



2023-2024
HOUSING SELECTION GUIDE

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INTRODUCTION

Community Living offers a variety of housing options for returning students through the Housing Selection process. This guide is designed to answer your questions regarding the Housing Selection Process. More information, complete descriptions, and floor plans of our residence halls can be found online at the [Community Living website](#).

QUESTIONS TO CONSIDER

- What type of living environment do I want? Suites? Apartments? Traditional? Gender-inclusive?
- Will I meet new people? Is one type of housing important to me? Do I want to live in campus housing?
- 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?
- What type of community do I want to be a part of? Quiet? Active? Social?
- Is the cost of housing 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 2023-2024

- Rising Jr/Sr Housing Selection options will be released all on day 1.
- Students studying abroad in Fall 2023 or Spring 2024 will have the option to select specific housing in the Village and Ziv. All Study Abroad students will select on the same day.
- All Rosenthal suites are selected by groups of 4, not 8.
- Gender-inclusive housing is available on all mixed-gender floors, suites, and apartments in sophomore, junior, and senior areas.

HOUSING ELIGIBILITY

- Only **full-time, registered undergraduate** students are eligible to participate in the Housing Selection Process.
- Current students participating in the **Myra Kraft Transitional Year Program** are eligible to participate and will be assigned numbers with the rising sophomores.
- **First-year students** who started in the 2022 Fall semester are guaranteed housing for four consecutive semesters if they participate in the Housing Selection Process.
- **Mid-year students** who started in January 2023 are considered rising sophomores and are guaranteed housing for three consecutive semesters if they participate in the Housing 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 housing selection by the application deadline but still wish to live on-campus will be added to the end of the waitlist with remaining juniors and seniors. Students can indicate their wish to be added to the waitlist by completing the Waitlist Application on their [MyHousing Portal](#); please note that the waitlist is a separate list of students not related to the Pending Assignment List of students who participate in Housing Selection but do not have an opportunity to select.
- Juniors and seniors are **not guaranteed on-campus housing**.
- **Transfer students** who are currently enrolled full-time are also allowed to participate in the Housing 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 Housing 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 or Spring semester may participate in a Study Abroad Room Selection.
- **Rising seniors** selecting the **reduced status** option are still eligible to participate in Housing Selection for on-campus housing.
- **Seniors** studying on **extended credit** or for a **ninth semester** are eligible to participate in housing 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 automatically eligible for undergraduate housing in their fifth year. Students may consult with the Department of Community Living for on-campus options or the Office of Graduate Student Affairs for off-campus housing options during their fifth year.
- The deadline to **withdraw from housing** following housing selection is **May 1, 2023**. Students who withdraw after May 1 **will be charged 25% of the room rate**. Please review the ***Withdrawing from Housing*** selection of this guide for more information.

THE HOUSING SELECTION PROCESS

Rising Sophomore, Junior, and Senior students participate in a housing selection process during the Spring 2023 term to choose housing for the 2023-2024 academic year. **Students are able to participate if they meet housing eligibility standards and completed the Housing Application by 12 noon on March 15, 2023.** The housing application is available through the [MyHousing Portal](#).

There are 5 steps to the Housing Selection Process:

Step 1: Housing Application

Step 2: Investigate and Plan

Step 3: Form Roommate Groups

Step 4: Housing Selection

Step 5: The Pending Assignments List

Step One – Housing Application

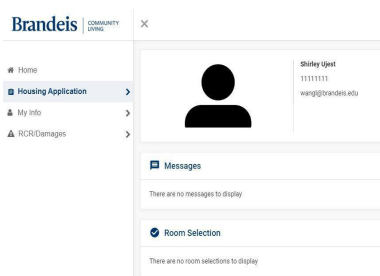
All students must apply to participate in Housing Selection by reading, signing and submitting the appropriate Housing Application in their [MyHousing Portal](#) by **March 15, 2023 at 12 noon.**

Only students who are eligible to participate in Housing Selection will have access to the Housing Application in MyHousing. All students who have indicated their intent to participate in the selection process will receive a randomly generated Housing Selection number **the week of March 20, 2023.**

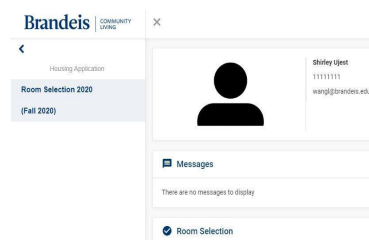
Any students having problems filling out the housing application on MyHousing should contact Community Living immediately.

