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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. Overview

The room selection process has been designed to give eligible returning students options to select a room assignment for the 2020-2021 academic year in a convenient and time efficient manner. The room selection process is generally seniority based. Accordingly, more and more options are potentially available as a student’s seniority increases 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 residence hall. It is important to carefully review eligibility requirements outlined in Section III. Eligible students have the option to participate in either:

1. **Single Room Selection**: Selection of single occupancy rooms not conjoined with another room and a limited number of double-as-single rooms. These rooms are in Corinne Hall Towers and Horace Mann, Peirce and Linsley Halls.

OR

2. **Open Room Selection**: Selection of traditional/standard rooms, suites, conjoined rooms (including conjoined singles), rooms on Living Learning Community (LLC)/Theme housing floors, full academic year housing (Linsley Hall), gender-inclusive assignments, and extended quiet hours floors. These options are described more in section VI of these Guidelines.

Eligible applicants may select in only one section of the room selection processes. Once a room has been selected, 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.

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 next year’s incoming class and students off the housing wait list.

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

Lastly, while the vast majority of selected assignments do not change, the University reserves the right to change room assignments and fill vacancies 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

II. Important Dates

January 31, 2020: Housing application available on the myResLife portal
February 24, 2020: Deadline for application completion to participate in single room selection
February 27, 2020: Single room selection, 4:30 p.m.-9:00 p.m.
March 2, 2020: Deadline for application completion to participate in open room selection
March 4, 2020: Open room selection, 4:30 p.m.-9:00 p.m.
March 5, 2020: Open room selection, 4:30 p.m. – 9:00 p.m.

III. Room Selection Step-by-Step Instructions

1. Complete the required information
   a. Required information includes: completing the online housing application, committing to the housing reservation deposit, and electronically signing the Residence Hall License Agreement—which can all be done in a short amount of time. Complete your application as soon as possible.
   b. Application is completed via the myFramingham portal. Once in myFramingham select the “around campus” tab, and then select the myResLife link. For step by step instructions please see Appendix B.
   c. Inside the application eligible students will need to commit to the $150 Housing Reservation Deposit. This deposit is automatically deferred for returning students, which means that you do not need to make any payment of the deposit to participate in room selection. You do commit to pay the deferred housing deposit if you do not complete the full academic year term of the Agreement. In such a case the $150 deposit will be charged to the student’s account. The housing reservation deposit is non-refundable and non-transferrable.

2. Create a roommate group (if applicable)
   a. 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 C. Not applicable for Single Room Selection participants or those not interested in selecting with a particular roommate.

3. Participate online
   a. Students who complete the application will receive a selection appointment date and time via FSU student email. For groups, the group leader needs to make the selection for those in the roommate group. Screen captures and detailed instructions can be found in Appendix D.

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 Spring courses.
   • Fill out online housing application and Residence Hall License Agreement by February 23 for Single Room Selection and by March 2 for Open Room Selection.

2. 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.
• Abide by all terms of the 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 have the approval of the Associate Dean of Students, Student Life.

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.
• 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 space on campus.

4. Students on Residential Review
Students on Residential Review are allowed to participate in room selection.

V. Room Selection Options
There are two different sections of the room selection process. Selection appointments 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, will be assigned to a room on a space available basis.

1. Single Room Selection
This process allows participants to select 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. NOTE: Single occupancy rooms attached to Miles Bibb Hall (North) suites or conjoined rooms in Miles Bibb Hall (North) and West Hall are not selected through single room selection – they are selected through open room selection.

Single room selection appointment timeslots will be scheduled according to seniority-based priority order (see Section VI 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. For this reason, we advise participating in selection as soon as possible once your timeslot opens.

In order to participate in the single room selection process, applicants must complete the housing application on myResLife by February 24, 2020 and select single room preference on their application. Applicants will receive a selection appointment date and time by student e-mail on February 25, 2020.

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 February 27th 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.
Students with a documented disability requiring a single room accommodation must 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 May 1, 2020.

**Single room selection will be open on February 27th from 4:30 p.m. – 9:00 pm.**

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

2. **Open Room Selection**

During open room selection, participants can select from a range of available traditional/standard rooms, suites, conjoined rooms (including conjoined singles), rooms on Living Learning Community (LLC)/Theme housing floors, full academic year housing (Linsley Hall), gender-inclusive assignments, and extended quiet hours floors.

