

Returning Student Housing Information

Spring 2018



REGIS

A CATHOLIC UNIVERSITY IN GREATER BOSTON

The housing selection process is an event whereby students have the opportunity to select their housing for the upcoming academic year. The goal of this process is to be fair to all students, so that they may indicate a preference in where and with whom they live for the upcoming academic year. Given the continued interest in on-campus living, students may not get their first preference of room or hall; therefore, we seek to share as much information as possible, so that all students may make the best decision for them with the available options. Questions should be directed to residence.life@regiscollege.edu or your Area Coordinator.



Timeline

- **\$450 Deposit (non-refundable) due April 2** to Student Account's Office
- **Housing Selection Information Sessions:**
 - Tuesday, February 20 at 4pm, Maria Multipurpose
 - Monday, February 26 at 5pm, Angela Hall
 - Tuesday, March 20, 6:30, Maria Multipurpose
- **Medical Accommodation Requests:** Due April 2 to Courtney Mulligan
 - Office of Disability and Accessibility Services, Lower Student Center 122
- **Tuesday, April 10, 7pm:** Triples, Quads, & Suites Selection, College Hall 133
 - Room Eligibly Signed on Adirondack Portal by April 3rd
 - Roommate Selected and Confirmed on Adirondack Portal by April 3rd
- **Tuesday, April 17, 7pm:** Traditional doubles selection, College Hall 133
 - Room Eligibly Signed on Adirondack Portal by April 12th
 - Roommate Selected and Confirmed on Adirondack Portal by April 12th



Housing Rates for 2018-2019

Calculated as **room rate + board per semester x 2 = Yearly Total**

- Traditional Double, Triple, or Quad (Angela, Domitilla, Maria, & College Halls):
 - \$7,590 (semester) + \$7,590 (semester) = \$15,180/year
- SJH or DH Garden Level Single:
 - \$9,430 (semester) + \$ 9,430 (semester) = \$18,860/year
- Single w/in Maria Hall Suite:
 - \$9,490 (semester) + \$ 9,490 (semester) = \$18,980/year
- Double w/in Maria Hall Suite:
 - \$9,170 (semester) + \$ 9,170 (semester) = \$18,340/year



PHASE 1: Deposits and Approvals

**DUE APRIL 2ND TO THE CENTER
FOR STUDENT SERVICES**

PHASE 1: Deposits and approval

- **ALL STUDENTS MUST**

- **Make a \$450 housing deposit** to the Center for Student Services or online
- **Address any holds on their account.** They will not be able to chose a room or confirm a roommate UNTIL the hold has been lifted (even after the selection dates).
- **Check their balance.** Students with a balance on their account will NOT be able to select a suite

For questions on your account, please speak with your Financial Aid counselor or Center for Student Services!



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Phase 1: Deposits and Approval

HOUSING APPLICATION

Once your deposit is made and account is clear, please **complete the housing application**

- I understand all Regis College-provided furniture must remain in my room at :

This Student Housing Contract is in effect for the duration of my occupancy. I, the undersigned, agree to the terms of this Student Housing Contract.

If you agree, sign your name in the box below.

If you do not agree, [click here](#) to exit the application.



[Clear](#)



Signature required!

Regis College

Home

Application ▾

Personal Information

Room Selection Eligibility
(Fall 2018)

Continue >>



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PHASE 1: Accommodations

Students seeking to be granted an accommodated single (i.e. they are not required to pay the additional fee for a single room based on disability) must submit an application and supporting medical documentation to Courtney Mulligan, Director of Student Disability and Accessibility Services by April 2, 2018.

Students seeking any other disability related housing accommodation must meet this deadline as well.

