CENTRAL CONNECTICUT STATE UNIVERSITY
2019-2020 ROOM SELECTION
RETURNING STUDENTS

Where do you want to live?

Contact us
Mid-Campus Residence Hall- Room 118 - 860.832.1660 - reslife@ccsu.edu
Important Dates

Complete Housing application  
MARCH 1

Housing Deposit DUE  
MARCH 1

Group & Profile Creation  
MARCH 4

Room Selection  
APRIL 1

Summer Room Change Process  
JULY 1
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BASIC INFORMATION

1. All students who pay the **NON-REFUNDABLE HOUSING DEPOSIT** and submit an **ONLINE HOUSING APPLICATION** in **MYHOUSING** by the established deadline will be guaranteed a room for the 2019 – 2020 Academic Year.

2. All parts of the Room Selection Process will be online using **MYHOUSING**. (see page 8)

3. Every student will need to **SELECT A ROOM** for the 2019 – 2020 Academic year.
   
   That means you will need to do more than just pay the $250.00 non-refundable housing deposit.

4. All information about the Room Selection Process will be sent to your **CCSU E-MAIL ADDRESS**.
   
   Please make sure that you are checking your CCSU e-mail.

5. In order to select a room or suite you must **FILL IT TO CAPACITY**.

6. **SUMMER ROOM CHANGE**: Students will have the ability to change their housing assignment over the summer multiple times without contacting Residence Life if they choose!

7. Once you have selected a room for the 2019 – 2020 Academic Year, you and your entire roommate group will receive a **CONFIRMATION E-MAIL** from MyHousing. **IF YOU DO NOT** receive a confirmation e-mail it means that you have not selected a room.

8. This Room Selection Process is only open to students who lived on campus during the Spring 2019 Semester.

New students moving onto campus for the 2019 – 2020 academic year will select their rooms during the month of June.
THE ROOM SELECTION PROCESS CAN BE DIVIDED INTO 3 STEPS:

1. **Submission**
   - Submit the online housing application & pay the $250.00 non-refundable housing deposit.

2. **Profile/Group Creation**
   - Create your online profile & roommate group.

3. **Selection**
   - Select your room based on your group.
SUBMIT THE HOUSING APPLICATION & NON-REFUNDABLE HOUSING DEPOSIT DUE MARCH 1, 2019

- The first step in the process is to complete the ONLINE APPLICATION for housing and submit it along with the $250.00 HOUSING DEPOSIT.
- Students may complete the online housing application between FEBRUARY 1, 2019 and MARCH 1, 2019.

INSTRUCTIONS FOR COMPLETING THE ONLINE APPLICATION

- Navigate to the CCSU CentralPipeline page at www.ccsu.edu/pipeline.
- From the CentralPipeline home page, click on the WebCentral-Banner Web link and log in with your BlueNet account username and password.
- From the Home tab, select the Deposit Payments (Admissions, Room, Blue Chip, IELP) link.
- Select the term for the deposit from the drop-down list and click on the Select button.
- Select Room Deposit from the drop-down list and click on the Select button.
- Enter the amount if Blue Chip deposit, click Continue button.
- Select Payment Method drop-down menu and click on the Select button.

For eChecks: Select Electronic Check (checking/savings) from the Payment Method drop-down menu and click on the Select button.

Enter your Account Information, if desired, check Refund Option and Option to Save. Then click on the Continue button.

Verify your payment information, and click check box for I agree to the above terms and conditions. Then click on Submit Payment button.

For credit cards: (will be charged a 2.75%/$3 minimum service fee)
Select Credit Card via PayPath from the Payment Method drop-down menu and click on the Select button. Review Details and click on Continue to PayPath button. A new window will open up. In the new window, click on the Continue button. Review the service fee information and click on the Continue button. Enter your Account Information and click on the Continue button.

Verify your payment information, and click check box for I agree to the terms and conditions. Then click on Submit Payment button.

