WELCOME TO THE FALL 2016 ROOM SELECTION PROCESS!

As you may have noticed, the Housing On-Line link has changed. We have switched over to a new system this year. To assist you in this transition, screen shots and examples have been provided for both the Group-Fill an Apartment and General/Individual Room Selection processes. Below is a Table of Contents to this 2016-2017 Room Selection Guide.

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SYSTEM REQUIREMENTS

Before logging in to the “Housing On-line” system, please verify the following system requirements:

1. Browser compatibility
   Supported Browsers (JavaScript must be enabled on the browser)
   - Chrome 16+ for PC or Mac
   - Firefox 8+ for PC or Mac
   - IE9.x, IE10.x, IE11.x for PC (with Compatibility Mode “Off”) NOT RECOMMENDED
   - Safari 5+ for Mac or iPad
   The recommended browser is Chrome. Internet Explorer (IE) will work, but is not recommended. Safari, Opera, and Internet Explorer browsers are NOT recommended and may cause you to experience technical difficulties.

2. This site uses pop-ups. Before logging in, please configure your browser or pop-up blocker software to allow for pop-ups from this specific site.

Updated 2/11/16
**Technical Difficulties:**

**If technical issues arise and the system is not available, updates will be posted on Housing On-Line**

If at any time you run into problems, please call 617-373-2814 (voice), 617-373-4019(TTY). Our staff will be available to assist you with any difficulties as quickly as possible. We are also accessible by e-mail at housing@neu.edu, but we highly recommend calling for a more immediate response.

*If you email or call during non-business hours, please do not expect a response until the next business day.*

**Selecting by Proxy:**

If you are unable to select at your scheduled time, and you would like a Housing & Residential Life staff member to select for you, please contact housing@neu.edu to obtain a proxy form. Proxy forms are due by February 19, 2016. Your housing will then be selected for you based on your preferences and what is available.
SELECTION GUIDE: GROUP – FILL AN APARTMENT

During the Group-Fill an Apartment selection days, you must plan to FILL all of the bedsplaces in the apartment. Students may need to expand/decrease their group size during the process in order to fill each space in their selected apartment.

For example: If you are in a roommate pair (2), you would not be able to select spaces in a six (6) person apartment unless you had four (4) other people to select with (2 + 4 = 6). Without adding those four (4) other people, your roommate pair (2) will ONLY see apartments/suites with a capacity of two (2) people.

Step 1: Navigate to the Housing Selection area of Housing On-line via myNEU

Please note: this section of Housing Online will not become available until February 10th

After logging into myNEU, click on the Self Service tab and then click on the “HOUSING ON-LINE” link in the lower right hand corner of the page under ROOM & BOARD.

However, in the meantime, please feel free to check out the other links that are available on Housing Online. There are links to the floor plans, information about the application process, and more. By clicking the “Status” link, you can view your Room Selection information such as your Room Selection number or your deposit information.

Be sure to check the Vacancy Report throughout the selection process to see real time updates about what bedsplaces are still available. This will help you prepare when it comes time to select! The Vacancy Report will go live during the week of February 15th.
Step 2: Open the “Book Fall 2016 Housing!” link.

A page similar to this will open.

Welcome to the Fall 2016 GROUP-FILL AN APARTMENT Housing Selection Process.

During the next few steps, you will be able to select your roommates (if applicable) and book your Fall 2016 term room assignment. You are required to "fill an apartment/suite" during this process. Filling an apartment/suite means that the every vacant bedspace in the apartment/suite needs to be booked by you during this process. Not sure what that means? Please review the example below.

Example: If the apartment/suite is designed for five people (example: Double A, Double B, and Single A) and two people are already booked to live in Double A for the Fall 2016 term, then there are three spaces left (two in Double B and one in Single A). This apartment/suite will only be available for you to book if you have added two roommates to this Housing Selection process. Additionally, because you selected three people total, you will not be able to see rooms with only one or two vacant bedspaces in them. To view those rooms, please remove a roommate and review the available options.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester 2016</td>
<td>09/07/2016</td>
<td>12/16/2016</td>
</tr>
</tbody>
</table>

Choose your intended Fall 2016 Roommate:

This is your opportunity to add roommates to your booking. You will need your friend(s) Northeastern University ID and Roommate Group PIN to include them in the booking. Please make sure you have these before you begin. Your potential roommate will need to have an active Fall 2016 Housing Application and cannot be already booked for the Fall 2016 semester.

Click the green "Add" button to start the process. Enter in their NUID and then Roommate Group PIN. Click "Select" to save your choice.

On the next page, please remember to scroll down and click "SUBMIT FALL HOUSING BOOKING" to submit your selections when you have reached the end of this process!
**Step 3: If applicable, add your roommate(s)**

To add/delete a roommate:

1. To add, click the green plus symbol

   ![Roommate](image)

2. Input your roommate’s Northeastern University identification (NUID) number and click “Search”.

   ![Roommate Search Criteria](image)

3. Then, input their Roommate Group Pin. Their Roommate Group Pin was e-mailed to them on February 1\textsuperscript{st} and can also be found by clicking on the “Status” link to the right of the “Fall 2016 Housing Application” link. It is highly recommended that you compile all of this information ahead of time.

   ![Roommate Search Criteria](image)

4. Click “Select”

5. Repeat steps 1-4 to add more roommates. You may add up to seven (7) roommates.

   ![Roommate](image)

6. To delete a roommate click the red x

   ![Roommate](image)

7. When you are satisfied with your roommate choices, click “Next”. You will be able to come back to this screen to adjust your roommate choices if necessary.

   TIPS FOR SUCCESS

   - You may only select students who have a lottery number and an active application (not cancelled).
   - The total number of people you select will limit your search to apartments/suites with that capacity. If you select four (4) roommates, then your group size is five (5) and you will ONLY apartments/suites that have a total capacity of five (5).
   - Unless you and your roommate(s) are participating in the Gender Neutral room selection process and have already signed your Gender Neutral Agreement (deadline is 2/19/16), you may only select students of the same gender. If you do not sign the Gender Neutral Agreement by February 19\textsuperscript{th}, but wish to participate in the process, you will have to wait until after March 21\textsuperscript{st}.

Updated 2/11/16
Step 4: Navigate to the apartment/suite you wish to fill

NOTE: The rooms listed in this document do NOT accurately reflect the rooms that will be available during the Group Selection –Fill and Apartment selection days.

YOUR SELECTION WILL NOT BE FINALIZED UNTIL YOU SCROLL DOWN AND CLICK "SUBMIT FALL HOUSING BOOKING"

To navigate to the room you would like to view, use the “tree” view on the left hand side and select the building you would like to see. In this example, the student selected four (4) additional roommates, meaning that they are looking for an apartment/suite for five (5) people. In this case, the only building with apartments for five (5) people is Davenport Commons A. Clicking the black arrow in the left hand tree will expand the view and allow you to see how many five (5) person apartments are available on each floor.

Click on the floor you would like to book you and your four (4) roommates into. Now click on the black arrow to view the specific bedsapces in the apartment/suite. To view the details of a specific bed space, click on the link associated with each bed space. Some bedsapces have notes about the rooms, such as if it is a Leased Property, a first floor apartment, an apartment with a tub in it, etc. These notes are found in the “Use 1” and “Use 2” fields.

Updated 2/11/16
In this example, DVA-0312B1 is an Enhanced Double Bedroom. There are no additional notes in the “Use 1” and “Use 2” fields. The rate listed is the Fall 2015 rate; this is expected to increase in Fall 2016. The updated rates will be available in late Spring 2016.

Let’s say this student did not want to live in Davenport A. In this example, this is the only place the student and their four (4) roommates could live. To explore other options, the student would have to modify their roommate list by subtracting a roommate (or more) or adding a roommate (or more). In this example, the student choose to delete a roommate. To do this, they had to scroll to the bottom and click “Previous” to go back to the previous screen. Then, they deleted a roommate and clicked “Next”. The following image shows the four (4) person apartments/suites that now became available for them to view.

The student decides to explore their options.

The student decides to check out room 0626 in West Village F. In West Village F room 0626, there are four (4) bedspaces available, but there is someone else occupying room 0626A1 in this five (5) person apartment. If the Occupied note says “Closed” this means that a Resident Assistant will be living in this room. If the Occupied link is clickable, this means that another student has already booked that space in a previous selection day. You can see the person’s birthday and major by clicking on the link associated with them.

NOTE: This is the FALL 2015 rate and is expected to increase!!

Updated 2/11/16
EXAMPLE: RESIDENT ASSISTANT IN ROOM

EXAMPLE: Another student is already booked into this specific bedspace. The apartment/suite has a total occupancy of three (3), but there are only two (2) bedspaces remaining.

The student decides to check out the Leased Property (LP) option that is available. After clicking through the available bedspaces, they find out that this apartment is two double bedrooms on the first floor of a leased property.

Leased Properties are on-campus housing options in Boston apartments. Leased Properties are not proctored buildings and do not have Husky Cable or ResNet, but internet and cable can be set up through an outside provider. If you live in a Leased Property, you will be given a $100 credit on your student account in the sixth week of the term to assist you with cost related to cable TV and internet. Similar to an off-campus apartment, Leased Properties do not have locks on the individual bedroom doors.

