

Housing Selection

Upperclass Housing

The “How To” Guide to Selecting
your Home in Upperclass Housing



Marietta College

Specialty Communities

- These communities do NOT participate in upper-class housing selection; they have special housing assignment processes
- Interested in living in one of these upper-class communities?
Email OCL@marietta.edu for more information!
 - Gender Inclusive Housing (in McCoy Hall)
 - Multicultural Living Learning Community (in the A&H House)
 - Fraternity/Sorority House (must be a member of the organization)
 - Scholars Community (must be a member of the organization)



Upperclass Housing

- Harrison Hall
 - Apartments and Suites
- McCoy Hall
 - Suites and Traditional Double Rooms



Residence Log In



Resident Login

Username

Password

[Change User Type](#)

Announcements

You have no announcements at this time

Username is e-mail
without “@Marietta.edu”

Password is the same as
used for e-mail



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Residence Home Screen

The screenshot shows the Residence Home Screen with a navigation bar at the top containing 'Home', 'Applications', 'Roommates', 'My Account', and 'More'. The user profile 'Putnam Pioneer' is visible with a roommate code 'cannaro334' and a notification icon with the number '4'. The main content area is divided into four sections: 'Assigned Roommates' (no roommates), 'My Room' (no rooms), 'Applications' (listing a 'Fall 2020 Upperclass Housing Application' with a 'Get Started' button), and 'Announcements' (no announcements). A large blue arrow points to the 'Get Started' button. The footer includes the Marietta College logo, the word 'RESIDENCE', and the text 'Powered by ■ simplicity™'.

Home Applications Roommates My Account More

Putnam Pioneer
Your Roommate Code: **cannaro334**

Assigned Roommates
You currently have no roommates.

My Room
You currently have no rooms.

Applications
Start, continue or view the application(s) listed below.

Fall 2020 Upperclass Housing Application [Get Started](#)

Announcements
There are currently no announcements.

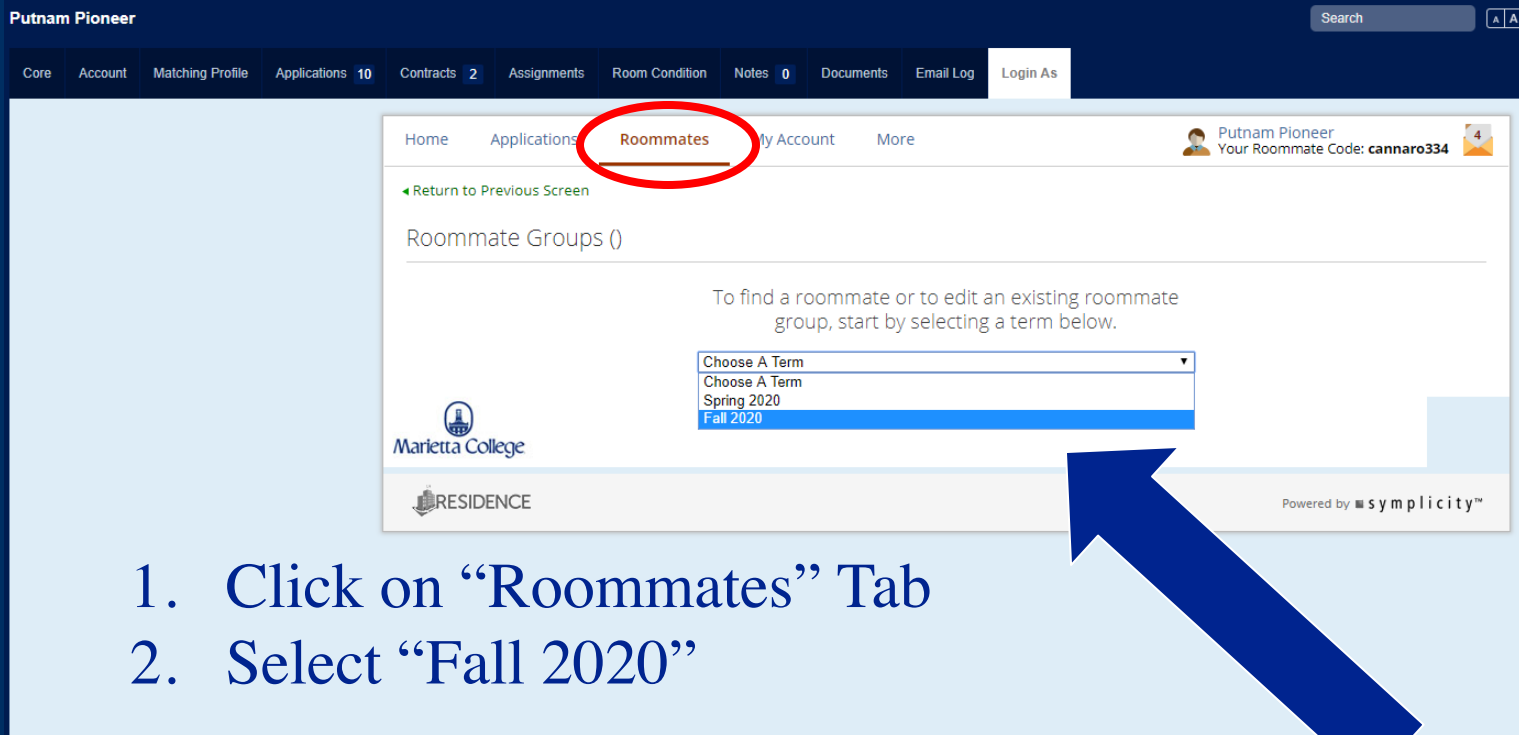
Click Here and Follow Prompts Until Submitted