Set up your online student account. Information about how to set up your account can be found at: https://webapps.ccsu.edu/accounts.
MyHousing: Online housing application
- From the Student Central Pipeline page, log into WebCentral-Banner Web.
- Once you have logged into WebCentral-Banner Web click on the MyHousing and Meal Plans link.
- At the top of the screen click on the Application option and then click on the application you wish to complete.
- Sign the Occupancy Agreement and click on the Continue button.
- Complete the questions listed under Personal Information and click on the Continue button at the bottom of the page.
- Complete the Addresses/Emergency Contacts fields and click on the Continue button at the bottom of the page.

You may need to click on the Save This Contact button under each Emergency Contact Type before you can click on the Continue button.
- Select a meal plan and click on the Submit button.

Resident Students can select the following options: MP01, MP02, MP03, MP04
- You will see a message letting you know your housing application has been completed.

Students who are unable to pay the non-refundable housing deposit online may pay their deposit at the Bursar’s Office or mail a check or money order to the Bursar’s Office at:
Bursar’s Office, CCSU, 1615 Stanley Street, New Britain, CT 06050
Make the check or money order out to: CCSU.
Please make sure you write your student ID number and Housing Deposit on your check or money order.

IMPORTANT: If you do mail in the non-refundable housing deposit you MUST still complete an online housing application in order to receive housing.

Q: If I can select my own roommate why does the online application ask questions about my personal preferences?
A: In the event that your chosen roommate(s) ends up not living on campus for the 2019-2020 Academic year your answers will help you to be paired with a new student.

PLEASE NOTE: CCSU uses an ANNUAL HOUSING CONTRACT. That means when you pay your non-refundable housing deposit you are signing up for housing for both the Fall 2019 and Spring 2020 semesters.
CREATE PERSONAL PROFILE & GROUP

- A student can elect to not have their name show up in Advanced Roommate searching if they change their profile to private. To make your profile private in MyHousing select PERSONAL PREFERENCES.
- It is highly encouraged that all students create a personal profile.
- You can update your profile to provide other information about yourself, such as interests, links to social media profiles, and what you are looking for in a roommate(s).
- Under the MAKE PROFILE PRIVATE box, select YES and click on SUBMIT MY PERSONAL PROFILE.

PLEASE NOTE: If you send a roommate request to a student they will still be able to view your profile even if you have it marked private.
CREATE YOUR ROOMMATE GROUP BETWEEN
March 4, 2019 – March 29, 2019 and April 8, 2019 – May 15, 2019

Students identify roommates through MYHOUSING. When you invite a student to be your roommate, they get an automatic e-mail (sent to their CCSU e-mail account). If you choose to delete a roommate request, they will also get an e-mail. Keep in mind that in order to select a particular room or suite, you must fill it to capacity. All roommate requests must be mutual which means that your requested roommate must accept your request in order to be able to select a room. For those students interested in living in a suite, all suitemate requests must be mutual. Roommate requests can be changed multiple times. To assist with the group selection process, students are encouraged to create a personal profile in MYHOUSING. Information on how to create a personal profile can be found on PAGE 8.

It is STRONGLY encouraged that you and your roommate group have a BACK-UP PLAN in the event that your first choice of housing is not available. For example, if a group of six students is attempting to get into a suite in James but all six-person suites are taken, the group should plan to break down into three groups of two so that they could select available double rooms.

