

Room Selection FAQ

Returning Students for 2018-2019

General Questions

1. **What is Room Selection?**

Room Selection is a process for current students through which they choose their housing assignment and roommate for next year.

2. **Where will Room Selection take place?**

Room Selection is an online process and you will participate at housing.berry.edu. You will sign into this site using your Viking Web credentials.

3. **What do I need to do in order to be eligible to participate in Room Selection?**

In order to participate in Room Selection, you must:

- A. Pay the \$200 prepayment by April 6th.
 - i. Payments may be made at berry.afford.com/paynow?storeid=1179, at the cashier's window in Hermann (cash, check or debit card only – credit cards not accepted at the cashier's window) or via mail to Berry College, Attn: Cashier, P.O. Box 490129, Mount Berry, GA 30149. A check should indicate your ID number and that it is for your housing prepayment.
- B. Complete the Housing Contract by April 6th at housing.berry.edu where you will log on using your Viking Web credentials.
- C. Pre-register for Fall 2018 classes, March 26th-April 6th.

These are the criteria for every part of the Room Selection Process (Year of Service Housing, Pet-Friendly Housing, Room Reclaim, and RSP).

If you have not completed the above steps by the deadlines provided, you will not be able to participate in **Room Selection** and you will be paired with a roommate and assigned over the summer.

4. **When will I participate in Room Selection?**

If you have completed the above eligibility requirements, you will be able to see an exact countdown to your Room Selection Window on April 12th after 6pm at housing.berry.edu. The dates for Room Selection are as follows:

- April**
- 16th: RSP for 90+ Completed Credit Hours* and for 60-89.9 Completed Credit Hours* Groups
 - 17th: RSP for 30-59.9 Completed Credit Hours* Groups
 - 18th: RSP for less than 30 Completed Credit Hours* Groups
- *Completed credit hours as of December 2017

5. **What do I do if I need to make a change to my housing application?**

You may make a change to your application at any time by logging into housing.berry.edu and clicking the "edit" button next to your Fall 2018 contract. Roommate and residence hall preferences are preferences only and are not a selection. This information is used by our office in the event that you have an opening arise in your room or want to pursue a room change at a later date.

6. Is the roommate I list as my preference on my housing contract the roommate I have to/get to live with?

Not necessarily. The roommate you list on your contract is a roommate preference and not a selection. You select your actual roommate through the Room Selection Process. We ask for a roommate preference on your contract in the event that you have an opening arise in your room or want a room change at a later date.

7. What are my chances for a single/Centennial/a specific space?

We cannot tell you what your chances are for a specific outcome because it depends entirely on how students before you choose. We recommend every student approach Room Selection with multiple plans, just as you do for course registration. Every student should have a roommate in mind as the majority of our spaces require a roommate.

Please note: In order to reserve a suite in Centennial, all residents must have junior hours as of December 2017. No one will be permitted to reserve or be chosen as a suitemate for a Centennial suite that is not classified as a junior during room selection. Spring 2018 anticipated hours do not count toward this requirement.

8. Are there any spaces that have a special situation or different stipulations?

Yes. There are a few spaces on campus that you should take note of when considering your selection. They are listed below:

- Thomas Berry 101, 201, 202, 301, & 302 are billed at the traditional room rate. These spaces do not have kitchens, therefore they are not viewed as suites. Meal plans for these rooms follow the traditional room requirements.
- Centennial suites are for residents classified as juniors or higher (60+ hours). You must currently be a junior to reserve or be chosen for this space. You must have those hours by **December 2017** to select a Centennial suite.

9. What do I do if the person I want to live with has a different classification than I do? (For example, if you are a senior who wants to live with a junior)

There will be a window of time for mixed classification groups at the beginning of each class' selection block. The student with the most completed hours and earliest room selection time will have to initiate the roommate request. Mixed classification groups comprised of seniors (90+ hours) and juniors (60-89.9 hours) will be able to select a room on Monday, April 16th beginning at 6:20pm. Mixed classification groups containing sophomores (30-59.9 hours) will be able to select a room on Monday, April 16th beginning at 7:45pm. Mixed classification groups containing freshmen (29.9 or less hours) will be able to select a room on Tuesday, April 17th at 6:45pm.

A sample timeline of Room Selection nights is below. **Please note that this is a sample** – the number of groups we have during Room Selection for each classification is determined by the number of eligible students. You will be able to log onto housing.berry.edu on April 12th after 6pm to see your exact Room Selection date and time.

