



# WESTFIELD STATE UNIVERSITY HOUSING SELECTION GUIDE

Current Students  
2024-2025

- Housing Selection is an annual process for current students to select housing for the next academic year. The process takes place online in the student's MyHousing account. Students can complete the housing agreement, confirm roommates, and select their room all from one easy online location.
- Selection is done through a lottery system. Students are issued a unique, randomly-generated selection time based on their class year. Class year is determined by the earned credit hours provided by the Registrar's Office. **If you have questions about your class year and/or earned credits, please contact the Registrar at [registrar@westfield.ma.edu](mailto:registrar@westfield.ma.edu) or 413-572-3200.**



# WHAT IS HOUSING SELECTION?



All double rooms in Lammers Hall will be available as “Super Singles” for the additional price of \$1,000 per semester, increasing the availability of singles on campus.



Several new Theme Housing communities will be available. Read on for more details.

## WHAT'S NEW FOR THIS YEAR?

- ✓ **Student completes a Housing Agreement in their MyHousing account.**
  - If a student requires a reasonable housing accommodation, they need to contact Disability Services to begin the approval or renewal process. Please review the section on Reasonable Housing Accommodations.
- ✓ **In early April, the student receives a unique, randomly-generated selection time based on their class year. This is the earliest time the student is eligible to select housing on their designated date.**
- ✓ **The student with the earliest selection time in a roommate group can select housing for all eligible students in their group beginning at their assigned time through the end of the selection for that day.**
- ✓ **Students do not need to fill an entire apartment/suite on selection days, but bedrooms must be filled.**

## HOW DOES SELECTION WORK?



- ✓ Students cannot select housing for matched roommates with lower a class year until those students are also eligible to participate in selection (eg: a rising junior cannot be pulled in by a rising senior on Selection Day 1 and must wait to select housing until Selection Day 2 ).
- ✓ Roommate groups that choose to select housing before all matched roommates are eligible cannot reserve open spaces in an apartment/suite for members of their group selecting on a night later in the process regardless of their matched roommate status.
- ✓ Students who want to select an individual space in a bedroom without filling the room can do so on Selection Day 4, April 11

## HOW DOES SELECTION WORK?

- ✓ Students will not be required to submit their roommate group prior to a selection day. Students can make changes to their roommate group as often as they want/need.
- ✓ Students will have the ability to partially fill an apartment or suite during selection. Any remaining spaces in that apartment or suite will be available immediately for other groups to select and cannot be held for students selecting on a later date.
- ✓ ALL students who want housing for the 2024-2025 academic year MUST select an available room during the selection process. Students who do not select housing will not be assigned a room or billed for housing.

## GENERAL NOTES ABOUT SELECTION

- ▶ Students who have not selected housing will be issued a selection time on each day of room selection until they have selected a room.
- ▶ Once a student selects housing (or has housing selected for them as part of a matched roommate group) they are committed to housing for the full academic year and would need to go through the Petition for Release process to request to be released from their Housing Agreement.

