

Selecting a Room

DEPARTMENT OF RESIDENTIAL LIFE

WHEATON COLLEGE

NORTON, MA

This guide will walk you through how to pick your room.

- Make sure you have already completed Part I of the housing application.
- Make sure you have also already created a roommate group before you pick a room, if applicable.
- The slides that follow will show you the step by step process for picking a room.



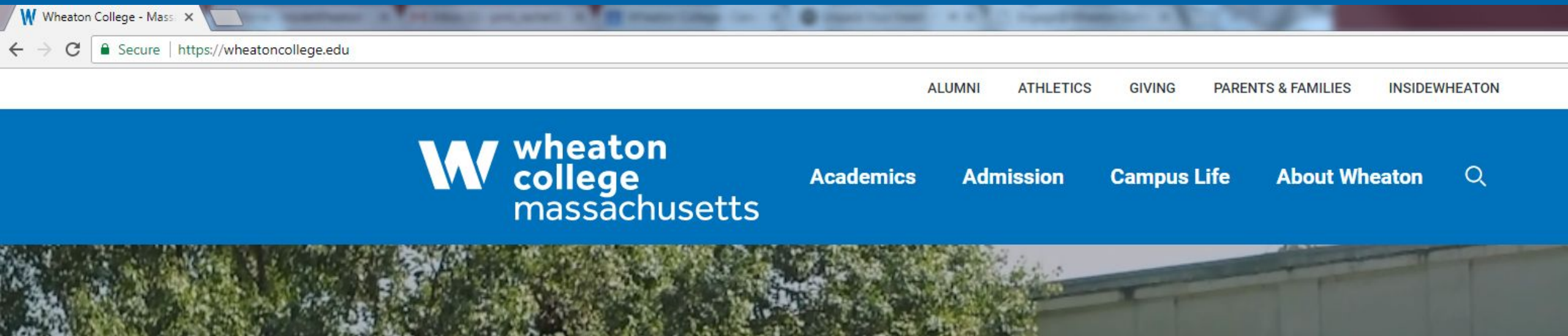
Residential Life

Room selection is completed in 3 parts.

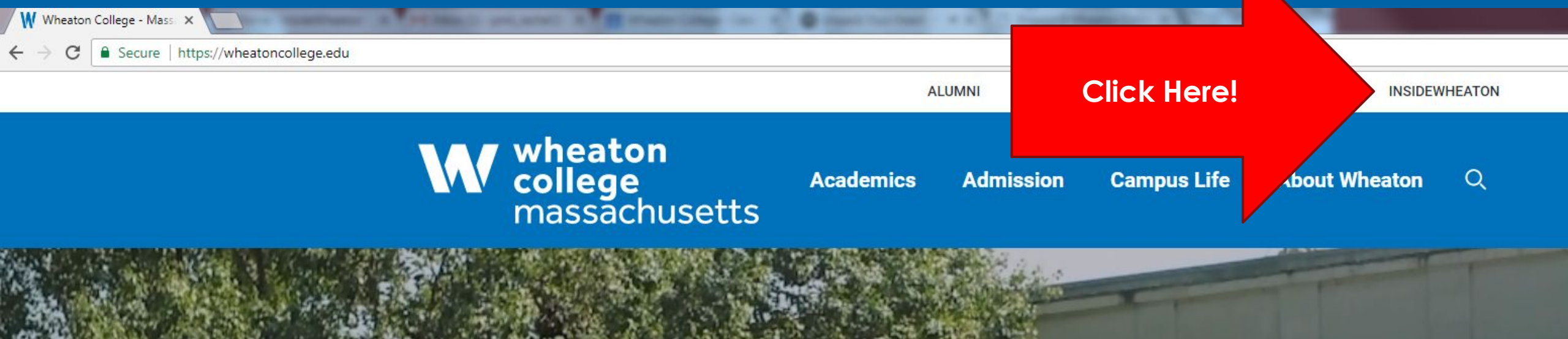
1. Sign the housing contract, confirm your web profile info, and learn more about Community Choices.
2. Create a roommate group, apply for a suite, or apply to live in a Living Learning Community.
3. Pick a room through suite selection, room lottery, or assignment by ResLife staff.