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 March 2, 2020 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 March 3, 2020. Beginning at their appointed timeslot student group leaders will be able to log onto myResLife, to select a room assignment. Students who are not part of a group will also be able to log onto myResLife to select a room assignment at their appointed timeslot.

Open room selection will open on March 4, 2020 at 4:30 p.m. and close on March 5, 2020 at 9:00 p.m.

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.

### VI. **Hall/Room Types Available During Open Selection**

1. **Suites**

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

- In *Miles Bibb Hall (North)* there are 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 *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
  - there are no private bathrooms in Horace Mann suites

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 according to health and safety standards prescribed by the University. Maintenance staff does not provide cleaning service to occupied suites.
- 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 can be found in Appendix D.

2. Miles Bibb (North) and West Halls connected Single Rooms

3. 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 (North) 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 Miles Bibb and West Halls, and on some floors in Linsley, Horace Mann, and Larned Halls.

Current resident students who are interested in a gender inclusive assignment 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.

4. Full Academic Year Housing/Vacation Housing Hall
Linsley Hall will be open for academic year vacation periods (Thanksgiving, Winter & Spring Breaks) with no additional applications/break charges. 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 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 academic year.

5. 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).

6. Living Learning Community (LLC)/Theme Housing Options
a. 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.

b. 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.

c. 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 with explore these topics through educational programing & events. Come live with fellow health enthusiasts who hope to better their mind, body and soul.
d. 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 be 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.

e. 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.

f. 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!

g. 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.

VII. Additional Room Selection Guidelines

1. 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 processes, 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**
- 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.

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.

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.

- **Larned Hall**: 112, 113
- **Linsley Hall**: 102, 104, 211, 311
- **Horace Mann Hall**: 155, 157, 159, 160
- **Peirce Hall**: 143, 145, 149, 151

3. **Anticipated Residence Hall Room Rates**

- **Standard/traditional double & multiple occupancy** – Horace Mann Hall, Peirce Hall, Larned Hall, and Corinne Hall Towers - $8,640
- **Single occupancy rooms** – Horace Mann Hall, Peirce Hall, and Corinne Hall Towers - $9,190
- **Horace Mann Hall Jr. suites** - $9,149 (double rooms) $9,690 (single rooms)
- **Linsley Hall standard/traditional double occupancy (full academic year)** – $9,140
- **Linsley Hall single occupancy (full academic year)** - $9,690
- **Linsley Hall suite (full academic year)** - $10,040
- **Miles Bibb (North) & West Hall double occupancy conjoined rooms** - $9,640
- **Miles Bibb (North) & West Hall single occupancy conjoined rooms** - $10,640
- **Miles Bibb (North) suites** - $10,640
- **Double-as-Single premium** – Room rate plus $3,000

**NOTE**: Rates provided are estimated for the 2020-2021 academic year. Actual rates subject to change and will be set by, and are subject to approval of, the Framingham State University Board of Trustees.

4. **The Residence Hall License Agreement**

All residents will be required to complete the Residence Hall License Agreement during the 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 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.
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.

Note: All resident students are required to enroll in a resident student meal plan.

Cancellation of room charges before Fall term begins:
Prior to July 1, 2020 a student who withdraws from the residence halls/on-campus housing by providing written notice to the Associate Dean of Students, Student Life, will be removed from on-campus housing and have applicable fees cancelled less the $150 non-refundable; non-transferable housing reservation deposit, which is forfeited.

Between July 1 and July 31, 2020 a student who withdraws from the residence halls/on-campus housing, but not from the University, by providing written notice to the Associate Dean of Students, Student Life, will be removed from on-campus housing and have applicable fees cancelled less the $150 non-refundable; non-transferable housing reservation deposit in addition to a $150 cancellation charge.

Between August 1 and August 31, 2020, a student who withdraws from the residence halls/on-campus housing, but not from the University, by providing written notice to withdraw from the residence halls/on-campus housing to the Associate Dean of Students, Student Life; remains responsible for room and board charges unless the University is able to fill the vacancy in the housing system created by the students withdrawal from housing. Any withdrawal approved for refund after August 1st will be subject to forfeit of the $150 non-refundable; non-transferable housing reservation deposit in addition to a $250 cancellation charge.

Questions? Feel free to e-mail Residence Life at ResidenceLife@framingham.edu, call us at 508-626-4636, or stop in to see your Area/Residence Director

VIII. Room Selection Process Policies & Frequently Asked Questions

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 decide that I do not want my room or 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 2020 semester?
   A. Tuesday, September 1, 2020 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 Web site: https://www.framingham.edu/student-life/residence-life/housing/index
Q. What if I am studying abroad for the fall semester but want housing for the spring?

