



# Incoming Student Housing

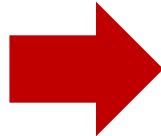
**Step-by-Step  
User Guide**

**Welcome Home.  
It's Good Here.**

# Getting Started

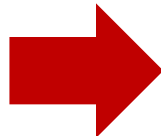
In order to move forward, you must be able to access your Wittenberg email and the Admission Portal

Not able to access your Wittenberg email?  
Not able to access the Admission Portal?



Contact Admissions  
admission@wittenberg.edu

Able to access your Wittenberg email.  
Able to access the Admission Portal.



Great! Continue to the next slide



# Understanding Residency Requirements

As a residential campus, Wittenberg expects all full-time students to live in university owned housing.

Common Exemptions:

1. Commuting from the principal residence of their parent/legal guardian that is within a 30 mile driving distance
2. Living in a recognized Greek chapter house
3. Filling an RA position for the coming academic year
4. Studying abroad for the upcoming fall term

**Exemption from the residency requirement is not automatic and requires prior approval.**

**To be considered for exemption, you must submit the Housing Release Request form.**

**Do not make plans until you receive the Residence Life decision regarding your release request.**

*Students who apply for exemption with inaccurate information (e.g. a student who indicates they will be commuting from parent/legal guardian primary residence but is instead renting from a private landlord in town) will be charged through the student conduct system and can be held responsible the standard double room rate.*

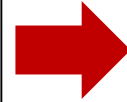


# The Basic Process

## Incoming Student Housing Intention

Complete the Incoming Student Housing Intention to let us know if you plan to live in campus housing or are seeking housing release

- Log into the Admission Portal
- Log into the Housing System with your Wittenberg email and password
- Click on “Forms and Applications”
- Click the “Incoming Student Housing Intention” link



## Planning to live in campus housing

- Proceed to Housing Agreement and Survey



## Complete Housing Agreement and Housing Survey (same form)

- Log into the Wittenberg Housing System
- Click on “Forms and Applications”
- Click the “Incoming Student Housing Agreement and Survey” link
- Sign the Housing Agreement
- Complete the Housing Survey
- Rank your placements



## Later. . .

- April / May: Roommate Matching & Requests
- June: Housing Placements
- June / July: Meal Plan Selection

Watch your Wittenberg Email for further instructions



**Now that you have the basics . . .**

**Continue to the next slide and we will walk you through the process.**

## Not planning to live in campus housing

- Review the Residency Requirement
- Complete the Housing Release Form



## That's All for Now!

- Watch your Wittenberg email for further instructions

# Incoming Student Housing Intention and Agreement

## Step 1

Log into the Housing Portal with your Wittenberg email and password (via MyWitt or housing.wittenberg.edu)

## Step 2

Click on “Forms & Applications”

## Step 3

### Complete the Housing Intention

Click on “Incoming Student Housing Intention”  
Complete the housing intention  
Once completed, the Housing Agreement will be available under “Forms & Applications”

## Step 4

### Review and Sign your Housing Agreement

Once the Housing Intent is completed, the “Housing Agreement” will be available under “Forms & Applications”  
*A pdf copy will be emailed to you afterwards.*

## Step 5

### Review the option for Renter’s Insurance & make your selection

GradGuard is not required, just an option.  
*All students should sure they have coverage for personal property.*

***Once you complete the GradGuard section, click “Return to Application” to be directed back to the Housing Site.***



Recommended: GradGuard™ College Renters Insurance

GradGuard

What if you had to replace it all tomorrow?

As noted in your housing agreement, Wittenberg University does not assume any financial responsibility for the personal property of students. We strongly recommend that all students obtain renters insurance prior to move in. Here are some scenarios in which renters insurance can help:

- ☑ You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen.
- 🔥 You return to the residence halls after class, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.
- 💧 You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor.

We have partnered with GradGuard, which offers a College Renters Insurance Plan that is specifically designed for students. For about \$13 per month, GradGuard can protect you in the scenarios listed above and more.

You have previously indicated that you are not interested in GradGuard Renters Insurance. Please continue with the application OR try again.

I am interested in enrolling in the GradGuard College Renters Insurance plan

I decline coverage and do not wish to receive Renters Insurance protection. By checking this box, I understand that I am accepting full responsibility for my personal property and that damages caused by myself to others property (including the school) will not be covered by Wittenberg University or GradGuard.

