

Overview

Each spring semester, the Residential Center conducts a housing selection process for returning students to select their room assignment for the upcoming academic year. This is a multi-step process that begins in February and concludes with the actual selection in late March. Students are given agency throughout the process to create their own roommate groups and then to select their housing assignment from a list of available options, all of which is done via the online Housing Portal.

Process Steps

1. Students review and sign the **2023-2024 Housing and Meal Plan Contract**. This is the official, legal agreement between the student and the University regarding living on campus. Students will also be required in the same application to update their emergency contact information.
2. Each student is placed into a **cluster** based upon their total credits completed as of January 22, 2023. This is used to help determine selection order in an equitable manner corresponding with class year.
 - a. If a student feels that their cluster assignment is incorrect, they may submit an appeal (along with documentation of correct credits) for the Residential Center to consider modifying their cluster.
 - b. The current cluster parameters are: Cluster 1 (76+ credits), Cluster 2 (46-75 credits), Cluster 3 (20-45 credits), Cluster 4 (0-19 credits). Spring 2023 courses that are still in progress are not counted toward cluster determination, as credit has not yet been received for those courses.
 - c. After completing the contract, each student will be randomly assigned to a **priority number** within their cluster. These numbers will be used to assign the order of housing selection.
3. After completing the contract, students will immediately be able to start **registering roommates**. To do so, the student requests their desired roommate(s) via a module in the Housing Portal. Each roommate must then log in to confirm the request, and all students within a group must have requested and confirmed each other.
 - a. Students may form groups of 2, 3, 4, or 5, or they are welcome to proceed without any roommates (individual).
 - b. Once roommate groups are finalized, individual student priority numbers within each group will be averaged to create their **group number**. This determines the selection order. Students who do not register roommates will retain their priority number as their group number.
4. Once roommate registration is complete, each group (or individual) will receive their official housing **selection date and time**, which is when they are able to log into the Housing Portal to choose their actual housing assignment.
 - a. At their assigned selection time, each group will have three minutes before the next group's time activates. This does not mean that they only have three minutes to select their assignment, but rather that during those three minutes, they have priority ahead of any other groups that fall later in the process. Students are encouraged to begin considering their options in advance of their selection time.
 - b. Upon logging into the Housing Portal at their selection date/time, students will be able to view available rooms in either of two formats: 1) from a list of options, and 2) from floor plans that show the positioning of the room within the building. Students can toggle between these formats as desired, and they are able to search/filter rooms by residence hall and floor.
 - c. Only *one* student from each group may log in to select the housing assignments for the entire group. If a group wants to split into different housing assignments (e.g. a 4-person group wants to assign two members to one suite and two members to another), they will be able to do so at their selection time – but still only one student must assign all group members to housing.
 - d. Once the group has successfully completed selection, each member of the group will receive an automated confirmation email with their room assignment. The Residential Center cannot make changes mid-process if a student accidentally selects a different room from what they intended.

Timeline

- February 6 – 24: Sign 2023-2024 Housing and Meal Plan Contract
- February 6 – March 3: Complete roommate registration
- February 14: Cluster appeals due (if applicable)
- February 27: Priority numbers sent to students who completed the contract
- March 9: Group numbers sent based on registered roommate groups
- March 20: Selection date/time sent to each group; Room availability visible in Housing Portal
- March 21 – 24: Housing Selection, part 1
- March 27 – 30: Housing Selection, part 2

Concurrent Processes

The Residential Center also conducts two concurrent processes that impact students' housing selection experiences:

- Resident Assistant (RA) recruitment and selection will be completed in mid-February, with RAs notified of their placements before the end of the roommate registration period. This allows students to reconfigure their roommate groups if a member leaves the group to become an RA. RAs and their roommates (if applicable) do not participate in the standard housing selection process but instead are assigned to pre-designated RA rooms.
- Defined Community (DC) selection will also be completed in mid-February. DCs are specific themed programs that provide an enhanced learning environment within specific residential areas. Students who apply for and are accepted into either of our two upperclass DCs (Emerging Leaders; Honors) will be placed into separate roommate registration and housing selection processes specific to each DC. Those students will select their housing assignments in early March.

Roommate Finder Resources

The Residential Center provides resources for students who do not have a roommate group but would like to find other students to form a group:

- As in past years, a Roommate Finder Board will be placed outside the Residential Center office (STU 320) where students can post if they are looking for a roommate, or groups can post if they need another member.
- The Residential Center will host multiple roommate finder social events, where students looking for a roommate can meet and get to know each other. These will take place throughout the roommate registration period in February, with more information and specific dates/times to be announced via social media and the website.

Housing Showcase

The Residential Center will host a Housing Showcase event, where students will be able to tour various room options across campus to help them better understand their options for housing selection. This will take place on March 8.

Gender Inclusive Housing

All residence halls on Bentley's campus are fully gender inclusive, meaning that any student can consensually choose to live with any other student regardless of gender identity. Bentley University is committed to creating an affirming community for trans, genderqueer, and gender non-conforming students. The Residential Center will work with students to find a housing situation that is affirming and supportive of each student's academic and personal wellbeing.

- Roommate groups with students of more than one gender identity will need to fill an entire suite or apartment when selecting housing (e.g. a 2-person group must select a 2-person suite or apartment).
- Roommate groups that cannot fill entire suites/apartments, or students looking for a gender inclusive space but do not have specific roommates in mind, will be able to select from pre-designated spaces that are available for students of any gender who are looking for a specifically queer affirming/allied living environment.

Medical & Religious Accommodations

Students in need of a housing or meal plan accommodation based on a medical diagnosis and/or religious/faith practice may request one using the online [Housing Accommodation Request Form](#). Students will be required to upload a letter from either their medical specialist or religious leader in support of their request.

- Requests will be reviewed by a committee comprised of staff from Disability Services, Health Center, Spiritual Life, Dining Services, and the Residential Center. If approved, students will be offered a housing option that meets their approved accommodation in advance of the standard housing selection dates.
- All accommodation requests are due by 4:30 p.m. on Friday, February 17.
- Requests received after the February 17 deadline will still be reviewed. However, housing options will be limited after the standard housing selection occurs, so some options may not be available for approved students who submit their accommodation request after the deadline.
- Much more information can be found on the [Residential Center website](#).

What's New for 2023-2024?

- The process timeline has been re-configured for the first time in many years, which provides a much longer period for students to sign the contract and register their roommates. This will allow students more time to coordinate their roommate groups, and it also allows for multiple roommate finder events to take place.
- Floor plan view for available rooms during selection is a new feature this year, which provides students with the choice of viewing availability as a list of options or on the floor plan as a visual layout.
- Pre-designated gender inclusive suites for students interested in a queer affirming/allied living environment are a new feature. While Bentley has offered gender inclusive housing across campus for many years, this will present an option for students who do not have a roommate group but are seeking this type of housing.

Resources

- All steps in the housing selection process are completed via the Housing Portal: www.bentley.edu/housingportal
- The Residential Center website contains information about the selection process: www.bentley.edu/housing
- Follow the Residential Center on Instagram for updates and reminders: @livingatbentley
- Students are encouraged to reach out to the Residential Center with any housing selection questions:
 - Phone: 781-891-2148
 - Email: housing@bentley.edu
 - The Residence Director for each area of campus can also answer questions from students in their building(s). Please visit the [website](#) for how to contact a specific Residence Director.