2017-2018 Room Selection Frequently Asked Questions

General Questions:

What’s new for Room Selection 2017-2018?

- All students must be assigned to specific bedrooms.
- Students will be able to sign up for a meal plan through the housing application at MyHomeAtPenn.
- Returning undergraduates may apply to New College House through the Residential Programs and Four-Year Houses Process.

Who is eligible to apply?

You must be a full-time student enrolled in a degree-granting program for Fall 2017 and in good financial and disciplinary standing in order to apply. Please check your standing in the Student Registration System prior to the start of the Room Selection process to be sure your graduation year is accurate. This is particularly important if you are applying through the Inter-House Process, which prioritizes students based on graduation year, with rising seniors having priority.

How do I apply for a room for next year?

That depends on which process you’d like to use! First read up on the three different phases of Room Selection at www.upenn.edu/housing, because each application process is different. When the application is open for the process you’d like to apply to, go to the room assignment portal, MyHomeAtPenn, and complete your application.

What are the phases of the Room Selection process?

Phase 1: Residential Programs and Four-Year Houses: Anyone interested in participating in a Residential Program in any House or in living in the Four-Year Houses - Du Bois, Gregory, Stouffer, and New College Houses - must apply between January 18 at 9AM and January 23 at noon. If you are applying to one of the Four-Year Houses, you should also check with the House Office for the due dates of any additional application materials, as the Four-Year Houses have unique application processes.

Phase 2: In-House Process: Students in Harnwell, Harrison, and Rodin who want to return to their same House and their future roommates apply between January 31 at 9AM and February 2 at 5PM. Residents interested in returning to a Residential Program in the high rises or in Kings Court English House or to any of the Four-Year College Houses should apply during the Residential Programs and Four-Year Houses Process instead.

Phase 3: Inter-House Process: Students who want to move to a different College House apply between February 13 at 9AM and February 15 at 5PM. Residents interested in joining a Residential Program in the high rises or in Kings Court English House or in joining any of the Four-Year College Houses should apply during the Residential Programs and Four-Year Houses Process instead.

What are the steps to getting a room for next year?

Each process is different! Please refer to the Room Selection website at www.upenn.edu/housing.

In general for the Residential Programs and Four-Year Houses Process:

- Students submit their applications online, including essays if essays are required.
- House Deans review applications and assign accepted students to rooms.
- Students are notified via email if they have been accepted and are given their room assignments.

In general for the In-House and Inter-House Processes:
• Students form a group with their roommates. Groups can be made up of 1 to 4 members.
• Each group designates a Group Captain to apply first and create the group (even for groups of 1).
• The Captain shares the group name and password with group members.
• Group members apply and join the desired group.
• Once all group members have joined the group, the Captain must verify the group.
• The Captain receives a Priority Selection timeslot via e-mail.
• The Captain selects the room or rooms for all group members at or after their given time during Priority Selection.
• If the Captain fails to select a room or rooms for their group during Priority Selection, group members can return during General Selection to select a space for themselves. The Captain can still select for their group during this time as well.

There will also be step-by-step process guides for the In-House and Inter-House Processes available on the Room Selection website beginning in February at www.upenn.edu/housing.

Where do I submit my housing application?
Apply via the Housing Assignments portal, MyHomeAtPenn, which is accessible on our website at www.upenn.edu/housing. All students must apply on the appropriate dates to participate. Students applying to one of the Four-Year Houses may also need to submit additional application materials to the House Office. Please check with the House Office for details.

NOTE: You will be agreeing to the Terms and Conditions for University Housing when you submit your application. This is a legally binding agreement to live on campus once you are assigned or select a room. You may cancel prior to occupancy per the Terms and Conditions, but you are subject to cancellation fees.

Is housing guaranteed?
No, housing is not guaranteed for returning undergraduate students, but space is generally available if you are flexible in the types of rooms you are willing to accept.

How do I apply as a single applicant?
If you are applying through the Residential Programs and Four-Year Houses Process, submit your application at MyHomeAtPenn without designating a roommate.