EXAMPLE: LEASED PROPERTY
Step 5: Lock the apartment/suite and assign bedspaces to you and your roommate(s)

Let’s select an apartment with “Standard” rate rooms in Rubenstein Hall. There is only one apartment available for the four (4) people at this time. The 0304A2 room has a fire escape and may have lofted beds. Please note: When adding your roommates to Bedspaces the letter at the end designates rooms inside an apartment. For example, students listed in A1 and A2 would be in a room together and B1 and B2 would be in the other bedroom in the apartment.

To lock the apartment and temporarily reserve the room, click the . This will lock in the room for 10 minutes and no one else will be able to select the room. A timer will start.

Select which roommates will be placed into which bed space by using the dropdown menu. You may release the lock and try to book another room if you would like. You may also go back and adjust your roommates by clicking .

YOUR SELECTION WILL NOT BE FINALIZED UNTIL YOU SCROLL DOWN AND CLICK “SUBMIT FALL HOUSING BOOKING”

Please note, the rates listed are for 2015-2016 and are expected to increase in 2016-2017. These rates will be published late Spring 2016.
Step 6: Make Fall 2016 Housing Booking: Scroll down to the end of the page, click “Submit Fall Housing Booking”

Step 7: Receive confirmation e-mail in your Husky e-mail

A confirmation e-mail similar to the one below will be sent to all students booked during the selection process. You can also view your room bookings through Housing Online.

Your Fall 2016 Housing has been booked!

Summary of your booking:
Room details:
Rubenstein Hall
RUB-0304A1
Double Bedroom Standard – RUB
09/07/2016 - 12/16/2016
$4512.00 Term

Please note: This rate reflects the 2015-2016 rate and is expected to increase. The approved rates for 2016-2017 will be available in late Spring 2016.

Roommate details:

<table>
<thead>
<tr>
<th>Bed Space</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUB-0304A2</td>
<td>Roommate #1</td>
</tr>
<tr>
<td>RUB-0304B1</td>
<td>Roommate #2</td>
</tr>
<tr>
<td>RUB-0304B2</td>
<td>Roommate #3</td>
</tr>
</tbody>
</table>

Dining Services:
When living in a meal-plan-required building (East Village or International Village), Dining Services will automatically place students on a 15-meals-per-week-plan. To select another meal plan, please e-mail huskycard@neu.edu. More information about Dining Services is available on their website.

Questions? Please call Housing and Residential Life at 617-373-2814.

Sincerely,

Housing and Residential Life
4 Speare Commons
Boston, MA 02115
www.northeastern.edu/housing
Voice: 617-373-2814
Toll Free: 800-240-7666
Fax: 617-373-8794
E-mail: housing@neu.edu
Step 1: Navigate to the Housing Selection area of Housing Online

See Step 1 in the Group-Fill an Apartment instructions

Step 2: Open the “Book Fall 2016 Housing!” link.

See Step 2 in the Group-Fill an Apartment instructions

Step 3: If applicable, add your roommate(s)

See Step 3 in the Group-Fill an Apartment instructions

Step 4: Navigate to the apartment/suite you wish to book

This is where General/Individual Selection differs from Group-Fill an Apartment. In this example, the student listed three (3) roommates. In the Group-Fill an Apartment process, this student only saw apartments/suites with four (4) open bedspaces. During the General/Individual selection, the student can see all apartment/suites with AT LEAST four (4) vacant bedspaces. The student could choose to book the six (6) person apartment in DVA-0134 by clicking the lock button. This would leave two (2) vacant bedspaces for other Northeastern students participating in the Room Selection Process.

Step 5: Lock the apartment/suite and assign bedspaces to you and your roommate(s)

In this example, DVA-0134D1 and DVA-0134D2 are being left open for another roommate pair to select later on.

Step 6: Make Fall 2016 Housing Booking: Scroll down to the end of the page, click “Submit Fall Housing Booking”

Step 7: Receive confirmation e-mail in your Husky e-mail

See Step 7 in the Group-Fill an Apartment instructions
Frequently Asked Questions

- What's the difference between “Group Selection - Fill an Apartment” and “General/Individual Selection”?
  - During Group Selection – Fill an Apartment, you are required to fill every bed space in the apartment/suite. If there are six (6) open bedspaces in the apartment/suite, you will need yourself and five (5) other eligible students to view the apartment/suite in the software and then book it. During General/Individual Selection, you do not need to book every bed space within an apartment/suite. If you only have one roommate, you or your roommate may book the two of you into two bedspaces that are open within an apartment/suite. Group Selection – Fill an Apartment happens prior to General/Individual Selection, therefore the majority of rooms are booked during the Group process.

