2015-2016 Room Selection Frequently Asked Questions

Q: How do I sign up for a room for next year?
Please check the Residential Services’ web site, upenn.edu/roomselection for more details. When it’s time to apply, go to the room assignment portal, My Home At Penn, which can be accessed through this web page.

Q. Who is eligible to apply?
You must be a full-time student in a degree granting program for Fall 2015 and in good financial standing. 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. The Inter-House process prioritizes students based on graduation year with rising seniors having priority.

Q: Is housing guaranteed?
No, but space is generally available if you are flexible in the types of rooms you are willing to accept.

Q. What are the Phases of the Room Selection process?
Phase 1: Residential Programs and The Four-Year Houses: Anyone interested in a Residential Program in any House and any current resident of Du Bois, Gregory, and Stouffer College Houses, interested in returning must apply between January 15th at 9AM and January 20th at 5PM.

Phase 2: In-House Process: Students who want to return to their same House and their future roommates apply between February 2 at 9AM – February 4 at 5PM. Sansom Place undergraduates interested in returning to Sansom Place also apply during this phase.

Phase 3: Inter-House Process: Students who want to move to a different College House or Sansom Place apply February 16 at 9AM – February 18 at 5PM.

Q: What are the steps to getting a room for next year?
Each process is different. Please refer to the Room Selection website at upenn.edu/roomselection. In general for the In-House and Inter-House processes:

- Decide on your group members/roommates. Groups must be between 1 – 4 members.
- Designate a Group Captain to apply and create your group (even if you are a group 1)
- Share your group name and password with group members
- Group members apply and join the group
- Once all group members have joined the group the Captain must verify the group
- Captains receive a selection time via e-mail
- Captains select the room, or rooms, for all group members at, or after, their given time for priority selection (but before the process closes)
- If the Captain does not select a room for all group members, group members can return during General Selection to select a space for themselves. Captains can still select for their group during this time as well

Q: Where do I submit my housing application?
Apply via the Housing Assignments portal, My Home At Penn. This is accessible on our website upenn.edu/roomselection. All students must apply on the appropriate dates to participate. For the In-House and Inter-House processes the group’s Captain will return to select rooms for their group at their designated time.
NOTE: You will be agreeing to the Terms of Occupancy when you apply. This is a legally binding agreement to live on campus once you are assigned or select a room. You may cancel prior to occupancy according to the terms of the Agreement and you are subject to cancellation fees.

Q: 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 your Occupancy Agreement is effective immediately. You must cancel this assignment in order to apply for another process.
Q: How do I apply during the In-House process if I will be participating in Study Abroad during selection?

The process is 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.

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 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 at the appropriate time. (Note: you will be e-mailed your appointment time).

Q: How do I apply as a returning resident to Du Bois, Gregory, or Stouffer?

During the Room Selection process, Du Bois, Gregory and Stouffer are a part of the Four-Year Houses process which occurs at the same time as the Residential Program process. Current residents apply to return to their building by completing the Residential Program application. Any student interested in one of the Residential Programs within Du Bois and Gregory, even if you are not returning to the House, may also apply to the programs during this process.

Q: How do I apply for gender neutral housing?

Students interested in applying for gender neutral housing must indicate they are interested in this option when applying. By selecting “yes” to the gender neutral question, you will change your assignment gender to neutral. All group members must select yes in order for the Captain to be able to verify the group.

Note: By saying yes and changing your gender to neutral, you will not be able to select a room with students who have male or female as their gender. In order to do that your gender must be changed back to male or female. This can only be done by contacting the Housing Assignments Office and making the request.

Q: What is a Captain?

Every group must designate a Captain and each member must authorize the Captain to select a room on their behalf. Choose your Captain carefully. The Captain must be available to select your room during the priority selection period. No one else from the group can select a room during the priority selection period. 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.

Q: How do I sign up with my roommates?

All students applying for housing must create a group. Your group can have 1 – 4 students. Your group must select a Captain. The Captain is a member of your group that is responsible for verifying your group in the system as well as selecting your room(s) when the time comes. The Captain should apply before other members and they will create a group name and password, and share this information with group members. Group members then apply and join the group by entering the group name and password. Once all of the members have joined the group, the Captain will 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. A group must be verified in order to receive an appointment time to select a room.

Q: How do I apply as a single applicant?

For the In-House and Inter-House processes you would apply as a group of 1. You need to create a group by filling in a group name and password and verify the group immediately. You are the Captain of your group and will be e-mailed a room selection date and time.

Q: What does it mean to verify a group?

Group Captains must verify the group in order to be eligible for an appointment time. If members drop out or change groups, Captains must “re-verify”. Verifying means all of your group members have joined and all members meet the rules of the process. Once a captain is confident that the group meets the criteria below, he or she should click the “Verify group” option and then continue to the next page to officially submit the group’s application.

