



COMMONWEALTH UNIVERSITY OF PA

Housing & Dining Selection Guide 2024-2025



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housing@mansfield.edu

It's great that you are interested in on-campus housing for the 2024-2025 academic year. Here are a few tips for you:

- **Apply early!** The sooner you apply, the more likely you will get your housing choice! For those of you returning to on-campus housing, the deadline for priority housing selection is February 29th. If you apply between October 2ND and 6th, you are eligible to select your room as an Early Bird, before all other students, regardless of your time living on campus!
- Start talking to friends now to determine roommates/suitemates.
- Due to the amount of people applying for on-campus housing, all students may not be able to be accommodated in their first choice of residence halls and room types. Develop an alternative choice just in case.

Your experiences with on-campus living present lifetime memories!

SELECTION OVERVIEW AND TIMELINE

There are three steps to the Housing Selection Process:

STEP 1: Online Housing Application. Complete the online housing application and the Housing & Dining Agreement by logging on to https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod.

STEP 2: Roommate Matching (Returners ONLY). REQUIRED FOR D, E OR F UNITS. Students must declare their roommate

groups between **Monday, March 1st @ 12pm and Friday, March 15th @ 8am.**

STEP 3: Room Selection (Returners ONLY). Select a space during the online room selection process (selection dates depend on how long you've lived on-campus).

Check out the complete **Housing Selection TIMELINE** on page 15.

GENDER-INCLUSIVE HOUSING

Gender-inclusive housing is available to returning resident students opting to live in Spruce or Sycamore. First-year and transfer students will be able to indicate interest by sending an email to housing@mansfield.edu.

SPECIAL INTEREST HOUSING

Mansfield University will be offering a number of special interest communities throughout the residence halls. Check them out!

Refer to Special Interest Housing on Pages 18-20.



STEP I - APPLICATION (All)

The link for the Housing Selection Application opens Monday, October 2nd for both **Returning Students** and **New Students**.

Note: All students must complete an application in order to participate in room selection.



If you are applying for on-campus housing, use the new SSO link at https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_pro Complete the Housing & Dining Agreement, complete your personal information, and choose a dining plan.

New Students - This is all that is needed for completion.

Returning Students - Please continue with remaining steps.

STEP II - ROOMMATE MATCHING (Returners)



Roommate Matching begins on Monday, March 1st @ 12PM and will end Friday, March 15th @ 8AM.

It is critical for you and your intended roommate(s) to read and complete the instructions within the step-by-step process

following.

Timeline continued on next page...

STEP III - ROOM SELECTION (Returners)

All returning residents need to complete Step III – Specific Room Choice (at times noted below based on the length of time you've lived on campus).

Early Bird Selection (completed application prior to noon on October 6th, Spruce and Sycamore)

12 PM Monday, March 18th – 8AM Wednesday March 20th

21+ Communities (Sycamore 4th):

12PM Wednesday, March 20th - 8AM Friday, March 22th

Third Year Residents (lived on-campus for 5+ semesters):

12PM Monday, March 25th - 8AM Wednesday, March 27th

Second Year Residents (lived on-campus 3 or 4 semesters):

12PM Wednesday, March 27th - 8AM Friday, March 29th

First Year Residents (lived on-campus 1 or 2 semesters)

12PM Monday, April 1st - 8AM Wednesday, April 3rd

Remember your selection time! If you miss your selection time, you must wait until Thursday, April 3rd @ 12PM to select your room. Don't risk it!



Need help? Here's a more detailed view of the

Step-by-Step Process

STEP I - APPLICATION (New & Returners)

In order to obtain housing for the 2024-2025 academic year, all students complete Step I, reading and signing the Housing & Dining Agreement.

Returning Students and **New Students** start Monday, October 2nd. In order for returning students to participate in the priority housing selection, this step must be completed **before** 8AM on Thursday, February 29th.

- Use the SSO link to log on https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod
- Select “Applications” to the left of the screen, which will lead to a menu of our various applications.