For the In-House and Inter-House Processes, you should apply as a group of 1. You are automatically the Captain of your group. You must create a group by filling in a group name and password. Once you have created the group, verify it immediately. You will be e-mailed a timeslot for Priority Selection.

How do I sign up with my roommates?
If you are applying for a Residential Program, you may specify the roommates you would like to live with on your application. Keep in mind that your roommates must also apply for and be accepted to the same Residential Program, and that roommate requests are not guaranteed. If you are applying for a Four-Year College House, you do not have the option to request a roommate on the application at MyHomeAtPenn. If you are applying to a Four-Year College House and would like to request a specific roommate, please contact the House Dean of the Four-Year House in question.

If you are applying through the In-House or Inter-House Process, you and your roommates must form a group. A group can be made up of 1 to 4 members. Your group must choose a Captain, who must apply before the other members and create the group name and password. The group members then apply and join the group by entering the group name and password on their applications. Once all of the members have joined the group, the Captain must return to the application to “verify” the group. All group members must meet the requirements of the process in order for the group to be verified, and a group must be verified in order to receive a timeslot to select a room during Priority Selection.
Will the Housing Assignments Office help me find a roommate if I need one?
You can request to join our private “Find a Roommate” Facebook group to look for a compatible roommate. The Facebook group is currently live at https://www.facebook.com/groups/196499760757754/.

How do I apply for gender neutral housing?
Students who want to apply for gender neutral housing should select “yes” to the gender neutral question when they apply for housing at MyHomeAtPenn. Selecting “yes” will change your assignment gender but not your gender in the Student Registration System. Your assignment gender will then remain neutral unless you contact the Assignments Office and request that your assignment gender be changed to male or female.

If you are applying for housing as part of an In-House or Inter-House group, keep in mind that all group members must have the same assignment gender (neutral, female, or male) in order for the Captain to be able to verify the group. During General Selection, students whose assignment genders are neutral may only join a partially filled room if the students who have already selected that room also have neutral assignment genders.

How do I select my room?
If you are applying through the Residential Programs and Four-Year Houses Process and are accepted into a Residential Program or Four-Year House, you will not select a specific room. The House Dean will assign you to a room.

For In-House and Inter-House applications, verified groups will be assigned a Priority Selection timeslot for the process in which they applied. The group Captain is responsible for signing into MyHomeAtPenn at or after the assigned timeslot and selecting rooms for the members of their group. If the Captain fails to do this, current House residents (for the In-House Process) or any group members (for the Inter-House Process) may select rooms for themselves and their roommates during General Selection.

What’s the new policy on students being assigned to specific bedrooms?
Starting in the 2017-2018 academic year, all students must be assigned to specific bedrooms. This is especially important for students living in suites and apartments that contain multiple bedrooms. For the In-House and Inter-House Processes, Captains will be required to place group members in specific bedrooms during Priority Selection. During General Selection, anyone who selects a room(s) for themselves and/or their roommates will be required to place group members in specific bedrooms. Your group should discuss who will take which bedrooms ahead of your selection timeslot, especially if you are considering applying for room types that include both private and shared bedrooms, such as a 3 bedroom quad.

It’s important to know that interior bedroom doors will have locks on them, so students will not have access to bedrooms other than the one assigned to them during the Room Selection process. The Housing Assignments Office will work with roommates who wish to shuffle bedrooms within a multiple room suite or apartment, but roommates will no longer be able to enact these in-suite room changes on their own.

How can I tell which bedrooms are which in a suite that has multiple bedrooms?
Each bed space within a suite is assigned an alphanumeric value. For example, in a 4 bedroom quad, the four bed spaces are designated A, B, C, and D. In a 3 bedroom quad, the single bedrooms are designated A and B, and the bed spaces in the shared bedroom are designated C1 and C2. Floor plans with the bed spaces marked in this way are available on the Residential Services website under the Layout/Floor Plan tab for each College House.

