ON-CAMPUS HOUSING SELECTION
Important dates

- **Sign Housing Contract by February 24th**
  - Pre-Register for housing selection by March 7th
    1. Select a captain
    2. Captain logs into MyBentley
    3. Captain submits housing group
    4. All roommates confirm group

- **Housing Selection**
  - Class Code 1-2: March 28th - 31st
  - Class Code 3-7: March 21st-25th

Going abroad this fall and want on-campus housing in the spring? You must sign the housing contract now!
Sign Housing Contract

The contract can be found and signed on MyBentley. If you plan to live on campus you need to sign the contract.

- The housing contract is for the 2016-2017 academic year.
- You must click "I Agree" on EVERY page to successfully sign the contract.
- You must complete the contract before grouping.
- You will receive an email confirmation upon completion of the contract.

Bentley University Housing and Meal Plan Contract

This contract, while payable by semester, applies to the entire academic year 2012-2013.

I. GENERAL INFORMATION:
1. Fall semester housing and meal plan fees are due August 1, 2012.
2. Spring semester housing and meal plan fees are due January 3, 2013.
3. The Bentley University Student Handbook outlines the rights and responsibilities of all Bentley University Students. Residential students are expected to read and understand the Student Handbook in addition to the policies outlined in this contract.
4. As stated in the Student Handbook the Residential Center reserves the right to assign and to change student room assignments at its discretion, to assign anyone on a temporary basis to vacancies, and to consolidate vacancies in order to achieve optimal utilization of facilities. Students who refuse to accommodate the university in its attempt to make the best use of vacant space will be subject to paying the full cost of the vacancies.
5. Bentley reserves the right to enter rooms, suites and apartments as described in the Student Handbook. Some, but not all, reasons for entry include maintenance, semester health and safety inspections and incidents considered in Bentley’s discretion to necessitate entry.

I Agree
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Pre-Registration

Select your group captain. Your group captain is responsible for roommate and room selection. The captain will sign into MyBentley and proceed to Pre-Registration.

The captain should select the number of people they want to live with - not including themselves.

If you are a single, you will automatically be assigned as the Captain. Please choose 0 from the drop down list if you are a single. Otherwise, choose the appropriate number of roommates and DO NOT INCLUDE YOURSELF. (For example, if you are the Captain, and three other people will live with you, select 3.)

If applying for housing as an individual you will still need to group as 0 in order to go through the housing selection process.
Pre-Registration

All eligible students will be sent housing ID's and the captain will need to enter the Housing ID's of all roommates in the group (except their own)--- then hit submit!

Pre-Registration

Enter the housing ID number for each of your roommates. DO NOT enter your own number.

Enter the Housing ID number: 6672801 (from a previous e-mail)
Enter the Housing ID number: 5682162 (from a previous e-mail)
Enter the Housing ID number: 7826698 (from a previous e-mail)
Enter the Housing ID number: 8927785 (from a previous e-mail)
The names of roommates should now appear. If they are correct, click confirm and your roommate selection has been successfully completed.

Roommate: Harry Bentley
Roommate: Elkin McCallum
Roommate: Gregory Adamian
Roommate: Gary Jennison

Press Confirm to submit your selection(s) or use the Back key to change.

Confirm

Back

***If a roommate hasn't completed the housing contract, was selected for another housing group, or is ineligible for housing- An error message will appear
Pre-Registration... Continued

After confirm is clicked all roommates will receive an email to accept the group. If the grouping is correct select "I accept" and if not select "I do not accept"

After, all roommates except the captain must confirm the grouping in order to receive a room selection date and time

An email including the confirmation status of all roommates will be sent every time a roommate confirms the housing group
Housing Selection

An email will be sent March 10th with the confirmed groups average completed credits. Additional credits are added for presidents list and deans list. Deduction of credits are made for residential/disciplinary probation and suspended suspension from housing/university.

- Room selection dates and times are assigned in descending total credit order and will be emailed beginning of March.

- The captain then will need to go to Copley North Lounge 15 minutes before the provided housing selection time.

- Then at your given time you will be able to select your housing assignment in person with a Residential Center staff member.
Important things to keep in mind

- The captain should have a plan in place in terms of selecting the buildings/rooms the group is looking to secure.
- The captain should utilize the rolling screen up until the time of selection.
- Each group should have multiple housing options in mind prior to the selection.
- The captain should come prepared with the roommate pairings.
Use the rolling screen to see the available housing options throughout the housing selection process. This is important to review prior to your selection date and time.