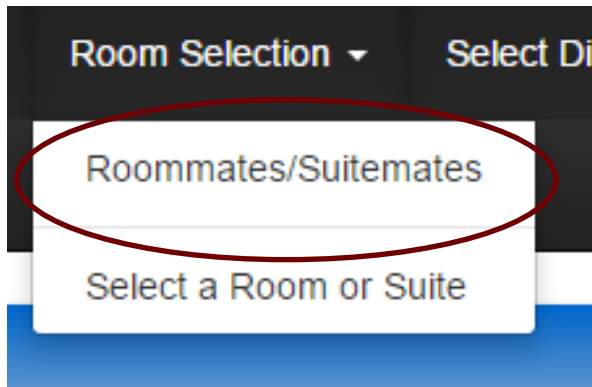


PHASE 2: Selecting Roommate(s)

DUE APRIL 3RD

PHASE 2: Roommate selection

- **AFTER housing deposit AND housing application** are complete, you may select your roommate(s).
 - Go to the “Room Selection” tab at the top.
 - Select “Roommates/Suitemates”



PHASE 2: Roommate selection


- Search for your desired roommate
 - Note: **only** students who have deposited **AND** completed their application can be searched
- Once you search for a roommate, that person will then be sent a notification asking them to log on and **confirm you** as a roommate.
- If you are working to fill a triple, quad, or suite repeat this process for **EVERY** person with whom you want to live

**EVERY GROUP
MUST BE FULLY
MATCHED TO GO
THROUGH
SELECTION**



PHASE 2: Roommate selection

Select the term Fall 2018

 Roommates/Suitemates

Select a Term:

Search for your
desired roommate

That person will then
be sent an email
regarding your
request. They must
go online to confirm

Simple Roommate Search

Note: You do not need to fill in all fields.

Last Name:

Pierce

First Name:

K

Middle Initial:

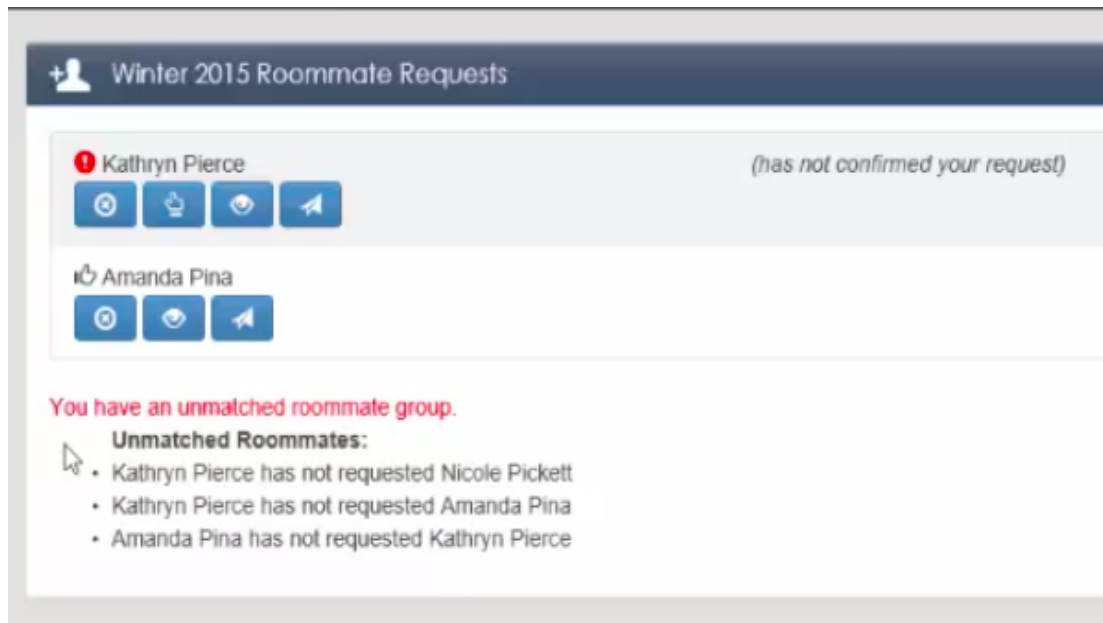
Email Address:



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Phase 2: Roommate Selection

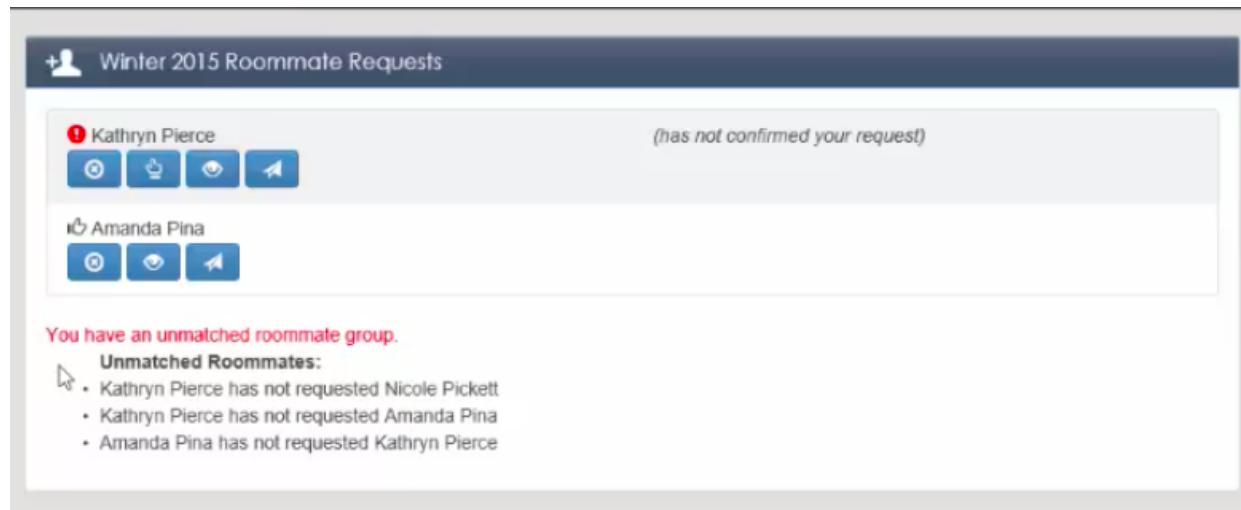
- Example of confirmed/unconfirmed roommates

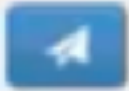
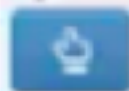
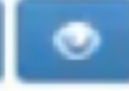
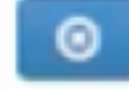


This is an example of an Unmatched triple group. It shows that Kathryn MUST go on and select BOTH Amanda and Nicole as her roommates. If Kathryn does not do this, the group will NOT be able to take part in the selection



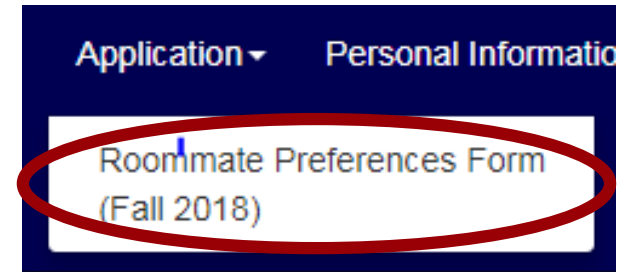
Phase 2: Roommate Selection



	Allows you to send that person a personalized email message
	"Pokes" that person as a reminder to confirm you as their roommate
	Allows you to see their profile if they have created one
	Removes that person from your group or pairing.

Students w/o roommates

For those students who do not have a selected roommate or need to fill a group, you complete a Roommate Preferences Form. These answers are about you! This allows others to search for you



Roommate Preferences Form

Roommate Search Profile

If you are looking for a roommate or additional member to add to your triple/quad/suite, please fill out the questions on the following page.

These questions will be added to your **own** profile and allow people to search for you!

As other students fill out this form, you will be able to search for them.