Now that we’re assigned specific bedrooms, can my suite mates and I swap bedrooms within our suite?
Yes, but there is a process. Prior to move-in, if suite mates would like to swap bedrooms within the suite, all members of the suite must email bsd-living@pobox.upenn.edu stating their approval of the change, even the roommates who will not
be moving. Please note that since interior bedroom doors will have locks on them, roommates will not be able to swap bedrooms within a suite independently of the Housing Assignments Office.

**How do I apply if I will be participating in Study Abroad during Room Selection?**

The processes are online and you can participate as long as you have internet access and you meet the eligibility requirements. Be sure to check your e-mail regularly for information and reminders and keep in mind any time differences. All deadlines are in Eastern Daylight Time.

If you are applying for the In-House Process in order to return to your previous House, respond “yes” to the question asking if you are currently abroad. Your group Captain will be able to assign you to a room in your previous House. If you are a group of 1, and you lived in your House in the Fall semester or the previous Spring semester (if participating in a yearlong abroad program), you should be able to assign yourself a room during your timeslot.

More FAQs about Room Selection for students studying abroad are available [here](#).

**Do I need to confirm my housing if I am a returning student?**

No, you do not need to confirm. Your housing assignment will be posted on [MyHomeAtPenn](#). Please log in to verify the details.

**Can I cancel my housing?**

Prior to taking occupancy, you can cancel your room assignment, but you will be charged a cancellation fee which escalates throughout the summer. The charge is based on the date that written (or electronic) notice of cancellation is received by the Assignments Office. The dates and fees are listed in the [Terms and Conditions for University Housing](#). To cancel your housing, log in to [MyHomeAtPenn](#) and click on the application tab. There is a step in the top menu to cancel your housing assignment.

Once you take occupancy or pick up keys, your assignment cannot be cancelled.

Please also keep Room Selection Room Change in mind as an alternative to cancelling your housing. If you are unhappy with your room assignment, you can request a different assignment without cancelling your original assignment and incurring a cancellation fee.

**What if I picked a room during one of the Room Selection processes but I would prefer a different room?**

You have two options:

1. If Room Selection is still going on, you can cancel your assignment and apply to another process. Please note that if you cancel your original assignment and do not select a room during another process, you will be charged a cancellation fee.
2. You can keep your original assignment and submit a Room Selection Room Change request. If a space you requested becomes available, it will be offered to you. If none of your preferred room types become available, you will keep your original assignment. Students who secure a new room assignment through the Room Selection Room Change process will not be charged a cancellation fee.

**How does a Room Selection Room Change work?**

If you received a room during Room Selection but would like to request a different room, you may request a Room Selection Room Change. The Room Selection Room Change form will be available on [MyHomeAtPenn](#) from March 1 through July 31. As spaces become available through cancellations, they will be offered to students on the Room Selection Room Change list. If you are offered a space, you must accept it in writing to [bsd-living@pobox.upenn.edu](mailto:bsd-living@pobox.upenn.edu) within 48 business hours. If we do not hear from you, the offer expires. If none of your preferred room types become available by August 7, you will keep your original assignment. Students who secure a new room assignment through the Room Selection Room Change process will not be charged a cancellation fee.
Questions about the Residential Programs and Four-Year Houses Process:

When do I apply for the Residential Programs and Four-Year Houses Process?
The Residential Programs and Four-Year Houses application will be open between January 18 at 9AM and January 23 at noon. Please note that if you are applying to a Four-Year House, there may be additional application materials and deadlines set by the House. Please check with the House Office for details.

How do I apply as a returning resident to Du Bois, Gregory, Stouffer, or New College House?
Du Bois, Gregory, Stouffer, and New College House are part of the Four-Year Houses Process, which occurs at the same time as the Residential Programs Process. Current residents apply to return to their building by completing the Residential Programs and Four-Year Houses application. Current residents applying to return to these Houses do not use the In-House application. Please note that if you are applying to a Four-Year House, there may be additional application materials and deadlines set by the House. Please check with the House Office for details.