Numbers will range depending upon the number of applicants for housing selection; juniors and senior numbers will be larger than sophomore numbers. Students will receive the same number for the process they are in.

Each number is assigned a time and date for Housing Selection. All selection numbers and time information will be distributed **via MyHousing. Housing Selection numbers are not transferable**, nor are they displayed publicly.



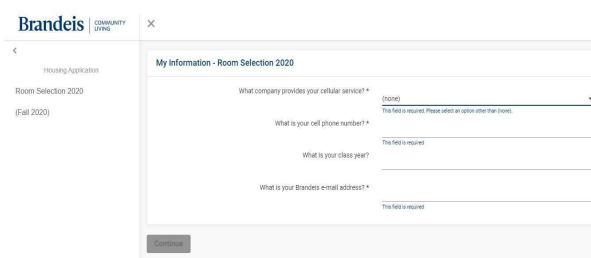
Step One: Click on 'Housing Application' on the left sidebar.



Step Two: Click on 'Room Selection 2020'



Step Three: Review the license agreement, then sign your name and click continue.



Step Four: Review the contact information and ensure it is correct. Then hit continue to submit your application.

Housing Selection numbers are only distributed to the person assigned that number. Students who wish to withdraw from housing selection after completing their Housing Application may do so without any penalty until May 1, 2023. This can be done by emailing dcl@brandeis.edu stating you'd like to withdraw from housing for the 2023-2024 Academic Year. The subject line should be "Withdrawal from Housing".

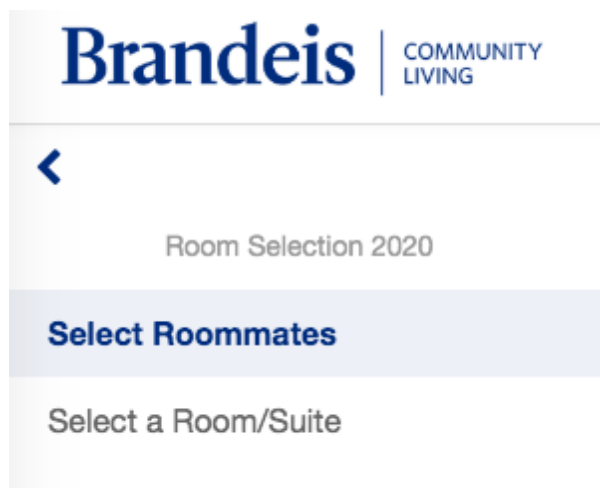
Step Two – Investigate and Plan

Once you have your Housing Selection number, thoroughly investigate all possible avenues for your housing next year.

- Speak with Community Advisor and Area Coordinators for more details.
- Refer to the [Community Living website](#) for floor plans and other information
- Have conversations with potential roommates to discuss individual preferences.
- Have multiple plans in mind for housing selection time.

Step Three– Form Roommate Groups

Before students can select a room, they must have a roommate group confirmed. They can begin forming these groups once numbers come out the week of March 20, 2023.



To form a group, first, you must log in to the [MyHousing Portal](#). Choose Housing Selection -> Select Roommates. Be sure to select the appropriate term (Fall 2023 unless you will be studying abroad for fall only - in which case you should select Spring 2024).

The Roommate Requests accordion will show who is already in your roommate group.

Open the Pending Roommate Requests accordion to see requests you have sent or to confirm your acceptance of a roommate request that was sent to you.

To add people to your roommate group, click the Search for Roommate accordion and search for your desired roommate by entering a student's first name, last name, or preferred name.






Please note:

- Rising Sophomores who want to form groups with Rising Juniors or Seniors can request to be switched into the Rising Junior/Senior selection process by emailing dcl.@brandeis.edu. Any Rising Sophomore who opts in to the Rising Junior/Senior process will lose their guarantee for housing.
- Rising Juniors or Seniors will not be eligible to be pulled into the Rising Sophomore selection process.

Roommate Requests (1)

Name

Bama, Al







Unmatched Roommates:
Al Bama has not requested Shirley Ujest

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

Pending Roommate Requests (1)

Name

Ujest, Shirley



Match

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
- if somebody in your roommate group leaves the group




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 housing 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 Requests (1)

Name

Ujest, Shirley




Your roommate group is fully matched.

Step Four – Housing Selection

Students who receive Housing Selection numbers will choose their 2023-2024 room assignment online at the time and date given to them in the Housing Selection email. Students should review all housing options and prepare several plans for the housing 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.
- For example, 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.

