



# Incoming Student Housing Intention & Agreement Guide

**On Campus  
Housing Application  
Guide**

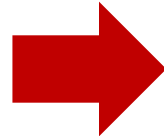
**Welcome Home.  
It's Good Here.**

# Getting Started

In order to move forward, you must be able to access your Wittenberg email and the Admissions Portal

## HAVING ISSUES

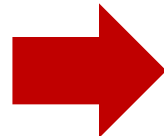
Not able to access your Wittenberg email?  
Not able to access the Admissions Portal?



Contact Admissions for Assistance

## NO ISSUES

Able to access your Wittenberg email.  
Able to access or the Admissions Portal.



Great! Continue to the next slide



# Understanding Residency Requirements

As a residential campus, Wittenberg expects all full-time students to live in university owned housing.

Common Exceptions:

1. Commute from the principal residence of their parent/legal guardian that is within a 30 miles driving distance
2. Live in a Greek organization house
3. Fill an RA position for the coming academic year
4. Study abroad for the term

**Do not make plans until you receive the Residence Life decision**

*Students who apply for exemption with inaccurate information (e.g. a student who indicates they will be commuting from parent/legal guardian primary residence but is instead renting from a private landlord in town) will be charged through the student conduct system and can be held responsible the standard double room rate.*



# The Basic Process

## Incoming Student Housing Intention

Complete the Incoming Student Intention form to let us know if you plan to live in campus housing or are seeking housing release

- Log into your Incoming Student Portal
- Log into the Housing System with your Wittenberg email and password
- Click on “Forms and Applications”
- Click the “Incoming Student Housing Intention” link



or



## Not planning to live in campus housing

- Review the Residency Requirement
- Complete the Housing Release Form



## That's All for Now!

- Watch your Wittenberg email for further instructions

## Planning to live in campus housing

- Proceed to Housing Agreement and Survey



## Complete Housing Agreement and Housing Survey (same form)

- Log into your Incoming Student Portal
- Log into the Housing System with your Wittenberg email and password
- Click on “Forms and Applications”
- Click the “Incoming Student Housing Agreement and Survey” link
- Sign the Housing Agreement
- Complete the Housing Survey
- Preference your placements



## That's All for Now!

- Watch your Wittenberg Email for further instructions



Now that you have the basics . . .

Continue to the next slide and we will walk you through the process.

# Incoming Student Housing Intention and Agreement

## Step 1

Log into the Housing Portal with your Wittenberg email and password (via MyWitt or housing.wittenberg.edu)

## Step 2

Click on “Forms & Applications”

## Step 3

### Complete the Housing Intention

Click on “Incoming Student Housing Intention”  
Complete the housing intention  
Once completed, the Housing Agreement will be available under “Forms & Applications”

## Step 4

### Review and Sign your Housing Agreement

Once the Housing Intent is completed, the “Housing Agreement” will be available under “Forms & Applications”  
*A pdf copy will be emailed to you afterwards.*

## Step 5

### Review the option for Renter’s Insurance & make your selection

GradGuard is not required, just an option.  
*All students should sure they have coverage for personal property.*

***Once you complete the GradGuard section, click “Return to Application” to be directed back to the Housing Site.***



## Step 6

### Complete your vaccination disclosure and housing survey questions

If you don’t remember the specifics about your vaccinations, provide as much accurate information as you can or ask a parent/guardian.  
Vaccinations are not required, so please put a “0” on the “year received line” for any vaccines not received; otherwise you won’t be able to complete the form.