\*By indicating your interest in the GradGuard program, you are permitting your higher education institution to share your name and email address with GradGuard. Renters Insurance is administered by Market Insurance Company, Westfield, WI. Claims and coverage subject to policy, language, limits and exclusions. GradGuard™ is a service of Next Generation Insurance Group, LLC, the licensed insurance agency for Market Insurance Company.

Continue

## Step 6

### Complete your vaccination disclosure and housing survey questions

If you don’t remember the specifics about your vaccinations, provide as much accurate information as you can or ask a parent/guardian.  
Vaccinations are not required, so please put a “0” on the “year received line” for any vaccines not received; otherwise you won’t be able to complete the form.

## Step 7

### Preference your Housing

Review the following slides as well as the Residence Life site for more information  
If you have specific questions, email housing@wittenberg.edu

## Step 8

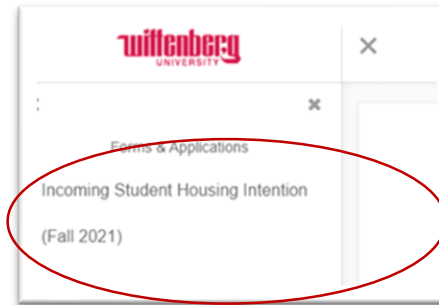
### Press complete.

*You have now completed your housing agreement and survey!*  
*A pdf copy will be emailed to you. If you have not completed the process, you will not receive this email.*

**\*Further instructions for steps 3-7 can be found in upcoming slides**

# Step 3: Sign Your Housing Intention

Click on "Forms & Applications"  
Select: "Incoming Student Housing Intention (Fall 2021)"



Sign acknowledgment of the Residency Requirement  
You can either: 1. Type your name on the line or  
2. Use the pad to sign your name

A screenshot of the 'Consent - Housing Intention' form. The section titled 'Wittenberg University Residency Requirement' contains text explaining the university's housing policy. Below this, there are two radio button options for signing: 'Enter your full name to give consent (Hand drawn signature will be auto generated)' and 'Use the signature pad to draw your signature'. These options are circled in red. Below the options is a text input field for the full name and a 'clear signature' button.

Use the pull-downs to complete your intention

A screenshot of the 'My Information - Incoming Student Housing Intention' form. It features a 'Gender Identifier' pull-down menu and a larger pull-down menu for housing plans. The housing plans menu is currently set to '(none)' and has a red error message below it: 'Please select an option other than (none)'. A red 'Continue' button is located at the bottom left of the form.

# Step 4: Sign Your Housing Agreement

Click on "Forms & Applications"

Select: "Incoming Student Housing Agreement and Survey (Fall 2021)"



Forms & Applications

Incoming Student Housing Agreement and Survey

(Fall 2021)

Incoming Student Housing Intention

(Fall 2021) - Completed

Sign your Housing Agreement

## Consent - Incoming Student Housing Agreement and Survey

### WITTENBERG UNIVERSITY ROOM AND BOARD AGREEMENT 2021-2022

Residence Life · PO Box 720 · Springfield, OH 45501

**OCCUPANCY REQUIREMENTS AND RESTRICTIONS:** All full-time undergraduate Students are required to live in University housing and participate in the associated required meal plan. Full-time registration during any academic year constitutes acceptance of the Room and Board Agreement ("Agreement") and the rates then in effect unless granted prior written approval from the Associate Dean for Residence Life or their designee to be released from this requirement. Any Student seeking exemption from the housing requirement must complete and submit a Housing Release Request to Residence Life at least 30 days prior to the start of the academic term. Housing release is limited to: 1) Students commuting from the principal residence of their parent or legal guardian within a 30-mile driving distance of campus; 2) Students who are married or have dependents in their care; or 3) Students residing in a University-recognized Fraternity or Sorority house. The University reserves the right to refuse housing privileges to any person at any time. By signing this Agreement, the Student grants the University the right to conduct a criminal background check on the Student at any time, either prior to room assignment or during the term of this Agreement. The University reserves the right to deny or immediately remove a Student from University housing based on criminal history or conduct. This provision does not require the University to perform a criminal background check on any Student.