INSTRUCTIONS FOR SELECTING A ROOMMATE WHEN YOU KNOW WHO YOU WANT TO LIVE WITH

1. Log into MYHOUSING and place your mouse over the ROOM SELECTION MENU option on the Navigation Panel. A drop down menu should appear.
2. Select the ROOMMATE SELECTION option from the drop down (If the screen informs you that you are not eligible to submit a roommate request(s), PLEASE CALL OUR OFFICE for more information).
3. You can search for a roommate by filling in some or all of the form displayed on this page. (You do not need to fill in all fields. If your search yields more than 10 results, you will need to add in MORE INFORMATION to select your roommate).
4. If you received NO MATCHING STUDENTS WERE FOUND, it may mean one of the following:
   - You misspelled your desired roommate’s name.
   - You used a nickname for their actual name.
   - They are not eligible for room selection.
   - They are of the opposite gender.
ROOMMATE STATUSES
When you add a roommate, the student you requested will RECEIVE AN E-MAIL informing them that you have selected them as a roommate. Until that student selects “ACCEPTS YOUR REQUEST”, your roommate request will be marked as “DOES NOT MATCH”. You will need to wait for that student to accept your request to be marked as “MATCHES”. Thus, you will need to be communicating to all of your roommate(s) about requesting one another. Do not worry if you see that you receive a “DOES NOT MATCH”, especially if you are waiting for one of your roommates to log into MyHousing and request you in return. You will receive the “DOES NOT MATCH” message until you all request one another. When you log into MyHousing, you will be able to see which requests are still pending.

- If you accidently added a roommate in error, simply click the “REMOVE” button next to that student. He/she will be informed that they were removed as a requested roommate.

EXAMPLES OF A MATCHED VS. UNMATCHED ROOMMATE GROUPS
ADVANCED ROOMMATE SEARCHING

Students who do not have a roommate in mind can take advantage of the ADVANCED ROOMMATE SEARCH feature to help them find a possible roommate(s). This feature will allow students to search for possible roommates based on major, class year and several of the questions that all students filled out on the online housing application (e.g., preferred campus location, study habits, music tastes). In addition, each student can submit a brief profile that can be used to share more information about them.

- To utilize the Advanced Roommate Search feature all you need to do is CHECK OFF THE BOXES that best match what you are looking for and click “BEGIN SEARCH”. You will then be shown a list of students who matched your preferences along with their profile (if they set it up).
- If using the Advanced Roommate Search do not type anything in the name section under Basic Attributes.

From your search results, you then request an individual as a roommate and follow the same process for creating a matched roommate pair as stated earlier.

ADVANCED ROOMMATE SEARCHING

When using the Advanced Search feature sometimes less is more. If you are too specific in your search criteria, it may lead to you not receiving any matches. A better strategy is to start out by selecting a few attributes and then scanning those results to find a match.
Step Three: Select Your Room: April 1, 2019 – May 5, 2019

Room Selection In 4 Phases:

1. Single Room Selection April 1, 2019 – April 7, 2019
   • Allows a student to select a single room in either Barrows Hall, Mid-Campus Residence Hall, or Vance Hall.
   • NEW: This year students looking to live in a suite in Mid-Campus Residence Hall that is made up of two singles and a double may (but do not have to) form a roommate group and select into the suite provided that roommate group can fill rooms to capacity.
     -This means a roommate group of two could select each of the singles in the suite, while a roommate group of four could select both singles and the double room, and a roommate group of three would be able to select one of the single rooms and the double room.

2. Same Hall Same Room/Same Hall Same Suite April 8, 2019 – April 9, 2019
   • Allows students to select their current room/suite for the next academic year provided they can fill the room/suite to capacity. Students currently living in Seth North Hall or in a single room cannot utilize this process to select their current room. Students living in James Hall or Mid-Campus Residence Hall may remain in the same suite but move to a different room in the suite during this phase.
   • NEW: Students will NOT be issued a selection time for this phase, and will be able to select their current room/suite at any time during the phase.

3. Same Hall Different Room/Same Hall Different Suite April 11, 2019 – April 12, 2019
   • Will allow students to select a different room in their current hall for the next academic year provided they can fill the room/suite to capacity. Students currently living in Seth North Hall cannot utilize Same Hall/Different Room.
   • NEW: Students will NOT be issued a selection time for this phase, and will be able to select their current room/suite at any time during the phase.

4. General Selection April 16, 2019 – May 5, 2019
   • Will allow students to select any open room or suite on campus provided they can fill that room or suite to capacity.

Students will be issued a selection time based on the number of earned credits. All your selection information will be displayed in MYHOUSING under ROOM SELECTION.