 **Room Selection**

Rising Sophomore Room Selection

This room selection process is for students who will be entering their sophomore/second year in Fall 2020. Students should note that this process is for rising sophomores ONLY - sophomores who wish to select with upperclass students will need to be pulled into roommate groups by upperclass students. Sophomores who wish to do so should not pick in the sophomore process; the upperclass student in the group will need to use their selection time to pick rooms and will pull in the sophomores in the group. Upperclass roommate groups with sophomores/second year students in them cannot be formed until after 6:00PM on 3/20/2020. Students who would like to be pulled into roommate groups by upperclass students will need to contact DCL.

567 South Street
Charles River Apartments
East Quad
Rosenthal East
Rosenthal North
Rosenthal South
Skyline Quad
Village Quad

Start Time: 2/24/20, 9:05 AM

Priority Number: 4

Group Priority:

Selection Times

2/24/20, 9:00 AM to 2/25/20, 12:00 AM (CURRENTLY OPEN)

Select A Room/Suite

Once your housing 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 housing 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 left side of the page, or click "Select a Room/Suite" under the Room Selection section on the main page.

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. You can also use the Search Available Rooms option to search for a certain space or campus area. If you are selecting a bedroom, whether it be a single, double, or triple, you will click the Select Room button under the room you want. If you are selecting an apartment or a suite, you will click the Select Suite button under 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.

Select from Room List

Campus Area
(no filter)

Floor

Hall
(no filter)

BLDG CODE

Search Available Rooms

Available Rooms: (123)

Hassenfeld Hall - 339

Room Type: East Double
Spots: 2

Roster

Select Room

Hassenfeld Hall - 340

Room Type: East Double
Spots: 2

Roster

Select Room

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.

Room Hassenfeld Hall 339

Room 339 Bed 1
Shirley Ujest

Room 339 Bed 2
Al Bama

Please make sure that this is correct (You will not be able to change this yourself)

Submit Room Selection

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 Submit My Room Selection button, and your choice will be saved.

Your Room Selection

Congratulations! Your room selection process is complete! Your room assignment has been saved. You and your roommates will receive a confirmation e-mail shortly.

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.

Proxy Procedures

Students who wish to participate in the Housing Selection Process, but cannot attend at their assigned time, may designate Community Living as a proxy. The student should educate DCL about their desired choices, as any decisions made by a proxy are binding. The Proxy Form will be available from the Community Living website once Housing 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 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 Five– The Pending Assignments List

Students who participated in the Housing Selection process, but who did not receive a housing assignment, are automatically placed on the Pending Assignment List. Students on the pending assignment list will be contacted about the process by which they will be assigned or select a space. Pull-ins and choices for students on the pending assignment list **cannot** be guaranteed. Students who decline the housing assignment offered to them or who do not select when pending selection processes are offered will be placed at the bottom of the

list or removed at the direction of the student. Questions regarding the pending assignment list can be directed to dcl@brandeis.edu.

HOUSING DESIGNATIONS

Prior to Housing Selection, 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 2023-2024 academic year. **Note: Designations are listed according to your 2023-2024 class standing, based upon entry to the University!** *Designations may be altered as determined by the number of students who elect to participate in Housing Selection.*

Rising Sophomore Housing

Charles River Quad

- Residents are responsible for cleaning the bathroom, kitchen, and common room.
- Single efficiency apartments, and 2, 3, or 5-person apartments with single bedrooms.
- The area remains open for winter break.

East Quad (All rooms for Sophomores)

- Corridor style communities with shared bathrooms and lounges.
- Mixed-gender and single-gender communities.

Skyline Quad

- Corridor style communities with shared bathrooms and lounges
- Mixed-gender and single-gender communities.

Rosenthal Quad (All suites for Sophomores)

- 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).
- Residents are responsible for cleaning the bathroom and common room.
- DCL does not swap groups across suites.

Village Quad

- Corridor style communities with shared bathrooms, kitchens, and lounges.
- Mixed-gender community.
- Village A for Sophomores.
- The area remains open for winter break.

Rising Junior/Senior Housing

Skyline Quad

- Corridor style communities with shared bathrooms and lounges
- Mixed-gender community.

Village Quad

- Corridor style communities with shared bathrooms, kitchens, and lounges
- Upper floors of Village B and C available for students studying abroad in Fall 2020 or Spring 2021.

- Mixed-gender community.
- The area remains open for winter break.

Ziv Quad

- 6 person suites with single bedrooms
- Residents are responsible for cleaning the bathroom and common room.
- Limited suites in Ziv 130 are available for students studying abroad in Fall 2021 or Spring 2023.
- All other suites for Juniors and Seniors.