## Step 7

### Preference your Housing

Review the following slides as well as the Residence Life site for more information  
If you have specific questions, email housing@wittenberg.edu

## Step 8

### Press complete.

*You have now completed your housing agreement and survey!*

*A pdf copy will be emailed to you. If you have not completed the process, you will not receive this email.*

# Sign Your Housing Agreement

## Step 4

Review and Sign your Housing Agreement.  
*A pdf copy will be emailed to you afterwards.*

Click on "Forms & Applications"  
Select "Housing Agreement (Fall 2024)"  
Select: "Incoming Student Housing Agreement and Survey"

Sign your Housing Agreement

**WITTENBERG UNIVERSITY**

Forms & Applications

- Housing Agreement (Fall 2021)
- Housing Intention (Fall 2021) - Completed

### Consent - Housing Agreement

#### 2023-2024 ROOM AND BOARD AGREEMENT

Wittenberg University Office of Residence Life · PO Box 720 · Springfield, OH 45501

**OCCUPANCY REQUIREMENTS AND RESTRICTIONS:** All full-time undergraduate Students are required to live in University housing and participate in the associated required meal plan. Full-time registration during any academic year constitutes acceptance of the Room and Board Agreement ("Agreement") and the rules then in effect unless granted prior written approval from the Associate Dean for Residence Life or their designee to be released from this requirement. Any Student seeking exemption from the housing requirement must complete and submit a Housing Release Request to Residence Life at least 30 days prior to the start of the academic term. Housing release is limited to: 1) Students commuting from the principal residence of their parent or legal guardian within a 30-mile driving distance of campus; 2) Students who are married or have dependents in their care; or 3) Students residing in a University-recognized Fraternity or Sorority house. The University reserves the right to refuse housing privileges to any person at any time. By signing this Agreement, the Student grants the University the right to conduct a criminal background check on the Student at any time, either prior to room assignment or during the term of this Agreement. The University reserves the right to deny or immediately remove a Student from University housing based on criminal history or conduct. This provision does not require the University to perform a criminal background check on any Student.

**LENGTH OF AGREEMENT:** This Agreement is in effect for both Fall and Spring semesters, or the remaining portion of the academic year if the Student moves into University housing after the academic year begins. Students are eligible to move into their University assigned space on the date published by the University. Spring semester cancellations are not permitted unless the Student graduates, withdraws from the University, or is participating in an approved academic curricular program with special location needs (i.e. study abroad, Student teaching, etc.). Requests for Spring semester cancellations must be received at least 30 days prior to start of term. Failure to maintain full-time enrollment may result in cancellation of this agreement. The Student agrees to vacate University housing: (a) within 24 hours after the Student's last examination, or within 24 hours after termination of the Agreement, unless an extension is granted by the Associate Dean for Residence Life or their designee; or (b) On or before the date and time specified by Residence Life as University housing closing, unless an extension is granted. The term of this Agreement and Student's right of occupancy does not include any period that the Student is not enrolled with the University, or any period in which the Student has been removed from housing for any reason.

**BOARD PLAN:** The Student agrees to purchase an approved board (meal) plan. All students assigned to a residence hall can select either Carte Blanche or 200 Flex. If the Student does not specify a preferred board plan, one will be assigned by the University. Meal Plan selections are for the entire academic year. Students who wish to alter their meal plan must complete the on-line meal plan adjustment form before 4 p.m. on the fourth day of classes of that semester. Students who fail to change their meal plan before the deadline will be obligated to their original contract for the semester. Meal plans are reset each semester and there is no refund for missed meals or remaining bonus points at the end of the previous semester. Please refer to policies published in the Student Handbook and posted on the Dining Services website for further details and a complete schedule of meal availability. Food service is not available during breaks and holidays when campus housing is closed. The University reserves the right, in its sole and absolute discretion, to change these board plans and policies prior to the start of the academic year with adequate notice to the Student.

**ROOM ASSIGNMENTS:** Room assignments are made without discrimination on the basis of race, color, creed, religion, national or ethnic origin, ancestry, military status, veteran status, disability, sex/gender, etc.

If you do not agree, [exit the application here.](#)  
If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)  
 Use the signature pad to draw your signature

Enter your full name

clear signature

**Continue**

# Renter's Insurance

## Step 5

Review and Sign your Housing Agreement.  
*A pdf copy will be emailed to you afterwards.*

Review the option for Renter's Insurance & make your selection.  
GradGuard is not required, just an option.  
*All students should sure they have coverage for personal property.*



Once you complete the GradGuard section, click "Return to Application" to be directed back to the Housing Site

## Recommended: GradGuard™ College Renters Insurance



What if you had to replace it all tomorrow?



As noted in your housing agreement, Wittenberg University does not assume any financial responsibility for the personal property of students. We strongly recommend that all students obtain renters insurance prior to move in. Here are some scenarios in which renters insurance can help:

- You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen.
- You return to the residence halls after class, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.
- You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor.

We have partnered with GradGuard, which offers a College Renters Insurance Plan that is specifically designed for students. For about \$13 per month, GradGuard can protect you in the scenarios listed above and more.

You have previously indicated that you are not interested in GradGuard Renters Insurance.  
Please continue with the application OR try again.

- I am interested in enrolling in the GradGuard College Renters Insurance plan!
- I decline coverage and do not wish to receive Renters Insurance protection. By checking this box, I understand that I am accepting full responsibility for my personal property and that damages caused by myself to others property (including the school's) will not be covered by Wittenberg University or GradGuard.

\*By indicating your interest in the GradGuard program, you are permitting your higher education institution to share your name and email address with GradGuard.  
Renters Insurance is underwritten by Markel American Insurance Company, Waukesha, WI. Claims and coverage subject to policy, language, limits and exclusions. GradGuard™ is a service of Next Generation Insurance Group, LLC, the licensed insurance agency for Markel Insurance Company.

Continue



# Vaccination Disclosure

## Step 6

Complete your vaccination disclosure  
and housing survey questions

*If you don't remember the specifics about your vaccinations, provide as much accurate information as you can or ask a parent/guardian.*

### My Information - Incoming Student Housing Agreement and Survey

HEPATITIS B Hepatitis B is a serious infection of the liver that can lead to chronic liver disease or cancer of the liver. Have you had the Hepatitis B vaccination? \*

Yes  No

What year did you receive the Hepatitis B vaccination?

0

MENINGITIS Meningococcal meningitis is a rare but potentially fatal bacterial infection of the brain and spinal cord. Have you had the Meningitis vaccination? \*

Yes  No

What year did you receive your most recent Meningitis vaccination?

APP - Meningitis Vax Type

COVID-19 Coronaviruses are a large family of viruses that are known to cause illness ranging from the common cold to more severe diseases such as Severe Acute Respiratory syndrome (SARS) and Middle East Respiratory Syndrome (MERS). Have you received the COVID-19 Vaccination? \*

I have not received any COVID-19 vaccine or booster

APP - COVID Vax Year

IMMUNIZATION DISCLOSURE: The state of Ohio and Wittenberg University require that students residing in on-campus housing must submit the following vaccination disclosures. Please note that Ohio law does not require vaccination of the student, nor does it require the institution to provide or pay for these vaccines. I have read and understand the Immunization Disclosure \*

Yes  No

For more information about these infections and vaccinations, please visit: <https://www.odh.ohio.gov/odhprograms/bid/immunization/collegeimm.aspx>. I understand that I can read more information about these infections and vaccinations \*

Yes  No

Students are not required to get these vaccinations – only disclose whether or not they have received them.

**If you have NOT received these vaccinations, that's okay, just make sure you put a "0" on the line for (otherwise you won't be able to complete the form).**

More information is available at: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Recommended-Vaccines-College-Students/>



# Living / Roommate Preferences

## Step 6 (Con't)

Answer these as honestly as possible, they will assist you in roommate matching and tell us which kind of roommate fits best with you.

