

## FAQ- Room Selection Information- Fall 2023

Below is helpful information to keep in mind for all continuing students who have submitted the housing deposit and completed the license agreement by **March 15<sup>th</sup>, 2023**. Your specific selection date and time will be sent to your purchase e-mail account one day prior to your selection.

- **Students who miss the March 15<sup>th</sup> deadline cannot take part in the room selection process.** This also includes other students trying to pull them into a space or save space for them. Late deposits will be assigned over the summer and based on what is available.
- **If you will be selecting with a group, you should make sure you are in the SAME SELECTION.** Everyone will get an e-mail stating if they were taking part in GENDER INCLUSIVE or SAME GENDER selection. If your selection type doesn't match the group, you will not be able to select together. Changes during room selection may not be possible.
- Room selection is based on **completed credits** and not credits in progress. You will receive a specific day and time to select based on your class status (Freshman, Sophomore, etc.) and your completed credits. Selection times will be sent out 24 hours prior to your selection date.
- **If our office sees or receives information that students are trying to hold spaces by harassing other students not to pick a space, the students harassing will be removed from the selected space and assigned to housing after the housing selection period has ended. The Office of Residential & Student Life has no tolerance for any "saving rooms", bullying or harassing any student.**
- If you are matched up with other students, remember that it will go by **lowest credit**. If you have enough credits to select housing during the Senior selection days and a desired roommate only has enough credits to select during the Junior selection dates, you will not be able to select until the Junior housing selection date. *You can remove the person you are matched with at any time.* It's your choice on selecting on the day you qualify for or waiting for a friend with lower credits and selecting with them at a later time. If you select without them, you are taking a chance on the other spaces in the apartment/room filling up with other students. **You cannot save or hold spaces for friends with a later selection time. All selections are final.**
- If a student with a lower amount of credits gets pulled into a room before they are eligible to select they will be removed from the room, receive an e-mail about the removal, and added back into the selection for the correct day they are supposed to choose.

- **Just because you are matched with a friend does not guarantee you will be living together.** Until you receive a confirmation e-mail sent to your purchase account that your housing selection has been made, you have not secured a room. You can also view your housing assignment by logging onto your housing page for confirmation everything went through. **Reminder, if you select on a date that another student in your group is not eligible, the system will not pull that student in or save a space for them.**
- When students are matched in a group and all students qualify to select, **one person can log in and select for the entire group.** Make sure you are all in agreement as assignments are final. This means if you are matched with a friend and they select an Outback double, you will now be assigned to the other side of that double.
- **Your selection is final.** Be very careful prior to confirming the room you are selecting. We are unable to make changes during a live selection. If you select the wrong apartment, that is your final selection. Make sure you select the correct bedroom within the room/apartment. Some places have singles and doubles within them. **Your fall room selection is not confirmed until you receive an e-mail confirmation.** If you have more credits than your friends and are selecting on Day 1 and the other spaces within the apartment fill up with other students, **we will not remove your assignment so you can select on a different day.**
- **Room changes can be submitted through your MyHousing portal, but will not be looked at until after the semester has ended.** The waiting list will not open until **April 7<sup>th</sup>, 2023.** We have included directions below on how to use the waiting list
  - Go to **[www.purchase.edu/portal](http://www.purchase.edu/portal)**
  - Click on **[myHeliotrope](#)**
  - Sign in using your email & password
  - A screen overview will open up- Click the **MORE TASKS drop down button** on the top right of the screen
  - You will see an option for **Fall 2023 housing waiting list**, click on the button, select the Fall 2022 term
  - In the comment section please only type your requested **HALL** and **ROOM TYPE**. *For example Commons – Double Room*
- If you log into your housing portal page **the day before** your housing selection, you will be able to view your housing selection date and time slot. It will state you are not set to participate in any upcoming selection **until the day before you are eligible.** Again, you may receive a time slot but if matched up with a student with lower credits you will not be able to select until they qualify.
- **You are assigned a specific time during the selection.** Just because the selection begins at 9:30am does not mean you can select at 9:30am. You will see a specific time within the selection day that is your selection time. Times will be randomized for the students who qualify for selection that day. Times will be staggered which gives students time to select a room without too many people being live in the system. You cannot make a selection until your time slot, **if you log in at 9:30am but were scheduled a 2:05 pm time slot, you cannot select until 2:05pm.**

- If you miss your time slot, you can still log in up until 11:59 pm to make a selection. At 11:59 pm, the selection will close for the day. You may be waiting to select at a later date with a friend which is fine. You will receive an e-mail if you missed your selection date informing you that you have been added to the next selection date. No selections can take place on off days.
- **Max group number for the apartments is six (Commons) or 4 in (Alumni, Olde, Commons)**
- **Max group number in res halls is 4 (Wayback), 2 (Outback), 2-3 (Fort).**
- We will send out an occupancy report out to the students on the day following each selection date. This will allow you to know what is still available so that you can plan your selection accordingly. For example the first occupancy report will be sent out on March 29th at the completion of the Senior selection. This will help prepare students for upcoming selections and also allow you to come up with a backup plan if it looks like your first choice may not be available by the time you select.

If you have any housing selection questions please contact us at 914-251-7040 or by e-mailing [RSL@purchase.edu](mailto:RSL@purchase.edu)

#### **Selection Dates:**

Tuesday, March 28: Senior Housing Selection (90 Completed Credits and above)  
 Thursday, March 30: Junior Housing Selection (60 Completed Credits thru 89)  
 Tuesday, March 04: Sophomore Housing Selection (30 Completed Credits thru 59)  
 Thursday, April 06: Freshmen Housing Selection (0 Completed Credits thru 29)

#### **Additional Information**

- If you are in need of a medical accommodation, you should reach out to the Office of Disability Resources to begin your application process ASAP. You can reach the ODR office by e-mailing [ODR@purchase.edu](mailto:ODR@purchase.edu)
- If you are in need to winter housing (PREP), you need to e-mail [RSL@purchase.edu](mailto:RSL@purchase.edu) PRIOR to room selection. There is an additional cost of about \$1,600 for winter housing (this number will be determined prior to housing selection). Winter housing is only offered in specific areas on campus. You must apply for winter housing prior to the room selection process.
- All living areas on campus remain open for Thanksgiving and Spring break although campus services (meal plan, dining locations, loop, etc. are not open or operating).
- Room selection is only for continuing students. New incoming students are assigned over the summer and cannot take part in the room selection process.

Thank you,  
 Office of Residential & Student Life