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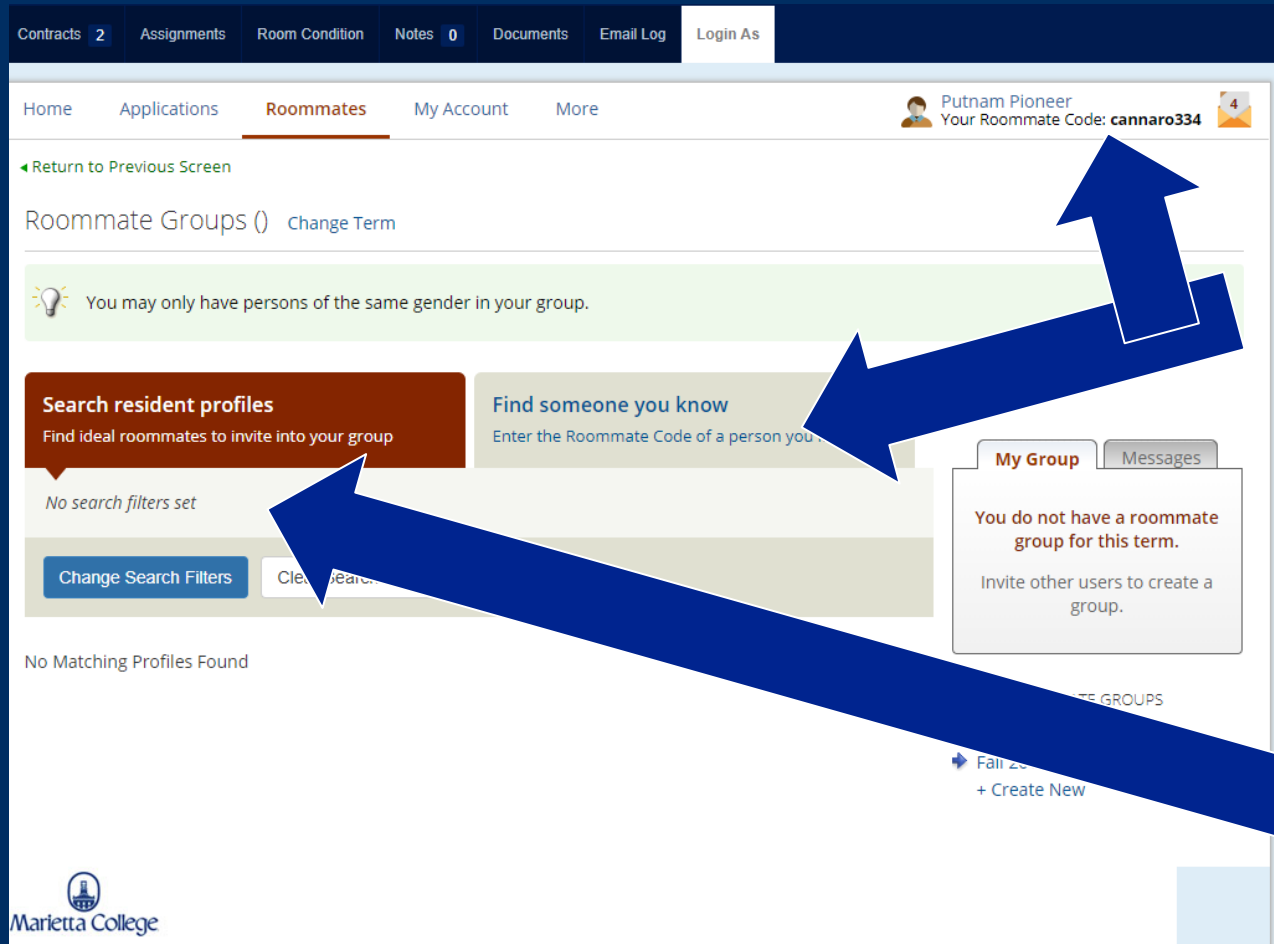
Forming a Roommate Group