## GENERAL NOTES ABOUT SELECTION

# WHERE IS HOUSING SELECTION?

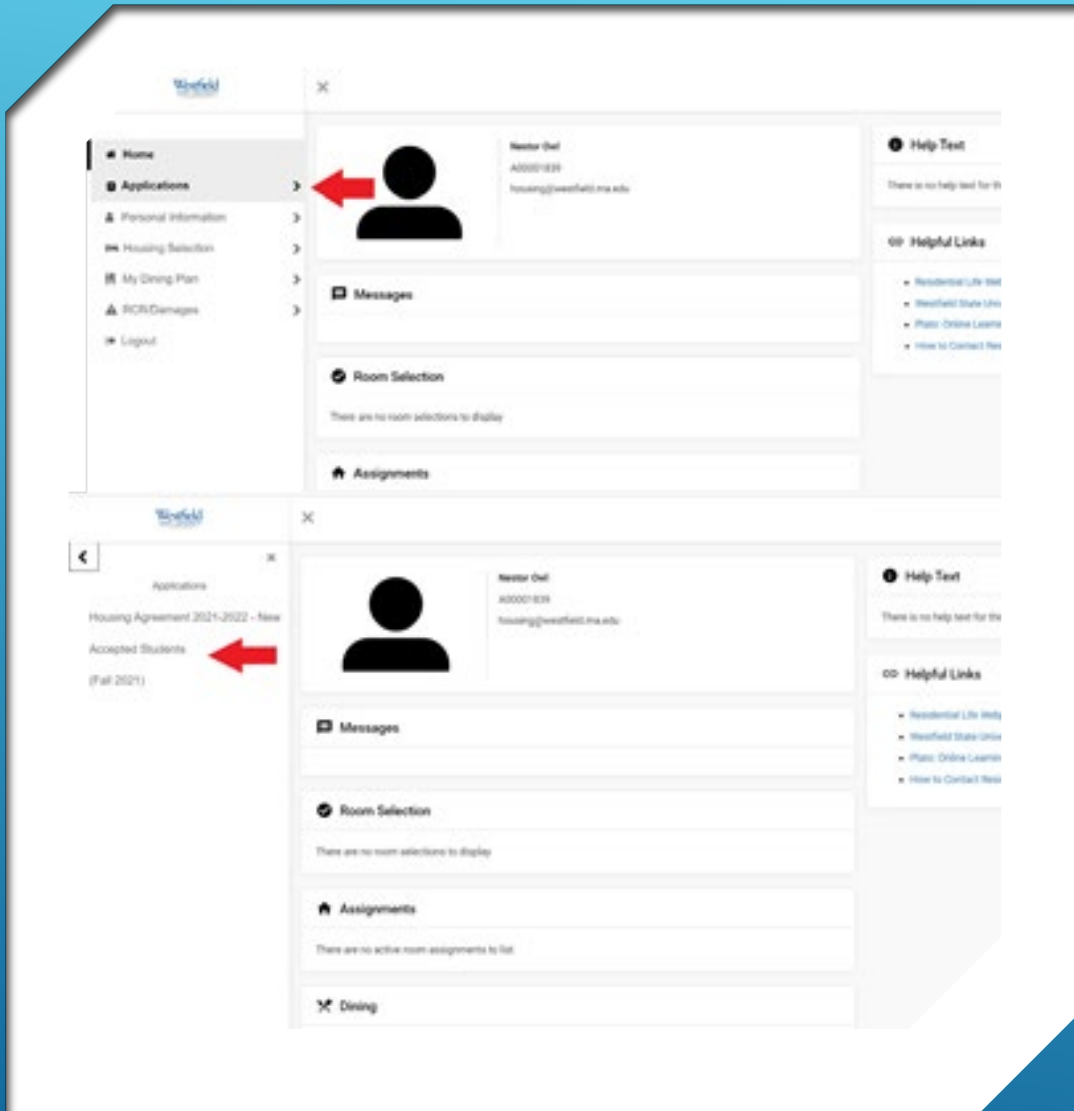
The process takes place online in the student's MyHousing account, and students can access their account following these steps:

- ▶ Login to myWestfield
- ▶ Click on Quick Links drop down menu
- ▶ Click on MyHousing link
- ▶ Use the "Applications" and "Housing Selection" tabs to submit the *Housing Agreement 2024-2025*, select/confirm roommates, and select housing.



1. Go to your MyHousing account.
2. Click on the “Applications” tab on the side of the page.
3. Click on the application entitled *Housing Agreement 2024-2025 - Current Students*.
4. Review the Terms and Conditions of the agreement in full and then electronically sign the box at the bottom of the page. Click Submit.
5. Complete the next two pages of the application, then submit it.
6. Check your email for confirmation your application has been submitted.

