

MyHousing User Guide

New Incoming Students

Office of Residence Life

Husson University
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reslife@husson.edu

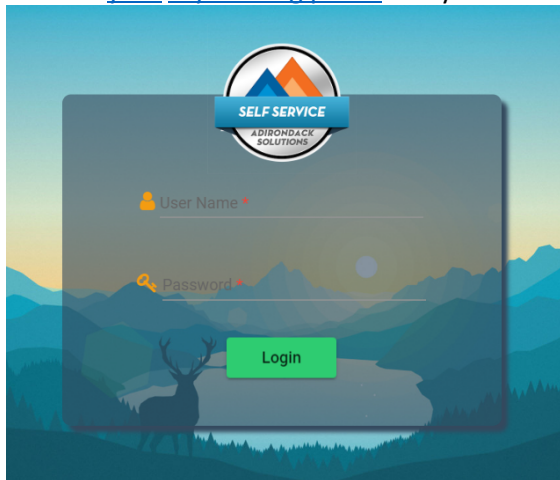
Welcome to Husson University!

PLEASE NOTE if you are a first year student:

- You will need your Husson University Student Account Information email from HelpDesk@husson.edu, before proceeding.
- Once you have accessed PWChange.husson.edu and completed set up of your Husson Network Account password, you will have access to the housing application.

How to Become a Residential Student at Husson

1. Go to [your MyHousing portal](#) and you will arrive at the page displayed below:



2. Enter Your Husson Network Username (Ex: Smith12345) and Password as completed at pwchange.husson.edu

- If you have difficulty logging in, contact the Help Desk at 207.973.1000
- Once logged in, you will come to the your MyHousing homepage

4. Using the Navigation Bar on the far left, click on Applications & Request Forms

5. Please click on the Housing Intent Form and Contract. Your Housing and Board Agreement will appear. Please read this document carefully.

- It outlines financial obligations (costs, contract breakage fees, deadlines, etc.), the residency requirement, and other university and residential policies.
- You will need to sign and agree to the terms outlined in the agreement before proceeding.

- **Please note:** This is a binding academic year long agreement and once completed and signed, you'll receive a PDF attachment to your Husson email.
- Click continue once signed.

6. Lifestyle Questionnaire

- This will assist Residence Life with roommate matching, should you not match with a preferred roommate using the Roommate Search Tool.
 1. Answer the lifestyle questions as honestly as possible
- This also specify a hall, floor theme, and other important considerations for housing.
- Provide an emergency contact and missing person contact (if you are missing and the University needs to contact someone to notify and/or assist in finding your location).
 1. This can be the same individual(s) but some prefer to have the option to provide a different contact.

You must fully complete all portions of the application for it to be submitted. You will receive an email with your signed Housing & Board Agreement. This is confirmation that the application has been submitted.

Next Steps

- Update your contact information on your MyHousing portal. You can added social media accounts, emails, phone numbers, etc. This will assist with the initial contact of your roommate(s)!
- Use the Roommate Search Tool in MyHousing to find someone to live with on campus! This is not required but is strongly recommended.
 1. Navigate to your toolbar on the left and click room selection
 2. Click Select Roommates and then select the term you are seeking a roommate for
 3. Here you will find our Roommate Search tool. We recommend only choosing what is important to you. The more you choose, the more limited your search will be.
 4. Once you find a good fit, you can contact them through MyHousing and choose them as your roommate by clicking "Request This Student"
 5. From your homepage, you will be able to see if your request is eventually accepted and whether you are matched in our system
 6. Once matched, we will do our best to ensure you are assigned together
- Residence Life staff reviews all applications and preferences to make roommate matches. During the summer, assignments are made and all applicants are notified of assignments.
- Contact your roommate(s) after your assignment is released.
 1. Suggestion: bring what you know you'll need. If you'd like to share the cost or the use of an item, you'll have time during Welcome Weekend to shop after you connect.
- Meal Plan
 1. All incoming students are assigned Meal Plan 1; however, you can change your plan
 2. Contact Dining Services at bemisc@husson.edu or (207) 941-7076.

Commonly Asked Questions

1. Will I have a roommate?

If you are a first-year student, you'll have a roommate; either assigned based on your preferences or requested roommate assignment. Living on-campus with a roommate is the best way to learn about your community and make new friends. During the remainder of your time as an on campus resident, you'll be able to request a single room accommodation; however, single rooms will be assigned based on availability and seniority. If a medical reason necessitates a single room placement, please contact the Office of Accessibility Services to schedule a consultation and learn more about the process and any proper documentation.

2. Why wasn't I paired with my preferred roommate?

We work diligently to fulfill roommate requests, preferences, hall, and lifestyle matches. However, it's not always possible to fulfill all requests – and we hope that all residents have an open mind regarding their housing assignments. Please note that all specific roommate requests *must* be mutual and matched in MyHousing. If we are unable to make the pairing, it is likely that the match was not mutual and or unmatched in MyHousing. We recommend that you speak with your preferred roommate. A mutual match is when both individuals indicate one another on the application.

3. What if I believe my roommate and I are not a good fit?

We understand that there are times when conflict arises or a change is needed. We recommend that roommates complete an agreement that is facilitated by the Resident Assistant (RA) upon moving in. This document can be revisited if needed and used during discussions or mediations. If issues are persistent or a mediation is not helpful, an RA or Resident Director (RD) can assist with providing the Room Change Request Form. The RD will also be able to assist with other housing options.

4. Are there any single rooms?

There are a limited number of singles on campus. These are typically reserved for those with accommodation needs. If you believe this applies to you, please contact the Director of Accessibility Services. Otherwise, you are able to submit a Single Waitlist Request for a particular semester by using the form found [here](#).

5. Do I have to live on campus?

All full-time, first and second-year Husson University undergraduate students must live in the campus residence halls. There is a process for requesting a Residency Release. You can learn more about the process and potential reasons for requesting a release [here](#).