The screenshot shows the Putnam Pioneer web application interface. The top navigation bar includes links for Core, Account, Matching Profile, Applications (10), Contracts (2), Assignments, Room Condition, Notes (0), Documents, Email Log, and Login As. A search bar is located in the top right corner. The main content area features a secondary navigation bar with Home, Applications, Roommates (highlighted with a red circle), My Account, and More. Below this, there is a "Return to Previous Screen" link and a section titled "Roommate Groups ()". A message states: "To find a roommate or to edit an existing roommate group, start by selecting a term below." A dropdown menu is open, showing options: "Choose A Term", "Choose A Term", "Spring 2020", and "Fall 2020" (highlighted in blue). A large blue arrow points from the bottom right towards the "Fall 2020" option. The footer includes the Marietta College logo, the word "RESIDENCE", and the text "Powered by simplicity™".

1. Click on “Roommates” Tab
2. Select “Fall 2020”

Forming a Roommate Group

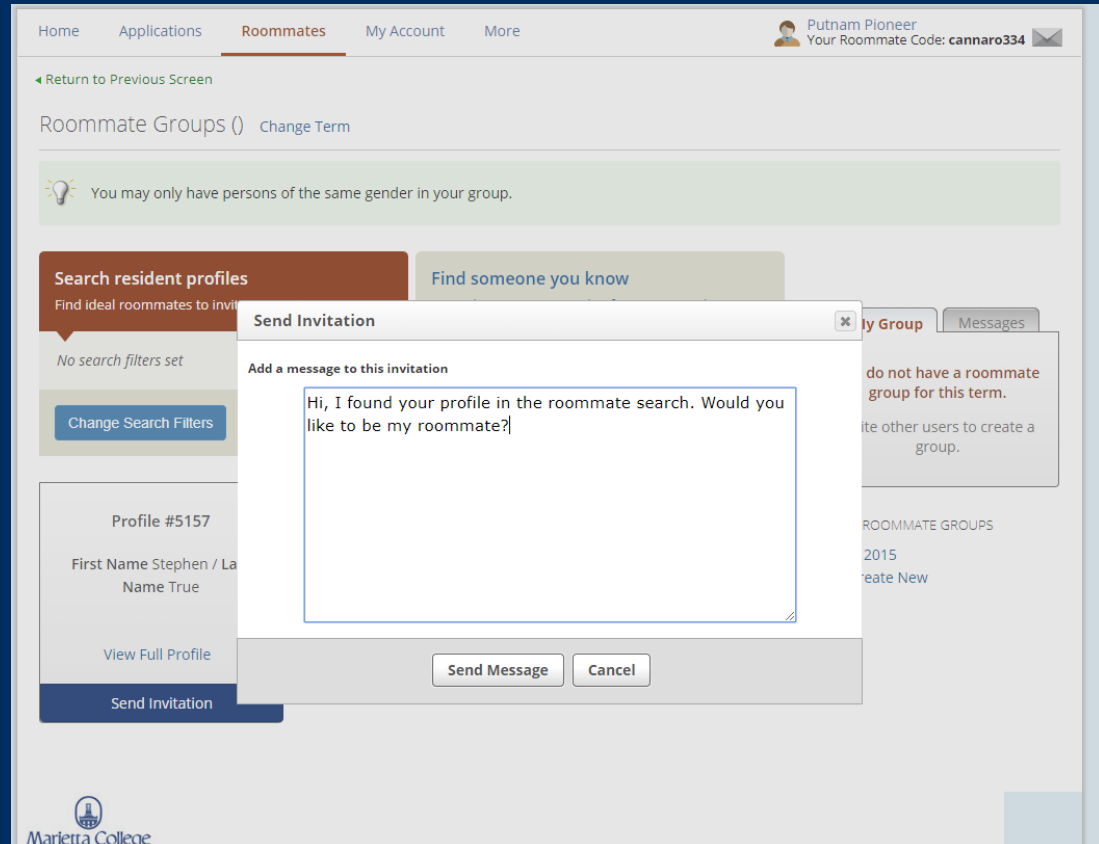


1. If you already know who you want to live with, share/enter each other's roommate code
2. If you want to find someone new ... search resident profiles!



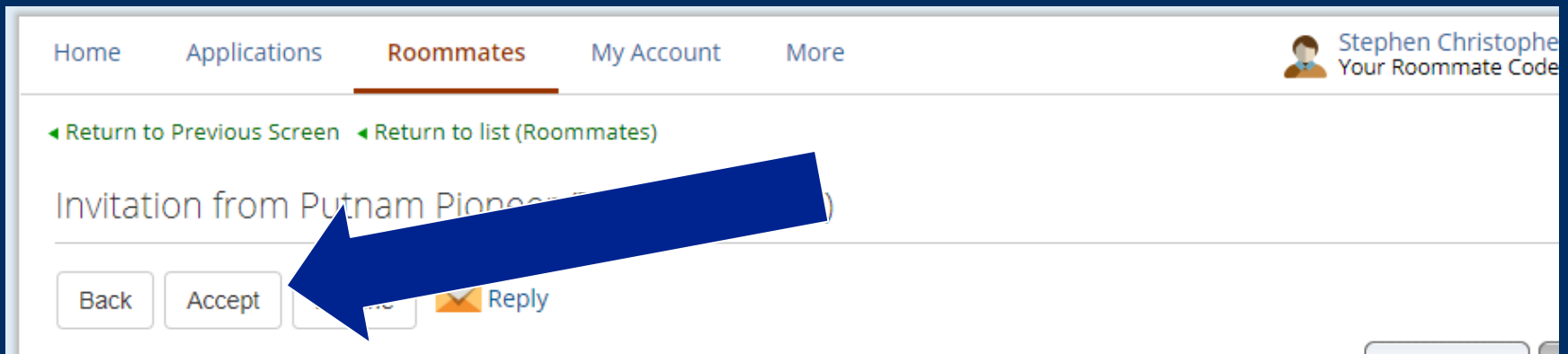
Send Invite

If you want to find someone new ... there is a feature that allows you to send messages to get to know each other better!