This document will go over part 3,
specifically picking a room through general lottery.

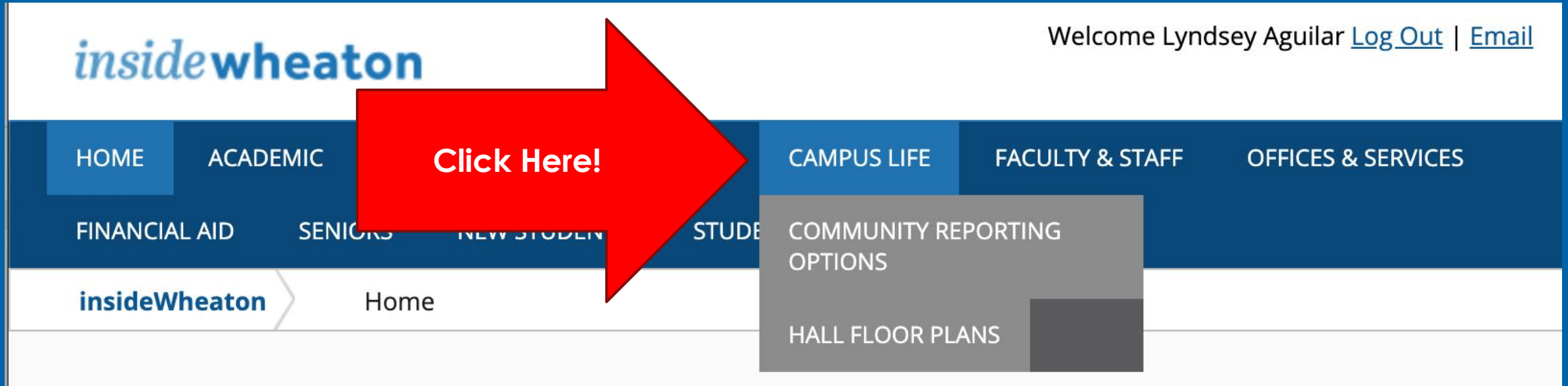
Access the portal: Go to the Wheaton web page.



Click on InsideWheaton and log in using your WID credentials.



Click on the "Campus Life" tab.



Look under
"Student Services"
and then
"Housing Services,"
and click on the
"Student Housing
Portal" link.

