

WILLIAM CAREY UNIVERSITY
OFFICE OF RESIDENCE LIFE AND HOUSING
New Resident Housing Application Process

We are proud to offer you ownership of your room reservation processes through the online MyHousing Portal (THDSS). **There are 3 Phase to the application process.** All phases may be completed through THDSS MyHousing. **To make your housing selections, login to THDSS MyHousing through your Indigo Portal by clicking on “Manage MyHousing”.**

Housing Application Phases for New Residents																	
PHASE 1	<p>Application Opening and Deadline: Prospective residents/applicants applying for housing for the upcoming academic year may begin the application process on January 1st. Applicants for the fall term are highly encouraged to apply by August 1st to prevent delays in processing or conflicts with early arrival schedules.</p> <p>Phase 1a: Read and sign the Housing Agreement & answer application questions</p> <p>1b. Make Mention of your Living Preferences</p> <p>1c. Select a Meal Plan All students living on campus are required to have a meal plan. Therefore, meal plan selections are made during the application process. You will have 1 more opportunity to change your meal plan via the Meal Plan Selection tab beginning June 1st until 12 noon on the Friday of the first week of classes for the term. Only one adjustment per term may be made. Note: The 5 Meal Plan option is not available for selection through THDSS.</p> <p>1d. Submit Housing Prepayment A housing application is required in order to live on campus, and a \$150 prepayment is required to confirm your room reservation. After successful submission of your application you will receive an email confirmation.</p>																
PHASE 2	<p>Phase 2: Roommate Selection Selection Times: Choose any time after successful completion of the Housing Application and Agreement, before room selection period opens. See Phase 3 for Room Selection timeframes.</p> <p>Choose your roommate and, if applicable, suitemates. This process opens for you as soon as your application and prepayment are successfully received. <u>Make your choice(s) before the room selection period opens!</u> Note: Person(s) of interest must have completed application and housing prepayment on file. <i>Option 1:</i> Use Simple Search feature to look-up choices by name. <i>Option 2:</i> Use the Advanced Search tool to find a compatible person based on responses to application questions that you deem important. <i>Option 3:</i> If you did not choose a roommate, you will be auto-paired with someone before the room selection process opens.</p>																
Phase 3	<p>Phase 3: Room Selection For this step, you will be given a priority number and your selection time will be auto-assigned based on the date your housing prepayment was received. During designated selection periods, you may make your living selection from any open living space in buildings assigned for your gender. Make sure you are aware of roommate rules for placement by reading the additional details. Note: <i>Penton Apartments are not available to new/transfer students.</i></p> <table border="1"> <thead> <tr> <th>Trimester</th><th>Application & Prepayment Deadline</th><th>Room Selection Period</th></tr> </thead> <tbody> <tr> <td>Fall</td><td>Received by May 14th Received May 15- June 14th Received June 15th or later</td><td>May 15th – June 1st June 15th-July 1st July 15th- start of term</td></tr> <tr> <td>Winter</td><td>All applications will be processed in the order in which they are received.</td><td>September 15th - start of term</td></tr> <tr> <td>Spring</td><td>All applications will be processed in the order in which they are received.</td><td>December 1st - start of term</td></tr> <tr> <td>Summer</td><td>All applications will be processed in the order in which they are received.</td><td>April 15th - start of term</td></tr> </tbody> </table>		Trimester	Application & Prepayment Deadline	Room Selection Period	Fall	Received by May 14 th Received May 15- June 14 th Received June 15 th or later	May 15 th – June 1 st June 15 th -July 1 st July 15 th - start of term	Winter	All applications will be processed in the order in which they are received.	September 15 th - start of term	Spring	All applications will be processed in the order in which they are received.	December 1 st - start of term	Summer	All applications will be processed in the order in which they are received.	April 15 th - start of term
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Other Options	<p>Waiting Lists for private rooms will be open from May 1-August 15. Room consolidation period is July 15-25. Assignments and/or roommate pairings may change during this time. Room/Roommate Change requests will be honored as spacing and time permits during the consolidation period. Little to no changes will be made once Check-In and/or Early Arrival periods begin. Check THDSS for more details.</p> <p style="text-align: center;"><i>Take time to navigate the THDSS system and be well informed prior to the opening of selection processes.</i></p>																

Phase 1a APPLICATION ADDITIONAL DETAILS:

Phase 1a: Complete the New Resident Housing Application

You must have a completed housing application and housing agreement submitted through THDSS MyHousing no later than the stated deadline to participate in roommate and room selection. *All full-time students are required to reside in on-campus housing unless you are age 21 before or during the term, living at home with your parents within a 50-mile radius from WCU, you are married, or you have dependent children who live with you.

*If you do not meet the automatic approval reasons listed above but still want to request off-campus housing, you must provide detailed reasons on your Application to Live Off Campus. Your approval or denial to live off campus is determined through our office by the Director of Housing. As a reminder, if you are denied off campus approval, you should complete Phase 1a and continue with the rest of the application process. If you are denied off campus approval and you do not participate in roommate and room selection for yourself as outlined, you will be automatically assigned a room based upon spaces remaining after the room selection window closes.

1c. Meal Plan Selection: All students living on campus are required to have a meal plan.

If you don't choose a plan by the close of the selection period, you will be auto-assigned a 12 Meal Plan. The 5 Meal Plan option is not available for selection through THDSS.

There will be one more opportunity to change your meal plan via the Meal Plan Selection tab, beginning August 1st until 12 noon on the Friday of the first week of classes for the term. **Only one adjustment per term may be made. Choose wisely. There will be a \$25 administrative fee for any overrides that have to be made manually in our office.**




Meal Plan Exemptions may be granted to those student teaching, in the last term of nursing school, or with special medical needs. Please contact our office for more details.

1d. Submit Housing Prepayment

- The Housing Prepayment is required submission of this application.
- You will be directed to our secure payment vendor's website (Official Payments) to make your payment.
- **When you SUBMIT your payment be sure to COMPLETE the process by clicking on the CONTINUE button on the receipt screen.**

This very important step allows us to see your payment information automatically. If you don't click the continue button, your payment will still be received, but it may take 24-48 hours for the information to be exported to the MyHousing (THDSS) system.





William Carey University
Housing Prepayment

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > **COMPLETE**

Your payment has been completed successfully. Thank you.

Please click continue.

PRINT

Continue

Confirmation Number	Date & Time
40026640	Friday, March 22, 2019 09:51AM CT

Payment Method	Amount
VISA Ending in 1111	\$150.00

Account Information	Name	John Smith
Street Address	123 Main Street	
City	Anywhere	
State	MS	
Zip code	12345	
Country	United States	
Daytime phone	555-555-1212	
Email	testabc@grambling.edu	

Those who are registered as a full-time student, who do not qualify to live off campus, and did not participate in selection processes as outlined, will automatically be assigned to Bass, Polk or Bryant Halls after the selection window closes. A \$100 administrative fee will be assessed for processing.

Phase 2 ROOMMATE SELECTION ADDITIONAL DETAILS:

Choose your roommate, and if applicable, suitemates.

You MUST choose your roommate before choosing your room. This will allow for placement that fills each room. As soon as you have completed the New Resident Application and Housing Agreement, you will qualify to participate in the roommate selection process.

Make your choice(s) and CONFIRM requests before the room selection period opens to avoid delays/restrictions in selecting a room! You can choose up to 3 roommate requests, to create a 4-person group to fill a suite in Braswell, Byrd, Ross or Johnson.

Option 1: Use Simple Search feature to look-up choices by name

Option2: Use the Advanced Search tool to find a new compatible friend based on responses to application questions that are important to you.

Option 3: If you did not choose a roommate, you will be auto-paired with someone before the room selection process opens.

Note: Person(s) of interest must have completed the current New Resident Application and Housing Agreement on file. If you are requesting to room with a current resident, contact us at housing@wmcarey.edu with details.

Phase 3-ROOM SELECTION ADDITIONAL DETAILS

- **Participate in Room Selection for all available rooms.** If you have a matched roommate, you may fill a room, or if you do not have a matched roommate, you may fill a bed space within a room at a building of your choice.
- You will only have the option to choose a living space in buildings that are designated for your gender.
- We will enact our consolidation process for any unmatched residents who have not been approved for a private room. Your room assignment is subject to change if you do not have a roommate.
- Waiting Lists for private rooms for fall term will be open from May 1-August 15.
- Class Registration Reminder: During the Room Selection timeframe, you will be allowed to choose a room whether you are registered for classes or not. **However, you must register for classes prior to the room consolidation period to avoid having your assignment cancelled.** If you register for classes after this time, you will our office to re-open the assignment process for you.

Other Options: ADDITIONAL DETAILS:

All housing assignments are based on availability of space after the selection process for current residents closes and the date your application and housing prepayment fee were received. There may be opportunity to adjust your housing selections. You may submit a request through the Waiting List options or Roommate/Room Change options in THDSS. When available, these options will show up under the Roommate/Room Selection Tab. We will honor requests on a first come, first serve basis as space is available.

Waiting Lists for private rooms will be open from May 15-August 6. Submission of a request does not guarantee approval. Private rooms are granted based on occupancy numbers. Therefore, requests may not be reviewed or approved until late July. Be patient. As soon as spacing is available, we will update you of the status of your request.