## COMPLETING THE HOUSING AGREEMENT





# HOUSING SELECTION TIMELINE

- ▶ All student requests for reasonable housing accommodations based on a disability are reviewed and decided upon by the Banacos Academic Center. Students seeking a housing accommodation should request an appointment with their Banacos Advisor and complete a [Reasonable Accommodations Request form](#). Accommodation requests will also require supporting documentation. For more information regarding requesting accommodations, please visit the Disability Services [webpage](#) or email the access advisors at [ds@westfield.ma.edu](mailto:ds@westfield.ma.edu).
- ▶ Reasonable Accommodation Requests and supporting documentation must be submitted to the Banacos Academic Center by Friday, March 29 at 4pm. If approved, students are assigned to housing meeting their approved accommodation. Room assignment conversation with students will begin on Monday, April 1. It is important to note that accommodations are granted for an individual student, not their roommate group. Requests for accommodations submitted after Housing Selection may take additional time to grant and student preferences cannot be guaranteed when making a placement.

# REASONABLE HOUSING ACCOMMODATIONS

- ▶ Students who need housing during the academic year and break periods are able request additional information when completing the Housing Agreement. Those indicating interest will be contacted via email prior to selection to confirm if they would like to be assigned to the section. Year-Round Housing communities will be located in the Apartments Complex (Welch A Tower), New Hall (1<sup>st</sup> floor), and Lammers (1<sup>st</sup> floor C Tower).
- ▶ Students needing housing during breaks are strongly encouraged to participate in Year-Round Housing to minimize relocation during break periods. Students assigned to Year- Round Housing will begin their assignment in August 2024 and, barring extenuating circumstances, will remain in that assignment through early May 2025.

## YEAR-ROUND HOUSING

## New Communities



### **Substance Free/Clean Living** **Lammers Hall, 2<sup>nd</sup> floor A Tower**

Students who actively live a life free of substances, may be in recovery or are interest in healthy lifestyles.



### **Gaming** **Davis Hall and New Hall**

Students who enjoy board, video, and role-play gaming.



### **Quiet Study/Sensory-Friendly** **Lammers Hall, 4<sup>th</sup> floor B Tower**

Students who want and are committed to maintaining a reduced-noise, lower-stimulus environment.

## Existing Communities



### **Honors** **University Hall, 5th Floor**

Students currently enrolled in the Honors Program.



### **Performing & Fine Arts** **Dickinson Hall, 1st Floor and Conlin A Tower**

Students currently enrolled in the art, music, and theater programs as well as students actively involved in performing arts clubs and organizations on campus.



### **Justice, Equity, Diversity & Inclusion (JEDI)** **University Hall, 1st Floor**

Students who are committed to social justice for all members of the global community

*Please note: Community locations may change due to interest levels.*

# LIVING-LEARNING COMMUNITIES (LLCS) & THEME HOUSING



- ▶ Residential Life at Westfield State is committed to providing a welcoming and inclusive environment for all our students. Gender-Inclusive Housing allows WSU residents to room with anyone of any gender identity or gender expression. This living environment is designed for students who are trans, nonbinary, gender nonconforming, or who do not identify as a gender. Students who desire to live with a friend or family member of a different gender may also select Gender-Inclusive Housing. Any student interested in Gender-Inclusive Housing should contact Residential Life directly at [housing@westfield.ma.edu](mailto:housing@westfield.ma.edu) or 413-572-5402.

## GENDER-INCLUSIVE HOUSING

- ❑ Return to your MyHousing account and click on the “Housing Selection” tab.
- ❑ Click on Select Roommates.
- ❑ Click on the drop-down list and select the Fall 2024 term then click Begin Search.
- ❑ Search for other students by first name and/or last name. Click Request Roommate button to confirm your request.
- ❑ Your Roommate/Suitemate Requests will display the student(s) you have requested highlighted in yellow. Once you request a student, an email will be sent to that student notifying them there is a pending request waiting for them in their MyHousing account. Below your Requested Roommate(s) a message appears stating Unmatched Roommates with a list of names.
- ❑ Your requested roommate(s) will now need to log into their MyHousing account where they will be able to Accept or Deny your request.
- ❑ Once a student accepts your request the yellow highlight will disappear. Once all your roommates are matched, a message below your matched group will read "Your roommate group is fully matched."
- ❑ You can also click on the three dots next to an unmatched roommate and select the poke button in order to send a follow-up email if a requested roommate has not responded to your request.