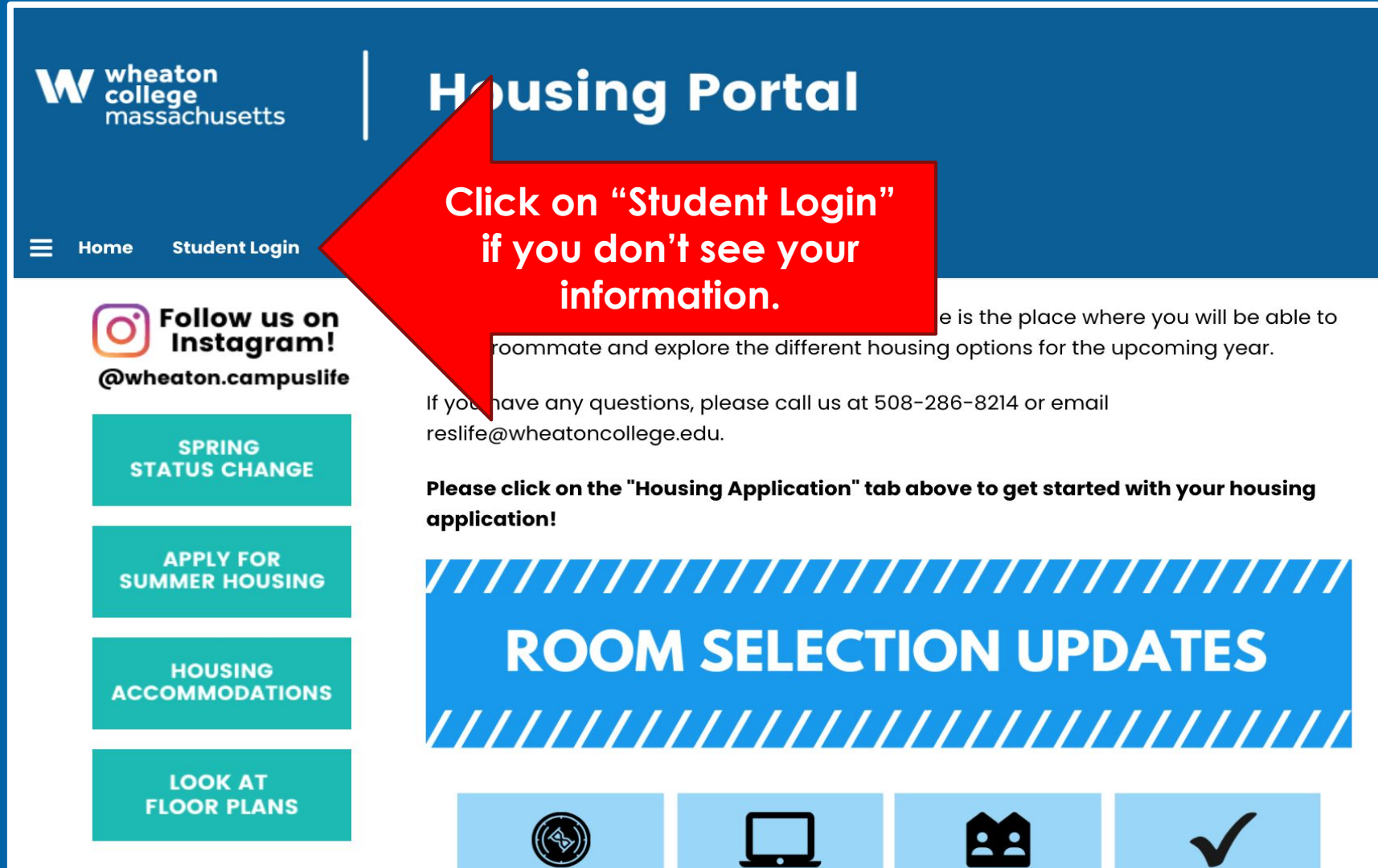
Click Here!

The screenshot shows a university website navigation menu with three main columns: Navigation, Student Services, and Links.

- Navigation**
 - Campus Life**
 - [Community Reporting Options](#)
 - [Hall Floor Plans](#)
 - Upcoming Events**
 - 3/1/2020
[New Plays Festival](#)
2:00 PM - 4:00 PM
Watson Fine Arts – Experimental Theatre
 - 3/1/2020
[\(Men's Tennis\) Endicott vs. Wheaton \(Mass.\)](#)
4:00 PM - 7:00 PM
 - 3/2/2020
[Stakeholders in the British Shipbreaking Industry](#)
5:00 PM - 6:00 PM
Mary Lyon Hall – Woolley Room

- Student Services**
- My Account**
 - [Change my password](#)
 - [Enroll and/or add my Cell Phone Number](#)
 - [Setup my Account / Forgot my Password](#)
- Academic Services**
 - [Course Schedule](#)
 - [onCourse](#)
 - [Majors and Minors Worksheets](#)
 - [Online Transcript Ordering](#)
 - [Old Town Hall Bookstore](#)
 - [Peer Tutoring Schedule \(Google Sheet\)](#)
- General Services**
 - [Email](#)
 - [Enrollment Certification \(National Student Clearinghouse\)](#)
 - [Bias Incident Report Form](#)
 - [Student Employment Program](#)
 - [Car Registration Information](#)
 - [Technology](#)
 - [Career Services](#)
 - [Dining \(CampusDish\)](#)
 - [Atomic Learning/Hoonuit](#)
 - [Hometown News](#)
- Housing Services**
 - [Student Housing Portal](#)
 - [Hall Floor Plans](#)
 - [Submit a Work Order](#)
 - [My Library Record](#)
 - [Guest Registration Policy \(Google Doc\)](#)
 - [Guest Registration Form \(Google Form\)](#)
- Reserving Space**
- Links**
- Dean of Students**
 - [Athletics](#)
 - [Counseling Center](#)
 - [Health & Wellness](#)
 - [Marshall Center for Intercultural Learning](#)
 - [Office of Student Activities, Involvement & Leadership \(SAIL\)](#)
 - [Social Justice and Community Impact](#)
- Programs and Services**
 - [Technology Support](#)
 - [New Student Orientation](#)
 - [Dining Services](#)
 - [Student Employment](#)
 - [Honor Code](#)
 - [Student Handbook](#)
 - [Old Town Hall Bookstore](#)
- Student Pages**
 - [Student Government Association](#)
 - [Student Clubs and Organizations](#)

That will take you here:



The screenshot shows the Wheaton College Housing Portal. At the top left is the Wheaton College Massachusetts logo. To its right is the title "Housing Portal". Below the logo is a navigation bar with a hamburger menu icon, "Home", and "Student Login". A large red arrow points from the text "Click on 'Student Login' if you don't see your information." to the "Student Login" link. Below the navigation bar is an Instagram follow prompt: "Follow us on Instagram! @wheaton.campuslife". To the left of the main content area is a vertical stack of four teal buttons: "SPRING STATUS CHANGE", "APPLY FOR SUMMER HOUSING", "HOUSING ACCOMMODATIONS", and "LOOK AT FLOOR PLANS". The main content area contains a paragraph about room selection, a contact number and email, and a bold instruction to click on the "Housing Application" tab. Below this is a large blue banner with white diagonal stripes and the text "ROOM SELECTION UPDATES". At the bottom is a row of four light blue icons: a circular arrow, a laptop, a house with people, and a checkmark.

wheaton college massachusetts

Housing Portal

☰ Home Student Login

Click on "Student Login" if you don't see your information.

Follow us on Instagram!
@wheaton.campuslife

SPRING STATUS CHANGE

APPLY FOR SUMMER HOUSING

HOUSING ACCOMMODATIONS

LOOK AT FLOOR PLANS

... is the place where you will be able to ... roommate and explore the different housing options for the upcoming year.

If you have any questions, please call us at 508-286-8214 or email reslife@wheatoncollege.edu.


Please click on the "Housing Application" tab above to get started with your housing application!

ROOM SELECTION UPDATES

Icons at the bottom: a circular arrow, a laptop, a house with people, and a checkmark.

Here is the Home page once you're logged in!

Make sure
this is your info!




Housing Portal

[Home](#) [Housing Application](#) [Log Out](#)

My Details

WID: 123456789
Birth Date: 3/17/2011
Class Year: 2033

 **Follow us on Instagram!**
[@wheaton.campuslife](#)

[SPRING STATUS CHANGE](#)

[APPLY FOR SUMMER HOUSING](#)

[HOUSING ACCOMMODATIONS](#)

[LOOK AT](#)





Hi .Kirby .Corgi!

Welcome to the Residential Life Housing Portal! This is the place where you will be able to find a roommate and explore the different housing options for the upcoming year.

If you have any questions, please call us at 508-286-8214 or email reslife@wheatoncollege.edu.

Please click on the "Housing Application" tab above to get started with your housing application!

ROOM SELECTION UPDATES



Click on "Housing Application"

Click Housing
Application



Housing Portal

Housing Application

Log Out

My Details

WID: 123456789

Birth Date: 3/17/2011

Class Year: 2033



**Follow us on
Instagram!**
@wheaton.campuslife

SPRING
STATUS CHANGE

APPLY FOR
SUMMER HOUSING

HOUSING
ACCOMMODATIONS

LOOK AT

Hi .Kirby .Corgi!

Welcome to the Residential Life Housing Portal! This is the place where you will be able to find a roommate and explore the different housing options for the upcoming year.


If you have any questions, please call us at 508-286-8214 or email reslife@wheatoncollege.edu.

Please click on the "Housing Application" tab above to get started with your housing application!


ROOM SELECTION UPDATES



That will take you here...

 |

Housing Portal

 Home Housing Application Log Out

Term Selector

If you can see more than one application, please make sure you are picking the correct one. For Fall 2021 room selection, you will want to make sure you are choosing the **"2021-2022 Academic Year."**

Academic Year 2021-2022


(8/31/2021 - 5/14/2022)

You started your housing application (part I) for **Academic Year 2021-2022** on **4/17/2021** and have **signed the contract** as of **4/17/2021**.


Your housing application (part I) is complete as of **4/17/2021**.

[Continue](#)

Select the correct term (2021-2022) and hit "Apply."

 |

Housing Portal


 Home Housing Application Log Out

Term Selector

If you can see more than one application, please make sure you are picking the correct one. For Fall 2021 room selection, you will want to make sure you are choosing the **"2021-2022 Academic Year."**

Academic Year 2021-2022
(8/31/2021 - 5/14/2022)

Apply

 Click Here

If you completed Part I of housing application and it is during or after your lottery time slot, you will be able to see the "Room Selection" page.

The screenshot shows a progress bar with 11 steps: Welcome, Personal Details, Profile Info, Community Choices, Housing Contract, Confirm Housing App, App Status Part I, General Roommate Groups, App Status Part II, Room Selection, and App Status Complete!. The first eight steps are marked with checkmarks in dark blue circles. The 'App Status Part II' step is highlighted with a blue circle and a red arrow points to it. Below the progress bar, a large red-bordered box contains the text 'App Status Part II'. At the bottom, a red-bordered box contains the text 'You have COMPLETED Parts I & II of the Housing Application Process! Please see below for next steps.'

App Status Part II

You have COMPLETED Parts I & II of the Housing Application Process! Please see below for next steps.

On the App Status Part II page, click below to continue.

RETURNING STUDENTS



Returning students are able to navigate to the General Roommates Group page at any time until 7/22 to update their roommate groups.

Suite selection opens 7/8!

General room lottery time slots emailed 7/12!

General room selection begins 7/19!



Follow us on Instagram! @wheaton.campuslife

Continue Your Housing Adventure!

You will then be able to see the buildings that have rooms available in them that you are eligible to see.

Some spaces and buildings are community-specific, meaning you have to opt-into or apply to in order to see them as options.

LLC applications are closed (May Fellows, Wellness, and First Gen), though you can always navigate back to the Community Choices page to update your CIC preferences (female to nonbinary, substance free, or quiet housing).

The screenshot displays a horizontal progress bar with eleven steps: Welcome, Personal Details, Profile Info, Community Choices, Housing Contract, Confirm Housing, App Status Part I, General Roommate Groups, App Status Part II, Room Selection, and App Status Complete. The 'Community Choices' step is highlighted with a blue circle, while the others have grey checkmarks. A red arrow points from the 'Community Choices' step to a card for 'Gebbie Hall', a 'Suite-Style Residence Hall'. The card includes a photo of the building and a teal 'Select' button. Another red arrow points from the 'Select' button to the text 'Click on the building where you would like to live!'. A third red arrow points from the 'Community Choices' step to the text 'Go to Community Choices to update CIC pref.'.

Go to Community Choices to update CIC pref.

Gebbie Hall
Suite-Style Residence Hall

Select

Click on the building where you would like to live!

Now you will see all of the options for you in that building.

Once you select a room below, a 10-minute timer will start in the top right corner. You must confirm your selection before the timer runs out or you will lose your selection.

Filter results

Room Types

- ☐ Double
- ☐ Single

Floor/Suite/Apartment

- ☐ Gebbie 200
- ☐ Gebbie 201
- ☐ Gebbie 300
- ☐ Gebbie 301



Gebbie 200A

2 

Building: Gebbie Hall
Apartment/Suite: Gebbie 200

Beds Available in Apartment/Suite: **5**
Beds Available in Room: **2**

[Show Room Info](#)

[Select](#)



Gebbie 200B

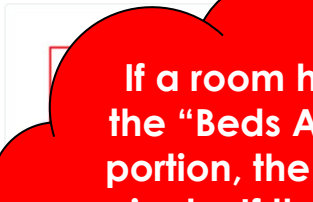
2 

Building: Gebbie Hall
Apartment/Suite: Gebbie 200


Beds Available in Apartment/Suite: **5**
Beds Available in Room: **2**

[Show Room Info](#)

[Select](#)



Gebbie 200C

1 

Building: Gebbie Hall
Apartment/Suite: Gebbie 200

Beds Available in Apartment/Suite: **5**
Beds Available in Room: **1**

[Show Room Info](#)

[Select](#)

If a room has a 1 in the "Beds Available" portion, the room is a single. If there is a 2, the room is a double (etcetera).

IMPORTANT: You can only select spaces that you or your roommates can fill.

Select your preference and then click “Save & Continue.”
A timer will then start in the top right corner.

Once you select a room below, a **10-minute timer will start in the top right corner**. You must confirm your selection before the timer runs out or you will lose your selection.

Room Types

☐ Double

☐ Single

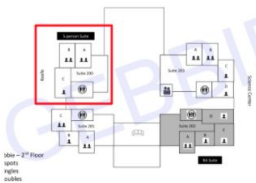

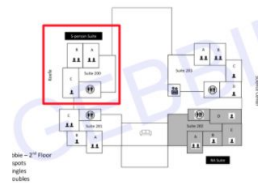

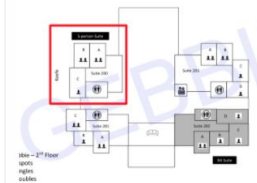

Floor/Suite/Apartment

☐ Gebbie 200

☐ Gebbie 201

☐ Gebbie 300

☐ Gebbie 301

 <p>Gebbie 200A</p> <p>2 </p> <p>Building: Gebbie Hall Apartment/Suite: Gebbie 200</p> <p>Beds Available in Apartment/Suite: 5 Beds Available in Room: 2</p> <p>Show Room Info</p> <p>Select</p>	 <p>Gebbie 200B</p> <p>2 </p> <p>Building: Gebbie Hall Apartment/Suite: Gebbie 200</p> <p>Beds Available in Apartment/Suite: 5 Beds Available in Room: 2</p> <p>Show Room Info</p> <p>Select</p>	 <p>Gebbie 200C</p> <p>1 </p> <p>Building: Gebbie Hall Apartment/Suite: Gebbie 200</p> <p>Beds Available in Apartment/Suite: 5 Beds Available in Room: 1</p> <p>Show Room Info</p> <p>Select</p>
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Select your preferred room.

POSSIBLE ERROR!

If you are trying to live in a Common Interest Community and your roommate(s) have not filled out the interest form, you will NOT be able to pull them in.

Notice the timer!

My Room



Kirby Corgi

Select Bed

Roommates

Below are your current roommates. You can assign beds to all of them.

Bean Cat

Select Bed

Reptaur Gecko

Select Bed

Kitty Beagle

Select Bed

Restart Selection

Assign Beds

You will be taken to the room assignment page.

****THIS PAGE HAS A TIME LIMIT****

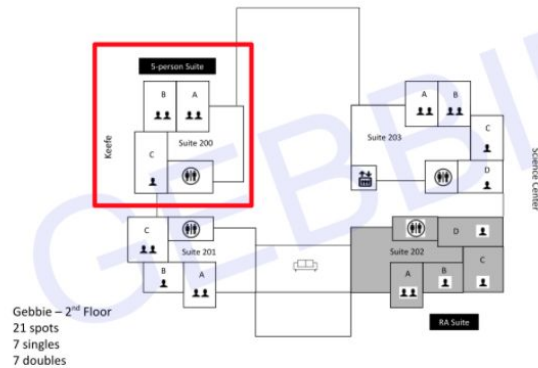
No one else is able to select this room at this point.

For the next 10 minutes, it is yours.

If you do not have roommates, then you are almost done.

- If you are by yourself, you are only picking your own space.
- Afterwards you will confirm your assignment and will be done

My Room

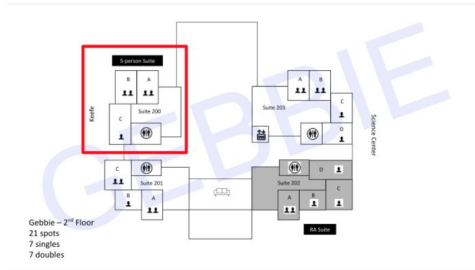


Kirby .Corgi

Gebbie 200A – A

If you are part of a
roommate group
then complete the
following steps...

My Room



Kirby Corgi

Gebbie 200A - A

Roommates

Below are your current roommates. You can assign beds to all of them.

Bean Cat

✓ Select Bed

Gebbie 200A (2 total spaces, 2 available, 0 unavailable)
Gebbie 200A - A (Taken By Kirby .Corgi)
Gebbie 200A - B
Gebbie 200B (2 total spaces, 2 available, 0 unavailable)
Gebbie 200B - A
Gebbie 200B - B
Gebbie 200C (1 total spaces, 1 available, 0 unavailable)
Gebbie 200C - A

Select Bed

Reptaur Gecko

Select Bed

Restart Selection

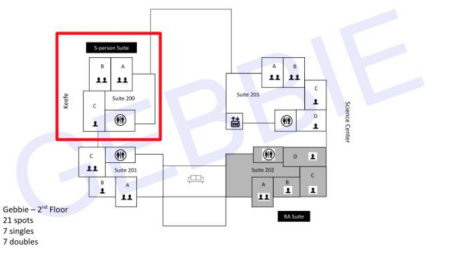
Assign Beds

One person from the roommate group will assign the spaces. This person usually has the best lottery time.

- For our purposes all “beds” and “spaces” in a room are identical.
- Picking your bed is not calling “dibs” on a specific space in the room.

Once you have selected your group's bed arrangement, select "Assign Beds" at the bottom of the page.

My Room



Gebbie - 2nd Floor
21 spots
7 singles
7 doubles

Kirby Corgi

Gebbie 200A - A

Roommates

Below are your current roommates. You can assign beds to all of them.

Bean Cat

✓ Select Bed

Gebbie 200A (2 total spaces, 2 available, 0 unavailable)
Gebbie 200A - A (Taken By Kirby .Corgi)
Gebbie 200A - B
Gebbie 200B (2 total spaces, 2 available, 0 unavailable)
Gebbie 200B - A
Gebbie 200B - B
Gebbie 200C (1 total spaces, 1 available, 0 unavailable)
Gebbie 200C - A

Select Bed

Reptaur Gecko

Select Bed

Restart Selection

Assign Beds

Click Here

If you are living in Beard and are pulling in a non-May Fellow, please live chat with our office during your or your roommate's lottery time.

This is the final step! Lock in your room offer to confirm all space assignments.

Clicking “Lock in Your Room” will also lock in any of your roommates to the assignment as well. No need for them to do anything!

Room Confirmation

Gebbie 200A, Gebbie 200, Gebbie Hall

- 1. Gebbie 200A - A: Kirby .Corgi
- 2. Gebbie 200A - B: Reptaur Gecko

Gebbie 200B, Gebbie 200, Gebbie Hall

- 1. Gebbie 200B - A: Bean Cat
- 2. Gebbie 200B - B: Kitty Beagle

You must click this to finalize!!!

Lock In Your Room!

YOU CANNOT UNDO THIS!!!

App Status Complete!

You have COMPLETED the ENTIRE Housing Application Process!
Please see your reserved room information for the 2021-2022 academic year below.

Booking Summary

Room: Gebbie 200A - A
Room Type: Double
Location: Gebbie Hall
Floor: Gebbie 200

Bed	Check In Date	Check Out Date	Preferred Name	Last Name
Gebbie 200A - A	8/31/2021	5/14/2022	Kirby	.Corgi
Gebbie 200A - B	8/31/2021	5/14/2022	Reptaur	Gecko
Gebbie 200B - A	8/31/2021	5/14/2022	Bean	Cat
Gebbie 200B - B	8/31/2021	5/14/2022	Kitty	Beagle

Then you'll be taken to the final application complete page.

This confirms the assignment for EVERYONE. No need for roommates to do anything else!

Congratulations!
You are done with room selection!



