



**RESIDENTIAL
CENTER**

**2018 – 2019 ON-CAMPUS
HOUSING SELECTION PROCESS**

FEBRUARY 2018

MONDAY, FEBRUARY 5TH:

2018-2019 HOUSING CONTRACT IS AVAILABLE TO BE SIGNED THROUGH THE HOUSING STUDENT SELF-SERVICE PORTAL.

WED. FEBRUARY 21ST—FRI. MARCH 2ND:

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 2018

TUESDAY, MARCH 13TH:

GROUP NUMBERS (YOUR PRIORITY NUMBER OR THE AVERAGE OF YOUR GROUP'S PRIORITY NUMBERS) WILL BE SENT VIA EMAIL.

THUR. MARCH 15TH:

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.

MON. MARCH 19TH—THUR. MARCH 22ND:

HOUSING SELECTION PART 1 THE HOUSING STUDENT SELF SERVICE PORTAL (FOR CLUSTERS 1–3).

MON. MARCH 26TH—THUR. MARCH 29TH:

HOUSING SELECTION PART 2 THE HOUSING STUDENT SELF SERVICE PORTAL (FOR CLUSTERS 3 & 4).

Have a question about housing selection?

Drop-in hours: 2/21-3/2 from 2pm-3pm

in the Residential Center

Email: housing@bentley.edu

More info: bentley.edu/housing

Going abroad Fall 2018 and want on-campus housing for Spring 2019? 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 2018-2019 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 Housing and Meal Plan Contract page. At the top is a blue navigation bar with the Bentley University logo and the text "BENTLEY UNIVERSITY". To the right of the logo are navigation links: "Home", "Forms & Applications", "Personal Information", "Room Selection", and "More Tasks...". Below the navigation bar is a grey header with a document icon and the text "2018-2019 Housing and Meal Plan Contract". The main content area has the title "Bentley University Housing and Meal Plan Contract" in bold. Below the title is a paragraph: "This contract applies to the entire 2018-2019 academic year, but is payable by semester." followed by the section heading "I. GENERAL INFORMATION:". Under this heading are two numbered list items: "1. Fall semester housing and meal plan fees are due **August 1, 2018**. Spring semester housing and meal plan fees are due **January 2, 2019**." and "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."

Housing Selection Cluster Assignment:

Students will be placed into a cluster assignment based on the completed credits they have earned as of January 15, 2018. Here is a breakdown of credits per cluster:

Clusters	Credit Range
Cluster 1 (current and rising seniors):	81+ Credits
Cluster 2 (current and rising juniors):	51 - 80.5 Credits
Cluster 3 (current and rising sophomores):	21 - 50.5 Credits
Cluster 4 (current first-years):	0 - 20.5 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 21st, 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):



**GLOBAL LIVING
COMMUNITY**

(for Student's Going
abroad in Fall 2018)



**EMERGING LEADERS
COMMUNITY**

(for rising sophomores)



**SERVICE LEARNING
COMMUNITY**

(for rising sophomores)

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 2018–2019 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 2018–2019 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.
- ✓ Rising Juniors and Seniors will have an opportunity to opt into **hosting an exchange student** for the Fall 2018 semester or the academic year. A form will be released through the Housing Student Self-Service Portal on February 21st.
- ✓ 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 21st. Also, there will be a **Roommate Finder Social** in Harry's Pub on Tuesday, February 27th from 2PM-5PM.
- ✓ The Residential Center will be hosting a **Housing Showcase** and a chance for you to see multiple room types on March 13th and March 14th from 5PM – 8PM.

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More details about signing the 2018-2019 Housing and Meal Plan Contract; the Roommate Registration and Confirmation Process; and How to Select can be found here:

