



# Welcome Home. It's Good Here.

## Revised Housing Selection Timeline

Already completed processes AND closed:

- Renewal Selection
- Greek Housing Rosters
- Housing Release

# PAST

Should already be completed BUT still open:

- Housing Intention Form
- Housing Agreement
- Theme Living Community Application
- ADA Housing Accommodation Requests

If you have not yet completed these items, please do so before moving on to the next step (instructions below).

### ROOMMATE SELECTION

- Opened Tuesday, March 10
- Make roommate/housemate groups (instructions below)
- All offers must be made AND responded to by noon on April 13.  
If you do not complete your Housing Intention AND Housing Agreement you will not be able to join a roommate group.

# CURRENT

### SELECTION TIMES ASSIGNED

Wednesday, April 15 at noon:

- Individual Housing Selection times will be sent out to your Witt email.
- Every individual who completed their Housing Intention AND Housing Agreement by noon April 13<sup>th</sup> will receive a selection time.
- Selection times are based on your lottery number.

**If you do not complete your Housing Intention AND Housing Agreement you will not be given a selection time.**

# FUTURE

### SELECTION TIMES OPEN

**Friday, April 17, 4pm-8pm EST**

**Saturday, April 18, 8am-8pm EST**

**Sunday, April 19, 2pm-5pm EST**

- Each student will select their specific housing for the 2020-2021 Academic Year during their individual appointment time
- Groups should select during the first appointment time within their group (that individual student needs to select on behalf of the group)
- Step-by-step instructions will be sent April 15

Questions? We're still here & available!

[housing@wittenberg.edu](mailto:housing@wittenberg.edu)

# Roommate Selection Steps

Will remain open until Noon Monday April 13, 2020

## Sending a Roommate Request / Form a Group

### Step 1

Log into your MyWitt Portal

### Step 2

Click the "Wittenberg Housing System" link on the Campus tab

### Step 3

Log in with your Wittenberg email and password

### Step 4

Click on "Housing Selection"

### Step 5

Click on "Select Roommates"

### Step 6

Change the pulldown to read:  
**For the Term: Fall 2020**

### Step 7

Using the dropdown, expand the section titled:  
**Search for Roommate**

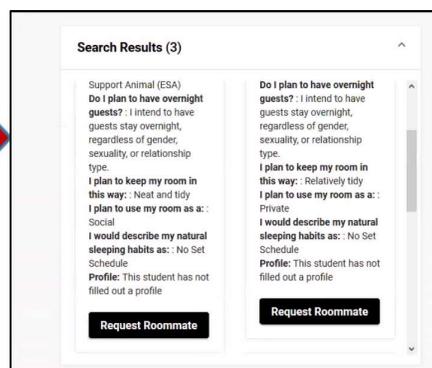
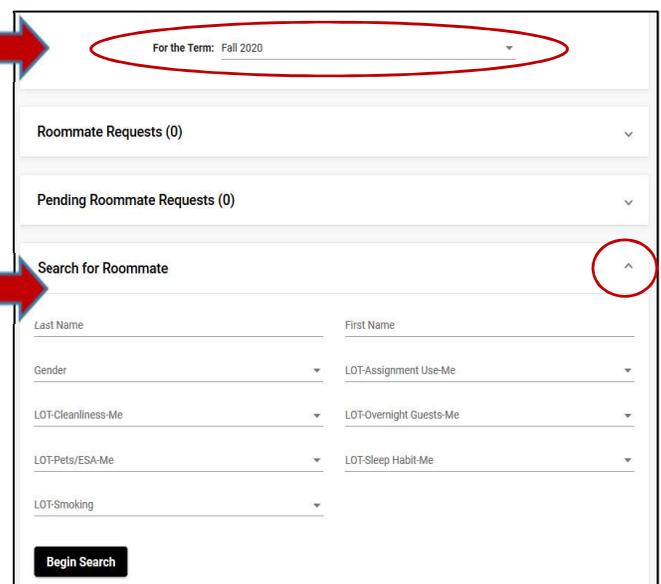
### Step 8

Search for your potential roommate using the provided fields. Click "Begin Search"  
*If you know the name of your roommate, you can just enter the last name.  
If you need to find a roommate, use the fields marked "LOT" for help finding matches.*

### Step 9

In the Search results box, find the name of your requested roommate.  
Click "Request Roommate"

**If you are having trouble finding a specific person, make sure they completed their Housing Intention AND Housing Agreement.**



## Accepting a Roommate Request / Form a Group

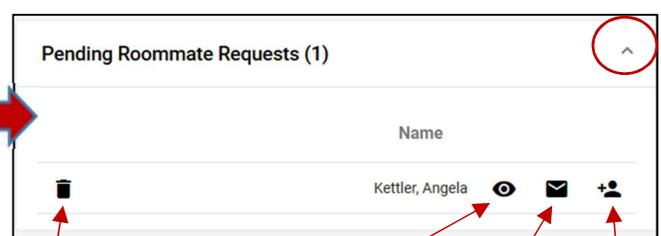
**Complete Steps 1-6 Above**

### Step 7

Using the dropdown, expand the section titled:  
**Pending roommate requests**

### Step 8

Review requestor profile.  
Ask questions as needed.  
Select your desired response to the request.



