

# RETURNING STUDENTS FALL 2025/SPRING 2026

## APPLICATION/SELECTION INSTRUCTIONS

**Step 1: Complete the Fall 2025-Spring 2026 Academic Year Current Student Housing and Dining Agreement** between **February 24 – March 3, 2025**. This confirms your commitment to live on-campus for the full Fall 2025/Spring 2026 academic year.

To complete and submit your housing application:

1. Use the SSO link to log on to [MyHousing Self Service](#)
2. Select “Applications” to the left of the screen. Then select Returning Student Fall 2025
3. Please read the Housing & Dining Agreement thoroughly before signing. Once it has been reviewed and you agree, you will provide an electronic signature by using the mouse to actually sign your name, or by typing in your name. **Once signed, the agreement becomes a housing and dining agreement for the academic year and obligates you to live on campus for Fall 2025 and Spring 2026.**
4. Once you sign the Housing & Dining Agreement, you can click continue.
5. Complete the “Personal Information” section
6. Submit emergency contact information
7. Select your meal plan
8. Submit the application

**Step 2: Participate in Roommate Matching** if you have a specific roommate or roommates you want to be able to share a unit with between **March 3 and March 10, 2025**. If you are going to try to select a D, E, or F unit, you must complete this step! D and E units require a compliment of 4 students who have submitted their agreements by 8AM on March 3<sup>rd</sup> in order to be eligible to search for those units; an F unit requires 2 students.

To complete Step 2:

1. Use the SSO link to log on to [MyHousing Self Service](#)
2. Select “Room Selection” to the left of the screen and choose “Select Roommates” from the menu
3. Select Fall 2025 for the term
4. If you know your preferred roommate(s) by name, you can use the Simple Search to find them directly. The roommate you are requesting must also have completed the agreement before 8AM March 3. If you search for a student and they are not there, they are not eligible to participate in Roommate Matching. You **must** select three roommates if choosing a D or E unit; one roommate if B, C or F unit.
5. All roommate must go online and actively confirm their requested member(s) to complete this process. Make sure you have requested the correct number of roommates and they ALL confirm your request. We’ll send emails if there are any issues with your request(s) so you can correct them before the process ends!

**Step 3: Select your Fall 2025/Spring 2026 housing** during one of the selection dates in **March/April**. Check the [Housing Selection Process](#) for dates and details on the housing selection processes below. *This step is dependent on where you or your future roommate(s) currently live and the number of credits you have earned to date.*

**During your selection process**, the person in your group who meets the most criteria first (current housing location and number of credits) must complete these steps and select housing for the group.

1. Use the SSO link to log on [MyHousing Self-Service](#)
2. On the Home page, scroll down to Room Selection to see the process that you are eligible to participate in. Click on Select a Room/Suite during those dates and times.
3. The next page that opens you will see your roommate group if you participated in Roommate Matching. Click on Select from Room List for the available rooms that you can select. You will only see options with the same number of beds as roommates in your fully matched roommate group.
4. Click on the one you want and add yourself and your roommate(s) into the bedroom in which each person wants to live.
5. Check the Overview page to see your Fall 2025/Spring 2026 housing assignment.

**Requesting Housing Exemption (if you qualify):**

1. Go to [https://mansfield.datacenter.adirondacksolutions.com/mansfield\\_thdss\\_prod](https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod). Sign in using your SSO credentials linked to your Commonwealthu.edu email address
2. Select the “Applications” link located on the menu to the left
3. Select “Returning Student Exemption (Fall 2024)” from the menu
4. Follow prompts to complete your exemption request:
  - a. Choose the exemption reason that applies to your situation. Only the exemptions listed are considered valid exemptions.
  - b. If further documentation is necessary, you will be contacted via your Commonwealthu.edu email address.

## Housing selection time line:

### Housing Selection occurs in [MyHousing Self-Service](#)

You will only be able to access room selection when your lottery is running. Lotteries are listed below.

Noon March 12 to 8AM March 14 Priority Selection	<ul style="list-style-type: none"><li>• Third year residents room selection.</li><li>• For those who have lived on campus for 3 consecutive academic years and submitted a housing application by 8AM March 3</li><li>• May pull in roommates with less time on campus <b>IF</b> all have completed roommate matching process.</li></ul>
Noon March 24 to 8AM March 26 Priority Selection	<ul style="list-style-type: none"><li>• Second year residents room selection.</li><li>• For those who have lived on campus for 2 consecutive academic years and submitted a housing application by 8AM March 3</li><li>• May pull in roommates with less time on campus or may be pulled in by 3<sup>rd</sup> year resident <b>IF</b> all have completed roommate matching process</li></ul>
Noon March 26 to 8AM March 28 Priority Selection	<ul style="list-style-type: none"><li>• First year residents room selection.</li><li>• For those who have lived on campus for 1 academic year and submitted a housing application by 8AM March 3</li><li>• May be pulled in by 2<sup>nd</sup> or 3<sup>rd</sup> year residents <b>IF</b> all have completed roommate matching process.</li></ul>
Noon March 3 to 8AM August 8	<ul style="list-style-type: none"><li>• Application process open to all students who missed applying for housing in the first round</li><li>• Not eligible to participate in Roommate Matching</li><li>• Will be eligible to select housing after Priority selection ends</li><li>• May <b>not</b> be pulled in to an assignment during Priority selection</li></ul>
Noon March 31 to 8AM August 8 General Selection	<ul style="list-style-type: none"><li>• Housing selection open to anyone who has submitted a housing application <b>AFTER</b> Noon, March 3</li><li>• Must wait 24 hours after housing application has been submitted to make your selection</li></ul>