- Where can I see the floor plans?
  - Open Housing Online; links to the floor plans can be found there.

- How do I select a room?
  - On the left hand side, under "Search available rooms by Building", click the building that you would like to live in. This will show all of the available apartments/suites in that building in the right hand side. If you would like, you can narrow your choices down by the floor as well.
  - View the available apartment/suites. To see the bedspaces within the apartment/suite, select the "black arrow" to expand the apartment/suite details.
  - All of the bedspaces within an apartment/suite will be listed. Some rooms may be occupied. The occupied rooms will be under the Occupied section. Clicking on the word "Occupied" will show you a few details about the person. “Closed” means that a Resident Assistant will be living there.
  - If you would like to lock that apartment/suite for you or your group, click the "lock" image next to the apartment/suite.
  - If applicable, assign your roommates to bedspaces.
  - Scroll down to the bottom and click "COMPLETE FALL HOUSING BOOKING".

- I can't find the room I was hoping to book
  - There is a chance that it has already been booked. Please try to book your next room choice.

- I'm trying to fill an apartment, are there any other rooms available?
  - You are required to "fill an apartment/suite". That means that if you are trying to book a bed space for only yourself, you will only see apartments/suites that have one bed space available in them. If you selected two roommates, you will only be able to see the rooms with three vacancies in them (one space for you and the other two for your roommates). You may be able to see more availability by adjusting the number of roommates on the previous page of this process.

- Why can't I select a certain roommate? Please make sure that the answer is "yes" to the following:
  - Check the NUID and Roommate Group Pin, are they correct? Every person has their own unique group pin and it is case sensitive!
  - Does your roommate have a Room Selection Number? If no, they cannot be booked.
- Has your roommate paid their deposit? If they have not paid yet, you will not be able to book them. Please have them pay their deposit and call us once they have done so. We can then help activate their Room Selection number so you can book them!

- GENDER NEUTRAL: Has your roommate signed the GNH Agreement? If no, the deadline to do so was February 19th. If they missed the February 19th deadline, they cannot be pulled into GNH until after the 2016-2017 Housing Selection Process is complete, in early April.

- What does "LP" mean?
  - "LP" stands for Leased Property. Leased Properties are on-campus housing options in Boston apartments. Leased Properties are not proctored buildings and do not have Husky Cable or ResNet, but internet and cable can be set up through an outside provider. If you live in a Leased Property, you will be given a $100 credit on your student account in the sixth week of the term to assist you with cost related to cable TV and internet. Similar to an off-campus apartment, Leased Properties do not have locks on the individual bedroom doors.

- How can I find a studio single (Total capacity = 1 person)?
  - Studio singles are extremely limited. During the Group-Fill an Apartment Selection, if you do not add any roommates, you will see all apartments/suites with a capacity of one (1) and you will be able to "fill" the apartment by yourself. During General-Individual Selection, you will see all of the apartments/suites with at least one vacant bed space. To find the studio singles, you will have to click on each apartment/suite and read the details of every bed space. If your Room Selection number is < 604 and you are selecting on Monday, February 22nd, you will be participating in the General-Individual Selection process.

- How can I tell if there is a Resident Assistant (RA) in my room?
  - If you click on an apartment and find that there is a bed space that is Occupied and says "Closed 09/07/2016-12/16/2016", this means that bed space is being held for a Resident Assistant.

- How does Honors housing selection work?
  - If you are in the Honors program, you will be able to select from Honors rooms. Your roommates must be Honors students. If they are not Honors students, Housing Services will un-book the non-Honors student’s room and send a notification. The non-Honors student will have to select a different room.

- How does Gender Neutral housing selection work?
  - Students had the opportunity to identify their interest in Gender Neutral housing on their application. If you indicated "yes" and are still interested in Gender Neutral housing, you will have to sign the Gender Neutral Agreement through your Housing Online portal by February 19th. Once this agreement is signed, you will have access to the Gender Neutral rooms. Your roommate(s) must also sign the Gender Neutral agreement. Only students who have signed the agreement are eligible to be added as a roommate.

Only the Gender Neutral "U" rooms will be available for selection.
Should you decide that you no longer wish to participate in Gender Neutral housing, you may retract your agreement through Housing Online. Please note, you will not be able to reverse this decision. If you do not sign the Gender Neutral Agreement by February 19th or cancel your agreement during the selection process, but wish to participate in the process, you will have to wait until after March 21st.

- Do I have to be 21+ years old to live in West Village H? Do all of my roommates have to be 21+?
  - YES! If we find that you are not 21+ by 9/1/2016, Housing Services will un-book your room and send you a notification that we have done that. You will have to select a different room.

- Other questions?
  - Please call us at 617-373-2814