Sample Timeline:

Monday, April 16

- Seniors (90+ hours)
 - Group 1: 5:30pm
 - Group 2: 5:40pm
 - Group 3: 5:50pm
- Mixed Classification Groups: Seniors (90+ hours) and Juniors (60-89.9 hours): Opens at 6:20pm
- Juniors (60-89.9 hours)
 - Group 4: 6:40pm
 - Group 5: 6:50pm
 - Group 6: 7:00pm
 - Group 7: 7:10pm
 - Group 8: 7:20pm
 - Group 9: 7:30pm
- Mixed Classification Groups Containing Seniors (90+Hours), Juniors (60-89.9 hours) and Sophomores (30-59.9 hours): Opens at 7:45pm

Tuesday, April 17

- Sophomores (30-59.8 hours)
 - Group 1: 5:30pm
 - Group 2: 5:40pm
 - Group 3: 5:50pm
 - Group 4: 6:00pm
 - Group 5: 6:10pm
 - Group 6: 6:20pm
 - Group 7: 6:30pm
- Mixed Classification Groups: Seniors (90+hours), Juniors (60-89.9 hours), Sophomores (30-59.9 hours) and Freshmen (Less than 30 completed hours): Opens at 6:45pm

Wednesday, April 18

- Freshmen (Less than 30 completed hours)
 - Group 8: 5:30pm
 - Group 9: 5:40pm
 - Group 10: 5:50pm
 - Group 11: 6:00pm
 - Group 12: 6:10pm
 - Group 13: 6:20pm
 - Group 14: 6:30pm

10. *When do I select if the person I want to live with is the same classification as I am? (For example, if you are a junior who wants to live with a junior)*

The person with the most completed hours and earliest selection window can request their roommate when they become eligible. Here is an example using the sample timeline above:

If Roommate A is eligible to participate in Room Selection during the Junior Group 5 time (6:50pm) and they want to live with Roommate B who becomes eligible during the Junior Group 8 time, Roommate A can log on at 6:50pm, find their room of interest and select Roommate B as their roommate.

11. *How do I apply to live off campus as a senior?*

The decision as to whether or not seniors are permitted to live off campus is made on a year-to-year basis and is determined by enrollment projections. No exceptions will be offered to the four-year live on requirement in 2018-2019 as current projections indicate our ability to house all students on campus.

Online Room Selection Process Questions

12. Can I make a change to my housing after I have selected my room?

No. Once you select your room and roommate, you cannot make changes in the system. However, you will be able to complete a waitlist for a new assignment. The waitlist is referenced throughout the summer as spaces open due to varying reasons. The waitlist is prioritized in completed credit hour order. A link to the waitlist will be sent to all students after the Room Selection Process.

13. If my roommate or suitemate's selection number does not fall within the same selection window as mine, whose window do we use?

See FAQ #9.

14. Why are there some spaces I cannot select?

Some spaces are closed due to various reasons (e.g. held for incoming students, RA rooms, accommodation needs, etc.). There may be other spaces from which your gender and/or classification exclude you. For example, the system will not allow a female to select a room on a male hall nor would it allow someone classified as a freshman to select a suite in Centennial Hall. You are only eligible to select rooms that display a reserve button.

Please note: In order to reserve a suite in Centennial, all residents must have junior hours as of December 2017. No one will be permitted to reserve or be chosen as a suitemate for a Centennial suite that is not classified as a junior during room selection. Spring 2018 anticipated hours do not count toward this requirement.

15. I am trying to type in the name of the roommate I want to request, but their name is not showing up.

Make sure you have spelled that person's name correctly, and you are not using any nicknames. The system will only generate someone's legal name. If that person is an incoming new student, please see FAQ #18.

16. When I type in the name of the roommate I would like to request, their name shows up but I am not able to select them.

There are two possible reasons for this:

- 1) The roommate you are requesting did not complete the eligibility requirements to participate in Room Selection, which means you cannot select them as your roommate and they will be assigned this summer based on availability.
- 2) The person you are requesting has already been requested by someone else, in which case you will need to select another roommate.

17. Will my requested roommate be notified when I request them?

Yes. If they are logged into housing.berry.edu at the time of your request, they will receive a pop-up window requiring them to accept or decline your request. Requested roommates will also receive an email (regardless of whether or not they are logged onto housing.berry.edu). Once someone receives a roommate request, they have 1 hour to respond.

18. What if someone declines my roommate request or doesn't respond in the designated amount of time?

Both of you will be removed from the room in which you requested this roommate and both will have to select another room based on availability at that time.

19. Can I select an incoming freshman or transfer student as a roommate?

No. The Room Selection Process is for current students and occurs in April every year. Incoming students (both freshmen and transfers) are assigned housing over the summer. However, you will be able to complete a waitlist for a new assignment and roommate after Room Selection, if desired. The waitlist is referenced throughout the summer as spaces open due to varying reasons. The waitlist is prioritized in completed credit hour order.

20. Can I choose to live in a room by myself without having a roommate?

Students may select a designated single room during the Room Selection Process if one is available during their selection window. These are the only rooms that may be selected individually. We do not allow a single student to live in a designated double room or suites alone.

As there are very few single rooms on campus, we recommend every student have multiple plans that include a roommate. You will not be able to select a room if you do not have a roommate unless it is a designated single.

21. How do I find a roommate?

There are several ways to go about finding a roommate. Residence Life recommends you let your RA know you are looking for a roommate as they may have heard from other students seeking a roommate and can help connect you. We also recommend utilizing the Bulletin Board function on Viking Web (Community Tab) and/or your class Facebook page as a way to reach out to fellow students. In addition to these methods, Residence Life will be providing several different information sessions hosted in residence halls which we will direct people to attend who are looking for a roommate.

March 26: Mountain Campus – 8:00pm (Friendship Commons); Morgan/Deerfield – 9:30pm (Deerfield Living Room)

March 27: Dana/TB – 8:00pm (2nd Dana Lobby); Alternative – 9:00pm (Centennial Lobby)

March 28: Morton/Lemley – 8:00pm (Lemley Lobby); Ford – 8:00pm (West Mary Lobby)

Residence Life will also host a Facebook live session in mid-March. The date and time will be shared soon.

22. Do I have to log out and log back on again if I am on housing.berry.edu when my selection window opens?

No.

23. What if I do not participate in Room Selection?

If you were eligible to participate in Room Selection and chose not to, the process will remain open until Thursday, April 19th at 12pm. You may go into the system until that time to select a room, but you must still have a roommate.

If you were ineligible to participate in Room Selection, you will be matched with a roommate after all incoming students have been assigned over the summer, and will receive housing assignment and roommate contact information at some point between June and mid-August.

24. *Is there a way to cheat the system?*

As with any process, with the right knowledge and creative thinking, it could be possible to dishonor this process. However, while we certainly hope no student would do that, we do have the ability to see how students are “moving” through the system. If we see a student dishonoring the process by attempting to “hold” a room or otherwise, we will remove that student from the process and will not make them eligible again until the next day when available rooms are more limited. We sincerely hope that dishonoring the process will not be an issue, but we are committed to making this process as fair as possible, so action will be taken if necessary.

25. *What if I cannot log in to participate in Room Selection when I become eligible due to a required class or athletic obligation?*

You don't have to log in at your exact time to participate in Room Selection; you have until Thursday, April 19th at 12pm to participate once your window of eligibility opens. However, we have a [proxy process](#) in place for those students who have a Berry academic or athletic **requirement** during their selection window. If you are not REQUIRED to miss your Room Selection window due to one of these two reasons, you will not be allowed to have a proxy.

This process allows you to appoint another student as your "proxy" for the selection process. A "proxy" has the authority to select a room on behalf of the student who cannot attend the process. The request form must be submitted by April 6th.

Designating a proxy is important, and the person selected should be one you trust (ex. your desired roommate). Your proxy is acting on your behalf in selecting your housing assignment for the 2018-2019 academic year. Please provide your proxy with multiple options should your first choice be taken when your proxy is able to select your room. Please note that most of the Room Selection Process is happening online and in real-time, so we strongly encourage you to make arrangements to participate online if you are able to. The online Room Selection Process should take less than 10 minutes to complete.

Your proxy will go to the Krannert Lobby during your selection window to select a room on your behalf. IT IS YOUR RESPONSIBILITY TO PROVIDE YOUR ROOM SELECTION DATE AND TIME TO YOUR PROXY and to communicate room/suitemate preferences.

A proxy may not select multiple rooms at a time. If you are not rooming with your proxy, then the proxy will go through the process for themselves online and will act on your behalf separately in person.