in for the full academic year.

D. 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. The Extended Quiet Hours Floor 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). A quiet floor contract must be signed if one chooses a room on this floor.

E. North and West Halls connected Single Rooms

North Hall (connected to a double room through a shared bathroom): 203A, 208A, 218A, 303A, 403A, 415A, 425B, 503A, 515A, 525B, 603A, 615A, 625B, 703A, 715A, 725B

West Hall(A & B rooms connected through a shared entry and bathroom) : 202A & B, 232A & B, 234A & B, 302A & B, 332A & B, 334A & B, 402A & B, 432A & B, 434A & B, 502A & B, 532A & B, 534A7 B, 602A & B



F. Living Learning Community (LLC)/Theme Housing Options

1. Arts Collective (Corinne Hall Towers)

Corinne Hall Towers is home to the Arts Collective floor; this option is designed for students involved in the performing or visual arts. Floor members are expected to help plan and support floor programming which may include museum trips, viewing parties, award show nights, and other similar events.

2. New England Sports Nation Floor (Larned Hall)

The England Sports Nation option will include areas in Larned Hall and will be designed for students who love everything about the Red Sox, Bruins, Celtics or Patriots. Floor members are expected to help organize and support floor programming which may include Celtics, Bruins, Red Sox and Patriots viewing parties as well as exploring the role of sports in society and/or sports and business.

3. Health and Wellness Living Floor (Larned Hall)

Substance-Free Living. Nutrition. Health education. Exercise. These are just a sample of the interests of those that live in this community. With support from FSU's Health & Wellness office, residents will explore these topics through educational programming & events. Come live with fellow health enthusiasts who hope to better their mind, body and soul.

4. Honors/High Academic Achievement (Corinne Hall Towers)

Looking for a community of scholars? Residents interested in motivating each other to reach their academic goals and support the community with study skills are able to live amongst each other in the Towers penthouse. With a connection to the Honors program, residents are encouraged to celebrate their academic achievements with their fellow achievers.

5. Social Justice Floor (Larned Hall)

Are you interested in social justice causes and working toward making our society a more inclusive space? Come join a community who wishes to lift up the voices of those that have been oppressed. On this floor, you can be a part of the movement towards inclusive excellence through programming and educational efforts for the FSU community.

6. Tomorrow's Leaders (Corinne Hall Towers)

Do you enjoy being a leader in your community? Are you involved in clubs/organizations and want to take your leadership skills to the next level? Come live amongst other student leaders in the FSU community and cultivate your potential to make a difference in the FSU community!



7. Veteran & Non-traditional Student Floor (Linsley Hall)

Are you a veteran or a non-traditional student (age 23+ at time of occupancy)? This neighborhood supports the needs and interests of veteran and non-traditional students and will be located on the third floor of Linsley Hall, which has a combination of suites, traditional rooms, a single, and double-as single room options.

PLEASE NOTE: The Office of Residence Life may assign residents to LLC/Theme Floors who may not share the same interest in the floors theme if vacancies exist outside of room selection and the new student housing assignment process.



VI. Additional Room Selection Guidelines

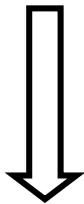
This section provides an overview of additional guidelines related to the Room Selection Process.

A. Room Selection Priority Order

Room Selection Priority Order plays a role in the Room Selection Process. Residents wishing to live with a desired roommate will want to carefully review this information.

In both Single Room and Open Room Selection Process, the order in which participants will select rooms is determined by a seniority-based lottery system. Priority Levels are used to recognize the seniority of current students. To determine the order in which rooms will be selected, students are divided into one of four Priority Levels, according to 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



Least 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)

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. For example, if there are 125 current students in Priority Level III, the computer will shuffle those 125 students and assign each student an appointment timeslot within the selection date and time. Students with the earliest timeslot in that Priority Level (e.g. #1) would then have the opportunity to select a room before students whose appointment time has not yet opened. Generally, a participant’s choices increase with seniority and improve by selecting at earlier appointment times.