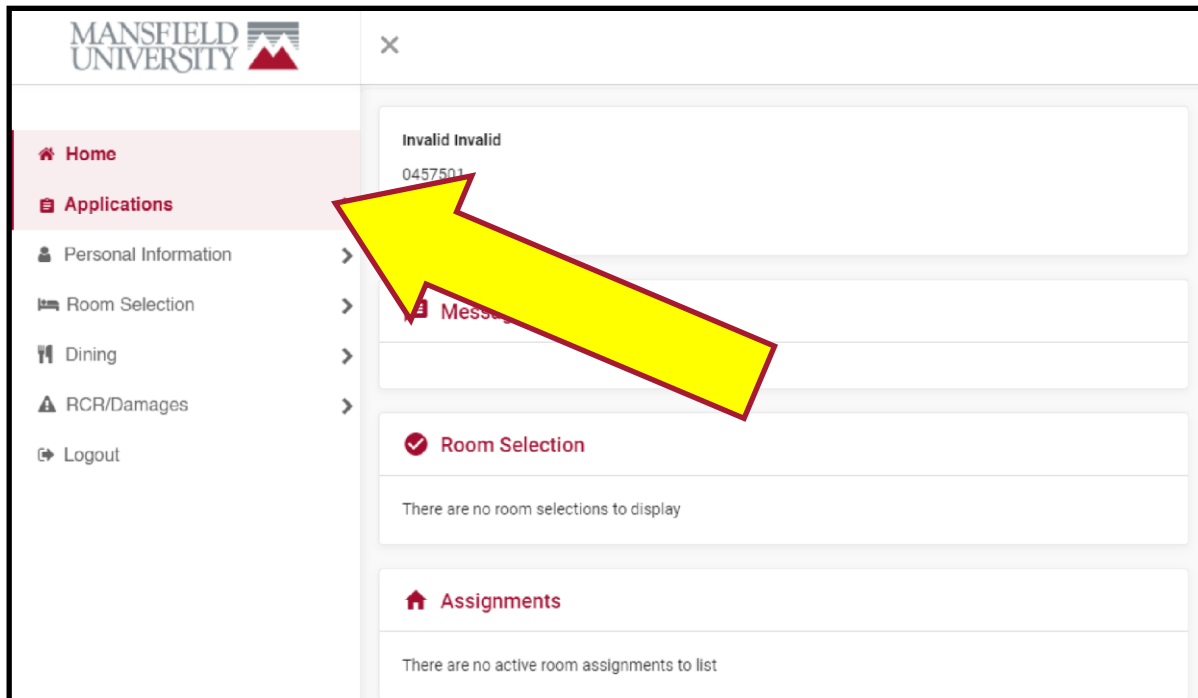
NEW STUDENTS -

Select New Student (2024/FA) from the “Applications” menu.

RETURNING STUDENTS -

Select Returning Student (2024/FA) from “Applications” menu.