## SELECTING ROOMMATES IN MYHOUSING

- Within 24 hours of submitting your housing agreement you will receive an email from My College Roomie. Follow the instructions in the email to setup a personal profile.
- You will be able to answer several questions regarding how you plan to live in your room.
- Using your personal preferences, you will then be able to use My College Roomie to search for other students with similar preferences.

# SELECTING A ROOMMATE IN MY COLLEGE ROOMIE



1

**What:** Selection Day 1  
**When:** Monday, April 8  
**Who:** Current and Rising Seniors Only  
**Where:** Apartment Complex, Dickinson Hall, Lammers Hall, New Hall, and University Hall

2

**What:** Selection Day 2  
**When:** Tuesday, April 9  
**Who:** Current and Rising Juniors  
Any remaining Seniors  
**Where:** Apartment Complex, Dickinson Hall, Lammers Hall, New Hall, and University Hall

3

**What:** Selection Day 3  
**When:** Thursday, April 11  
**Who:** Current and Rising Sophomores  
Any remaining Seniors and Juniors  
**Where:** Apartment Complex, Dickinson Hall, Lammers Hall, New Hall, and University Hall

4

**What:** Selection Day 4  
**When:** Tuesday, April 16  
**Who:** Any remaining students  
**Where:** Apartment Complex, Dickinson Hall, Lammers Hall, New Hall, and University Hall

# SELECTION DAYS OVERVIEW

### STEP 1: Confirm Your Roommate Group

Students should make sure their roommate group is fully matched prior to making their selection. Students should make note of the class years of everyone in their roommate group to ensure everyone is eligible on the selection day.

### STEP 2: Go to Your Room Selection

Login to your MyHousing account. On the homepage you will see a section titled “Room Selection” with a button that says “Select a Room/Suite” when your selection time comes. Click on it.

# SELECTING A ROOM: STEP-BY-STEP



### STEP 3: Online Room Selection

Beginning at your selection time, the next page will state that “You are now eligible to select a room...”. Your roommate group will be displayed, then click the “Search Available Rooms” button.

### STEP 4: Available Rooms

A list of all available bedrooms/apartments/suites with enough spaces to fit your roommate group will be displayed. Each available room will be displayed with relevant information about it.

## SELECTING A ROOM: STEP-BY-STEP

## STEP 5: Room Booking

Once you are sure of your selection click on the “Submit Room Selection” button below your roommate group’s names.

Be sure to assign your roommate group to the correct rooms! The student selecting housing for your group is able to assign everyone to bedrooms if you are selecting an apartment/suite. Pay close attention to the room letters to ensure that the correct roommates are placed together.

## STEP 6: Save Room Assignment

A confirmation screen will now appear stating your room assignment has been saved and you will be receiving a confirmation email. If this screen does not display, something may be wrong. Most of the time a message will appear letting you know what happened. If this does not happen, you should check your email to be sure your selection has gone through.

*\*If an error is found after you submit your assignment, please email [housing@westfield.ma.edu](mailto:housing@westfield.ma.edu) with all roommates included on the CC line of the message.*

# SELECTING A ROOM: STEP-BY-STEP

Students who want housing must select a room during one of the Selection Days in order to guarantee housing for the upcoming year.

- Students can add themselves to the Fall 2024 Waiting Lists if they would like to request a different placement should openings become available during the summer.

Students who do not select a room will not be assigned for the Fall 2024 semester and will not be billed for housing and a dining plan.

**YOU MUST SELECT A ROOM!**



- At the end of the Housing Selection process, students who have not selected housing will not be assigned housing for the 2024-2025 academic year. No housing and dining charges will appear on the student's fall semester bill.
- If a student decides they are interested in housing after the Housing Selection process has concluded, they must contact Residential Life at [housing@westfield.ma.edu](mailto:housing@westfield.ma.edu). Staff will explain the next steps the student must take.

## WHAT IF I FORGET TO SELECT?

## 2024-2025 HOUSING RATES

Room Type	Semester Rate	Academic Year	Average Monthly Cost
All Standard Rooms (doubles, triples, and quads)	\$4,405	\$8,810	\$978.89
All Standard Singles (design singles)	\$4,655	\$9,310	\$1034.44
All Super Singles (doubles as singles)	\$5,405	\$10,810	\$1201.11

Students with a balance on their student account of \$1,000 or more are eligible to work with the Student Accounts office to create a payment plan for the semester.