Charles River Quad

- Residents are responsible for cleaning the bathroom, kitchen, and common room.
- Single efficiency apartments, and 2, 3, or 5 person apartments with single bedrooms.
- The area remains open for winter break.

Ridgewood Apartments

- 4 and 6 person apartments with single bedrooms.
- Residents are responsible for cleaning the bathroom, kitchen, and common room.
- All apartments for Juniors and Seniors.
- Area remains open for winter break.

Foster Mods (Must be 21+ by September 1, 2023)

- 4 or 6 person apartments with single bedrooms.
- Residents are responsible for cleaning the bathroom, kitchen, and common room.
- The area remains open for winter break.

STUDY ABROAD HOUSING SELECTION

The following policies apply to students who apply and are approved, to study abroad for any portion of the 2023-2024 academic year.

- Village B and C houses, and a select number of suites in Ziv are available for students studying abroad in the Fall 2023 or Spring 2024.
- Students who withdraw from studying abroad prior to Housing Selection numbers release date 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 the academic year will be removed from the housing selection process, and their numbers will be deactivated.
- Students approved to study abroad in Fall 2023 or Spring 2024 will participate in separate housing selections processes which will take place on Tuesday April 18 2023.
- Students who select the Village or Ziv 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 the Fall 2023 or Spring 2024 must still fill out a housing application in order to participate in housing selection and receive housing for Fall 2023 or Spring 2024.**

PARTIALLY FILLED SPACES

While Community Living encourages students to select roommates, those who don't select a roommate may elect to place themselves in a double room to be assigned a roommate. If necessary, 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 Community Living does not designate suites as male or female.

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

GENDER DESIGNATIONS

Community Living designates floors in corridor style buildings (East, North, Massell) as either single-gender (male or female) or mixed-gender. Floor designations are listed on Community Living's website. Skyline and Village floors are all mixed-gender.

Gender-Inclusive 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 Skyline 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, 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, Skyline, Ridgewood, Charles River, 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 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.

Incoming First-Year Students

Brandeis University is proud to offer first-year students the opportunity to live in gender-inclusive housing. At this time, first-year students are not able to select spaces as upper-class students would through housing selection, but students who are interested in gender-inclusive housing may indicate so on the First Year Housing Application. Community Living will work with incoming students through the first-year assignment process to find an appropriate housing assignment.

Questions?

Students are encouraged to direct all gender-related needs to Community Living as Community Living 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 [Community Living website](#).

WITHDRAWING FROM HOUSING

Students who withdraw from housing must email Community Living (dcl@brandeis.edu) with the subject line "Withdrawal from Housing" indicating in the email they would like to withdraw and include their Student ID Number. Depending on the time of withdrawal, students may be eligible for a full or partial refund of their housing fees, per the following schedule:

Please Note: If you are still in the Housing Selection Process and have not selected a room, you will be charged the percentage of a standard double room to withdraw from housing after May 1.

Fall 2023

- May 1: No Charge
- May 2 – June 1: 25% of the room contract
- June 2 – July 1: 50% of the room contract
- July 2 – August 1: 75% of the room contract
- After August 1: 100% of the room contract

Spring 2024

- August 1: No Charge
- August 2 – September 1: 25% of the room contract

- September 2 – October 1: 50% of the room contract
- October 2 – November 1: 75% of the room contract
- After November 1: 100% of the room contract

Students wishing to move off-campus for the semester must withdraw from housing before May 1 (Fall) or August 1 (Spring) in order to ensure a full refund.

ROOM TRANSFERS/CHANGES

Students are not permitted to transfer or change housing assignments until after the second week of the semester and must contact Community Living immediately if there are extenuating circumstances regarding a housing assignment change. Students must move into the room they selected during the Housing Selection process. Moving into a different space could result in a referral to the student conduct process. After the first two weeks of the semester, students will have the ability to contact Community Living about a room change but Community Living cannot guarantee that a room change will be able to be granted due to availability and the wait-list process.

INTEGRITY

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

The housing 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 housing selection process is a lot easier for all.

ACCOMMODATIONS REQUEST PROCESS

Students may request reasonable accommodations as part of living on-campus. Students must renew documentation each year. Students should submit an Accommodations Request and then forward the Medical Care Provider Verification Form to their medical care provider. **All documentation and forms are due March 15, 2023.** All forms are available on the Student Accessibility Support website.

Any questions can be directed to housingaccommodation@brandeis.edu. More information can also be found on our website under the Accommodations tab.