Accept

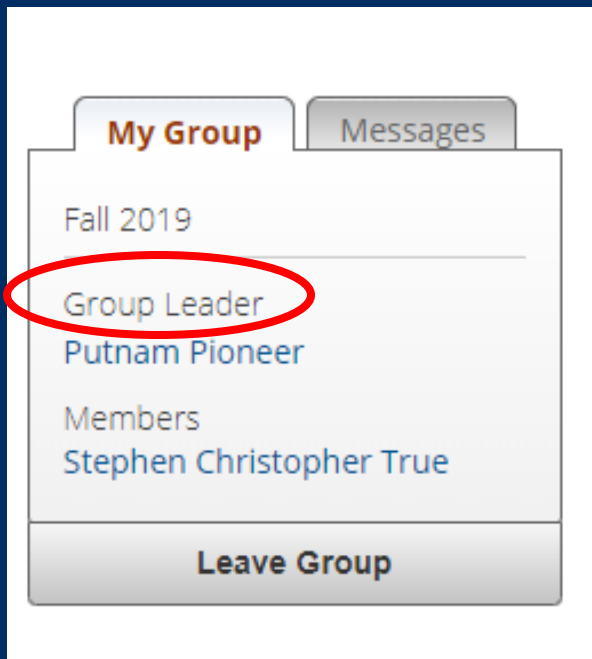
All roommate requests **MUST** be accepted by the other person for a roommate group to be formed.



My Group

- My Group

- Once members have accepted the group leader's invitation, member(s) will show up in "My Group"



Group Leader

- The person in your roommate group with the “Group Leader” designation is the person who will log-in during the group’s assigned housing selection time to select your building/room
- Communicate as a group beforehand about housing preferences, and have back-up choices in mind!



Removing Members

- You can remove a member from your group at any time, however, the system will not allow you to add them back in
 - Make absolutely sure you no longer want someone in your group before removing them
 - Remove members only after respectfully communicating the decision to them



My Group Time

- The date/time your group is assigned to select your building/room assignment for next year is based on two factors:
 - First: Credit Hours
 - Second: GPA
- It does not matter who the group leader is, your time will be based off the person in your group with the highest number of credit hours/ (and highest GPA if a tie-breaker is needed)



Room Restrictions

- Your roommate group size must match the size of the space you are selecting
 - A traditional suite will require four students
 - A group of three will not be able to pick a suite, they need one more person
 - A single person will not be able to pick a traditional style room, they will need a roommate
 - Use the roommate matching tool to find additional roommate(s) as needed to complete your group



Single Rooms

- Due to increased ADA housing accommodation needs, single rooms (such as the ones in Fayerweather Hall) are not available in the housing selection process for 2020-2021
- Students who have selected a room in the housing selection process who still desire a single may send an email request to OCL@Marietta.edu to be added to a waiting list
 - Any re-assignments made from that list will occur after July 1



Select Your Meal Plan

1 Applicant Information

2 **Building and Meal Plan**

3 Documents, Terms & Conditions

4 Review

Previous Save As Draft Next Cancel Print

* indicates a required field

Meal Plan Selection

Meal Plan*:

- Freedom 10**
This meal plan allows for 10 meals during the week and includes \$200 in declining funds. NOTE: This meal plan is not available for first-year students
- Freedom 14**
This meal plan allows for 14 meals during the week and includes \$75 in declining funds.
- Freedom 19**
This meal plan allows for 19 meals during the week and includes \$35 in declining funds.
- Freedom 5**
This meal plan allows for 5 meals during the week and includes \$10 in declining funds. NOTE: This plan is only available for students who reside in an apartment or are a commuter.