A. Students who are studying abroad would still commit to 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.
IX. Appendix A: How to complete the housing application

Certain fields in the housing application cannot be changed once selected. If a selection is made in error, please email residencelife@framingham.edu from your student email for assistance.

Step 1: Log on to myFramingham

Step 2: Click on “Around Campus” tab

Step 3: Click on “myResLife Login”

Step 4: Login using your myFramingham user-name and password

Step 5: Click “Begin Application”

Step 6: Select “Academic Year 2020-2021” then click “Save & Continue”

Step 7: Read through the welcome message, and click “Save & Continue”

Step 8: Verify your student information. Next fill out the emergency information, missing person contact information, and check disability/medical accommodations.

Step 9: Indicate if your housing considerations and select “Save & Continue”

Step 10: Read through the provided information and chose a meal plan, then select “Save & Continue”

Step 11 (OPTIONAL): Create/join a roommate group. If you wish to do this see instruction in Appendix B. If you do not have a preferred roommate, you can continue on to Step 12 in the application.

Step 11: Read the Residence Hall License Agreement. Enter your student ID and select “I Agree”

Step 12: Confirm your housing application by clicking “I confirm”

Step 13: Review your application status.

You have completed your housing application!

If you have any questions, please contact ResidenceLife@framingham.edu or 508-626-4630
X. Appendix B: How to create a roommate group

After completing the meal plan step of your housing application you will be given the option to create or join a roommate group. A couple of things to note about roommate groups:

- Whomever creates the roommate group is considered the group leader. 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.
- All members of the group must complete their applications on myResLife and also join the group.
- 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.

How to create a roommate group:

Step 1: Under options on the group management page select “Create a group”

Step 2: Name your group, assign a password, confirm the password (make sure you remember this or write it down so you can share with your group mates), then click “Save & Continue”

Step 3: Verify that under options it states “Your group has been successfully verified”, then select “Save & continue”

Congratulations! You have created a roommate group, now share your group name and password with your intended roommates so they can join the roommate group.

How to join a roommate group:

Step 1: Under options on the group management page select “Join a group”

Step 2: Enter your group name and password, then select “Save & Continue”

Step 3: Verify you are in the group on group management page, then select “Save and Continue”

Congratulations! You have now successfully joined a roommate group!

If you have any questions, please contact ResidenceLife@framingham.edu or 508-626-4630
XI. Appendix C: How to select a room

How to Select a Room during Open Room Selection

As you progress through each webpage, click on: ‘Save & Continue’.

STEP 1: Check your FSU email for your time slot.

STEP 2: Log into your housing application during, not before, the date and time of your appointed time slot.

STEP 3: Click on ‘Begin Application’

STEP 4: Select ‘Academic Year’

STEP 5: Click on #9 ‘Rooms’, located along the top of the page.

STEP 6: Click on ‘Room Search’

STEP 7: Click on the building name you want to live.

STEP 8: Click on Floor and then SAVE & CONTINUE

STEP 9: Use the pull down menu and click on room you want to live in. Then click on ‘Reserve Bed’

If part of a room pair/group:

The group leader will place him/herself in a bed space and roommate(s) in other bed space. Then click ‘Reserve Beds’.

Final Step: Click on ‘Save and Continue’

Room Reservation Complete and Confirmed!

If you have any questions, please contact ResidenceLife@framingham.edu or 508-626-4630
XII. Appendix D: Examples of suite floor plans

**Typical Miles Bibb Hall (North) Suite Floor Plan**
1 Living Room, 2 double occupancy rooms, 1 bathroom

![Typical Miles Bibb Hall (North) Suite Floor Plan](image)

**Typical Linsley Hall Suite Floor Plan**
1 common room, 1 bathroom, 3-4 double occupancy rooms
(Shown: One 6-Person suite layout)
**Typical Linsley Hall Suite Floor Plan**
1 common room, 1 bathroom, 3-4 double occupancy rooms (Below: 8-Person suite layout)

![Typical Linsley Hall Suite Floor Plan](image)

**Typical Horace Mann Hall Junior Suite Floor Plan**
1 common room, 2 double occupancy rooms, 2 single occupancy rooms – no bathroom

![Typical Horace Mann Hall Junior Suite Floor Plan](image)

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).