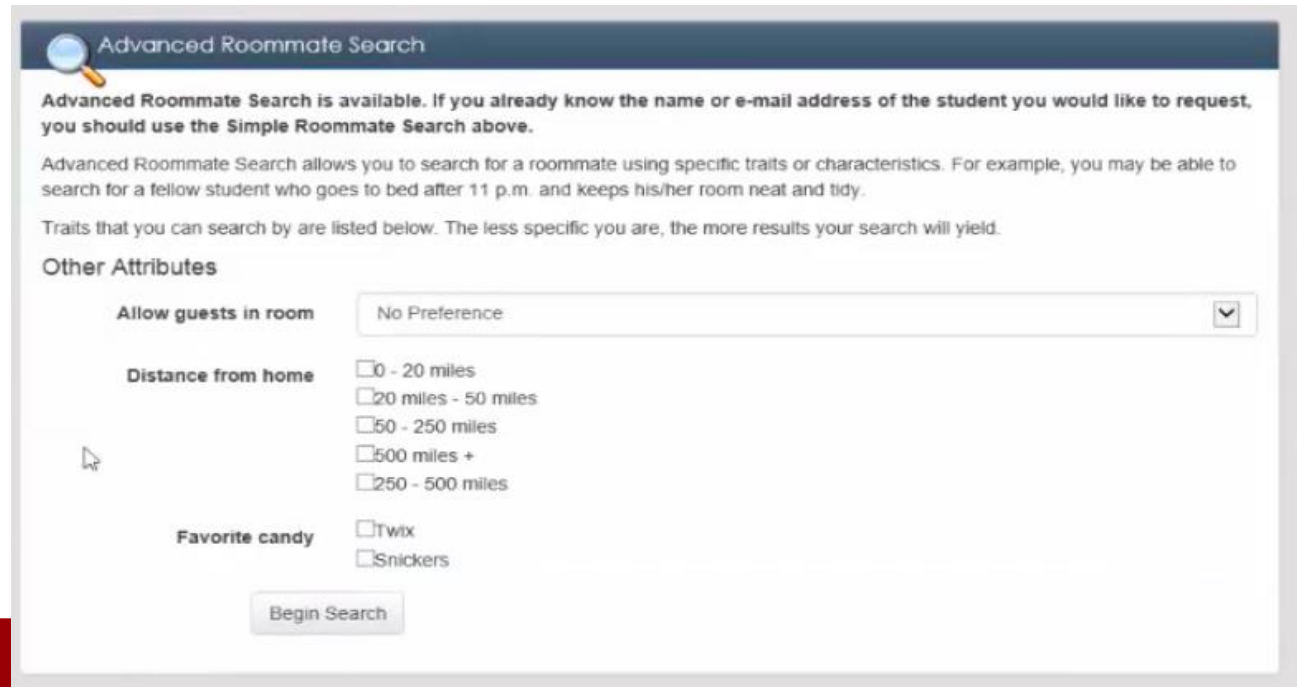


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Students w/o roommates

- After filling out your own form, you can go and search for roommates who have also filled out their form.



Advanced Roommate Search

Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above.

Advanced Roommate Search allows you to search for a roommate using specific traits or characteristics. For example, you may be able to search for a fellow student who goes to bed after 11 p.m. and keeps his/her room neat and tidy.

Traits that you can search by are listed below. The less specific you are, the more results your search will yield.

Other Attributes

Allow guests in room

Distance from home ☐ 0 - 20 miles
☐ 20 miles - 50 miles
☐ 50 - 250 miles
☐ 500 miles +
☐ 250 - 500 miles

Favorite candy ☐ Twix
☐ Snickers



PHASE 3: Selecting your room

SUITE, QUAD, TRIPLE, AND DOUBLE SELECTION

Phase 3: Room Selection Summary

- Each group will be given a selection time
- Any student in the group may choose based on the assigned time
- Once that person has chosen, they and their roommate(s) cannot change. The process will be closed for them.
- Times will be based on class standing with rising seniors receiving first times, followed by juniors and then sophomores
- Once your time has passed the next group will be allowed to choose.



Phase 3: Room Selection

Apr 10: Suites, Quads, and Triples

- Groups that have completed their deposit, housing contract, and completed a fully matched group of 3, 4 or 6 may take part in Quads, Triples, and Suites selection
- All students will be given a priority number
 - Rising Senior Priority numbers: 1-150
 - Rising Junior Priority numbers: 175-350
 - Rising Sophomore Priority numbers: 375-550
- Groups will then receive ONE selection time based on the AVERAGE of their priority number



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Phase 3: Room Selection

Apr 10: Suites, Quads, and Triples

Examples of numbering

A group of all seniors may have

11, 23, 72, 102
Average = **52**

OR

10, 33, 52, 88, 99, 100
Average = **64**

But a mixed group....

2, 17, 18, 322, 477, 502
Average = **223**

Thus, the ALL
senior group would
have priority over
mixed groups



Phase 3: Room Selection

Apr 10: Suites, Quads, and Triples

- Based on the AVERAGE of the group, the group will be given ONE selection time.
- Once that selection time starts, the group will have ONE minute to select their room until the next group is permitted to enter the process.
 - Note: the process will not close for that group until they have chosen a room!



