

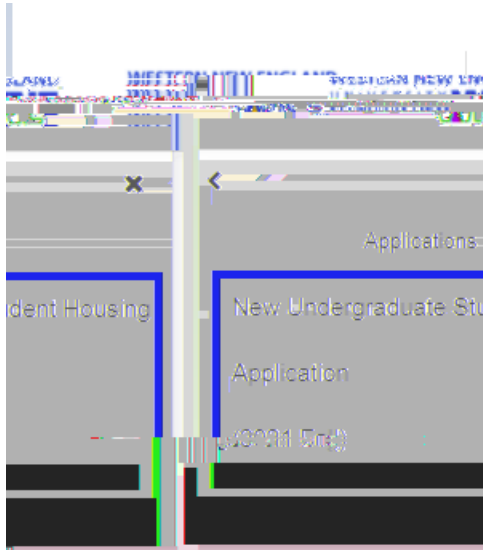
## First Year Housing Step-by-Step

Welcome to Residence Life at Western New England University. We are excited to welcome you as part of our campus community! This is a step-by-step description of how you, as a new first year student, will apply for housing to secure your spot on campus for the upcoming academic year.

To apply for housing, you will be using our online system, The Housing Director (THD). The link for the THD Self-Service login can be found on the Residence Life webpage in the same section as this document, and can also be found on Connect2U.

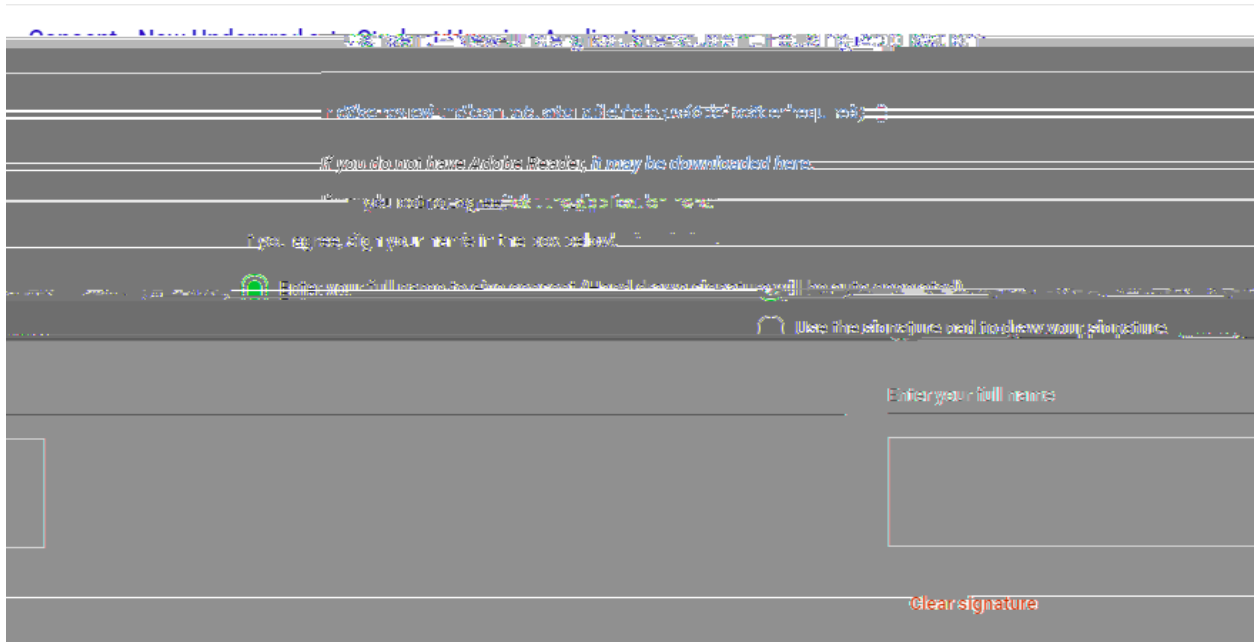
You login using the same username and password you have been given for your WNE email, which you should start using regularly, as all emails sent from THD will go to your WNE email. If you don't have a username and password yet, or misplaced it,

Next, click on the “New Undergraduate Student Housing Application (Fall 2021)”