Step-by-Step Process

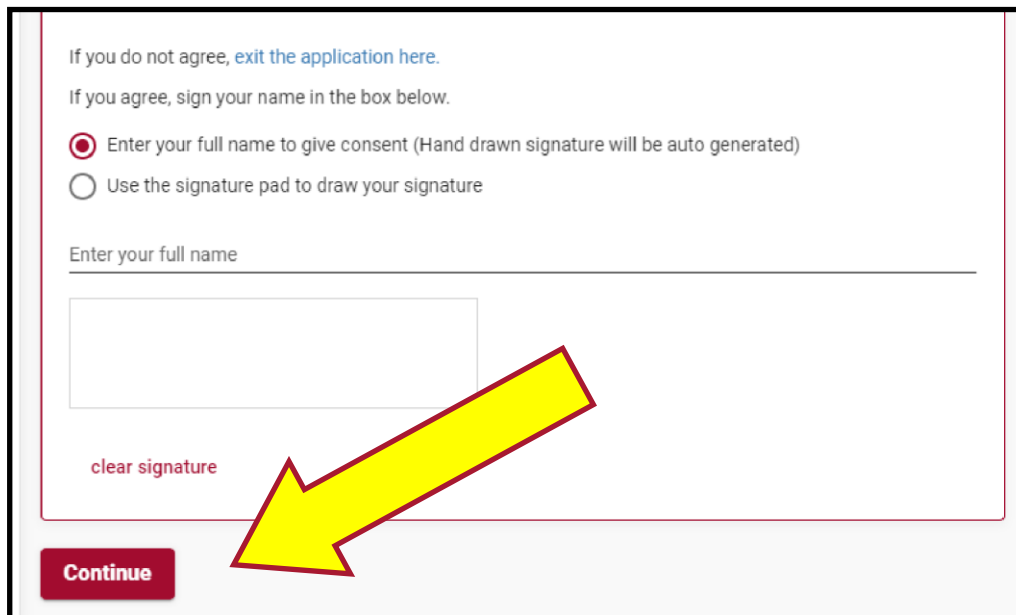


STEP I CONTINUED...

The following steps are critical -

- 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 binding agreement for the academic year and obligates you to live on campus for Fall 2024 and Spring 2025.**
- Once you sign the Housing & Dining Agreement, you can then click “Continue.”

Step-by-Step Process



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

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

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

Enter your full name

clear signature

Continue

- In the next step, you will be selecting your “Personal Information.” Please be forthright in entering your information, it may ensure a good roommate match (for those without roommates). This is also where you can enter a student’s name that you would like to live with (new student application only).
- Once you’ve completed your “Personal Information” you will be asked to submit emergency contact information.

STEP I CONTINUED...

Students residing in on-campus housing are required to have a meal plan and can choose from one of the following:

- 19 meals per week +\$250 Flex or +\$300 Flex
- 14 meals per week +\$250 Flex or +\$300 Flex
- 10 meals per week +\$250 Flex or +\$300 Flex
- 175 block per semester +\$250 Flex or +\$300 Flex

Step-by-Step Process

- SENIOR FLEX PLAN = \$550 Flex (Students have lived on campus for 5+ Semesters)

Students who need to change meal plans may do so by submitting written requests to Housing and Residence Life no later than 4:00pm on the Tuesday before each semester begins. Students will not be permitted to decrease plans after this date, but may increase any time.

Once a meal plan has been selected, click “Select Dining Plan and Continue” to complete the rest of the application.



STEP I CONTINUED...

New Students - You have now completed the process. Assignments are posted to the MyHousing Portal as soon as they are made (mid-summer). Log on to this site to view your room assignment, roommate name, and roommate contact information. You will also receive an e-mail in early August with complete housing and move in day information.

Step-by-Step Process

Returning Students - You will need to complete Step II (if applicable) and Step III to complete the process, so please continue reading.



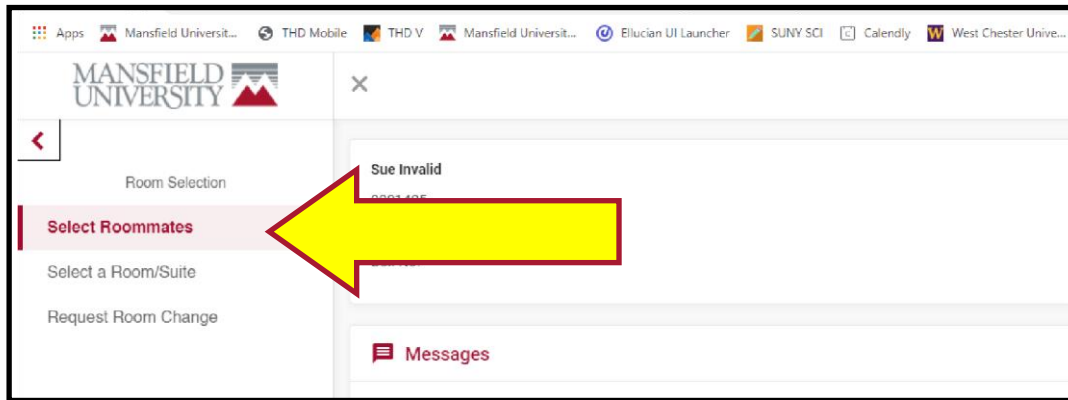
STEP II - ROOMMATE MATCHING (Returners)

Current residents who already have roommates in mind (especially those wanting to live in D, E, or F units) will need to complete this step!

