Room Selection Guide 2020/2021 Academic Year

Welcome to Room Selection!

To participate in room selection, you will access your myHOME screen to select a room online. You will be selecting within the Housing Options by Class Year (scroll to the bottom of the page) and you will only be able to select and live in spaces specific to your class year. Class year is determined by the Registrar's Office. Changes to your class year after timeslots are released will not change your timeslot.

Room selection in myHOME includes the following steps:
- Create your application and profile
- Look for roommates who match your living characteristics
- Review current available spaces/view what rooms are available as they get picked
- Choose your meal plan
- Confirm your Housing License Agreement

Our staff understands the stress and anxiety that can come with the housing and room selection process. **We highly recommend that you create a realistic plan prior to room selection to explore various options and scenarios.** Based on our experience in assisting students with their housing selection, creating a flexible plan and preparing in advance for room selection greatly reduces anxiety and stress. In addition to this document, the following resources are available for students to prepare, talk with potential roommates, and navigate the room selection process: Room Selection Planner document, tutorial video, information session, Q&A tabling, and we are available for individual appointments.

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Timeslots

Each student who does not have a pre-arranged housing assignment will receive a randomized timeslot within their class year to choose a room. Those who will not receive a timeslot may be:
- Approved to live off-campus for 2020-2021
- A part of a Special Housing group (i.e. Fraternity or Sorority member, Residential College Alumni or Affinity Housing)
- Residential Advisers, Peer Advisers, Junior Fellows, or Residential Fellows
- Confirmed as studying abroad for the fall 2020 semester
- Graduating in May 2020

There will be 14 students assigned to each timeslot. Students will have 30 minutes until the next timeslot starts, adding another 14 students to the amount eligible to select and compete for the same spaces. Timeslots are assigned randomly within each class year. Timeslots will be distributed to students via their Bucknell email address on March 16, 2020 and will also be visible in myHOME.

> **Selection Hack!**
> You absolutely need to prepare prior to selection. The items you should/can complete prior to your timeslot beginning are creating your application, searching/adding roommates, and searching for available spaces. Make a plan with a variety of options!

Timeslots run from 8:30am-3:30pm during the following dates:
- Rising seniors (current juniors) time slots will be the week of March 23-26
- Rising juniors (current sophomores) time slots will be the week of March 30-April 2
- Rising sophomores (current first year) time slots will be the week of April 6-9

How to Start an Application

After spring break, you will be able to create your application and begin the process of evaluating spaces/confirming roommates. **We highly recommend that you review the steps prior to the day of selection; specifically the steps involving finding roommates.** Each student without a pre-arranged housing assignment will need to log into myHOME and begin their application. Once logged in, click on 'Application' in the blue bar at the top and select 'Academic Year 2020-2021', then 'Save and Continue'. The application has several steps which are navigated using the numbered status bar at the top of the screen (screenshot on the next page). Each section is labeled and is referred to by the label throughout this document.
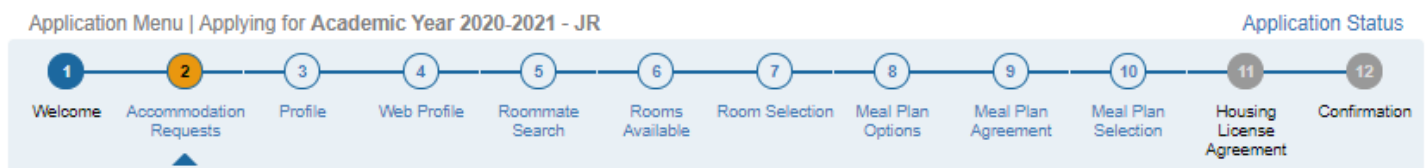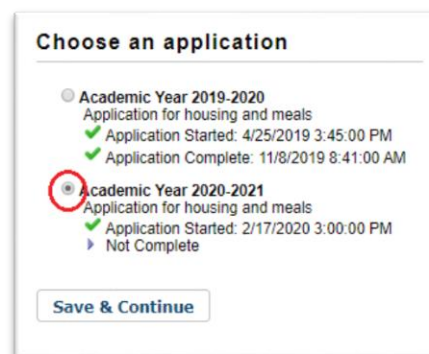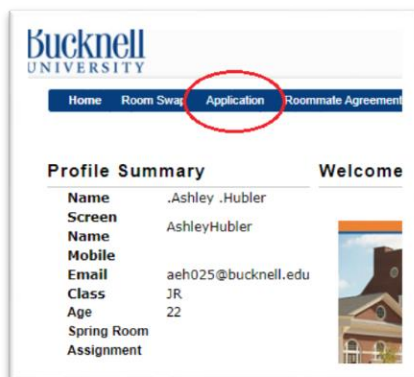
Within the application, there are two sections that you need to complete: 'Profile' and 'Web Profile'. On the 'Profile' page, you are able to complete a questionnaire that will assist later in searching for potential roommates to determine compatibility. On the 'Web Profile' page, you can enter a 'Screen Name' and a 'Description'. The 'Screen Name' will also be utilized by other students to search for you. The 'Description' is a way for you to tell others a little or a lot about yourself. It is also a chance for you to describe what you might be looking for in a roommate or the type of space you are looking for.
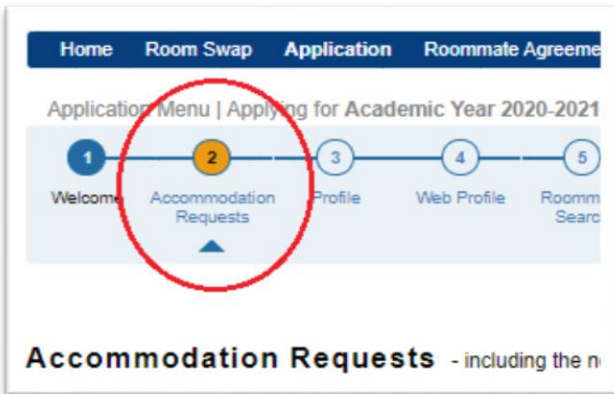
Accommodation Requests

For those that have already submitted documentation by the March 1 deadline and received approval from the Office of Accessibility Resources (OAR), you will be provided a building as outlined here that matches your need(s) as established by the OAR. Students who do receive a space as part of this process will also receive a timeslot to pick a room. If a student selects a room during their timeslot, or agrees to be a part of another room/is pulled in as a roommate during another student's timeslot, they will forfeit the housing assignment provided.

Finding Roommates/Blocking

The section "Roommate Search" is another page available prior to your time slot. In order for your future roommates to be able to search for and request you, both a Profile and a Web Profile (mentioned in 'How to Start an Application' section above) need to be completed. You are able to search for a roommate(s) in step 5 of the application a few different ways.

Selection Hack!
Make your screen name something others will be able to find/identify you by. Full names are recommended, but not necessary.

- If you already know who you would like your roommate(s) to be, you can search for them under the 'Search by Details' tab by their Screen name and request from there
- You can browse under the 'Search by Details' tab to search any roommate by Screen name, Sex, Description, and/or age.
- You can search by specific profile question(s) to possibly find a new roommate(s) that matches your profile questions.

When you have found a roommate, you can click "request" to request that student. Once you send a request to another student, they will automatically get an email asking them to log-in and confirm their new roommate. **All roommate agreements need to be mutual in order for a room selection to occur**. This is necessary in order to select any multi-person space, such as Bucknell West, Gateways, Roberts, and South Campus Apartments and including any doubles, triples, or quad spaces. **Since this step is necessary, it is highly encouraged to complete this prior to the start of your time slot.**

The maximum number of students who can be part of a block is four. The block does not have to be four (could be three, or two), nor does it have to be single sex. The block can pick a variety of spaces, such as 4, 3, or 2 singles, 2 doubles, single or a double, etc. The block does need to be on the same floor, but may include rooms anywhere on that floor. You are able to select for your roommate(s), and students with the first time slot of the group will be able to pull in students from later time slots. For example, two singles at opposite ends of a hall can be blocked by two students.

Gender & Room Assignments

Rooms are designated co-ed in the Gateways, South Campus Apartments, Bucknell West (the Mods) and Roberts Hall; thereby permitting any student of the appropriate class year, regardless of their gender identity, to select a room and roommates of any gender.

Rooms in traditional residence halls are designated "Dynamic-Gender". The gender identity of the first occupant will require the remaining spaces in the room to be assigned students with the same identified gender.

Rooms on floors with only one bathroom will be assigned a sex and the sex of the students assigned those rooms must correspond to that label. For 2020-21 Trax ground and fifth floors are designated male and Kress ground and Larison fourth floor are female.

How to Choose a Room

On Monday, March 16, 2020 (after spring break), students who do not have a pre-arranged housing assignment will receive a time slot and have an opportunity to select a housing assignment. Within the 'Rooms Available' section, you can view what's available prior to selecting. The page will need to be refreshed to review what has been selected.

Home   Room Swap   Application   Roommate Agreement   Break Housing   Early Arrival   Late Stay Request   Spring Room Change Request

Application Menu | Applying for Academic Year 2020-2021 - JR   Application Status

(1) Welcome — (2) Accommodation Requests — (3) Profile — (4) Web Profile — (5) Roommate Search — (6) Rooms Available — (7) Room Selection — (8) Meal Plan Options — (9) Meal Plan Agreement — (10) Meal Plan Selection — (11) Housing License Agreement — (12) Confirmation

Rooms Available   (Step 6 of 12)

Main | Available Room Search

Here is the spot to browse what spaces are available. You are only able to view spaces that are available to you based on your class year. You and your roommates need to have the class year of the space you are looking to select that matches the Residential Living Options

You are able to open your search up to all spaces, or refine your search based on the categories below. The location and bed spaces are the most popular to search. Once you click on "Search", you will be able to see what spaces you can live in based on the Residential Living Options. If a building is showing in the 'Location' menu, does not indicate you are able to live there based on your class year.

In the "Available Room Search" page above, you can search in a similar fashion as you would to select your room when your time slot is up. To view how you will select a room when your time slot is active, review our Room Selection Guide.

Room Type:
- All Room Types -

Location:
- All Locations -

Profile:
- All Profiles -

Available Beds:
- Any Number -

When your time slot begins, you should log into myHOME and access the 'Room Selection' section (#7 at the top of the screen), progress through the steps and review the spaces available. As spaces are selected, they will be removed from the page. You will only be able to select the space that matches the Housing Options by Class Year (scroll to the bottom of the page).

When your time slot begins and it's your turn to choose a housing assignment, you will be able to access the 'Room Search Wizard' tab under the 'Room Selection' section and begin selecting a space. You must fill the capacity of the room, apartment or suite. For example, you cannot select a double alone or pick an apartment with only three people.

Once you start the 'Room Search Wizard' you will select the space for yourself and any roommates starting with the building, then you will be guided to select a specific floor, room, then bed.

Room Selection - Room Search Wizard   (Step 7 of 12)

Main | Room Search Wizard

It is now time to select a room. You will need to select the right bed for each person and make sure they are in the correct room, if picking for multiple people. Once this is complete, your members will be able to view what space they have been assigned. Once you select a location, you will be able to see what spaces you can live in based on the Residential Living Options. If a building is listed, it does not mean that you are able to live there.

Building > Floor > Rooms > Beds

Bucknell West

Non Air-Conditioned and Air-Conditioned

Now you must select the floor you wish to live on. The numbers below indicate the amount of beds available in the types of rooms listed. They are not necessarily in the same room.

Floor	Single - Beds	Double - Beds	Triple - Beds	Quad - Beds	Other
BUWT 01-7/8	0	0	0	1	0
BUWT 09-2/3	0	0	0	3	0
BUWT 10-2/3	0	0	0	4	0
BUWT 11-2/3	0	0	0	1	0
BUWT 12-2/3	0	0	0	2	0
BUWT 13-7/8	0	0	0	2	0

Page 5

It is now time to select a room. You will need to select the right bed for each person and make sure they are in the correct room, if picking for multiple people. Once this is complete, your members will be able to view what space they have been assigned. Once you select a location, you will be able to see what spaces you can live in based on the Residential Living Options. If a building is listed, it does not mean that you are able to live there.
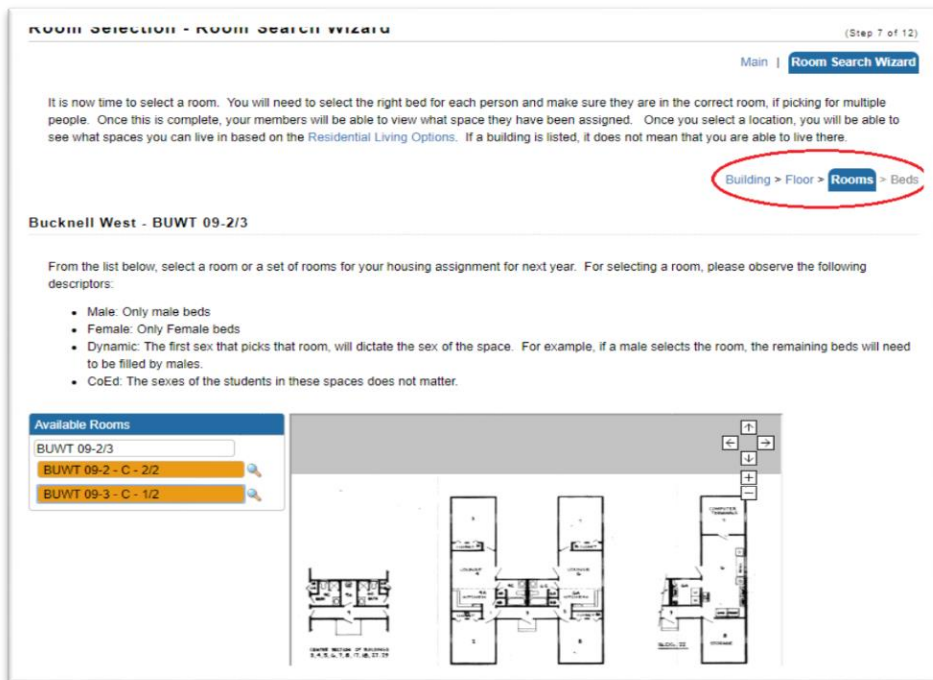
Building > Floor > Rooms > Beds

Bucknell West - BUWT 09-2/3

From the list below, select a room or a set of rooms for your housing assignment for next year. For selecting a room, please observe the following descriptors:

- Male: Only male beds
- Female: Only Female beds
- Dynamic: The first sex that picks that room, will dictate the sex of the space. For example, if a male selects the room, the remaining beds will need to be filled by males.
- CoEd: The sexes of the students in these spaces does not matter.

Available Rooms

BUWT 09-2/3
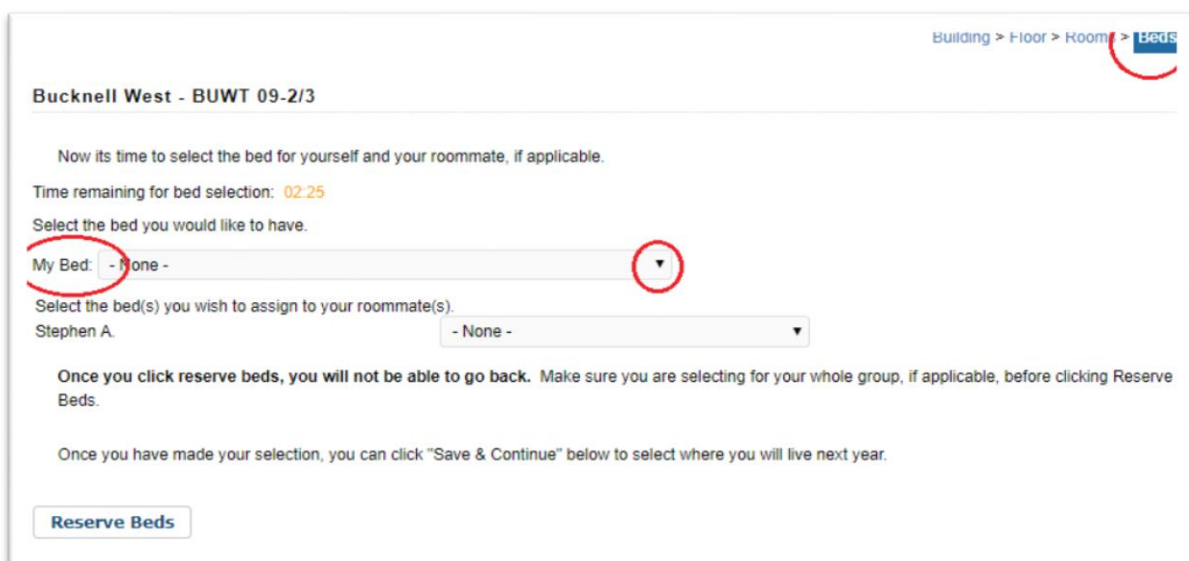BUWT 09-2 - C - 2/2
BUWT 09-3 - C - 1/2

On the 'Rooms' section, you will need to select the number of rooms which match the number of people in your roommate group (for example, if you have a roommate group of 3 people and want a triple, you would select one triple room. If you have a roommate group of 3 people and you would like a double and a single, you would select a double room and a single room). If you do not have the correct number of students to fill the capacity of a space, you will not be able to select it.

On the next page, you will choose a bed for yourself and a bed for your roommates. In a single room, one bed space will be available. In a double, there will be two bed spaces. You would need to place yourself in one and your roommate in the other (this essentially represents sides of the room). In an apartment, the "room" you select would be the apartment number while the "beds" refers to the bedrooms in the apartment.

Once you get to the page to choose beds, you have 5 minutes to complete this section in which the beds you have selected will not be able to be seen or selected by other students. If you have not chosen a bed for yourself AND placed the appropriate roommates in their beds prior to the time expiring, you will need to start the search over again.

Next to your name, use the dropdown to select which bed you would like to be placed in the room you selected. Then, do the same for each of your roommates. **If you do not do this step, your roommates will not be added to your room.**

Building > Floor > Rooms > Beds

Bucknell West - BUWT 09-2/3

Now its time to select the bed for yourself and your roommate, if applicable.

Time remaining for bed selection: 02:25

Select the bed you would like to have.

My Bed: - None -

Select the bed(s) you wish to assign to your roommate(s).

Stephen A.   - None -

Once you click reserve beds, you will not be able to go back. Make sure you are selecting for your whole group, if applicable, before clicking Reserve Beds.

Once you have made your selection, you can click "Save & Continue" below to select where you will live next year.

Reserve Beds

Once you select the beds and click "Reserve Beds" you are done and you WILL NOT be able to change it. The next opportunity to change your assignment would be the Upgrade or Shop & Swap process during the summer.

*Some students may not be able to select a space during their timeslot and will need to be added to the waitlist. See more information below regarding this process.

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Selection Hack!

Since upgrade requests are reviewed before the waitlist process begins, it is beneficial to select a room if you are able to, even if it is not a desired location.

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Choosing your Meal Plan

Meal plan selection for fall 2020 is available as part of the Academic Year 2020-2021 application in sections 8 through 10. Online selection will be available until Thursday, August 20, 2020. All on-campus students are required to purchase a meal plan each semester. Dining Dollars associated with meal plans roll over from semester to semester and year to year, but become invalid upon graduation and are not refundable or transferable.

Section 8 will review all of the meal plan options. Section 9 reviews your meal plan requirements for students on campus and will instruct you to enter your student ID number to electronically "sign" the agreement. Section 10 will allow you to choose and confirm which of the meals plans you would like to have for the fall 2020 semester.

Need help in selecting a plan? Try the Meal Plan Navigator to see which plan may best fit your lifestyle.

Questions about dining on campus? E-mail dining@bucknell.edu

Housing License Agreement

The Housing License Agreement outlines the standards we expect from students living in campus housing. These policies are also reflective of items included in the Student Code of Conduct. Students are responsible for information included in the License Agreement and the Code of Conduct. There will be instructions for you to enter your student ID number to electronically "sign" this section as well.

To review your selections, see a floor plan, see your room cost, and your roommates, you can select "application status" at the top of the page for an overview/confirmation
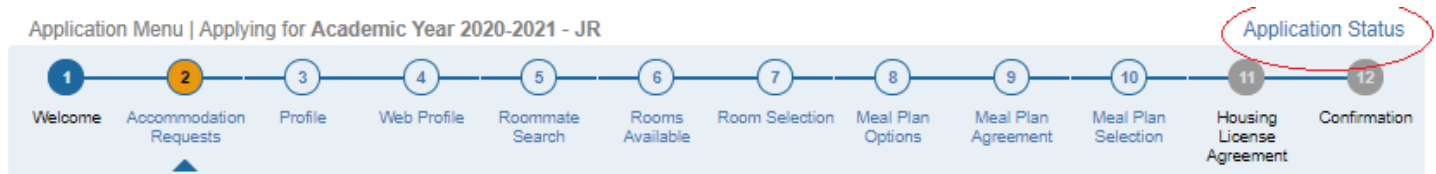
Studying Abroad

Students who have confirmed their plans to study abroad for the Fall Semester with the Registrar's office will not receive a time slot and will not be able to participate in Room Selection. In some cases, an abroad status is not known prior to selecting a room. We always recommended creating a backup plan in case a student's abroad status is not approved. A room can be selected and once an abroad status is approved, the room can be withdrawn.

If you are applying to go abroad but are selecting a room with roommates, **discuss this with your future roommates** so they can plan accordingly for a different or back up roommate. This will alleviate any surprises or hard feelings that can develop from these situations. Students that are abroad during the Spring 2021 semester, can still pick during their time slot (Eastern Standard Time is used for all time slots), and will receive a separate communication from Housing Services about how to select a room while abroad.

Fraternity and Sorority Housing

If you are a member of a fraternity or sorority, you have an obligation to fill and maintain full capacity within your organization's housing. As outlined in the Fraternity and Sorority Membership & Authorization Form:

> *"I understand that as a Bucknell University residential student, by accepting membership into a fraternity/sorority, I may be obligated to move into the chapter's designated housing upon initiation, provided that there is a vacancy. If at any time while I am an undergraduate member of the organization and there is a vacancy in chapter housing, I may be required to move into that room to maintain the house/suite's (including mixed hall spaces) maximum capacity. I understand that all vacancies within the chapter's house/suite must be occupied by a member of the organization prior to any approval to live off-campus or to participate in room selection. If a vacancy were to occur after room selection, I understand that I may be called upon to fill the vacancy and forgo my previous housing assignment. Additionally I must have properly applied and met the conduct requirements and have been granted final approval by Housing Services before I am able to move off campus. I understand that if at any time I am placed on suspension by my chapter or University, I may be required to vacate my housing assignment in my respective chapter facility. I will then need to work with Housing Services to identify alternate housing."*

If you are added/assigned to a fraternity or sorority housing roster, you will not receive a time slot and will not participate in room selection. Specific questions regarding the process for chapter housing should be directed to your chapter leadership.

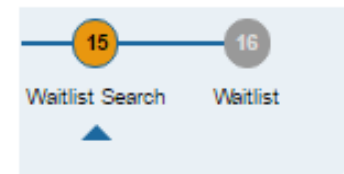## Affinity Housing & Residential College Alumni Participants

If you signed up to be in an Affinity House or participate in the Residential College Alumni program, you will not be able to participate in the Room Selection process and will not receive a time slot. If you have been listed as an alternate, you still participate in selecting a room via myHOME, but you may be called upon to fill any vacancies that occur within the Affinity House. Students who participate in the Affinity Housing or Residential College Alumni program will not be approved for an upgrade request.

Upgrade Requests

After room selection, some students may wish to change their assignment. For these scenarios, we have created an Upgrade Request period where students can request to switch to a different assignment. Only students who have selected a space will be eligible to request an upgrade. Upgrade requests will be performed administratively and the student will not be able to turn down the upgrade. When logged into myHOME, look for 'Room Upgrade' in the blue bar at the top of the page and select it to complete the request. You are able to submit your upgrade beginning April 13, 2020 through May 11, 2020. We will review upgrade requests based on available spaces and notify students about the status of their upgrade request throughout the month of June. Students should continue to check their Bucknell email and myHOME during this time.

Waitlist

Every fall semester due to high occupancy, we need to utilize every available space on campus. Based upon previous processes, we expect between 100-200 students to leave campus at the end of the semester without a housing assignment. This could be because there was not a space remaining for what they were trying to select or all the spaces were selected. We plan for this every year and are aware of the anxiety it may cause. Every student is guaranteed a housing assignment on campus. If you are one of these students, you will need to place yourself on a waitlist. At the end of the application in myHOME, there is a section called 'Waitlist Search'. If you are unable to acquire a space, or a space you were hoping for isn't available, you can put yourself on a waitlist and you can indicate your top preferences in the drop down menus and elaborate in the text box provided. Only students who do not select a housing assignment will be able to place themselves on a waitlist. We will keep the priority by class year the same within waitlists (for example, a rising senior has priority over a rising junior). We will also retain the order of the timeslots. Students who have an earlier timeslot will still be able to select a space prior to those who have a later timeslot.

During the summer months, we have spaces that open up as more information becomes available about Bucknell's enrollment for the fall semester (i.e. size of the incoming first-year class is finalized, students begin to tell the university they are going to withdraw or transfer, etc.). Students who complete the Wait List form will be contacted regarding a housing assignment throughout the month of July or it could be as late as early August. Anyone who does not choose to submit a wait list form will be administratively assigned after all other students preferences have been considered.

Shop & Swap

In late July, we will allow students the opportunity to identify and swap rooms with each other. Specific instructions about this process will be available on myHOME in June.