November 11, 2015

Dear Residential Student,

There continues to be a lot of excitement on campus as phase III of the new, suite style halls construction continues to change the landscape of our University. The East Villages opened this past August and the reviews by current students have been fantastic. Phase III of this housing project will be completed and ready for occupancy by the Fall 2016 academic year. The suite accommodations for Phase III will be similar to the East and South Village; however, the names of the room types are changing. Single room semi suites will now be called Single Suites, double occupancy semi suites will now be Double Suites, and the Pods will now be called Marauder Suites. The Marauder Suites are communities of 10 or 20 students with private rooms, shared bathrooms as well as common living rooms and kitchens.

I invite you to visit http://www.millersville.edu/housing/ for more information.

It is time to begin the housing selection process for the 2016-2017 academic year. The following information is very important for students currently living in the residence halls. As a current resident student, you will have the opportunity to select the South Villages, East Villages, West Village (opening Fall 2016) or Shenks Hall. All residence halls will be suite-style consisting of 2 or 4 residents per suite. Each environment is characterized by outstanding academic programming to continue supporting you in key development areas of academic performance, self-understanding, and community engagement.

The process of securing any on-campus room is a simple one. Below is the initial timeframe for the 2016-2017 Housing assignments process.

- From November 20, 2015 - February 25, 2016, all students, regardless of credits, are able pay their $200 housing deposit. This can be done online through the portal on MAX or in person at the Bursar’s Office. Once you pay your deposit, please log into your MyHousing account and read and electronically sign your housing agreement. Students can identify their roommates/suitmates at this time as well.

- **Room selection process – Round 1** – deposit must be paid by February 25, 2016
  - On Monday, February 29, 2016, students are encouraged to check their “MyHousing” account to see their room selection time.
  - From Tuesday, March 1 – Friday, March 4, 2016, students will be able to choose a room for the fall semester

- **Room selection process – Round 2** – deposit must be paid by April 8, 2016
  - From Tuesday, April 12, 2016 – Thursday, April 21, 2016, students will be able to choose a room for the fall semester
  - Students who pay deposits during selection time can pick their room the next day
  - Students who do not pay a deposit before April 21, 2016 will not have the opportunity to pick their own room. They will be assigned a room by Housing and Residential Programs after all newly admitted students are assigned.
  - To guarantee housing for Fall 2016, a housing deposit must be made by May 1, 2016.

As a reminder, the Millersville University Housing Contract is for an entire year (Fall 2016 and Spring 2017 semesters).
Additional reminders regarding the housing assignment process will be sent to you via your email accounts and will be posted on the Housing & Residential Programs’ website. The timeline is listed below this letter.

As a reminder, all full-time undergraduate students with less than 60 credit hours attempted are required to live on campus. Students interested in living off campus must have attempted at least 60 credits or have completed four (4) full semesters (does not include summer or pre-sessions) before they can move off campus. Students requesting exceptions to the on-campus residency requirement should follow the process found on the Housing & Residential Programs website, www.millersville.edu/housing. Students under 60 credits who have not participated in the housing assignments process will be automatically assigned and billed for an on-campus room.

If you have any questions regarding this process, please do not hesitate to ask by contacting the Department of Housing and Residential Programs at 871-4200 or Housing@millersville.edu.

Sincerely,

Cleo V. Blackston  
Director of Housing & Residential Programs
Pay Housing Deposit and Apply Online:
Between Friday, November 20, 2015 and Thursday, February 25, 2016 @ 12 noon
- Pay $200 Housing Deposit in MAX account
- Apply online for housing in MyHousing
- Select roommates in “MyHousing” – roommates requests must be mutual

Round 1 Room Selection Process – Students can pick their own room!
Monday, February 29, 2016
- Students check their “MyHousing” account to see their beginning selection time.

Tuesday, March 1, 2016 – Friday, March 4, 2016
- Tuesday, March 1, at 10am, the Online Room Selection process begins.
- Friday, March 4, at 11pm, the room selection process ends.
- A room selection can be made at any time after a student selection time through the end of the process by logging into MyHousing.

If you missed the first opportunity to pay your housing deposit, please do so via your MAX Account by April 8, 2016 so that you may select your room during Round 2 (Tues. April 12 – Thurs. April 21).

Round 2 – Room Selection Process
Tuesday, April 12, 2016 – Thursday, April 21, 2016
- Students who paid deposits from February 25, 2016- April 8, 2016 or who did not pick in Round 1
  ➢ Using MyHousing, apply online and select from available rooms.
- Should a student want to make a room change?
  ➢ Log into MyHousing – see available rooms and switch assignment.
- Student who pay deposit during selection process can pick a room the next day

Room Announcements
Thursday, April 21, 2016
- Housing assignments for 2016/2017 will be available in “MyHousing”.
- All housing assignments are final. Housing assignment changes are not permitted until September 1, 2016.
- Students who do not pay a deposit before April 21, 2016 will not have the opportunity to pick their own room. They will be assigned a room by Housing and Residential Programs after all newly admitted students are assigned.
- To guarantee housing for Fall 2016, a housing deposit must be made by May 1, 2016.