**LENGTH OF AGREEMENT:** This Agreement is in effect for both Fall and Spring semesters, or the remaining portion of the academic year if the Student moves into University housing after the academic year begins. Students are eligible to move into their University assigned space on the date published by the University. Spring semester cancellations are not permitted unless the Student graduates, withdraws from the University, or is participating in an approved academic curricular program with special location needs (i.e. study abroad, Student teaching, etc.). Requests for Spring semester cancellations must be received at least 30 days prior to start of term. Failure to maintain full-time enrollment may result in cancellation of this agreement. The Student agrees to vacate University housing: (a) within 24 hours after the Student's last examination, or within 24 hours after termination of the Agreement, unless an extension is granted by the Associate Dean for Residence Life or their designee; or (b) On or before the date and time specified by Residence Life as University housing closing, unless an extension is granted. The term of this Agreement and Student's right of occupancy does not include any period that the Student is not enrolled with the University, or any period in which the Student has been removed from housing for any reason.

**BOARD PLAN:** The Student agrees to purchase an approved board (meal) plan. All students assigned to a residence hall can select either Carte Blanche or 225 Flex. If the Student does not specify a preferred board plan, one will be assigned by the University. Meal Plan selections are for the entire academic year. Students who wish to alter their meal plan must complete the on-line meal plan adjustment form before 4 p.m. on the fourth day of classes of that semester. Students who fail to change their meal plan before the deadline will be obligated to their original contract for the semester. Meal plans are reset each semester and there is no refund for missed meals or remaining bonus points at the end of the previous semester. Please refer to policies published in the Student Handbook and posted on the Dining Services website for further details and a complete schedule of meal availability. Food service is not available during breaks and holidays when campus housing is closed. The University reserves the right, in its sole and absolute discretion, to change these board plans and policies prior to the start of the academic year with adequate notice to the Student.

**ROOM ASSIGNMENTS:** Room assignments are made without discrimination on the basis of race, color, creed, religion, national or ethnic origin, ancestry, military status, veteran status, disability, sex/gender, sexual orientation, gender identity, genetic information, disability, familial status or any other protected category under applicable local, state or federal law, ordinance, or regulation. Housing is only provided for the enrolled Student. Assignments for new students are made on a first come basis, with consideration for information provided in the Housing Survey and pairing students of the same gender together. Returning Students select their own room assignments through the Housing Selection process each spring. The University provides a living unit space and does not guarantee the

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

# Step 5: Renter's Insurance

Review the option for Renter's Insurance & make your selection.

GradGuard is not required, just an option.  
*All students should sure they have coverage for personal property.*

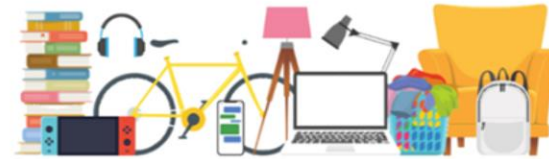


Once you complete the GradGuard section, click **“Return to Application”** to be directed back to the Housing Site

## Recommended: GradGuard™ College Renters Insurance



What if you had to replace it all tomorrow?



As noted in your housing agreement, Wittenberg University does not assume any financial responsibility for the personal property of students. We strongly recommend that all students obtain renters insurance prior to move in. Here are some scenarios in which renters insurance can help:

- You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen.
- You return to the residence halls after class, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.
- You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor.

We have partnered with GradGuard, which offers a College Renters Insurance Plan that is specifically designed for students. For about \$13 per month, GradGuard can protect you in the scenarios listed above and more.

You have previously indicated that you are not interested in GradGuard Renters Insurance.  
Please continue with the application OR try again.

- I am interested in enrolling in the GradGuard College Renters Insurance plan!
- I decline coverage and do not wish to receive Renters Insurance protection. By checking this box, I understand that I am accepting full responsibility for my personal property and that damages caused by myself to others property (including the school's) will not be covered by Wittenberg University or GradGuard.

\*By indicating your interest in the GradGuard program, you are permitting your higher education institution to share your name and email address with GradGuard. Renters Insurance is underwritten by Markel American Insurance Company, Waukesha, WI. Claims and coverage subject to policy, language, limits and exclusions. GradGuard™ is a service of Next Generation Insurance Group, LLC, the licensed insurance agency for Markel Insurance Company.

