Incoming Student Housing

Welcome Home. It’s Good Here.
Getting Started

- Review housing and meal plan options on [www.wittenberg.edu/reslife](http://www.wittenberg.edu/reslife), including Theme Living Community options.

- After you’ve claimed your Wittenberg New Student account begin your Enrollment Checklist on the Admissions Portal.

- Check your Wittenberg email regularly as further instructions will be sent regarding move-in dates and times, packing lists, and various vendors that offer goods and services for your success as an incoming freshman!
The following is a step by step guide to completing housing related requirements for all students.

We understand this can be an exciting and yet unfamiliar process, but Residence Life will be standing by ready to answer any questions you might have.

Email: housing@wittenberg.edu
Phone: 937-327-7800
Web: www.wittenberg.edu/reslife
After you log into the Housing System, you should see a page that looks like this. Click the “hamburger” button to display the menu (you can pin this so it stays open for the next steps).
Throughout your time at Witt, you will be able to access the Housing System and manage your housing & meal plan related information. Below we’ve highlighted some of the features you should learn first.

The Home Menu will always offer you these 4 basic options regardless of your housing or meal plan status. You can click on each of them to see your specific information.

Notices and updates will appear here.

Helpful links are always available from this dropdown regardless of what page you are on within the Housing System.

The box above will sometimes contain additional instructions depending on the form or screen you are using.
From the menu, click “Forms & Applications”
Click the “Incoming Student Housing Intention (Fall 2020)” link.
All full-time undergraduate students are required to reside in Wittenberg housing the entire time they are enrolled. The only students not required to live in on-campus housing are students previously approved and released from the University residency requirement.

Registration as a full-time student at the University during any academic term constitutes acceptance of the housing agreement and will result in a housing assignment and charge unless the student has requested and been approved for release from the residential requirement in writing from the Office of Residence Life. Students will not be released to rent from private landlords until all Wittenberg housing is full. Failure to reside in Wittenberg-owned housing or to secure exemption from housing requirements makes a student liable for a minimum of the double room rate and possible disciplinary action from the University.

If you wish to be released from University housing, you must submit a Housing Release Application. Residence Life will approve or deny your request based on the information provided. Do not proceed with any plans until you receive the Residence Life decision.

If you do not agree, exit the application here.
If you agree, sign your name in the box below.

Read Residency Requirement & sign indicating you understand
Fill out intention/participation form indicating your housing plans for the Fall, then click “Continue”.
If you selected you are planning to live in campus housing, the Incoming Student Housing Survey will populate in the left menu under Forms & Applications. Click on it to complete the Housing Survey.

If you selected you wish to commute from home or have a situation you wish to discuss with Residence Life, click the link to fill out the Housing Release application.
Housing Survey Form

Read Housing Agreement & sign indicating you understand
Complete your vaccination disclosure.

If you don’t remember the specifics about your vaccinations, provide as accurate of information as you can or ask a parent/guardian. If you have already had your doctor complete the Health History form, your vaccination record is typically a part of that.

More information is available at: https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Recommended-Vaccines-College-Students/

In Ohio, students are not required to get these vaccinations – only disclose whether or not they have received them.

If you have NOT received these vaccinations, that’s okay – but make sure you put a “0” on the line for questions 02 and 05 (otherwise you won’t be able to complete the form).
Answer questions about your living/roommate preferences

All students have the ability to request a single room for the 2020-2021 academic year at the regular double room rate for that hall. Students deposited and requesting by June 1 are guaranteed a single room.

All must still complete the roommate questions, even if they are requesting a single. Answer these as honestly as possible, they will assist us in roommate matching and tell us which kind of roommate fits best with you. We will try to place all students requesting a single in a single if available.
Give us your preferences (maximum 10)!

**Step 1:** Familiarize yourself with the location of hall names

- **Choice #** is here
- **Housing Type** is here
- **Hall names** are here

**Step 2:** Use the pull down under Request Type and select Residence Halls

**Step 3:** Select your first hall choice and click “Add”.

If you want to specify particular floors (this can help you and a friend potentially be assigned to the same living area), you can also preference specific floors. Maximum of 10 preferences per student.
Preferences Continued...

If you want to preference specific floors (you do not have to)

**Step 3:** Select your hall floor choices and click “Add”.

**Step 4:** Select 2 under Choice # and repeat steps to provide up to 10 preferences. Once you have completed your preferences, press continue!
Want to Live in a Themed Living Community?

- Themed Living Communities (TLCs) are offered in campus housing to provide students with a living experience focused on a particular interest or focus.
  - TLC options for 2020-2021 academic year are Honors (Myers 3rd & 4th floors) and Gender Inclusive (New Hall 1st floor)
  - Gender inclusive assignments are available throughout campus housing.
- In order to live in a TLC, you must complete an application, these applications can be found online here: [https://www.wittenberg.edu/student-life/residencelife/themed-living-community](https://www.wittenberg.edu/student-life/residencelife/themed-living-community)
- Even if you apply for a TLC, you still have to complete the Incoming Student Housing Intention and Incoming Student Housing Survey so you sign your Housing Agreement and fill in information that can assist us in pairing you with a roommate.
Roommate Requests

If you are requesting a roommate, once you AND your intended roommate complete the Housing Survey, you are ready to make a roommate request.

If you have a specific roommate in mind, you will be able to find and request them by name.

If you don’t have a roommate in mind, don’t worry – we can match you with a roommate based on your answers to the Housing Survey.

To request a specific roommate, click on “Housing Selection”.

Witt Student Name
Witt Student ID
Witt Student Email
Box No:
Roommate Requests

Click on “Select Roommates”
Pick “Select Roommates”
Change the dropdown to “Fall 2020”

Click “Search for Roommate”
**Roommate Requests**

**Step 1:** Enter the first and/or last name of your preferred roommate, and push “Begin Search”.

**Step 2:** Look at the Search Results to see if your intended roommate appears. If your preferred roommate isn’t showing up, try only entering a portion of their name or double-check the spelling. No nicknames! If they still aren’t coming up, they may not have completed their Housing Survey yet.

**Step 3:** Once you locate your intended roommate, click the “Request Roommate” button UNDER their name.
Roommate Requests

On Your Profile, you will see:

You have now requested your roommate. Your requested roommate must now accept the request in order to be matched.

On Your Requested Roommate’s Profile, they will see:

Your intended roommate needs to accept your request under Pending Roommate Requests by clicking on the “Add Person” icon.
Once your roommate request is accepted, your Roommate Request screen will look like this:

The requested (and now accepted) roommate will show up under Roommate Requests (instead of Pending Roommate Requests) AND it will say “Your roommate group is fully matched.”
Under “My Info” from the main menu, you can alter your Roommate Profile to share your preferred contact info and any additional information you want to your potential and assigned roommates.

Meal plan selection instructions will be shared with housing assignments (after June 1) and should be submitted through the Housing System by June 25.
Welcome to the Tiger Family!
We cannot wait to have you on campus this Fall!

Check out the website for information about move-in dates, packing suggestions, and more.

If you need anything over the summer, please let us know how we can help! Residence Life will be standing by ready to answer any questions you might have.

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