Room Occupancy Preference	Single Occupancy (Single room with no roommate)	↕	🔄
Which word best describes your expectation for your use of your room?	Study Space	↕	🔄
How do you keep your room at college?	Important- I like to clean regularly	↕	🔄
Do you intend to be approved for an Emotional Support Animal (ESA)? *	I will not be requesting an Emotional Support Animal (ESA)	↕	
Nationality/Residency Status *	A United States citizen	↕	
Do you intend to have overnight guests?	I intend to have guests stay overnight.	↕	🔄
Smoking preference (Note: Witt is a Smoke Free Campus)	I do not smoke and/or don't want to live with a smoker	↕	🔄
Which describes your sleeping habits?	Early Riser	↕	🔄
Are you interested in any of the follow Themed Living Communities (TLCs):	Honors TLC	↕	🔄

Once you have completed all of the field on this page you will click continue, if you have not finished something it will remain grey, you will need to go back and find the field you missed.

Continue

# Hall Selection

## Step 7

### Preference your Housing

Review the following slides as well as the Residence Life site for more information

If you have specific questions, email

housing@wittenberg.edu

RESIDENCE HALLS	Furnished	Lounge	Cable WiFi	Laundry Location	Central Air	Elevator Access
Woodlawn Hall	Y	2 <sup>nd</sup> Floor	Y	All Floor	N	N
Polis Hall	Y	1 <sup>st</sup> Floor & Lower Level	Y	Lower Level	Y	N
Firestine Hall	Y	1 <sup>st</sup> & 2 <sup>nd</sup> Floors	Y	1 <sup>st</sup> Floor	Y	Y
New Hall	Y	All Floors	Y	All Floors	Y	Y

# Themed Living Communities

## **Tiger Pride (Polis)**

Although Gender Inclusive is available throughout campus, Tiger Pride is designed to be an intentional space welcoming to all gender identities and to foster a safe and respectful community regardless of sex, gender, gender identity or sexual orientation.

## **Ubuntu (New Hall)**

Using the concepts of Ubuntu, *I am because we are*, Ubuntu Housing was created as an intentional place of housing for students interested in celebrating diversity and inclusion, specifically Black culture. The community aim is to create a focus of empowerment, inclusion, and success.

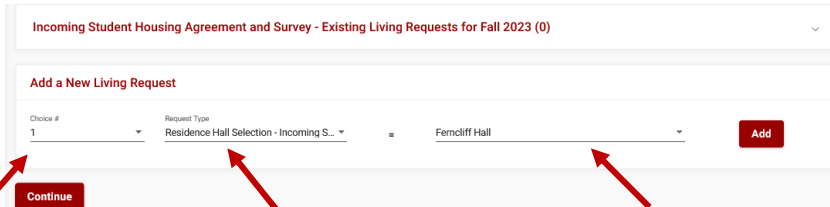
## **Honors (Woodlawn)**

Designed to promote living in a way that is conducive to academic focus and success. Participation in the Honors Program is highly encouraged by all community members. Restricted to students who have at least a 3.5 GPA.



# Rank Your Hall Selections

Step 1: Familiarize yourself with the location of hall names

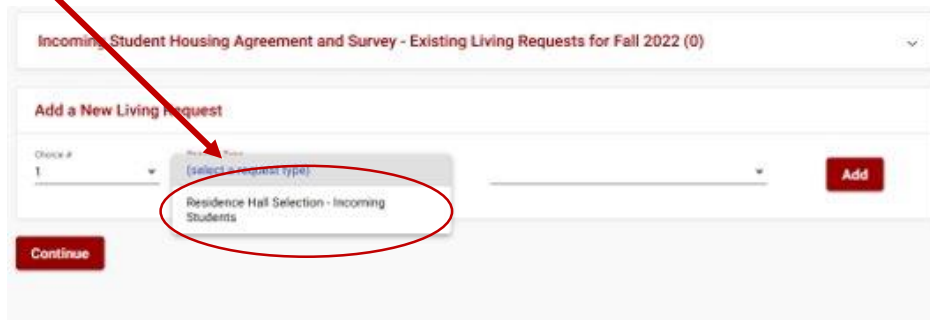


Hall rankings are here.