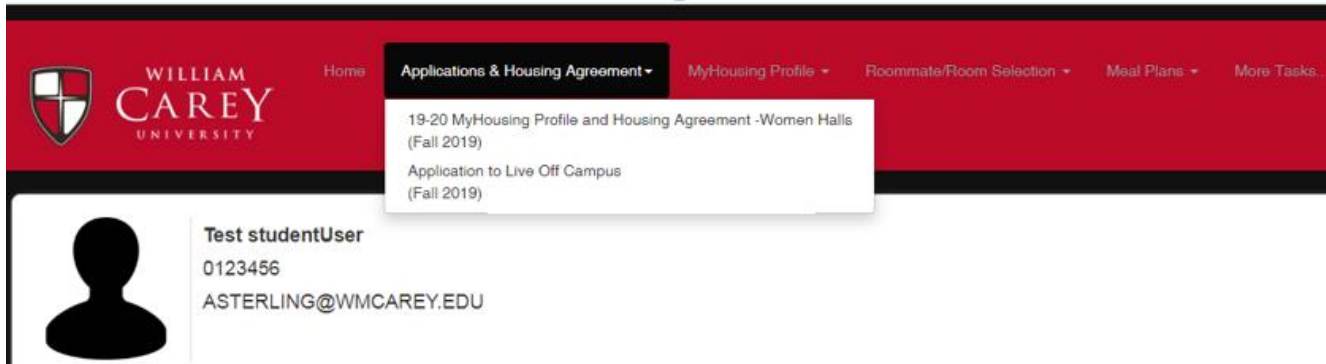
Room/roommate change or waiting list request(s) must be filed 14 business prior to the beginning of the term in which adjustment is desired. However, please note that little to no changes will be made once Check-In and/or Early Arrival periods begin. Early Arrival periods typically begin August 1st until the start of classes.

Process Screenshots

(images below are included to give general idea of how the process works for those who may be visual learners. Screenshots may or may not reflect the exact image/design of the MyHousing (THDSS)portal as design sometimes changes as the system is updated.

Application Screenshots

- ↓ Available applications will pop up under the Applications & Housing Agreement tab during open selection times. Complete ONE. Once completed, you can also revisit and make changes to the application if necessary.



- ↓ Be sure to update your Address and Emergency Contact information prior to arriving for Move-In Day. You will not be allowed to move in and obtain keys unless this information is up to date.

A screenshot of the William Carey University MyHousing portal showing the 'Addresses/Emergency Contacts' form. The top navigation bar is red with the university logo and menu items: Home, Applications & Housing Agreement, MyHousing Profile (highlighted), Roommate/Room Selection, Meal Plans, and More Tasks. A dropdown menu is open under 'MyHousing Profile', showing three options: 'Update Information', 'Addresses & Emergency Contacts' (highlighted), and 'Roommate Profile'. Below the navigation bar, there is a section titled 'Addresses/Emergency Contacts' with a sub-header 'Please save one address/emergency contact at a time.' and a form for 'Address Type: Preferred Mailing Address (REQUIRED)'. The form includes fields for 'Street Address 1*', 'Street Address 2', 'Street Address 3', 'Street Address 4', 'City*', 'Country*', 'State*', 'Zip Code*', 'Phone Number', and 'Email Address'. A 'Save This Address' button is at the bottom of the form. Below the address form, there is a section for 'Emergency Contact Type: Emergency Contact (REQUIRED)' with a 'Contact Name*' field.


Roommate Selection Screenshots

- ↓ Update your Roommate Profile! This is helpful in finding a compatible roommate/suitemates if you don't a mutual friend request for the Roommate Selection Process.

↓ You will see a message similar to this one, if you have not picked a roommate. Try using one of the Search Options to find someone compatible and send him/her a request.

↓ When all roommate requests are confirmed, you will see a message similar to this in your THDSS:

↓ You will see this message if you have unconfirmed Roommate Request(s). Give the person a nudge (Poke) or send an email reminder to accept your request. If he/she still does not confirm, you can remove them and restart your search or not pick a roommate. If unmatched with a mutual friend, you will be auto paired with someone based on application questions.



WILLIAM
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UNIVERSITY

[Home](#)
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[Roommate/Room Selection ▾](#)

+ **Fall 2019 Roommate Requests**

Your roommate request has been saved.

! Test studentUser

Remove

Poke

View

Email


(has not confirmed your request)

You have an unmatched roommate group.

Unmatched Roommates:

- Test studentUser has not requested | Student Name

↓ When all roommate requests are confirmed, you will get an email similar to this one:



Thu 4/4/2019 1:44 PM

Name11111 @student.wmcarey.edu

Housing Self-Service: Roommate Request Change - Addition

To

Confirmed Roommates Email

Dear Test studentUser,

This is an automated email generated from Housing Self-Service.

