



**RESIDENTIAL
CENTER**

**2019 – 2020 ON-CAMPUS
HOUSING SELECTION PROCESS**



HOUSING SELECTION 2019-2020

FEBRUARY 2019

WEDNESDAY, FEBRUARY 6TH:
2018-2019 HOUSING CONTRACT IS
AVAILABLE TO BE SIGNED THROUGH
THE HOUSING STUDENT SELF-
SERVICE PORTAL.

WED. FEBRUARY 20TH—THURS. MARCH 28TH:
LOG INTO THE HOUSING STUDENT SELF-SERVICE
PORTAL TO COMPLETE THE ROOMMATE
REGISTRATION AND CONFIRMATION PROCESS. IF
YOU ARE GOING INTO SELECTION ALONE, THEN
YOU WILL NOT HAVE TO COMPLETE THIS STEP.

MARCH 2019

THURSDAY MARCH 7TH:
GROUP NUMBERS (YOUR PRIORITY NUMBER
OR THE AVERAGE OF YOUR GROUP'S PRIORITY
NUMBERS) WILL BE SENT VIA EMAIL.

MONDAY, MARCH 18TH:
YOUR HOUSING SELECTION DATE AND TIME WILL
BE SENT VIA EMAIL AND MADE AVAILABLE ONLINE.
ROOM AVAILABILITY PAGE ACTIVATED THROUGH
THE HOUSING STUDENT SELF SERVICE PORTAL.

TUES. MARCH 19TH—FRI. MARCH 22ND:
HOUSING SELECTION PART 1 THE HOUSING
STUDENT SELF SERVICE PORTAL
(FOR CLUSTERS 1-3).

MON. MARCH 25TH—THUR. MARCH 28TH:
HOUSING SELECTION PART 2 THE HOUSING
STUDENT SELF SERVICE PORTAL
(FOR CLUSTERS 3 & 4).

Have a question about housing selection?
Drop-in hours: 2/20-3/1 from 2pm-3pm
in the Residential Center
Email: housing@bentley.edu
More info: bentley.edu/housing



Going abroad Fall 2019 and want on-campus housing for Spring 2020? You must also sign the housing contract now.

Sign the Housing Contract

The contract can be found and signed on the Housing Student Self-Service Portal. If you plan to live on campus, you need to sign the contract. All returning students who have signed the contract are able to cancel by June 19th without penalty.


- The housing and meal plan contract is for the 2019-2020 academic year
- You must sign the contract before continuing in the process
- You will receive an confirmation email upon completion of the contract



The screenshot shows the Bentley University website's navigation bar with the university logo and the text "BENTLEY UNIVERSITY". The navigation menu includes links for Home, Forms & Applications, Personal Information, Room Selection, Meal Plan, and More Tasks. Below the navigation bar is a grey header for the "2019-2020 Housing and Meal Plan Contract" page. The main content area features the title "Bentley University Housing and Meal Plan Contract" and a paragraph stating that the contract applies to the entire 2019-2020 academic year but is payable by semester. It then lists general information, including due dates for fees and the university's right to assign rooms.

 **BENTLEY**
UNIVERSITY

[Home](#) [Forms & Applications](#) [Personal Information](#) [Room Selection](#) [Meal Plan](#) [More Tasks...](#)

 2019-2020 Housing and Meal Plan Contract

Bentley University Housing and Meal Plan Contract

This contract applies to the entire 2019-2020 academic year, but is payable by semester.

I. GENERAL INFORMATION:

1. Fall semester housing and meal plan fees are due **August 1, 2019**. Spring semester housing and meal plan fees are due **January 2, 2020**.
2. This contract, along with the Bentley University Student Handbook, outlines the rights and responsibilities of all Bentley University Students. Your electronic signature on this contract indicates your acceptance of the terms of this contract, and your agreement to abide by all University rules and regulations found in the Student Handbook, as well as those rules and regulations that may be subsequently implemented. Residential students are expected to read the Student Handbook in addition to this contract.
3. Bentley University reserves the right to assign and change student room assignments at its discretion, to assign anyone on a temporary basis to vacancies, and to consolidate

Housing Selection Cluster Assignment:

Students will be placed into a cluster assignment based on the completed credits they have earned as of January 14, 2019. Here is a breakdown of credits per cluster:

Clusters	Credit Range
Cluster 1 (current and rising seniors):	76+ Credits
Cluster 2 (current and rising juniors):	46-75 Credits
Cluster 3 (current and rising sophomores):	20-45 Credits
Cluster 4 (current first-years):	0-19 Credits

Students will be randomly assigned a priority number within their cluster assignment.