# MEAL PLANS AY 2024-2025



Plan Name	Meal Swipes	Dining Dollars	Guest Meals	Parent's Eat Free	FY 25 Cost/Year (5%)	Eligibility*
Nestor's Plan	Unlimited DC*	250	8	Yes	\$5208	1, 2, 3, 4, C
Nestor's Plan+	Unlimited DC*	400	8	Yes	\$5358	1, 2, 3, 4, C
Blue 15	15/ week	300	8	Yes	\$4978	1, 2, 3, 4, C
Blue 15+	15/ week	450	8	Yes	\$5128	1, 2, 3, 4, C
Gold 160	160/Semester	500	8	Yes	\$4920	2, 3, 4, C
Hoot! 7^	5/ week	300	8	Yes	\$3302	2, 3, 4, C
Commuter 5	5/ week	300	0	No	\$2838	C
On The Go	50/ semester	250	0	No	\$1704	C
Commuter D\$	0	800	0	No	\$1600	C

Increases are tentative and draft, subject to final budget planning and BOT Approval.

\*Unlimited meals are for the DC and limited at 2 per period in TJ Bistro retail dining.

^ Indicates enrollees live in New Hall or The Apartments with full kitchens.

## 2024-2025 MEAL PLAN RATES

All residential students are required to have a meal plan. Questions regarding meal plans can be directed to [dining@westfield.ma.edu](mailto:dining@westfield.ma.edu).

# Apartment Complex: Conlin, Seymour, & Welch Halls

The Apartments Complex offers 4-person apartments with 2 super single (i.e. double room occupied by one student) rooms and 2 design single rooms. Conlin and Seymour house primarily seniors and juniors while Welch Hall houses graduate students and our year-round housing community.



## Amenities:

- Private living room, full kitchen, and 1 1/2 bathrooms in each unit
- Detached laundry located at the Dickinson Hall annex
- Private tower entrances minimize traffic

# Courtney Hall

Courtney Hall houses first year students in double rooms and a limited number of singles, triples, and quads. **Courtney will not be available for selection by rising sophomores, juniors, or seniors.**



## Amenities:

- In-hall laundry service
- Elevator access
- 3 or more study lounges per floor
- Main lounge and kitchen located on the first floor

# Davis Hall and Dickinson Hall

Davis Hall and Dickinson Hall house primarily sophomore students in double rooms with a limited number of singles, triples, and quads. Despite being on opposite ends of campus, these halls share a similar footprint.



## Amenities:

- In-hall laundry service
- **Elevator access in Davis Hall only**
- 3 or more study lounges per floor
- Main lounge and kitchen located on the first floor



# Lammers Hall

Lammers Hall houses primarily sophomore, junior and senior students in all super single rooms (i.e. double room occupied by one student).



## Amenities:

- In-hall laundry service
- Pod style housing with approximately 12-13 rooms sharing common spaces
- Small lounge and kitchen located in each pod
- Larger main lounge on first floor



# New Hall

New Hall houses primarily seniors and juniors in 6-person and 4-person apartments. Each apartment has two single bedrooms and one or two double bedroom(s).



## Amenities:

- Private living room, full kitchen, and 1-2 bathroom(s) in each unit
- Laundry service in hall
- Elevator Access
- Air-conditioning
- In-hall common spaces for gathering/studying

# University Hall

University Hall houses students in all four class years in 6-person and 4-person suites. Most suites have double bedrooms, but a small number have 2 singles in place of one double.

## Amenities:

- Private living room, full-sized refrigerator, and 1-2 bathroom(s) in each unit
- Laundry service in hall
- Elevator Access
- Radiant cooling system in hall
- In-hall common spaces for gathering/studying
- Full kitchen on each floor



# QUESTIONS?!

Residential Life

Scanlon Garden Level

413-572-5402

[housing@westfield.ma.edu](mailto:housing@westfield.ma.edu)

Find us on Teams chat @Housing