B. 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.

- Larned Hall - 112, 113
- West Hall - 203A&B, 303A& B, 316A&B, 403A&B, 416A&B, 503A&B, 516A&B, 603A&B, 616A&B
- Linsley Hall - 102, 104, 211, 311
- Horace Mann Hall - 155, 157, 159, 160
- Peirce Hall - 143, 145, 149, 151
- North Hall - 307A&B, 310, 314A&B, 420A&B, 441A&B, 520A&B, 541A&B, 620A&B, 641A&B, 720A&B, 741A&B

Note: Residents selecting one of the above rooms may be displaced in order to accommodate students with disabilities as the University deems necessary.

C. Anticipated 2019-2020 Residence Hall Room Rates

- Standard/traditional double & multiple occupancy – Horace Mann Hall, Peirce Hall, Larned Hall, and Corinne Hall Towers - \$8,440
- Single occupancy rooms– Horace Mann Hall, Peirce Hall, and Corinne Hall Towers - \$8,990
- Horace Mann Hall Jr. suites - \$8,940 (double rooms) \$9,490 (single rooms)
- Linsley Hall standard/traditional double occupancy – \$8,940
- Linsley Hall single occupancy - \$9,490
- Linsley Hall suite - \$9,990
- North & West Hall double occupancy conjoined rooms - \$9,440
- North & West Hall single occupancy conjoined rooms - \$10, 440
- North Hall suites - \$10,440

NOTE: Rates provided are estimated for the 2019-2020 academic year. Actual rates will be set by, and are subject to approval of, the Framingham State University Board of Trustees.



D. The 2019-2020 Residence Hall License Agreement

All residents will be required to complete the *2019-2020 Residence Hall License Agreement* during the Housing/Room Selection application process. This will be a part of your application on myResLife. The term of the *Residence Hall License Agreement* is for the entire 2019-2020 academic year. Except for:

1. Students registered through Framingham State University for a study abroad program; and
2. Students who have completed all graduation requirements at the end of the fall semester.

All resident students are required to enroll in a resident student meal plan. The agreement does not include residency during the University's vacation periods (Thanksgiving, Winter & Spring Breaks), see below for more details, unless a student has selected, or is assigned to Linsley Hall which includes the Thanksgiving, Winter and Spring Breaks.

E. Fall Move-In Day

Move-in Day for returning residents is Tuesday, September 3, 2019. Please plan accordingly.

Questions? See the "Frequently Asked Questions" Section below! Still have questions? Feel free to e-mail Residence Life at ResidenceLife@framingham.edu, call us at 508-626-4636, or stop in to see your Residence Director.



VII. Room Selection Process Policies & Frequently Asked Questions

Q. What if I forget to pay my deposit or paid it after the deadline?

- A. Your deposit will be held as a wait list deposit and you will initially be placed on the Housing Wait List. You will be assigned a room after you complete the *2019-2020 Housing Wait List Application* on the myResLife section of myFramingham. While we anticipate being able to assign additional residents throughout the summer, availability may be limited later in the summer.

Q. When do I find out my Room Selection Appointment Timeslot?

- A. Room Selection appointment times will be emailed to students FSU email addresses prior to their selection date and according to the schedule in section III of these *Guidelines*.

Q. What if I am late entering my selection choices?

- A. You will still be able to select a room while the portal is open.

Q. If I pay my room deposit early, will I get a better room selection appointment number?

- A. No. The date you pay your room deposit has no impact on the appointment timeslot you receive. Appointment times are random.

Q. If I decide later that I do not want my room or I do not want my selection time, can I give it to someone else?

- A. No. Housing assignments and selection times are non-transferable.

Q. When do returning students move in for the Fall 2019 semester?

- A. Tuesday, September 3, 2019 is returning student move-in Day. Please plan accordingly, as early arrival is not available.

Q. What are the different residence halls like?

- A. A description of each residence hall is provided in the current *Guide to Residence Living*. In addition, information and photos of all halls are available on the [Residence Life website](#).



Q. What if I am studying abroad for the fall semester but want housing for the spring?

A. Students who are studying abroad should still pay the housing reservation deposit and complete a housing application on *myResLife*, but will not participate in Room Selection. Students should email Residence Life from their FSU student email with any hall/room type preferences regarding their spring housing assignment. Preferences will be reviewed, but cannot be guaranteed.