• For students who form a roommate group for Single Room Selection, you will be issued a group selection time based on an average of earned credits of the group.
For ease of the process, it is recommended that the person with the earliest selection time chooses for your group. If that person is not available to make a room selection at their designated time, the group will have to wait until that person can login and make a selection for the group or the next best selection time in the group is activated. Room Selection Times are NOT TRANSFERABLE.

Your group will be eligible to participate in any of the room selection phases, provided that you have enough roommates for it. However, if there are no more rooms available in your selection phase, you will need to reconfigure your roommate group in order to participate in a different phase.

After you and your roommate group select a room/suite, you will not be able to select a room in a different phase.

Once your Room Selection has started, you can login at any time to see which rooms are still available. However, you will not be able to select a room until your room selection time is active.
ROOM BOOKING

When your selection time is active, you will be able to click on SELECT ROOM or SELECT SUITE to book it for the 2019 – 2020 Academic Year. You will then be taken to the ROOM BOOKING SCREEN.

The ROOM BOOKING SCREEN is where you will place yourself, and your roommates in the room/suite. Prior to performing this action you should have spoken with your roommates to determine who will be living with whom.

IMPORTANT INFORMATION TO KNOW ABOUT ROOM BOOKING

- You may not place the same student more than once.
- You may not leave a space empty.
- The bed number that a student is assigned to does not mean anything; it is simply how the system records how many students can be placed into a room.
- When booking students into James Hall or the Mid Campus Residence Hall you must select what room and bed each student will be assigned to.

Once you submit the room booking, you will NOT be able to go back and make any changes. At the end of the Room Selection process you will be able to log into MYHOUSING to view your housing assignment for the Fall semester.
SUMMER ROOM CHANGE PROCESS
JULY 1, 2019 – AUGUST 4, 2019
During the month of July, all students who selected a room during the Room Selection process will be able to change their housing assignment using MyHousing. Please remember that during the Summer Room Change Process, it is the individual that moves not the roommate group. Students may change their housing assignment multiple times during the summer if they wish.

FREQUENTLY ASKED QUESTIONS

Q: When will the bill for the non-refundable housing deposit show up on my account?
A: The non-refundable housing deposit will NOT show up as a part of your bill. Since it is a deposit, you must elect to pay it by logging into MyHousing and completing an online application.

Q: Can my parent/guardian pay the non-refundable housing deposit if they are an authorized payer?
A: No. In order to pay the non-refundable housing deposit you must log into MyHousing, and only the student has access to that site. If your parent/guardian will be paying the non-refundable housing deposit for you, it is suggested you log into MyHousing with your parent/guardian and fill out the online application; then when asked for payment information, your parent/guardian can enter it.

Q: Can I or my parent/guardian pay $250.00 on my e-bill to cover the cost of the non-refundable housing deposit?
A: No. Making a payment on your e-bill will not notify the Department of Residence Life that the non-refundable housing deposit has been submitted for you, and you will not be able to form a roommate group or select a room. The only ways to submit the non-refundable housing deposit are to make a payment online or bring or mail a check or money order to the Bursar’s office.

REMINDER: If you do mail in the non-refundable housing deposit to the Bursar’s office, you still must complete an online application to be eligible to choose a roommate group and select a room.

Q: Does my financial aid and/or a scholarship take care of the housing deposit?
A: No. It must be paid and all students must submit an online application to be eligible to choose a roommate group and select a room.

Q: What happens if you pay the non-refundable housing deposit after March 1st?
A: No student is able to join a roommate group or select a room until they have paid the $250.00 non-refundable housing deposit and submitted an online housing application. Students who pay the non-refundable housing deposit and complete an online housing application after March 1st may not be able to participate in all phases of Room Selection. Students who apply after May 17, 2019 will be assigned to a room by MyHousing and will not have the opportunity to select a room, but may change their housing assignment during the summer room change process.
CENTRAL CONNECTICUT STATE UNIVERSITY

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