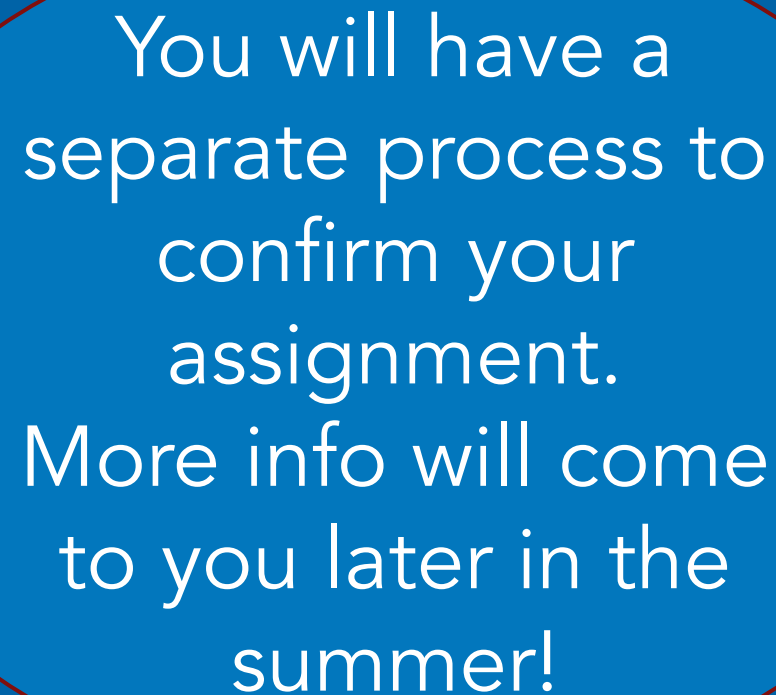
Help, I don't have a roommate!

- ↖ You are not the only one!
- ↖ If you do not have a roommate going into your room selection time, that is OK. We can pair people up after lottery has ended.
- ↖ Remember lottery is not the be-all-end-all of housing!
- ↖ You are more than welcome to opt-in to be on a roommate list that we share with others who also do not have a roommate.
- ↖ There is also a waitlist that you can be a part of if you are looking for a specific room and/or community.

For students already with room assignments...

Some students will already have a room and do not need to pick a room during General Lottery:

- RA staff
- Theme House Residents
- Brave, Bold, & First residents
- Approved housing accommodations



You will have a separate process to confirm your assignment. More info will come to you later in the summer!

Rules of the Lottery (General Room Selection)

- You must fill any space you take (you cannot go into a double without a roommate).
- You must wait until your time-slot opens in order to pick a room.
- If you are paired with a roommate and they get a better lottery time, they can use that to pull you and other roommates into the room they select.
- You can access the lottery any time after your slot opens up, and until the lottery closes.
- You can only pick a room once.
- You have to have an application completed in order to get a lottery time.
- You cannot give your lottery time to another person.
- Students that are slated to study away cannot form roommate groups, they can only go into single spaces.
- You cannot pull people into connected singles through this process.
 - You *may* wait until your friends later time opens, go in at the same time, and pick two that are still open.

FAQs

Q: When will I get my lottery time?

A: Later in the month of April before the week of lottery begins.

Q: When is lottery week?

A: It begins in the middle of April.

Q: Where do I go if I need help?

A: Info and help sessions will be happening during the spring semester. Specific days and times for those sessions will be relayed via email.

Q: I am abroad, can I still do this?

A: Yes, but remember that your lottery time is in EASTERN STANDARD TIME, not your time zone.

Q: Can I pick more than once?

A: Unfortunately no, once you confirm a space that is yours for the following year.

Q: What about lottery numbers?

A: Those are gone, everything is now time-based based on 30-minute slots (similar to course registration).

Detailed Timeline

March 1st — Parts I & II of the portal open

March 23rd — LLC apps due for returners
Suite applications due

March 28th & 30th — Gebbie/Keefe room selection

April 10th — General room selection lottery numbers emailed

April 10th to 14th — Room selection
VIRTUAL info desk open, 9am to 4pm

April 13th — LLC decisions emailed

April 14th — Housing portal part I opens for new students

April 17th to 20th — General room selection
(VIRTUAL help desks open from 9am to 4pm)

June 1st — Housing portal part II opens for new students

June 30th — LLC apps due for new students
Housing portal closes for new students

July 13th — LLC decisions emailed to new students

August 1st — New student housing assignments emailed