For an In-House group to be verified:
- The group has 1 – 4 members
- The Captain must be a current resident of the House that the group is requesting
- All roommates must request the same House
- At least 50% of group members live in the House
- Roommates are the same gender (male, female, neutral)

For an Inter-House group to be verified:
- The group has 1-4 members
- All roommates are the same gender (male, female, neutral)

**Q: How do I select my room?**

Verified groups will be assigned a selection time for the process in which they applied. The group Captain is responsible for signing into My Home At Penn at the assigned selection time and selecting a room for the members of his/her group.

**Q: How are selection times assigned to groups?**

During the In-House process, House Deans will assign points to all of their residents who apply. The points of the group will be averaged. Groups with the highest point values will be assigned the earlier selection times. Non-residents of the House who are members of the group will have 0 points. Note: These examples are for illustration purposes only; the exact point scale to be used is determined by the House Deans and questions about them should be asked to the House Dean of your College House.

- Example 1: Group member A is a House resident and has 2 points, Group member B is a House resident and has 4 points. The average for this group is 3.
- Example 2: Group member A is a House resident with 2 points. Group member B is being pulled in from another House. Group member B does not add 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, rising sophomores 2 points. The average for the group will be calculated

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

**Q: How are points assigned during the In-House Process?**

While points do vary according to College House, points are generally assigned as follows:

1. **Length of stay in 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 and have lived in the House during their last semester on campus will receive points for their semester abroad just as if they were a 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

**Q: What if I am not available during our assigned selection time?**

Selection times indicate the earliest time your Captain can sign in and select a room/rooms. If your Captain is unavailable during your group’s assigned selection time, the Captain can sign in anytime after the assigned time as long as it’s before selection closes for your housing process. Please contact the Housing Assignments Office if you have any problems.

**Q: What is the difference between Priority and General Selection?**

During the In-House and Inter-House phases there are two opportunities to select a room. There are different rules operating during these phases.

During priority selection:
- Only the Captain can select a room(s) at or after the group’s appointment time.
- The Captain may place group members in one or multiple rooms within the same building.
- The Captain must fill any room selected. Example: Groups of 4 may be placed in a quad, 2 doubles, a triple and 1 single, etc.
- All group members must be assigned a bed.

During General Selection – only available if the Captain has not selected a room(s):
- Captain may still assign rooms to group members
- OR, individual members may select a bed for themselves
- There is no “fill room” rule. Members may assign themselves to any bed.
- During In-House, non-House residents may not select a room on their own.

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

My Room Selection Preview is a tool you can use that is available at upenn.edu/roomselection. You can see how many groups are ahead of you to select and what rooms and bed spaces are still available. You can also create a watch list of your favorite rooms. You will be able to have a “real time” view throughout the process.

Q: 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 the My Home At Penn portal. Please log in to verify the details.

Q: Can I cancel my housing on Campus Express?

No, you may cancel your housing via the My Home At Penn portal accessible via www.upenn.edu/housing. Once you log in to the portal, click on the application tab. There is a step in the top menu to cancel your housing assignment. Please refer to the Terms of Occupancy for the cancellation fee schedule.

Q: If I get assigned a room and I change my mind can I cancel my housing?

Yes, prior to occupancy, you may 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 a written (or electronic) notice of cancellation is received by the Assignments Office. The dates and fees are listed in the Terms of Occupancy and can also be viewed on Residential Services’ website at www.upenn.edu/housing. Once a resident takes occupancy or picks up keys, your assignment cannot be cancelled.

Q. 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 have to wait to select it during general selection. Alternatively, you can use our private “Find a Roommate” Facebook group to find another roommate prior to completing your application. The facebook group will be launched sometime in December.

Q. 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 will be launched sometime in December.

Q. What if I picked a room during one of the room selection processes but I would prefer a different room?

You have two options. First, if room selection is still going on, you can cancel your assignment and apply to another process. Please note that if you cancel and do not select another room during selection, you will be charged a cancellation fee. Second, you can keep your assignment and submit a Room Selection Room Change request between March 1st and 31st. If a space you requested becomes available, it will be offered to you. If none of your preferred room types becomes available before May 8th, you will keep your original assignment.

Q. 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 beginning March 1 and ending March 31. Complete the room change request (return in March for a link to the form) and include as many options as you are interested in. You will only be offered spaces that meet your criteria. As spaces become available through cancellations, they will be offered to students on the room change list. If you are offered a space, you must accept it in writing to living@exchange.upenn.edu within 48 business hours. If we do not
hear from you, the offer expires. If none of your preferred room types becomes available by May 8, you will keep your original assignment. The room change waitlist expires on May 8.

For more information, contact the Housing Assignments Office, 3702 Spruce Street, 215-898-8271, living@exchange.upenn.edu, upenn.edu/roomselection, or stop by one of the following housing information sessions:

- November 10 at 6PM in Hill, Upper East Lounge
- November 19 at 6PM in The Quad, McClelland Lounge
- January, date/time/location TBD, Hamilton Village College Houses
- February 3 at 6PM in Hill, Upper East Lounge
- February 4 at 6PM in The Quad, McClelland Lounge