You have been ADDED as a roommate request by Felicia Bond.

The email address for this student is: Name11111@student.wmcarey.edu Please log into your Housing Self-Service Portal and either confirm or decline the request. All requests must be mutual to be considered.

↓ During the Room Selection, you will see the following screens:



Online Room Selection

You are now eligible to select a room in the '19-20 General Room Selection-Women Returners' process.
You have until 4/5/2019 at 10:00 PM.


Roommate Group (2)

- ☒ You
- ☒ Felicia Bond

Hall: (no filter)

Floor: (no filter)

Find Available Rooms



Want to be in close proximity to or far away from someone? You can view who is assigned to the floor by clicking on the View Floor Roster link.

using Profile

Roommate/Room Selection

Meal Plans

More Tasks...

Notice the available spots in the room before you click on the Select Room or Select Suite Button.

Available Rooms

Byrd Hall - Floor 1 - View Floor Roster

Room: 104 Double Suite Bath - Byrd Hall (Photos of Byrd Hall) rate: \$900.00 [Term] Select Room	Spots: 2	Suite: BYRD-1B Select Suite	Spots: 2
Room: 105 Double Suite Bath - Byrd Hall (Photos of Byrd Hall) rate: \$900.00 [Term] Select Room	Spots: 2	Suite: BYRD-1C Select Suite	Spots: 4
Room: 106 Double Suite Bath - Byrd Hall (Photos of Byrd Hall) rate: \$900.00 [Term] Select Room	Spots: 2		
Room: 109 Double Suite Bath - Byrd Hall (Photos of Byrd Hall) rate: \$900.00 [Term] Select Room	Spots: 2		

Byrd Hall 1 Roster

Please note that not all vacant rooms are available for selection.

Room	Student Name
103	
104	Bond, Felicia
104	studentUser, Test
105	
106	
109	
110	
111	
112	
114	
115	
116	
117	

WILLIAM CAREY UNIVERSITY

Home Applications & Housing Agreement MyHousing Profile Roommate/Room Selection Meal Plans More Tasks...

Room Booking

You have selected the room: Byrd Hall 104 BYRD-1B

Byrd Hall

104 bed 1
Test studentUser

104 bed 2
Felicia Bond

Are you sure that this is correct (you will not be able to change this yourself)?
If so, you may submit room booking now...

I Agree - Submit My Room Selection

- ↓ During the Room Selection you will see the **<Leave Empty>** option under Bed 2 in the selected room, if you do not have a roommate request nor were you auto-paired with someone, choose this option for Bed 2.

WILLIAM CAREY UNIVERSITY

Home Applications & Housing Agreement MyHousing Profile Roommate/Room Selection Meal Plans

Room Booking

You have selected the room: Bass Hall 101

Bass Hall

101 bed 1
Ashley Bond

101 bed 2
<Leave Empty>

Are you sure that this is correct (you will not be able to change this yourself)?
If so, you may submit room booking now...

I Agree - Submit My Room Selection

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WILLIAM CAREY UNIVERSITY

Home Applications & Housing Agreement MyHousing Profile Roommate/Room Selection Meal Plans More Tasks...

Save Room Assignment


Congratulations! Your room selection process is complete!

Your room assignment has been saved.


You and your roommates will receive a confirmation e-mail shortly.

<< Back to Main Menu

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HomeApplications & Housing AgreementMyHousing ProfileRoommate/Room SelectionMeal PlansMore Tasks...



Test studentUser
0123456
ASTERLING@WMCAREY.EDU

Messages

There are no important messages.

Room Selection

No room selection processes to list.

Room Assignments

Byrd Hall 104
Bed: 1
Double Suite Bath - Byrd Hall
8/25/2019 - 11/9/2019


Roommates/Suitemates: 1
Felicia Bond - Room: 104 | Bed: 2

Spring 2019

Fall 2019

Meal Plan Selection Screenshots

- ↓ To make your meal plan selection, click on the Meal Plans Tab, select a term (Fall 2019), and hit submit. Available meal plan options for you to choose from will populate on the next screen.



HomeApplications & Housing AgreementMyHousing ProfileRoommate/Room SelectionMeal PlansMore Tasks...

Meal Plans

Select/Change My Plan


Dining Plans

Select a Term: Fall 2019

Submit

Other Options Screenshots

- ↓ To apply for private rooms in available halls, click on the Waiting Lists option under the More Tasks tab. Follow the instructions on the webpage.



HomeApplications & Housing AgreementMyHousing ProfileRoommate/Room SelectionMeal PlansMore Tasks...

Waiting Lists

Select a Term: Fall 2019

Submit

More Tasks...

Waiting Lists

Billing Summary

Maintenance Requests

Room Condition Report

Mandatory Hall Meetings & RA Programs