Step II begins on Thursday, March 2nd at NOON through Thursday, March 16th at 8AM:

- Go to https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod
- Select “Room Selection” to the left of the screen and choose “Select Roommates” from the menu.
- Select 2024/FA for the term.
- Either complete “Simple Roommate Search” or “Advanced Roommate Search” (screen shots on following page).

Step-by-Step Process



Simple Roommate Search - If you know your preferred roommate by name, you can use the Simple Search to find them directly. The roommate you are requesting must also have completed the Agreement. If you search for a student and they are not there, they are not eligible. You must select three roommates, if choosing a D or E unit, one roommate if C or F unit.

Step-by-Step Process

STEP II - ROOMMATE MATCHING (Returners)

For the Term:

Roommate Requests (0)

Pending Roommate Requests (1)

Search for Roommate

First Name

Last Name

Email

ALL ROOMMATES 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 requests during the process.

STEP III - ROOM SELECTION (Returners)

All returning students need to complete Step III - Specific Room Choice (at times noted below based on the length of time you've lived on campus).

Step-by-Step Process

Early Bird selection (Sycamore and Spruce, all floors):
12PM Monday, March 18th – 8AM Wednesday, March 20th

21+ Communities (Sycamore 4th):

12PM Wednesday, March 20th - 8AM Friday, March 22nd

Third Year Residents (lived on-campus for 5+ semesters):

12PM Monday, March 25th - 8AM Wednesday, March 27th

Second Year Residents (lived on-campus 3 or 4 semesters):

12PM Wednesday, March 27th - 8AM Friday, March 29th

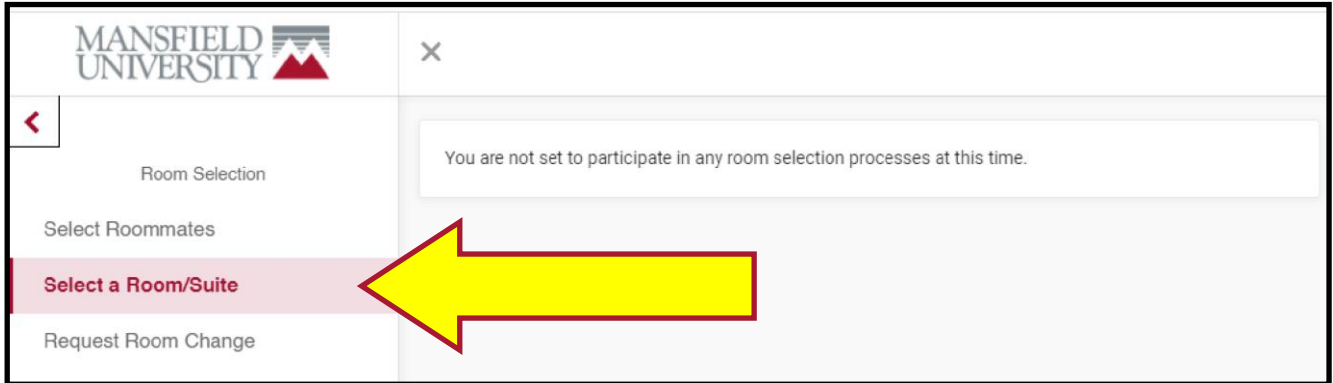
First Year Residents (lived on-campus 1 or 2 semesters)

12PM Monday, April 1st - 8AM Wednesday, April 3rd

TO SELECT A ROOM/SUITE:

- Visit https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod
- Please ensure you are within your specific selection date and time
- Select “Room Selection” to the left of the screen and choose “Select a Room/Suite” from the menu
- Follow computer prompts to select and save your room/suite

