

**OFFICE OF
RESIDENTIAL LIFE**

ROOM SELECTION ONLINE

CHOOSE YOUR ROOM FOR

FALL 2018 - SPRING 2019



**Your Guide To The Online
Room Selection Process**



We anticipate that demand for housing will continue to grow and waiting lists could be a possibility. Room selection is the only way for current students to guarantee* a room for the Fall.

Room selection is now an online process. Providing you have internet access you can complete the process from anywhere. Please read this brochure in its entirety to understand the process. If you follow and complete each stage you will secure a room for the 2018-2019 academic year.

BENEFITS OF GOING THROUGH ROOM SELECTION:

- Grants priority selection for current residential and commuter students
- Allows students to select and live with a roommate of their own choice
- Guarantees* housing for Fall 2018- Spring 2019 (must remain in good academic and financial status over the summer)

CHECKLIST TO QUALIFY TO GO THROUGH ROOM SELECTION (ALL the following criteria must be met):

- ☐ Must be a current OW student.
- ☐ Clear account holds **by Friday, March 30th**
 - a. Be in good judicial standing
 - b. Have no holds on student account
 - c. Be in good academic standing (Registrar)
 - d. Be in good financial standing (Financial Aid, Student Health Services, library fines, etc)
- ☐ Submit your online housing application/license agreement **by Friday, March 30th**
- ☐ Pay \$50.00 room deposit online to the Bursar Office **by March 30th**
- ☐ Have and maintain a current minimum 2.0 Cumulative OW GPA by Fall 2018.

***You must remain in good standing with the College.**

CLEAR ACCOUNT HOLDS

Account holds are listed under **My Alerts** within **connect.oldwestbury.edu**

To clear the hold you must work with the department or individual who initiated the hold. For example, if you have an outstanding bill the Bursar may place a hold on your account.

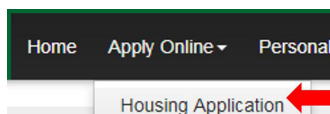


APPLY ONLINE & SUBMIT YOUR DEPOSIT March 30

Application

Your housing application, including the one year license agreement, is now done online:

1. Log in to **connect.oldwestbury.edu**
2. Click Campus Life Button 
3. Click Housing Self-Service & Apply Online (located under Dining & Housing). A new browser tab will open.
4. Click Apply Online, Room Selection
5. Complete all forms until you see a thank you screen. Be sure to follow on screen tips and directions.



Online Deposit

To pay your housing deposit online:

1. Log in to **connect.oldwestbury.edu**
2. Click Finances Button 
3. Click \$ Pay Online (E-Bill) Button 
4. Click menu item
5. Select **Deposits** Fall 2018 in the drop down menu

6. Click Select
7. Select “ROOM DEPOSIT WEB” in the drop down menu
8. Click Select
9. Follow on screen instructions to complete payment method until you have a payment receipt (***keep this receipt for your records***).

Select a deposit

Select Deposit Payment	▼	Select
Select Deposit Payment		
ROOM DEPOSIT WEB		
TUITION DEPOSIT WEB		

QUALIFY – Notifications e-mailed on April 4 THEN MATCH ROOMMATES – April 5-13

In order to qualify for room selection you must complete the red and orange stages in full by the deadlines. If you do not qualify, you will not be eligible to participate in the room selection.

Once you receive notice that you are qualified, you will then be able to match with your roommate. All roommates must be qualified. All matches must be consensual. You must match with the number of roommates needed to fill the room (2 people for a double, 3 for a triple etc...).

To Request A Roommate:

1. Login to Housing Self Service (See steps 1-3 in Orange section)
2. Click Room Selection and then Roommates/Suitemates in the menu
3. Select Fall 2018
4. Click Submit
5. Search for your roommate by their OW e-mail
6. Click Begin Search
7. Click Request This Student button.

Please note once you request a roommate they must confirm the request for the system to match you.

No roommate? You will still be able to pick a bed during the Students Without A Roommate Selection on April 19-20th.

Didn't Qualify? You should clear any issues related to your disqualification as soon as possible. Our office will place you during the summer, after placing new students who met their priority dates. Check your OW e-mail for updates.