Building Preference

Building Preference:
Students may indicate a preference for building.

BUILDING PREFERENCE #1

Specific Selection:
[Choose Building] ▼

Delete



Freedom 5

- The Freedom 5 is only for commuters (who have an approved “Petition to Live Off-Campus” on file) and those who live in apartments on campus
 - If you pick the Freedom 5 for the Fall and do not commute or live in an apartment on campus you will be given the Freedom 14 Meal Plan by default



Selecting a Room

- After either forming a group or moving forward with no roommate group the following will happen:
 - 1. Available rooms will show up for you to choose from
 - 2. Click on STAR to make the room a favorite
 - 3. Finalize room selection

Instructions:
Please select the available room that you are interested in.

Search Filters:

Building Occupancy

Floor Room Rate

Room Attribute Code

Keywords

Items 1-32 of 32

Building Name	Floor Level	Apartment Number	Room Number	Availability	Selection
610 Annex Building	1	1100	1100A	1 of 1	<input type="button" value="Open Room"/>
Hollan Apartments	1	101-02	101, 101, 102, 102	2 of 4	<input type="button" value="Open Room"/>

Favorites

Space

HOLLAN APARTMENTS.

Room 103-04, Floor: 1, Occupancy: 4



Selecting a Room

Items 1-32 of 32

Building Name	Floor Level	Apartment Number	Room Number	Availability	Selection
610 Annex Building	1	1100	1100A	1 of 1	☆ Open Room
Hollan Apartments	1	101-02	101, 101, 102, 102	2 of 4	☆ Open Room

Favorites

Space

- HOLLAN APARTMENTS, Room 103-04, Floor: 1, Occupancy: 4 [Open Room](#)

Floor Level – Which floor the room is located

Apartment Number – Room number on outside/hallway door
ex. Fayerweather 121

Room Number – Number of room on inside of room
ex. Fayerweather 120, 122

Availability – How many people can be in that space
ex. 1 of 1 = Single Room
2 of 4 = Suite/Apartment



Selecting a Room

- **Selection Window Status**

- Display countdown until selection can be finalized OR message indication window for selection has opened and housing selection can be finalized

- **Your Roommates**

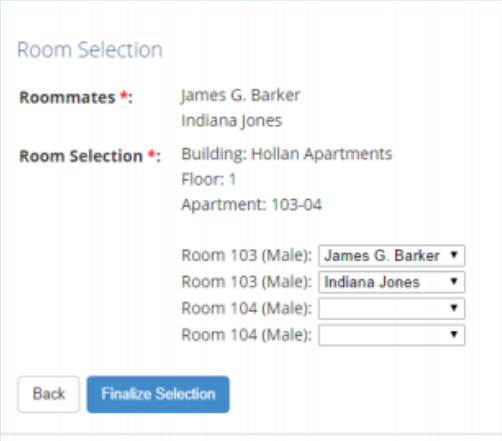
- Lists all members of the group

- **Room Selection**

- Displays the room the group leader selected. If selecting an apartment, the group leader will need to place each roommate from the group into the bed spaces related to the apartment. The group leader will be choosing who is rooming together in the double rooms.

- **Finalize Selection**

- When the assignment can be finalized, or the group leader prepares to submit the assignment the “Finalize Selection” button is displayed. After clicking the button, click OK to confirm that the housing selection is finalized. Once this button is clicked there is no way of going back. The selection is complete.



Room Selection

Roommates *: James G. Barker
Indiana Jones

Room Selection *: Building: Hollan Apartments
Floor: 1
Apartment: 103-04

Room 103 (Male): James G. Barker ▼
Room 103 (Male): Indiana Jones ▼
Room 104 (Male): ▼
Room 104 (Male): ▼

Back Finalize Selection



Questions?

- Contact the Office of Community Living
 - Phone: 740-376-4684
 - E-mail: OCL@Marietta.edu



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