How do I apply to DuBois, Gregory, Stouffer, or New College House if I am not a current resident?
Du Bois, Gregory, Stouffer, and New College House are part of the Four-Year Houses Process, which occurs at the same time as the Residential Programs Process. Students who do not currently live in these Houses can apply to join the Houses by completing the Residential Programs and Four-Year Houses application. Students who do not currently live in these Houses and would like to join them do not use the Inter-House Process. Please note that if you are applying to a Four-Year House, there may be additional application materials and deadlines set by the House. Please check with the House Office for details.

Can I request a roommate?
If you are applying for a Residential Program, you may specify the roommates you would like to live with on your application. Keep in mind that your roommates must also apply for and be accepted to the same Residential Program, and that roommate requests are not guaranteed. If you are applying for a Four-Year College House, you do not have the option to request a roommate on the application at MyHomeAtPenn. If you are applying to a Four-Year College House and would like to request a specific roommate, please contact the House Dean of the Four-Year House in question.

Why doesn’t the application allow me to select a specific room?
If you are applying through the Residential Programs and Four-Year Houses Process and are accepted into a Residential Program or Four-Year House, you will not select a specific room. The House Dean will assign you to a room.

If I am accepted and assigned into a Residential Program, can I apply to another process for a different building/room?
If you are accepted and assigned a space in a Residential Program, the Terms and Conditions for University Housing are effective immediately. You must cancel your assignment if you want to apply for the In-House Process or Inter-House Process. Please be aware that you are subject to cancellation fees if you cancel an assignment.

Alternatively, you can apply for a Room Selection Room Change starting March 1. Students who secure a new room assignment through the Room Selection Room Change process will not be charged a cancellation fee.

Questions about the In-House and Inter-House Processes:

When do I apply for the In-House Process? When do I apply for the Inter-House Process?
The In-House application will be open between January 31 at 9AM and February 2 at 5PM. The Inter-House application will be open between February 13 at 9AM and February 15 at 5PM.
What is a Captain?
A Captain is a member of a group applying through the In-House or Inter-House Process who is authorized by the group members to select a room on their behalf. Every group must designate a Captain. If you are applying as a group of 1, you are automatically the Captain of your group. The Captain will apply first, create a group name and password, share the group name and password with the group members, and return to their own application to verify the group once all other members have applied. The Captain must also be available to select a room(s) during Priority Selection, as no one else from the group can select a room during Priority Selection. Be sure to discuss with your Captain what rooms/room types you are willing to accept and what your back-up options are as a group.

During the In-House Process, the Captain must be a current resident of the House that the group is requesting to live in.

What does it mean to verify a group?
Group Captains must verify their group in order to be eligible for a timeslot to select a room. If members drop out or change groups, Captains must “re-verify”. Verifying means that all of your group members have applied and joined the group and that all members meet the rules of the process. Once a captain is confident that the group meets that criteria, they should click the “Verify group” button and then continue to the next page to officially submit the group’s application.

For an In-House group to be verified:
- The group must have 1 to 4 members.
- The Captain must be a current resident of the House that the group is requesting to live in.
- All group members must request the same House.
- At least 50% of the group members must currently live in the House.
- Group members must have the same assignment gender (neutral, female, or male).

For an Inter-House group to be verified:
- The group must have 1 to 4 members.
- Group members must have the same assignment gender (neutral, female, or male).

What is the difference between Priority and General Selection?
For the In-House and Inter-House Processes, there are two opportunities to select a room: Priority Selection and General Selection. There are different rules operating during these periods.

During Priority Selection:
- Only the Captain can select a room(s) at or after the group’s timeslot.
- The Captain may place group members in one or multiple rooms within the same building.
- The Captain must fill any room selected. For example, a group of 4 may be placed in a quad, in 2 doubles, in a triple and a single, etc.
- All group members must be assigned a bed.
- If the group loses a member, the group must wait until General Selection to select a room(s).