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Phase 3: Room Selection

Apr 10: Suites, Quads, and Triples

You will be able to see your selection time on the Adirondack Home Screen



Room Selection

General Room Selection

Here is the **description** of the *room selection process* explaining timing considerations, student eligibility, and pertinent information about available spaces. A few HTML tags have been incorporated as an example.

Your Start Time: **Dec 1 at 9:00:00 AM**

Selection Times:

Dec 01 9:00 AM to Dec 31 10:00 PM

Select a Room/Suite



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Selecting your room

- At your designated time, you should click to enter that Room Selection process.
- Start by selecting the hall you are interested in



The screenshot shows a web interface for "Online Room Selection". At the top, a dark blue header bar contains a checkmark icon and the text "Online Room Selection". Below this, a light green message box states: "You are now eligible to select a room. You have until 12/31/2014 at 10:00 PM." with a mouse cursor pointing at it. Underneath the message box, there is a label "Hall:" followed by a dropdown menu currently showing "(no filter)" and a downward arrow icon. Below the dropdown is a button labeled "Find Available Rooms".

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Selecting your room

- Available rooms will appear for that hall



Available Rooms

691 Fountain Terrace - Floor 1

105A	Spots: 2	Fountain Terrace 691/105	Double Room [DBL]
Select Room	Select Suite		
105B	Spots: 2	Fountain Terrace 691/105	Double Room [DBL]
Select Room	Select Suite		

691 Fountain Terrace - Floor 2


204B	Spots: 1	Fountain Terrace 691/204	Double Room [DBL]
Select Room	Select Suite		

691 Fountain Terrace - Floor 3

302A	Spots: 2	Fountain Terrace 691/302	Double Room [DBL]
Select Room	Select Suite		

Selecting your room

- After you have clicked a room, you will be prompted to place people into beds.
 - THIS IS AN IMPORTANT STEP IF YOU ARE SELECTING A SUITE. Please make sure the right people are assigned to singles vs. doubles

 Room Booking

You have selected the room: **691 Fountain Terrace 105B**

- Below, please make the room assignments for you and your roommates (if you have any). Select from the drop down menus to assign.
- Be sure not to assign the same person more than once.
- If you wish to leave a space open in the room, select <Leave Empty> from the drop down.

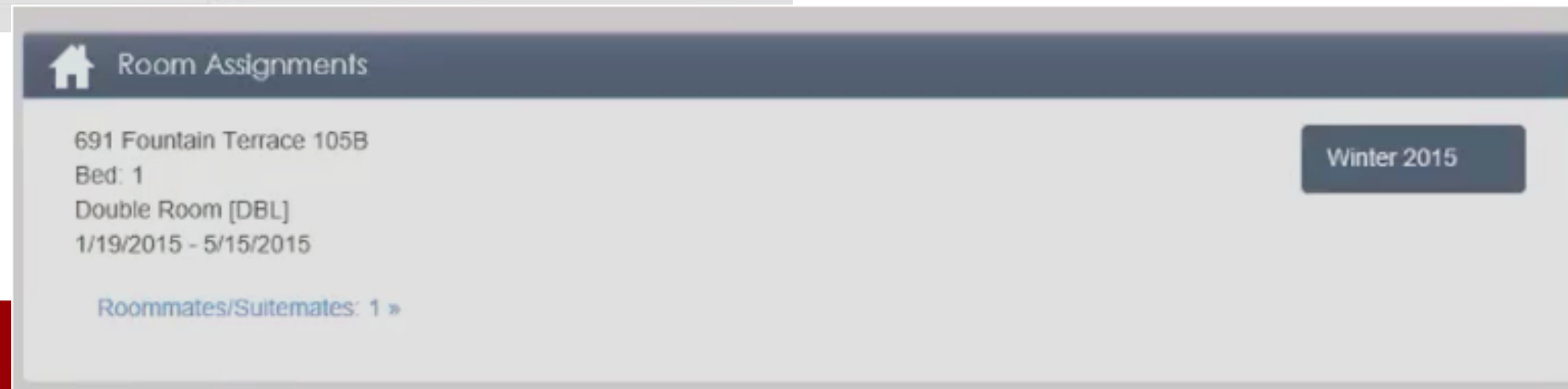
691 Fountain Terrace

105B bed 1	Nicole Pickett
105B bed 2	Amanda Pina

I Agree - Submit My Room Selection

Selecting your room - completion

- Your room selection will appear on the Adirondack home screen and you will be sent a confirmation email



Maria Extension

Amenities in the Maria Hall Extension include:

- Fitness center on the first floor (open to all residents)
- Study lounges on each floor with technology capabilities
- Large study and lounge area on first floor with technology capabilities
- Fully equipped kitchen on first floor and fourth floor
- Private common area within each suite
- Microwave provided in each suite
- Ability to choose living area with close friends and peers

Other details:

Students living in the suites are responsible for the general upkeep and maintenance of the common area.

This includes cleaning the bathroom and supplying your own toilet paper.

Inspections will take place once per month to check for common room damages.

RAs will not do rounds within the actual suites

Students with a balance on their account cannot choose a suite due to the additional fee



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Maria Extension: suite breakdown

- Two 3- person suites (with RA): 343, 538
- Six 6-person suites (2 doubles, 2 singles): 339, 341, 439, 441, 539, 541
- Seven 4- person suites (1 double, 2 singles): 338, 344, 438, 443, 444, 543, 544



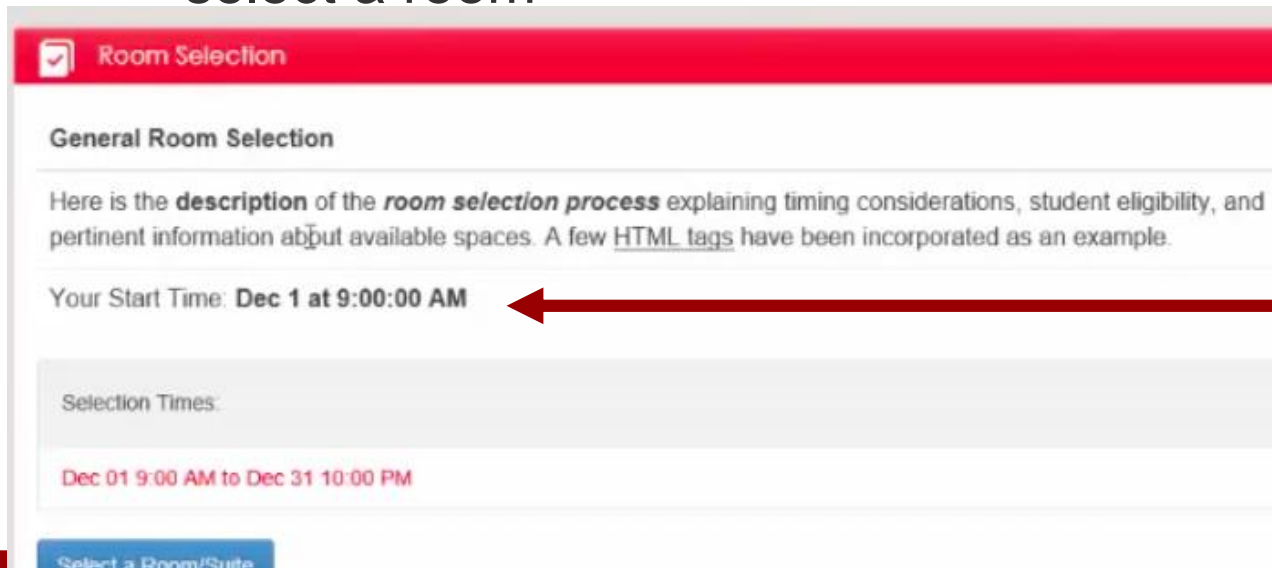
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Phase 3: Room Selection

Apr 17: Doubles

- Doubles selection will follow essentially the same process as triples/quads/suites
- Anyone who does not select a room before April 11 and is eligible to participate (deposit and confirmed roommate), may select a room



The screenshot shows a web interface for room selection. At the top is a red header with a white checkmark icon and the text "Room Selection". Below this is a section titled "General Room Selection". The text in this section reads: "Here is the **description** of the **room selection process** explaining timing considerations, student eligibility, and pertinent information about available spaces. A few HTML tags have been incorporated as an example." Below this text, it says "Your Start Time: Dec 1 at 9:00:00 AM". A red arrow points from the text "Students will receive a selection start time" to this "Your Start Time" label. Below the start time is a box labeled "Selection Times:" containing the text "Dec 01 9:00 AM to Dec 31 10:00 PM". At the bottom left is a blue button with the text "Select a Room/Suite".