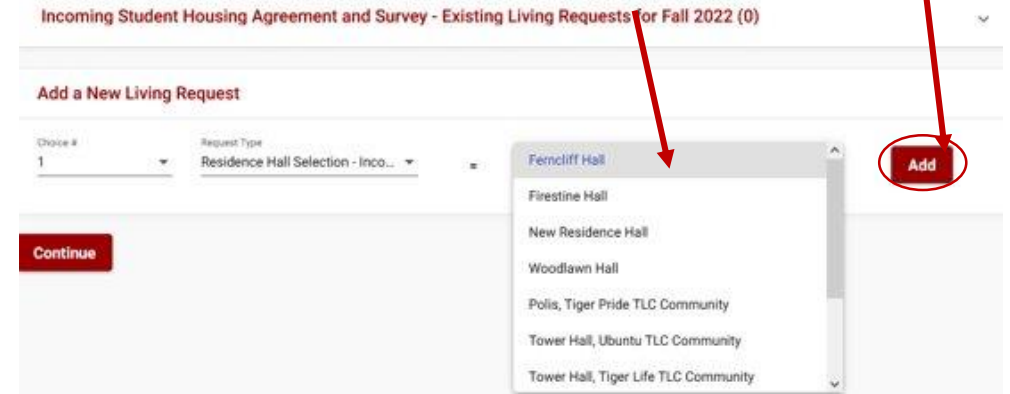
Select Incoming Student here

Hall names are here

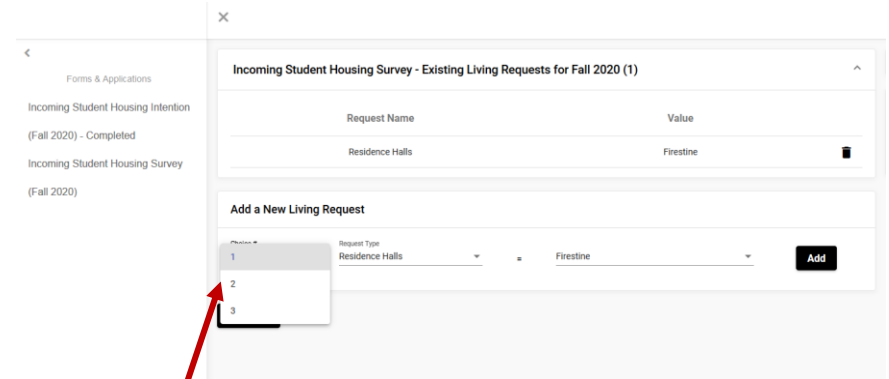
Step 2: Use the pull down under Request Type, and select Residence Hall Selection –Incoming Students



Step 3: Select your first hall choice and click “Add”.






Step 4: Select 2 under “Choice #” and repeat steps 2 and 3 to complete your rankings and press continue!



# Rank Your Hall Selections cont.

## Incoming Student Housing Agreement and Survey - Existing Living Requests for Fall 2023 (3)

Choice #	Request Name	Value	
1	Residence Hall Selection - Incoming Students	Firestine Hall	
2	Residence Hall Selection - Incoming Students	New Residence Hall	
3	Residence Hall Selection - Incoming Students	Honors TLC Community (Woodlawn Hall)	

When you have ranked several options the top of the page will look like this.

Note: It is better to rank more than one hall/community

## Add a New Living Request

Choice #  Request Type  =

Click Continue when this reflects your preferences.



# Still Have Questions?

We understand this can be an exciting and yet unfamiliar process, but Residence Life will be standing by ready to answer any questions you might have.

Email: [housing@wittenberg.edu](mailto:housing@wittenberg.edu)

Phone: 937-327-7800

Web: [www.wittenberg.edu/reslife](http://www.wittenberg.edu/reslife)