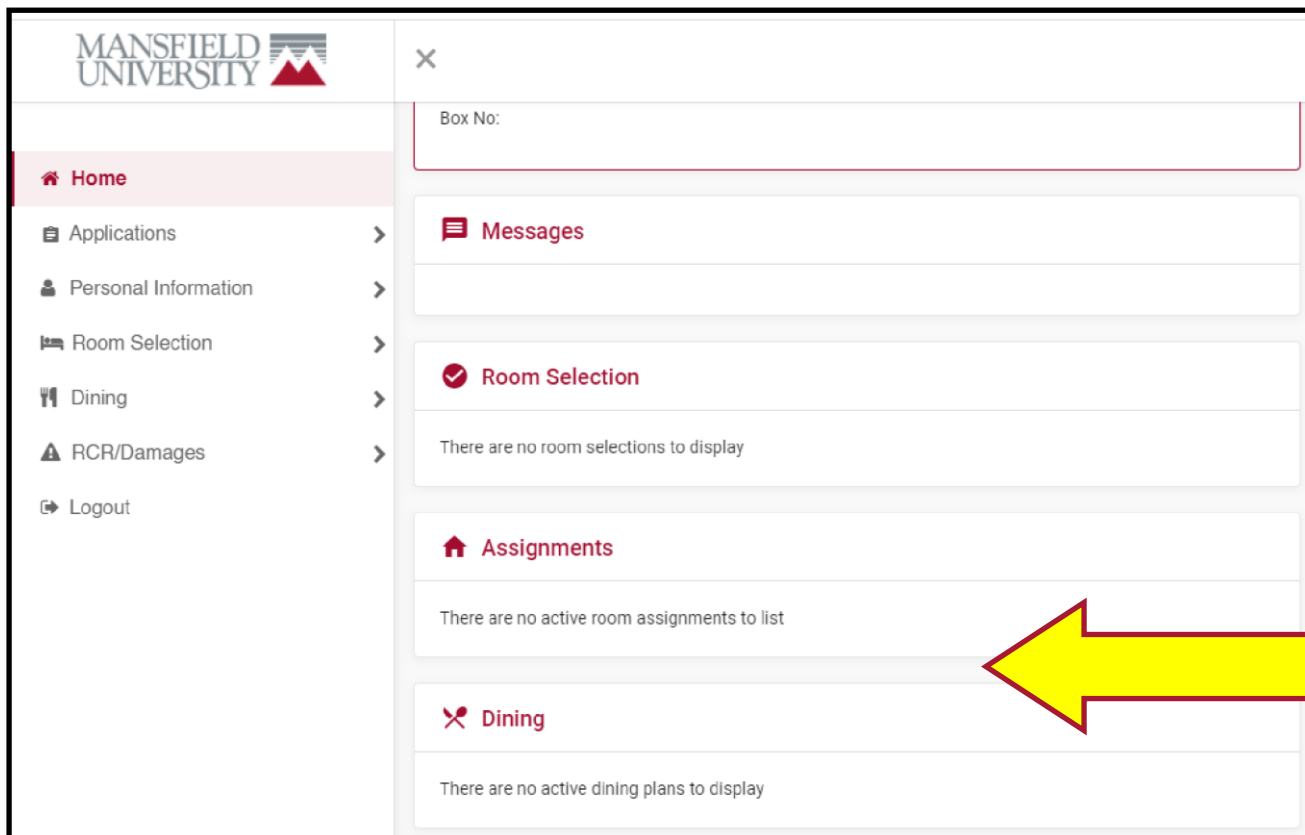
Step-by-Step Process



Once you have selected a room, the process is **COMPLETE!**

View Room/Suite Assignment and Meal Plan

- Visit https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod.
- Scroll to the bottom of the home screen to view your assignment, as well as your current meal plan.



Updating Personal Information

- Visit https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod.

- Select “Personal Information” to the left of the screen and choose either “My Info,” “Addresses/Contacts” or “Roommate Profile” from the menu.
- You may update/edit your personal information, emergency contact information, and roommate profile at any time.