Room Selection (Those with Roommates)

April 16-17

Any roommate of the group can pick the room for the entire group once their specific selection time has begun. Once any roommate has picked the room the selection is final until after the room freeze is over in the Fall. Your specific selection time is listed on the main page of Housing Self Service. From that time through the end of the selection time you will be able to pick your room. Room selection runs from 10am, April 16th through 11.59pm, April 17th. The system shows you room availability in real time.

1. Login to Housing Self Service (See steps 1-3 in Orange section)
2. Click Room Selection then Select a Room or Suite in the menu
3. Select and confirm your room from the available options – Don't forget that whoever makes the pick does so for all roommates.

All Selections Are Final (until Fall room freeze is over in September)

If no rooms are listed then all available space has been filled. This may happen if you are hoping to get a triple and all triples have been selected. You will need to remove one person from the group to see available doubles, and then make your selection.

Students Without A Roommate Selection

April 19 (10am-5pm)

If you qualified and did not participate in general selection then this is your opportunity to select a bed. Other students in a similar situation will fill the room.

1. Login to Housing Self Service (See steps 1-3 in Orange section)
2. Click Room Selection then Select a Room or Suite in the menu
3. Select and confirm your bed from the available options

All Selections Are Final (until Fall room freeze is over in September)

Please note any qualified student who does not select during either selection process will be randomly assigned by our office once the selection process has concluded.

FAQ

Q: Why can't I find my roommate online?

A: Either your roommate is not qualified and part of the selection, **OR** you are misspelling/mistyping their information in the search. If you are still having issues please come to the main office for assistance.

Q: How is my selection time determined?

A: Times are assigned based on credits earned.

Q: What happens if I do not participate in room selection process?

A: Your housing contract will expire at the end of the Spring 2017 semester and you will **NOT HAVE HOUSING** for the 2017- 2018 academic year.

Q: What happens if I decide after room selection (has finished) that I want a room for the 2018- 2019 academic semester?

A: You will need to submit an online application, housing deposit, and clear any holds.

PLEASE NOTE: A waiting list for housing is very likely for Fall Housing. Final assignments will not be made available until August.

Q: What if I want to cancel my housing over the summer?

A: All requests for housing cancellations must be made ***in writing as quickly as possible*** to avoid the possibility of account charges and holds. Such requests must be sent from your official OW e-mail to Reslife@oldwestbury.edu by July 1.

Q: If I decide to cancel my housing, how can I get my deposit back?

A: The \$50.00 advance housing deposit is **NOT REFUNDABLE** after July 1 for Fall semester applications and December 15 for Spring semester applications.

If cancellation occurs after these dates, either at the request of the student or for failure to pay the bills, the deposit cannot be refunded but will stay on the students account.

Advance housing deposit made after July 1 become non-refundable

30 days from the date the re-admit application is received by the Office of Residential Life or after the first day of classes, whichever comes first. Please contact our office to request a deposit refund.

Q: What happens if I'm financially canceled during the summer?

A: You must be in good financial standing with the College to continue in on-campus housing. If you are financially canceled, you will need to re-register for class and re-qualify for housing. We cannot guarantee you will be re-assigned back to the original room you selected. The Bursar sends multiple notifications leading up to the Financial Cancellation / Bill Due Date.

Q: I am a student with a disability, what options are available?

A: Inquiries regarding reasonable accommodations can be made by contacting the Office of Services for Students with Disabilities (OSSD) - NAB 2065 Phone: 516-876-3009 Email: defelices@oldwestbury.edu

Students should select a space during room selection 1st to ensure a bed for the fall, those approved will be reassigned over the summer.

AVAILABLE LIVING OPTIONS



The Woodlands

- Double Rooms
- Triple Rooms
- Social Lounge with TV, Pool Table, & Kitchenette
- 2 Study Lounges
- Washers & Dryers every floor
- Cable Television
- Ethernet data port for high speed internet access
- WiFi Throughout

Please Note Single Rooms Are NOT Available



CONTACT Us

RHD Hall 1: 516-876-4721

RHD Hall 2: 516-876-4722

RHD Hall 3: 516-876-4723

RHD Hall 4: 516-876-4724

RHD Hall 5: 516-876-4725

RESIDENTIAL LIFE: 516-876-3210

<https://www.oldwestbury.edu/life/residential>