**Decline**      **View**      **Email**      **Accept**  
the requestor's profile within the Housing System      the requestor via their Witt email

Please respond promptly. You can only belong to one group at a time. You can change your group membership at any point up until the group selects housing.

# Previous Process Steps

Opened: February 5

Closes: Noon April 13

## Completing your Housing Intention

### Step 1

Log into your MyWitt Portal

### Step 2

Click the "Wittenberg Housing System" link on the Campus tab

### Step 3

Log in with your Wittenberg email and password

### Step 4

Click on "Forms & Applications"

### Step 5

Click on "Housing Lottery Participation"

### Step 6

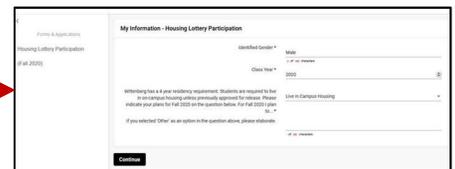
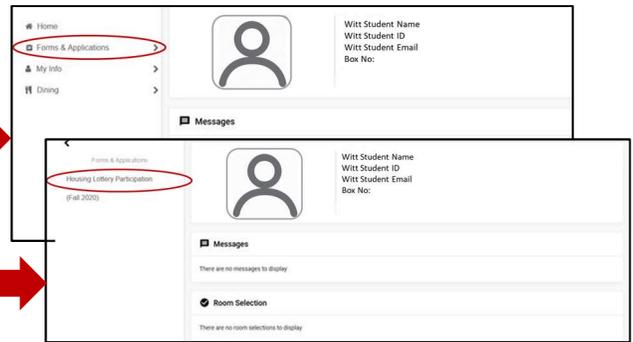
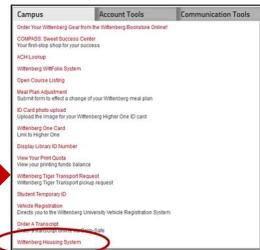
Read and Sign the Housing Lottery Participation Consent  
(this is just advising you of the Residency Requirement)

### Step 7

Complete your Housing Lottery Participation form

**As needed for your specific situation:**

- Fill out your Theme Living Community Application(s)
- Fill out a Housing Release Request
- Contact Accessibility Services for ADA-related Housing Accommodation needs



## Completing your Housing Agreement

### Step 8

Click on "Forms & Applications"

### Step 9

Click on "Housing Agreement"

### Step 10

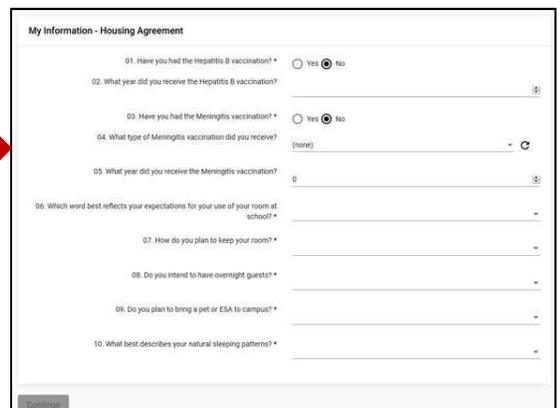
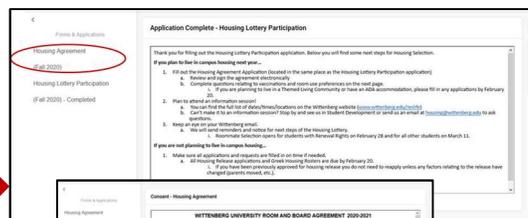
Read & sign your Housing Agreement

### Step 10

Fill out your vaccination & roommate preferences  
If you don't remember the specifics about your vaccinations, provide as accurate of information as you can or ask a parent/guardian. More information is available at:

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

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, make sure you put a "0" on the line for questions 02 and 05 (otherwise you won't be able to continue).**



**If you do not complete BOTH of these steps you will not be able to move on to Roommate Selection and you will not receive a Housing Selection time.**