Housing & Dining Exemption Requests

NOTE: Students are required to live and dine on-campus unless they meet one or more of the following:

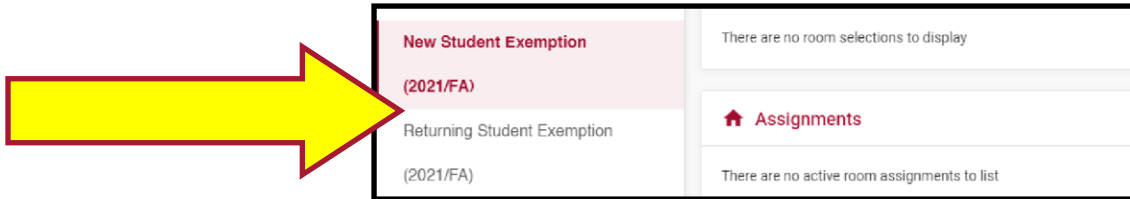
- Student has lived on-campus (here or at another University) for at least four semesters.
- Student is commuting from the primary/permanent residence of a parent/guardian **within 30-miles** from campus.
- Student reaches the age of 21 prior to the beginning of the fall semester.
- Student is married prior to the start of the semester.
- Student has a dependent.
- Student is a veteran who has been honorably discharged.
- Student is student teaching more than 50-miles from campus.
- Student has an approved academic internship more than 50-miles from the University.

To File an Exemption -

- Visit https://mansfield.datacenter.adirondacksolutions.com/mansfield_thdss_prod
- Select the “Applications” link to the left of the screen and choose one of the following from the dropdown menu:

NEW STUDENTS - “New Student Exemption”

RETURNING STUDENTS - “Returning Student Exemption”



- Sign the exemption request.
- Choose the exemption reason that applies to your situation. *Only the exemptions listed are considered valid exemptions.*
- Documentation may be required within TWO weeks after exemption request. **I**f documentation is required, you will be contacted via email.

B - Unit

2 Person shared (1 bedroom)



C - Unit

2 Person private (2 bedrooms) semi-suite with private bathroom



D - Unit

4 person shared (2 bedrooms) suite with living room, kitchenette, and 2 bathrooms



semi-suite with private bathroom



E - Unit

4 person private (4 bedrooms) suite with living room, kitchenette, and 2 bathrooms

F - Unit

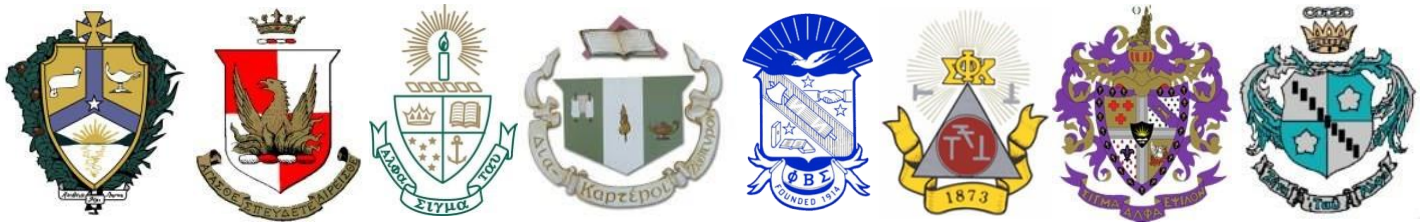
2 person private (2 bedrooms) suite with living room, kitchenette, and bathroom

SPRUCE ONLY



FRATERNITY & SORORITY LIFE COMMUNITY


The Fraternity & Sorority Life population here at Mansfield University is housed in Spruce. This community enhances Fraternity & Sorority Life by attracting potential members and providing a residential site for Fraternities and Sororities to flourish and expand. Spruce is a place where Fraternity & Sorority organizations can create a unique community that helps create stronger bonds both between members and between their respective organizations.



21+ COMMUNITY

The 21+ Community is a unique community that embodies the core values of the Mansfield Creed and is designed to cater to the specific needs of an upper-class student population as they prepare to graduate. Programs will be specifically geared towards career/life preparation skills such as graduate school searches, job searching, securing an apartment, proper business etiquette, etc. The 21+ Community is located on the 4th floor of Sycamore.

The main attraction of this community is that it encourages independence and prepares students for the transition beyond University life through programs that offer career/life preparation. Students living in these



communities are also permitted to have alcohol and use alcohol in a responsible manner in accordance with our Alcoholic Beverage Policy.

Join the residence hall community today! The place you'll always remember, the people you'll never forget!