Priority Number Process

A **Priority Number** is a 4-digit number that begins with your Cluster Number (i.e. 1000, 2000, etc.). This number is computer generated and randomly assigned.

If you plan to go through selection **with roommates**, then the Residential Center will average the Priority Numbers of everyone in your group to create your **Group Number**.

Students who go through selection **without roommates** will be assigned their individual Priority Number as their Group Number. The Residential Center will place all Group Numbers in order and assign student's a housing selection date and time based on ascending order.

Roommate Registration and Confirmation Process

On February 20th, you will receive more information from our office regarding the Roommate Registration and Confirmation Process. You will need to:

1. Please choose one person from your group who will be responsible for determining placement for the group. Only one person per roommate group may log in during your selection time and assign group members into spaces. **You should not select your assignment during class. If this person, has class, then please select another member of your group or reach out to the Residential Center.**
2. Each roommate will need to log into the Housing Student Self-Service Portal to request or confirm their roommates. If you're going into selection as a single, then you will not need to complete this process.



Options if you want to keep your group together....



- Single Collins Apartment
- Single Bedroom in a house
- Single Bedroom in North
- Single Bedroom in a Suite



- Double Collins/Rhodes Apartment
- Double Bedroom in North
- 2-person Apartment in North
- Double Bedroom in a Suite
- Two Singles in a Suite



- 4-person Apartment in Collins/Rhodes/Boylston/North
- Two Double Bedrooms in a Suite
- Two Singles and a Double Bedroom in a Suite



- 5-Person Falcone or Orchard North/South Apartment
- Two Double Bedrooms & a Single in a Suite

Pre-Selection Processes:

1. Live in a defined community (applications are available on the Housing Student Self-Service Portal):

Service Learning Community – Kresge Hall
(Sophomores)
Emerging Leaders – Fenway Hall
(Sophomores)
The Global Living Community – Orchard North
(Any Upper Class Student)

New Fall 2019:
Advocacy Now! – Forest Hall
(Any Upper Class Student)
Honors Upper Class Experience – Falcone North
(Any Upper Class Student)
Law, Ethics, and Society – Rhodes
(Juniors and Seniors)

2. Apply for a Housing & Meal Plan Medical Accommodation:



**Bentley University
Residential Center**

Housing & Meal Plan Medical Accommodation Petition

Bentley students with an existing medical diagnosis which requires a specific style of housing can petition the Residential Center to obtain an appropriate accommodation in housing for the 2019–2020 academic year under the Americans with Disabilities Act. The petition process for a Housing & Meal Plan Medical Accommodation is a pre-selection process, with all approved applicants securing an appropriate assignment before the regular 2019–2020 Housing Selection Process begins. Each applicant must complete the following steps to petition for a housing and/or meal plan medical accommodation:

Gender Inclusive Housing

Bentley University is committed to creating an affirming community for our transgender, genderqueer, and gender non-conforming students. The Residential Center will work with students to find a housing situation that is affirming and will support each student's academic growth. If you would like to speak with someone contact Kathryn Keyes, Associate Director of the Residential Center at kkeyes@bentley.edu.



Things to Keep in Mind for Next Year

- ✓ If you want to **live in an apartment**, you must fill an entire apartment (ex. 5-person apartment = 5-person housing group). If you want to **live in a suite or on North Campus**, you only need to fill a bedroom.
- ✓ There is a Roommate Finder for students looking to find additional roommates or join a roommate group. You can find the Roommate Finder display in the Residential Center (Student Center 320) beginning February 18th. Also, there will be a Roommate Finder Social held on Tuesday, February 26th and more details will be sent via email.
- ✓ The Residential Center will be hosting a Housing Showcase and a chance for you to see multiple room types on:
March 5th from 5pm-8pm; March 6th from 5PM – 8PM.

Things to Keep in Mind for Next Year (cont.)

- ✓ Rising Juniors and Seniors will have an opportunity to opt into hosting an exchange student for the Fall 2019 semester or the academic year. A form will be released through the Housing Student Self-Service Portal on February 21st.
- ✓ Rising Sophomores will have an opportunity to opt into hosting an incoming transfer student for the 2019-2020 academic year. A form will be released through the Housing Student Self-Service Portal on February 21st.
- ✓ Floors 4-6 of Collins Hall will be renovated Summer 2019. Based on this renovation there will be new furniture, appliances, and flooring in apartments on these floors at the start of the academic year. Note there will be a cost increase for the renovated floors. Floors Ground – 3 will be renovated in Summer 2020.

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More details about signing the 2019-2020 Housing and Meal Plan Contract; the Roommate Registration and Confirmation Process; and How to Select can be found here:

