The Official Guide to Room Selection
2017-2018 Edition

Brandeis University
Department of Community Living
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Thinking It Over…</td>
<td>3</td>
</tr>
<tr>
<td>Highlights for 2017-2018</td>
<td>3</td>
</tr>
<tr>
<td>Housing Eligibility</td>
<td>4</td>
</tr>
<tr>
<td>The Room Selection Process</td>
<td>5</td>
</tr>
<tr>
<td>Step One – Room Selection Application</td>
<td>5</td>
</tr>
<tr>
<td>Step Three – Investigate and Plan</td>
<td>6</td>
</tr>
<tr>
<td>Step Four – Form Roommate Groups</td>
<td>6</td>
</tr>
<tr>
<td>Step Five – Room Selection</td>
<td>8</td>
</tr>
<tr>
<td>Step Six – The Housing Wait List</td>
<td>9</td>
</tr>
<tr>
<td>Housing Designations</td>
<td>10</td>
</tr>
<tr>
<td>Study Abroad and Room Selection</td>
<td>12</td>
</tr>
<tr>
<td>Partially Filled Spaces</td>
<td>13</td>
</tr>
<tr>
<td>Gender Designations</td>
<td>13</td>
</tr>
<tr>
<td>Gender Neutral Housing</td>
<td>13</td>
</tr>
<tr>
<td>Withdrawing From Housing</td>
<td>15</td>
</tr>
<tr>
<td>Room Transfers</td>
<td>15</td>
</tr>
<tr>
<td>Integrity</td>
<td>15</td>
</tr>
<tr>
<td>Medical, Psychological, and Disability</td>
<td>16</td>
</tr>
<tr>
<td>Need-Based Housing Requests</td>
<td>16</td>
</tr>
</tbody>
</table>
Introduction

The Department of Community Living offers a variety of housing options for returning students, which they select through the Room Selection process. This guide is designed to answer your questions regarding the Room Selection Process. More information, complete descriptions, and floor plans of our residence halls can be found online at the Community Living website: www.brandeis.edu/dcl

Thinking It Over…

- Is it important that I live with my best friends? How could living together affect this relationship?
- What is it really like to live in a particular quad? Rumors might not be true - do some investigating!
- What type of community do I want to be a part of? Quiet? Active? Social?
- Is the cost of housing important to me?
- Will I meet new people? Will this be important to me?
- What is more important? Where I live or with whom I live?
- What will my "back-up" plans be if I don't get my first, second, or third choice of housing?

Highlights for 2017-2018

- Students studying abroad in Spring 2018 will have the option to select specific housing in the Village and Ziv.
- All Rosenthal suites are selected by groups of 4, not 8.
- Gender-neutral housing is available on all mixed gender floors, suites, and apartments in sophomore, junior, and senior areas.
- **111 & 112 Charles River will now be added to rising sophomore selection;** upperclass students will still be able to select rooms in 113 and 114 Charles River.
- The Castle is officially offline and unavailable to choose during room selection; we anticipate that our all-new residence hall being built on the site where Castle stands will be available in next year’s selection process.
- **Upperclass room selection will now choose different housing configurations on different days;** 6-person Ridgewood and Mods spaces will go online for selection on Monday, 4-person Ridgewood and Mods on Tuesday, Ziv spaces and 2-bedroom Charles River spaces on Wednesday, and Efficiency, 3-bedroom, and 5-bedroom Charles River spaces on Thursday.
Housing Eligibility

- Only **full-time, registered undergraduate** students are eligible to participate in the Room Selection Process.
- Current students participating in the **Transitional Year Program** are eligible to participate and will be assigned numbers with the rising sophomores.
- **First year students** who entered in the 2016 Fall semester are guaranteed housing for four consecutive semesters if they participate in the housing assignment or Room Selection Process.
- **Mid-year students** who entered in January 2017 are considered rising sophomores and are guaranteed housing for three consecutive semesters if they participate in the housing assignment or Room Selection process. Mid-year students who entered in previous years are considered rising juniors and seniors.
- **All eligible students** who do not indicate their intent to participate in room selection by the application deadline but still wish to live on-campus will be added to the end of the wait list with remaining juniors and seniors. Students can indicate their intent via the blue **MyHousing** button on the Community Living page (http://www.brandeis.edu/dcl).
- **Juniors and seniors are not guaranteed on-campus housing.**
- **Transfer students** who are currently enrolled full-time are also allowed to participate in the Room Selection Process, but are not guaranteed on-campus housing.
- Students who are on a **leave of absence**, or are not registered at the University at the time of Room Selection, are not eligible to select a room or be pulled into a space.
- Students on **approved Study Abroad Programs** who will be on campus for the Fall semester may participate in a Study Abroad Room Selection (please see the Study Abroad Handbook).
- Students who have **applied to Study Abroad** for the Spring 2018 term can only participate in the Study Abroad Spring 2018 room selection. These spaces will be in the Village and Ziv (please see the section on Study Abroad Spring 2018 room selection).
- **Rising seniors** selecting the **reduced status** option are still eligible to participate in Room Selection for on-campus housing.
- **Seniors** studying on **extended credit** or for a **ninth semester** are eligible to participate in room selection if they submit confirmation to the Department of Community Living and are studying at Brandeis as full-time undergraduates.
- Students in the **BA/MA** program are eligible for on-campus housing for four consecutive years. Students are not eligible for undergraduate housing in their fifth year. Students may consult with the Office of Graduate Student Affairs for housing options during their fifth year.
- Students enrolled in a **Justice Brandeis Semester Fall Extension Program** are not eligible for on-campus housing during the Fall semester, but may request housing for the Spring semester. Students enrolled in JBS programs that have classes on-campus may participate in room selection.
- The deadline to **withdraw from housing** following room selection is **May 1, 2017**. Students who withdraw after May 1 will be charged a **$500.00 fee.**
Upper-year students participate in a room selection process in the spring term to choose housing for the 2017-2018 academic year. **Students are able to participate if they meet housing eligibility standards and indicate their intent to participate in Room Selection by February 15, 2017.** They may indicate this by clicking the **MyHousing** button on the Department of Community Living website (http://www.brandeis.edu/dcl), and following the steps.

**There are 5 steps to the Room Selection Process:**
Step 1: Room Selection Application
Step 2: Investigate and Plan
Step 3: Form Roommate Groups
Step 4: Room Selection
Step 5: The Housing Wait list

**Step One – Room Selection Application**

All students must apply to participate in Room Selection by indicating their desire to be a part of the process in the **MyHousing** system by **February 15, 2017.**

Students can sign in by clicking on the MyHousing link on the Community Living Website (http://www.brandeis.edu/dcl), and using their Brandeis ID and password. On the main page, there are two options. To indicate your intent, please click **Go to ApplyOnline.** Then, fill in the fields, check the box to accept the terms and conditions, and click submit. **You will not receive an email confirmation, so please save the intent page for your records.**

Only students who are eligible to participate in Room Selection will have access to the ApplyOnline option in MyHousing. All students who have indicated their intent to participate in the room selection process will receive a randomly generated Room Selection number by **March 15, 2017 via MyHousing.**

Any students having problems filling out the housing application at
ApplyOnline should contact the Department of Community Living immediately.

Rising junior and senior students will receive random selection #s 1 – 1382 and rising sophomores will receive #s 1383 – 2400. Students will receive the same number for each process they may be in – so upperclass students selecting during the upperclass student room selection process will have the same # for the 6 person Ridgewood/Mods process as in the Charles River apartments process, for example. Each number is assigned a time and date for Room Selection. All room selection numbers and time information will be distributed via MyHousing. Room Selection numbers are not transferable, nor are they displayed publicly.

Room Selection numbers are only distributed to the person assigned that number. Students who wish to withdraw from room selection after indicating their intent may do so without penalty.

Step Three – Investigate and Plan
Once you have your Room Selection number, thoroughly investigate all possible avenues for your housing next year.
- Speak with Community Advisor and Area Coordinators for more details.
- Look at the Community Living website for floor plans and other information: http://www.brandeis.edu/dcl
- Have conversations with potential roommates to discuss individual preferences.
- Have back-up plans in mind for room selection time.

Step Four – Form Roommate Groups
Before students can select a room, they must have a roommate group set. They can begin forming these groups once numbers come out on the 15th.

To form a group, first you must log in to MyHousing via the Community Living website (http://www.brandeis.edu/dcl). Chose Room Selection -> Roommates/Suitemates.
You can complete a simple search by name or an advance search based on preferences.

To request a roommate, scroll down to the Simple Roommate Search or the Advanced Roommate Search. The Simple Roommate Search should be used if you know whom you would like to request. The Advanced Roommate Search can be used if you need additional people for your group and would like to search for them based on living preferences. Keep in mind that only people who have filled out their intent to participate in room selection will show up in any search.

Please note:
- Sophomores may build groups with juniors or seniors or vice versa, but no junior or senior will be able to select housing as a part of the rising sophomore process. Juniors or seniors who wish to live with sophomores may add them to their groups, but they will need to select for the sophomore members of their group during upperclass room selection.
- The Foster Mods are only available to groups that consist entirely of seniors.

Once you have requested a roommate, he or she must accept your request or request you back. If your requested roommates do not request you back, they will show up as “does not match” on the request status page. You may only view the rooms with size limits that match the size of your matched group (i.e. groups of two may view/select two-person rooms, but not singles or three-person rooms).

You will receive immediate email notifications for all steps in the process, including:
- if another student requests you as a roommate;
- if a requested roommate accepts or declines your request;
- if another student sends you a message or a reminder to accept a request; or
- if somebody in your roommate group leaves the group.

To set your search own preferences so people can search for you using the Advanced Roommate Search, click on the Personal Preferences link on the left side of the page.
It is extremely important that you **form multiple plans** with your roommates because you may need to **change your roommate group size** depending on the availability of rooms. Remember, during room selection you may only view the available rooms that **correspond with your group size**.

When your group is fully matched you will see this:

![Roommate Request List](image)

**Step Five – Room Selection**

Students who receive Room Selection numbers will choose their 2017-2018 room assignment online at time and date given to them in the Room Selection email. **Students should review all housing options and prepare several plans for the room selection process.**

Please note:

- **Any member of a roommate group can select housing for the whole group**, but only once that individual member’s selection time has arrived. **Other group members do not need to approve the selection in order to make it official.**
- **e.g. Bobby has a 1:00pm selection time, Chris has a 1:12pm selection time, and Jennifer has a 2:26pm selection time.** If Bobby does not log in to select a room between 1:00pm and 1:12pm, Chris can log in to his own account and select housing for the whole group at 1:12pm.

Once your room selection process begins you can step in and see what rooms are available for your roommate group. You will not be able to select a room until your selection time.

Once your room selection time, which can be found on the MyHousing Overview page, has arrived, **you will be able to select a room.** To do this, you must click the **Room Selection** link on the top right side of the page, then click **Find Available Rooms** when it pops up.

This will bring you to a **List of Available Rooms.** **You will only be able to view the rooms that match the number of people in your roommate group.** If you are selecting a **bedroom**, whether it be a single, double, or lofted triple, you will click the **Select Room** button next to the room you want. If you are **selecting an apartment or a suite**, you will click the **Select Suite** button next to any room in that suite. For apartments and suites, which room in the suite or apartment is selected at this time does not matter, as it can be changed on the next page.
Clicking Select Room or Select Suite will bring you to the Room Booking page. At this point, your selection will be saved, and nobody can select your room/suite for ten minutes, unless you hit back on your browser. After ten minutes, your page may time out, at which point, the room will become available to other people. On this page, use the drop down menus next to each room to decide which roommate is living in which room. When you have made your final decisions, click the I Agree – Submit My Room Selection button, and your choice will be saved.

This will bring you back to the Overview page, where you should now be able to view your housing assignment. You and your entire roommate group will also receive a confirmation email almost immediately. If these two things do not happen, you have not been assigned housing.

Pull-in Procedures
Formerly, students were able to “pull-in” other students into their rooms, suites, or apartments. This process has been replaced by the formation of roommate groups (see Step Four).

Suite/Apartment Pull-Ins: If you are electing to live in suite-style or apartment-style housing, you will need to have a roommate group with the exact number of students to fill all of the available spaces in the suite/apartment.

If one of these spaces becomes vacant over the summer, Community Living will offer it to the next eligible person on the Wait List. If one of these spaces becomes vacant mid-semester, the remaining occupants of the suite/apartment will have 48 hours to request to pull another student into that space. If one of these spaces becomes available at mid-year, Community Living will entertain pull-in requests but also reserves the right to place any eligible student in need of housing in that space. If Community Living fills a vacancy in a suite/apartment, the remaining occupants are expected to be respectful of the new member of the suite/apartment and good citizens as defined in Rights and Responsibilities.

Proxy Procedures
Students who wish to participate in the Room Selection Process, but cannot attend at their assigned time, may designate the Department of Community Living as a proxy. The student should educate DCL about their desired choices, as any decisions made by a proxy are binding. Proxy forms will be available from the Community Living website once Room Selection numbers have been sent out, and must be completed by the person being proxied for in advance. Students may choose other students to proxy for them, but these proxies must come into the Department of Community Living during the date and time of the proxy in order to make the selection. Please email dcl@brandeis.edu with any questions about the proxy process.

Students will receive emails immediately after they select a room. Please read and save the email, as it will contain important information regarding your housing assignment.

Step Six – The Housing Wait List
Students who participated in the Room Selection process, but who did not receive campus housing, are automatically placed on the wait list. Students on the wait list will be contacted as space is available and in the order of their original Room Selection numbers. Pull-ins and choices for students on the wait list cannot be guaranteed. Students will be contacted via email and/or permanent phone. A student has 24 hours to accept housing once contacted. Students who decline the housing assignment offered to them will be placed at the bottom of the wait list or removed at the direction of the student. Questions regarding the wait list can be directed to dcl@brandeis.edu.
Housing Designations

Prior to Room Selection, the Department of Community Living designates the gender and class-year of all spaces. Designations are based on the number of students in each class and projected numbers of new students. The following are the designations for the 2017-2018 academic year.

Note: Designations are listed according to your 2017-2018 class standing, based upon entry to the University! Designations may be altered as determined by the number of students who elect to participate in Room Selection.

Rising Sophomore Housing

567 South Street
- Students are responsible for cleaning their bathroom and kitchen. Paper products are available from Facilities Services by request.
- 2 person apartments with single bedrooms and 2 person efficiencies with a shared bedroom.
- Area remains open for winter break.
- All apartments for Sophomores.

East Quad
- Corridor style communities with shared bathrooms and lounges.
- Mixed gender and single gender communities.
- All rooms for Sophomores.

Charles River Apartments
- Students are responsible for cleaning their bathroom, kitchen, and common room. Paper products are available from Facilities Services by request.
- Single efficiency apartments, and 2, 3, or 5 person apartments with single bedrooms.
- Area remains open for winter break.
- All apartments in buildings 110 & 150 for Sophomores.

Massell and North Quad
- Corridor style communities with shared bathrooms and lounges.
- Mixed gender and single gender communities.
- Limited singles for Sophomores.

Rosenthal Quad
- 8 person suites with single and double bedrooms (All suites in Rosenthal will be selected by two groups of 4 – two single-occupancy rooms and one double-occupancy room).
- Students are responsible for cleaning their bathroom and common room. Paper products are available from Facilities Services by request.
- DCL does not swap groups across suites.
- All suites for Sophomores.

Village Quad
- Corridor style communities with shared bathrooms, kitchens, and lounges.
- Single- and mixed-gender wings available.
- House A for Sophomores.
Rising Junior/Senior Housing

Village Quad
- Corridor style communities with shared bathrooms, kitchens, and lounges
- Single- and mixed-gender wings available.
- **Upper floors of house B and C available for students studying abroad in Spring 2018.**

Ziv Quad
- 6 person suites with single bedrooms
- Students are responsible for cleaning their bathroom and common room. Paper products are available from Facilities Services by request.
- **Limited suites in Ziv 130 are available for students studying abroad in the Spring 2018.**
- **All other suites for Juniors and Seniors.**

Charles River Quad
- Students are responsible for cleaning their bathroom, kitchen, and common room. Paper products are available from Facilities Services by request.
- Single efficiency apartments, and 2, 3, or 5 person apartments with single bedrooms.
- Area remains open for winter break.
- **All apartments in buildings 164 & 178 for Juniors & Seniors.**

Ridgewood Apartments
- 4 and 6 person apartments with single bedrooms.
- Students are responsible for cleaning their bathroom, kitchen, and common room. Paper products are available from Facilities Services by request.
- Area remains open for winter break.
- **All apartments for Juniors and Seniors.**

Foster Mods
- 4 or 6 person apartments with single bedrooms.
- Students are responsible for cleaning their bathroom, kitchen, and common room. Paper products are available from Facilities Services by request.
- Area remains open for winter break.
- **All apartments for Seniors.**
The following policies apply to students who apply, and are approved, to study abroad for any portion of the 2017-2018 academic year.

- Village B and C houses, and a select number of suites in Ziv, are available for students studying abroad in Spring 2018.
- Students who withdraw from studying abroad prior to Room Selection number release will be moved to the regular selection process; they will retain the same number they had in the study abroad process.
- Students who apply to study abroad for Fall 2017 or the academic year will be removed from the room selection process, and their numbers will be deactivated.
- Students approved to study abroad in Spring 2018 will participate in a separate room selection. Watch your email for details.
- Students who select the Village for the Fall semester but who do not end up studying abroad in the Spring will be required to change housing for the Spring semester.
- **Students approved to study abroad in Spring 2018 must still fill out a housing application in order to participate in room selection and receive housing for Fall 2017.**
Partially Filled Spaces

While the Department of Community Living encourages students to select roommates, those who do not have a roommate choice may elect to place themselves in a double room to be assigned a roommate. If necessary, the Department of Community Living MAY choose to allow SOME suites to be selected in single room increments. Otherwise, students wishing to select a suite or an apartment must fill all rooms at the time of Room Selection, unless selecting a space in a Rosenthal suite. Suites in Rosenthal will be filled by two groups of 4. The groups must occupy one wing of the Rosenthal suite. Students who elect to fill a four person Rosenthal must be prepared to live in a mixed-gender environment, as the Department of Community Living does not designate suites as male or female.

If a space becomes empty in a room, apartment, or suite after room selection, Community Living may fill the space at any time with a student on the wait list.

Gender Designations

Community Living designates floors in corridor style buildings (East, Castle, North, Massell, the Village) as either single-gender (male or female) or mixed-gender. Floor designations are listed on the Community Living website at www.brandeis.edu/dcl/roomselection.

Gender Neutral Housing

Gender Inclusive Housing Policy Statement
At Brandeis University, any upper class students, regardless of gender identity, may choose to reside together. Students may choose to live together in any double on a mixed-gender floor. East, Rosenthal, the Village, and 567 South Street all have mixed-gender floors. Students agree to live together when they select a room together during Room Selection in the spring semester. There is no additional application process to reside in a gender-inclusive room.

Gender Inclusive Housing Policy Information and Rationale
The following terms are essential to understanding the gender inclusive housing policy at Brandeis:

- **Single-Gender** – A floor or community in a residence hall that is designated as male or female. Single-gender floors exist in East, the Village, North, and Massell.
- **Mixed-Gender** – A floor or community in a residence hall for students of any gender. Mixed-gender floors are found in Massell, North, East, and the Village. All suites and apartments in Rosenthal, Ziv, Ridgewood, Charles River, 567 South St, and the Foster Mods are considered mixed-gender.
- **Gender Inclusive** – A housing option in which two or more students may share a multiple-occupancy bedroom, in mutual agreement, regardless of the students’ sex or gender. Any room in a mixed-gender area may be considered gender inclusive.

Residence halls serve several vital functions to a student’s development on campus, and therefore must be safe and comfortable homes for each student. Residence halls are designed to assist with students’ transition to college life and the university community. They facilitate and support the psychological, social, intellectual, and physical development of students. Gender Inclusive Housing provides safe, supportive environments for students of all gender identities and is therefore an important policy for our campus. Gender Inclusive Housing supports the University’s non-discrimination policy and fully commits to the principles of social justice with respect to sexual
orientation, sex, gender, and gender identity. The residence hall’s primary purpose is to assist students with their personal growth and development.

Gender Inclusive Housing is defined as a housing option in which two or more students may share a multiple-occupancy bedroom, in mutual agreement, regardless of the students’ sex or gender. Gender Inclusive Housing provides housing options for students who may identify as transgender or are questioning their gender identity or do not wish to prescribe to gender classifications. Students who are uncomfortable with a same-sex roommate or do not wish to have a same-sex roommate also have more housing options to choose from. Gender Inclusive Bathrooms are designated on mixed-gender floors when possible.

**Vacancies and Room Changes**
Gender inclusive housing will never be forced upon a student. If a vacancy occurs in a room on a mixed-gender floor, the room is not treated as a gender inclusive space. The remaining occupants may pull in a student to maintain the gender inclusivity of the room or the Department of Community Living will assign a student to the room. The sex of the students will be considered when a vacancy exists in a multiple occupancy space. Vacancies in suites and apartments will be treated as mixed gender if the occupants of the suite originally filled the space as a mixed gender space. If the suite or apartment is housed as a single-gender space, the gender of the space will be maintained and the unit will not be treated as a gender inclusive space.

**First Year Students**
Gender inclusive housing is not available for first-year students at this time. Rooms are only gender inclusive when students agree to live together, and the housing process for first-year students does not allow for the appropriate agreement. First-year students who want a gender inclusive space should contact the Department of Community Living, and an appropriate housing assignment will be made.

**Questions?**
Students are encouraged to direct all gender-related needs to the Department of Community Living. The Department is committed to providing all students, including transgender students, with the optimal living and learning environment possible at any point in their personal development while at Brandeis University. For more information on gender-neutral housing, please see the Department of Community Living website (http://www.brandeis.edu/dcl).
Withdrawing From Housing

Students who withdraw from housing must submit their intention in writing, or fill out a Withdrawal from Housing form available on the Department of Community Living website. Depending on the time of withdrawal, students may be eligible for a full or partial refund of their housing fees, per the following schedule:

- If withdrawal happens on or before May 1, 2017 for the Fall semester or November 15, 2017 for the Spring semester, students will not be charged for the semester.
- If withdrawal happens after May 1, 2017 for the Fall semester or after November 15, 2017 for the Spring semester, students will be charged a $500 withdrawal fee. Refunds will only be granted under extreme or extraordinary circumstances.

Students wishing to move off-campus for the Fall semester must withdraw from housing before May 1, 2017 in order to ensure a full refund.

Room Transfers

Students are not permitted to transfer assignments until after the second week of the semester. Extenuating circumstances must be directed to the Department of Community Living. Room transfers are contingent upon the housing wait list and other needs of the Department of Community Living. **Students must move into the room they selected at Room Selection.** Students choosing to change rooms without the approval of the Department of Community Living may be referred to the conduct process.

Integrity

Students are expected to conduct themselves with integrity and respect at all times during the Room Selection Process. **Students caught tampering or manipulating with the Room Selection Process risk removal from their selected housing assignment and possible judicial referral.** Manipulation of the Room Selection Process results in fewer housing options for all students and a more stressful experience for everyone. Students are encouraged to report any manipulation of the system to the Department of Community Living.

The room selection process can be difficult and stressful for some students. When negotiating living arrangements, housing choices, pull-ins, and any other decisions, students should be respectful, courteous, and civil toward one another. If each person treats everybody else well, the room selection process is a lot easier for all.
Medical, Psychological, and Disability 
Need-Based Housing Requests

Students may request a reasonable accommodation as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students must renew documentation each year. Students with a medical or physical condition should provide their clinician with the Medical Care Provider Form and submit all documentation to Health Services. Students with a psychological need should submit all documentation to the Psychological Counseling Center. Additionally, a Need-Based Housing Request Form should be completed and returned to Community Living in Usdan. **All documentation and forms are due January 31, 2017.** All forms are available in the Department of Community Living and from the Community Living website.

Students who have been authorized for need-based housing assignments will receive written notification before room selection takes place. Students whose needs require them to live in on-campus housing will be prioritized. All other students participate in Room Selection based on their Room Selection number. Students can then attempt to select a space that not only meets the requirements of their accommodation but their desired social setting as well.

More detailed information can be found in the Medical, Psychological, and Disability Need-Based Housing Requests brochure available in the Department of Community Living and Academic Services.