Continue



# Step 6: Vaccination Disclosure & Living Preferences

**My Information - Incoming Student Housing Agreement and Survey**

IMMUNIZATION DISCLOSURE: The state of Ohio and Wittenberg University require that students residing in on-campus housing must submit the following vaccination disclosures. Please note that Ohio law does not require vaccination of the student, nor does it require the institution to provide or pay for these vaccines. I have read and understand the Immunization Disclosure \*

For more information about these infections and vaccinations, please visit: <https://www.odh.ohio.gov/odhprograms/bid/immunization/collegeimm.aspx>. I understand that I can read more information about these infections and vaccinations \*

A: MENINGITIS Meningococcal meningitis is a rare but potentially fatal bacterial infection of the brain and spinal cord. Have you had the Meningitis vaccination? \*

Yes  No

What type of Meningitis Vaccination did you receive? (none)

What year did you receive the Meningitis vaccination? 0

B: HEPATITIS B Hepatitis B is a serious infection of the liver that can lead to chronic liver disease or cancer of the liver. Have you had the Hepatitis B vaccination? \*

Yes  No

What year did you receive the Hepatitis B vaccination?

C: COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. Coronaviruses are a large family of viruses that are known to cause illness ranging from the common cold to more severe diseases such as Severe Acute Respiratory syndrome (SARS) and Middle East Respiratory Syndrome (MERS). Have you received the COVID-19 Vaccination? \*

Yes  No

Which type of room do you prefer? \* (none)

Please select an option other than (none).

Smoking preference (Note: Smoking is not permitted in the residence halls) \*

Smoking preference (Note: Smoking is not permitted in the residence halls) \* field is required

Do you intend to have overnight guests? \* (none)

Please select an option other than (none).

Do you intend to bring a fish or ESA to campus? \* (none)

Please select an option other than (none).

I consider myself to be: \* (none)

Please select an option other than (none).

Which word best describes your expectation for your use of your room at school? \* (none)

Please select an option other than (none).

How do you think you will keep your room at college? \* (none)

Please select an option other than (none).

## Section 1

### Vaccinations

Students are not required to get these vaccinations – only disclose whether or not they have received them.

More information is available at:

<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Recommended-Vaccines-College-Students/>

## Section 2

### Living Preferences

Answer these as honestly as possible, they will assist you in roommate matching and tell us which kind of roommate fits best with you.

# Step 7: Rank Your Hall Selections

## Step 1

Familiarize yourself with the locations and amenities of our Residence Halls and Theme Living Communities (For help: visit [wittenberg.edu/reslife](http://wittenberg.edu/reslife))

## Step 2

Use the pull down to select "Residence Halls Selection – Incoming Student"

## Step 3

Select your first hall choice and click "Add" (1 = most preferred, 11 = least preferred)

## Step 4

Select 2 under "Choice #" and repeat steps 2 and 3 to complete your rankings and press continue!

## Add a New Living Request

Choice # 1 Request Type Residence Hall Selection ... =

Continue Add

- New Residence Hall, Tiger Life TLC Community
- Tower Hall, Ubuntu TLC Community
- Tower Hall, Tiger Life TLC Community
- Tower Hall, Eco-Living TLC Community
- Tower Hall, InterFaith TLC Community
- Tower Hall, Honors TLC Community

## Add a New Living Request

Choice # 1 Request Type (select a request type)

Residence Hall Selection - Incoming Students

Continue

## Add a New Living Request

Choice # 1 2 3 4 5 6 7

Request Type Residence Hall Selection ... = New Residence Hall, Tiger Life TLC C...

Continue Add

Hall rankings

Hall type

Hall names

## Tips:

- Rank as many choices as you can. It is better for you to rank them all, than to get randomly assigned.
- Even if you really, really want a certain hall, don't put it on your list more than once. It doesn't help.
- Ranking fewer choices does not help you get placed in those options; it only increases the risk of getting a random assignment.
- Interested in a Themed Living Community? Visit [wittenberg.edu/reslife](http://wittenberg.edu/reslife) to complete the application and increase the likelihood of placement into the TLC.

## Error Messages:

- "You have already entered a value for this request!" Check your numbering. This normally means you already used that number and need to select the next one in the sequence.
- "You have entered a Choice # that is too high!" Check your numbering. Typically this is a result of skipping a number in the sequence, for example jumping from 2 to 4.