<table>
<thead>
<tr>
<th>Room</th>
<th>Gender</th>
<th>Availability</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: 014</td>
<td>female</td>
<td>Full (1 max)</td>
<td>HR</td>
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<tr>
<td>Room: 102</td>
<td>male</td>
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<td>Resident Assistant or Head Resident is assigned to the space</td>
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<td>Resident Assistant or Head Resident is assigned to the space</td>
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<tr>
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<tr>
<td>Room: 204</td>
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<td>Resident Assistant or Head Resident is assigned to the space</td>
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**Suite: 006**

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<tr>
<td>Room: 006A</td>
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<td>Full (1 max)</td>
<td>Equipped for handicap</td>
</tr>
<tr>
<td>Room: 006B</td>
<td>female</td>
<td>Full (2 max)</td>
<td>Equipped for handicap</td>
</tr>
<tr>
<td>Room: 006C</td>
<td>female</td>
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<tr>
<td>Room: 006D</td>
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<td>Equipped for handicap</td>
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**Suite: 008**

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<td>Room: 008A</td>
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<td></td>
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<td>Room: 008B</td>
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**Suite: 009**

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<td></td>
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<tr>
<td>Room: 009B</td>
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**Suite: 011**

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**Suite: 012**

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**Suite: 016**

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<td></td>
</tr>
<tr>
<td>Room: 016B</td>
<td>female</td>
<td>Full (2 max)</td>
<td></td>
</tr>
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</table>
Options if you want to stay with your group!

- Single Bedroom in North
- Single Bedroom in a suite
- Single in a traditional residence hall

- Double Bedroom in North
- Double Apartment in North
- Double Bedroom in a suite/ traditional residence hall

- 4-person Apartment North
- Two Double Bedrooms in a Suite
- Quad in a traditional residence hall

As a class code 1 or 2 you can only have a group of 4 or less!
Interested in a Defined Community?

Global Living Center (Orchard North)

Emerging Leaders Community (Fenway)

Service Learning (Kresge)
Meal Plan and Housing Medical Exemption Process

Housing and Meal Plan Medical Exemption

Meal Plan Medical Exemption Process:

Bentley residents with an existing medical condition, one which requires a specific style of housing, can petition the Residential Center to obtain a relevant accommodation in housing for the 2016 – 2017 academic year. The petition process for Medical Housing is a pre-selection process, with all approved applicants securing an appropriate assignment before the regular 2016 – 2017 Housing Selection Process begins. Each applicant must complete the following steps to Petition for Medical Housing:

1. Carefully read the Guidelines to Petition for Medical Housing (located on the back of the form below) and complete this Petition as thoroughly as possible.
2. Submit a typed letter (from the applicant) detailing your current medical condition, clarifying the specific style of housing your condition requires and explaining why your condition requires such an accommodation.
3. Submit supporting documentation from your medical specialist, detailing your current diagnosis, recommending the style of housing needed to support this condition and explaining why your condition requires such an accommodation. This documentation must be submitted on medical letterhead, include the date and your physician’s signature.
4. If you have questions regarding the process, please schedule a meeting (781-891-2148) with the Associate Director of the Residential Center.

All Petitions for Medical Housing must be submitted by 4:00 PM on Friday, February 25, 2016. Each petition submitted to the Residential Center will be reviewed by the university’s Housing and Meal Plan Exemption Board before final decisions are delivered. The board’s decision on a petition will be sent to the applicant’s Bentley email address on Thursday, March 3, 2016. Any petition accepted by the board will receive a housing offer with the email, as well as additional instructions that must be completed to finalize the process.

The Housing and Meal Plan Exemption Petition can be found here: https://www.bentley.edu/files/2016/02/01/2016-2017%Housing%20and%20Meal%20Plan%20Exemption%20Petition.pdf
Room Change

- If you would like a room change you can request one through MyBentley.
- You can request a room change from April 4th to June 1st.
- Requests are processed in housing selection order (descending credit amounts).
- You will be contacted by July 11th if your room change request has been granted or not.
Questions?

Email
GA_Housing@bentley.edu