IMPORTANT NOTE!  
Transfer or Exchange Students  
IF YOU ARE A NEW TRANSFER STUDENT OR A NEW EXCHANGE STUDENT, YOU WILL SEE A DIFFERENT OPTION, THE “NEW TRANSFER OR EXCHANGE STUDENT HOUSING APPLICATION” AND FILL THAT ONE OUT INSTEAD. MOST OF THE APPLICATION WILL BE THE SAME, BUT THE BUILDING CHOICES WILL BE DIFFERENT AND THERE WILL NOT BE A QUESTION ABOUT SPECIALIZED COMMUNITIES

The first page of the Housing Application is where you review the Resident Student Housing Agreement. It is important to read this information before you continue, as these are the expectations you will be held to as a resident student. Once you finish reading the Housing Agreement, use either of the two options provided to indicate your agreement. You can either choose the first option, where you type your name where it says “Enter your full name” and it will generate a hand-drawn signature for you, or you can choose the second option where you use the signature pad to sign it yourself. Both options will work.



After you enter your signature, the next page of the Housing Application is the questionnaire.

Please answer each question to the best of your ability. The first six questions are regarding your preferred name, your gender identity, mobile phone number and carrier (which are important so we can alert you via text in case of an emergency) and other questions where you can provide any relevant information.

The next series of questions will help you match with potential roommates. We strongly encourage you to fill out these questions even if you already know who you want to live with, in case those plans fall through or we have to assign a new roommate with you at any point during the year.

At the bottom of the questionnaire are questions about your preferred housing and community. Please answer Yes or No to the question about Premium Singles and the question about Specialized Communities. If you answer “Yes” to the question about specialized communities, you will get an additional drop down question asking which community you are interested in, and you’ll need to select from that menu.

Please note that space in **premium singles in extremely limited**, and space in specialized communities is limited as well, so your indication of interest in these options does not guarantee that you will be placed in one of them. As such, we ask that everyone fill out the final four questions regarding general housing preference, even if you requested a specialized community.

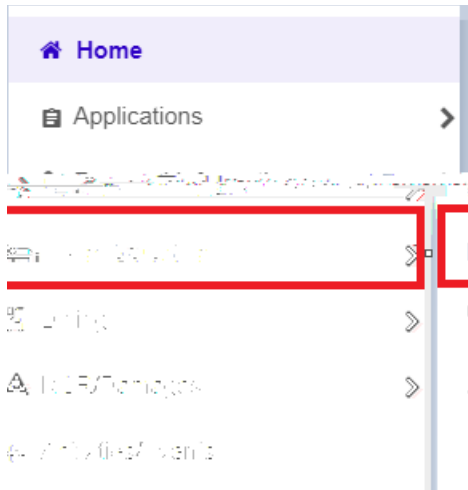
The next page of the Housing Application is Addresses/Contacts. You will see two different contact types. Both are required. The first one, Emergency from Colleague, may already be complete, but if not you can complete it. The second one

Once both contacts are complete, click continue at the bottom of the screen and you're done with your Housing Application. You will receive a confirmation email with 24 to 48 hours of completion.

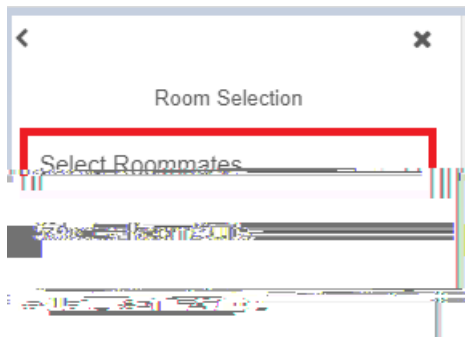
## Step 2: Connect with your Roommate/Roommates

As part of the housing application process, we strongly encourage new students to find and connect with a roommate or roommates. Most of you will be placed in double rooms in groups of two, but you can also create larger groups of 4, 6 or 8 if you are hoping to share a LaRiviere suite with a number of people, or if you would like to live in double rooms that are adjacent to each other in Commonwealth or the Quad.

To get to roommate selection, go to your THD Self-Service and Click "Room Selection" in the left-hand menu.



On the next screen, choose "Select Roommates".



Tip: We suggest waiting a couple of weeks after May 3<sup>rd</sup> before you start searching for roommates, to allow others to also fill out their application so you can find them when you search. When searching for roommates, you can only find people who have also completed their application.

On the next screen where it says “For the Term:” use the drop down menu to make sure you are in the 2021 Fall term. Then you will see the bottom option “Search for Roommate” and you can click on that.

If someone has requested you as a roommate,