During General Selection (available to a group only if the Captain has not already placed the group):
- There are no assigned timeslots.
- The Captain may still assign rooms to group members. All rooms must be within the same building.
- If the Captain has not already assigned them, individual group members may select a bed for themselves and their roommates instead. (Note: During In-House, non-House residents may not select a room on their own.)
- Students may assign themselves to any available bed. Students are not responsible for filling any room selected.
How are Priority Selection timeslots assigned to groups?

During the In-House Process, House Deans will assign points to all of their residents who apply. Non-residents of the House who are members of the group will be assigned 0 points each. The points of the group will be averaged, and groups with the highest point averages will be assigned the earlier timeslots during Priority Selection.

The examples below are for illustration purposes only. The exact point scale used is determined by the House Deans. Questions about point scales should be directed to the House Dean of your College House.

- Example 1: Group member A is a current House resident and has 2 points. Group member B is a current House resident and has 4 points. This group has an average of 3 points.
- Example 2: Group member A is a current House resident with 2 points. Group member B is being pulled in from another House, so group member B has 0 points. This group has an average of 1 point.

During the Inter-House Process, groups will be prioritized based on graduation year, with rising seniors having priority. Points will be calculated as follows: rising seniors will be awarded 6 points, rising juniors 4 points, and rising sophomores 2 points. The points of the group will be averaged, and groups with the highest point averages will be assigned the earlier timeslots during Priority Selection.

- Example 1: Group member A is a rising senior and has 6 points, and Group member B is a rising sophomore and has 2 points. This group has an average of 4 points.

How are points assigned during the In-House Process?

While points do vary according to College House, points are generally assigned according to the following criteria:

1. Length of stay in the House: Each current resident will receive the same number of points for each semester that they have been a resident of the House within which they wish to remain. Students who are abroad but who lived in the House during their last semester on campus will receive points for their semester abroad just as if they were a current resident.
2. Community Involvement, including:
   - House Council or other House governance structure
   - House Managers
   - ITA staff
   - Other House employees such as café or office employees where positions are not managerial
   - Information Center Staff
   - Individual House-defined community involvement

Students should contact the House Dean of the College House they are interested in returning to for specific information about points.

What if the Captain is not available during our Priority Selection timeslot?

Priority Selection timeslots indicate the earliest time your Captain can sign in and select a room(s). If your Captain is unavailable during your group’s assigned Priority Selection timeslot, the Captain can sign in any time after the assigned timeslot, as long as they do so before selection closes for the relevant housing process. Please contact the Housing Assignments Office if you have any problems.

How can I see what rooms are still available before it’s my group’s turn to select?

You can use My Room Selection Preview to see which rooms and bed spaces are still available and how many groups have timeslots ahead of you. You can also create a watch list of your favorite rooms.

My Room Selection Preview is available at www.upenn.edu/housing. Once the In-House application opens, the program will update nightly. If you have a timeslot for a given process, you will be able to see real time updates during Priority Selection and General Selection for that process.
What if I want a certain room type but don’t have enough roommates to fill it during Priority Selection?

If you do not have enough people in your group to fill the room, you will not be able to select that room during Priority Selection. You will have to wait to select the room until General Selection opens. Alternatively, you can use our private “Find a Roommate” Facebook group to find another group member to fill the room, but keep in mind that the new roommate must join the group before the group has been verified. The Facebook group is live at https://www.facebook.com/groups/196499760757754/.

If I select a room through the In-House Process, can I apply to the Inter-House Process for a different building/room?

If you select a room through the In-House Process, the Terms and Conditions for University Housing are effective immediately. You must cancel your assignment if you want to apply for the Inter-House Process. Please be aware that you are subject to cancellation fees if you cancel an assignment.

Alternatively, you can apply for a Room Selection Room Change starting March 1. Students who secure a new room assignment through the Room Selection Room Change process will not be charged a cancellation fee.

For more information, contact the Housing Assignments Office, 3702 Spruce Street, 215-898-8271, bsd-living@pobox.upenn.edu.