# Step 7: Hall Selection

Credit Requirements	Housing Type	Furnished	Utilities	Cable / WiFi	Laundry Locations	Central Air	Elevator Access
None	<a href="#"><u>Ferncliff Hall</u></a>	Yes	Yes	Yes	1st floor	No	Freight only
	<a href="#"><u>Firestine Hall</u></a>	Yes	Yes	Yes	1st floor	Yes	Yes
	<a href="#"><u>Myers Hall</u></a>	Yes	Yes	Yes	basement	No	No
	<a href="#"><u>*New Hall</u></a>	Yes	Yes	Yes	each floor	Yes	Yes
	<a href="#"><u>*Tower Hall</u></a>	Yes	Yes	Yes	basement	Yes	Yes
	<a href="#"><u>Woodlawn Hall</u></a>	Yes	Yes	Yes	each floor	No	No
60 or more credit hours completed	Witten'Burbs: Faculty Court	No	Yes	No	hook-ups available	Yes	No
	<a href="#"><u>Sprecher and Keller</u></a>	Yes	Yes	Yes	central	Yes	No
	<a href="#"><u>Witten'Burbs Houses and Apartments</u></a>	No	Yes	No	availability of hook-ups vary by property	Varied	No

\* See next slide for Theme Living Community (TLC) options

# Themed Living Communities

## **Tiger Pride** *Location: New Hall 1<sup>st</sup> Floor*

Although Gender Inclusive is available throughout campus, Tiger Pride is designed to be an intentional space welcoming to all gender identities and to foster a safe and respectful community regardless of sex, gender, gender identity or sexual orientation.

## **Ubuntu** *Location: Tower 2<sup>nd</sup> and 3<sup>rd</sup> Floors*

Using the concepts of Ubuntu, *I am because we are*, Ubuntu Housing was created as an intentional place of housing for students interested in celebrating diversity and inclusion, specifically Black culture. The community aim is to create a focus of empowerment, inclusion, and success.

## **Tiger Life** *Location: Tower 4<sup>th</sup> and 5<sup>th</sup> Floors*

Designed for students wishing to live in a community that promotes healthy living, both physically and mentally. Students in this community pledge to live in ways that honor their physical and mental health needs, including abstaining from substance (alcohol/drug) use.

## **Eco-Living** *Location: Tower Hall 6<sup>th</sup> and 7<sup>th</sup> Floors, 'Burbs*

Eco-Living is an earth-friendly housing alternative that serves as housing for students trying to live a green-conscious lifestyle. Designed for students who want to live in an ecologically-friendly way, including: energy conservation efforts, reducing waste, composting, growing and maintaining a garden, and participation in sustainability efforts on campus.

## **InterFaith** *Location: Tower Hall 8<sup>th</sup> and 9<sup>th</sup> Floors, 'Burbs*

Designed to be a diverse and welcoming community for students of all faith practices to experience interfaith conversation and reflection as they explore their own faith journeys. All beliefs and faiths are welcome.

## **Honors** *Location: Tower 10<sup>th</sup> and 11<sup>th</sup> Floors*

Designed to promote living in a way that is conducive to academic focus and success. Participation in the Honors Program is highly encouraged by all community members. Restricted to students who have at least a 3.5 GPA.



# Room & Board Rates

Available to	2021-2022 Room Rates (per student)	Per Semester	Academic Year
Students with ≤ 59 credit hours	<b>Residence Hall Rooms: Super Single / Single / Traditional Double</b>	<b>\$2,820</b>	<b>\$5,640</b>
Students with ≥ 60 credit hours	Witten'Burbs: Houses / Apartments / Townhouses	\$3,750	\$7,500
	Witten'Burbs: Keller / Sprecher	\$4,250	\$8,500

Availability	2021-2022 Board (Meal) Rates (per student)	Per Semester	Academic Year
All students	<b>Carte Blanche (Unlimited Meals) and \$100 Bonus Dollars/semester</b>	<b>\$2,703</b>	<b>\$5,406</b>
	<b>200 Flex Meal and \$100 Bonus Dollars/semester</b>	<b>\$2,150</b>	<b>\$4,300</b>
Only Students <b>not</b> living in a residence hall	100 Flex Meal and \$200 Bonus Dollars/semester	\$1,650	\$3,300
	50 Flex Plan and \$200 Bonus Dollars/semester	\$1,050	\$2,100

**All residence hall students are required to carry either the Carte Blanche or the 200 Flex.**

Although not required, all other students can select from any of the meal plan options.

Watch your Wittenberg email for information about selecting a meal plan.

# Still Have Questions?

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](mailto:housing@wittenberg.edu)

Phone: 937-327-7800

Web: [www.wittenberg.edu/reslife](http://www.wittenberg.edu/reslife)



Welcome Home. It's Good Here.