Students will
receive a
selection start
time



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Phase 3: Room selection

Apr 17: Doubles

 Available Rooms

691 Fountain Terrace - Floor 1

105A	Spots: 2	Fountain Terrace 691/105	Double Room [DBL]
Select Room	Select Suite		

105B	Spots: 2	Fountain Terrace 691/105	Double Room [DBL]
Select Room	Select Suite		

691 Fountain Terrace - Floor 2

204B	Spots: 1	Fountain Terrace 691/204	Double Room [DBL]
Select Room	Select Suite		

691 Fountain Terrace - Floor 3

302A	Spots: 2	Fountain Terrace 691/302	Double Room [DBL]
Select Room	Select Suite		

302B	Spots: 2	Fountain Terrace 691/302	Double Room [DBL]
Select Room	Select Suite		

Select room from the options

The following message will appear after you have assigned beds


☒ Save Room Assignment

Congratulations! Your room selection process is complete!

Your room assignment has been saved.

You and your roommates will receive a confirmation e-mail shortly.

[<< Back to Main Menu](#)

 Room Assignments

691 Fountain Terrace 105B
Bed: 1
Double Room [DBL]
1/19/2015 - 5/15/2015

Winter 2015

[Roommates/Suitemates: 1 »](#)

Your process is complete!

Phase 3: Room Selection

SINGLES

- There are an extremely limited number of singles
- Due to this fact, we will not be having a single selection, as it is unclear if we will have any non-medically accommodated singles this year.
- After housing selection is complete, if you are interested in being on a waitlist, you may email bridget.buoniconiti@regiscollege.edu. Priority is based on class year and housing number



FAQ

- **What if I am unable to attend housing selection?**

We highly encourage students to select their room in person. This will allow for the Residence Life staff to address any questions or concerns that may arise. However, as the process is completely electronic, students do not need to physically attend and may select their room from a remote location.

Since the system is online, this also means there is no proxy process. Any roommate may choose for the group at their designated time.

- **What if I pay my deposit late or have a hold on my account?**

Students who do not make their deposit by April 2nd, or who have a hold on their account that has not been resolved prior to April 6 will not be eligible to go through housing selection. These students will be placed on a waitlist and placed into housing as space becomes available. Limited spaces will be available following the selection process; others will be placed after the first-year students have been assigned to housing.



FAQ

- **May I live in housing for Fall 2018 if I am a commuter or returning from a leave?**

*Students returning from a mandatory, voluntary, medical, or other leave who are not **currently** full-time students, may not take part in housing selection. They may be placed on a waitlist for housing once they have been cleared to return.*

Commuters who wish to change to resident status may do so by making the \$450 deposit and completing the process outlined above.

- **I am planning to go abroad in Fall 2018; how do I request housing for Spring 2019 when I return?**

Students planning to go abroad in Fall 2018 do not take part in the housing selection process. They should email the Director, Bridget Buoniconti (bridget.Buoniconti@regiscollege.edu) to be placed on a waitlist for Spring 2019 housing. They will be placed as space becomes available.



FAQ

- **May I “hold” or “reserve” my current room to live in next year?**

No, students may not reserve a space or “squat” their room for next year.

- **Will living in the Maria Hall extension affect my financial aid?**

No, students’ aid will not be impacted by opting to live in the Maria Hall extension rather than a traditional style hall. Students who are changing from a commuter to resident, or others who may have question about their bill or financial aid should speak directly with their financial aid counselor.

- **If I don’t receive my first choice in the housing selection process, may I be placed on a waitlist for my first choice?**

No. Waitlists will only be maintained for those students who were unable to go through the housing selection process. A general waitlist for each hall will not be kept.