

24-25 HOUSING REAPPLICATION SCREENSHOTS

(for students currently living on campus during the 23-24 academic year)

My.MissouriState.edu, Main Menu, Campus Life category, Housing card, Housing Application link

1) You will first be directed to the main menu for the housing application, and you will see the following. Start your 2024-2025 housing application by clicking the “click here” button next to **Complete My Housing Application for 2024-2025**.



Complete My Housing Application for 2024-2025
(August 2024 - May 2025)

[CLICK HERE](#)

Preferred Roommate Selection

[CLICK HERE](#)

Do you have someone you want to live with?
You can request your preferred roommate here!

Update Application Preferences

[CLICK HERE](#)

To make changes to your building / living preferences,
meal plan options, roommate matching questions, and
any other information on your application.

Application Summary

[CLICK HERE](#)

To see if you still need to complete your terms and
conditions, pay your housing deposit, or submit your
meningitis records - view this application summary.

2) It starts with a brief welcome message and explanation of next steps for selecting / changing your room!

As you work your way through the application, you'll click the **NEXT STEP** buttons at the bottom of each page. Please work your way all the way through the application, through your preferences, and through the step where it tells you that your deposit is already paid.

Then, you'll see a **FINISH** button which means you've made it to the end!



Hello! We are happy to see you want to continue to live on campus in 2024-2025.

Step 1 - Apply today! Your application will be considered complete as soon as you sign your terms & conditions at the beginning. Then, it's important you still complete your application preferences (building preferences, meal plans, etc.).

Step 2- Select your room before March 31, 2024. You immediately have the ability to select the exact room you want to live in next year (in the residence halls). You can select rooms on returner / upper-class / eligible LLC floors. *This is encouraged for everybody who does not currently live in the apartments. Anyone who has not selected their room by March 31 will have their room assignment selected for them.*

Wanting an apartment? Select a room in a residence hall while you wait! This will not affect your chance of getting an apartment, but does allow you to secure the space you want if you do not get an apartment. Apartment assignments will be made and emailed in February 2024.

Step 3- Change your room assignment (if you want) until July 15! We give you the flexibility to change your assignment for any reason; you'll be able to see all available spaces for which you are eligible.

Let's get started. Click the NEXT STEP button to begin!



3) The application begins with you signing the terms and conditions. You will be emailed a copy of the full document after you click "I agree" at the bottom of the page. **Once you sign the terms and conditions, your application will be considered completed.** Then, we encourage you to take your in completing your application preferences as it will not affect when your application was marked complete.

Housing Contract Terms & Conditions

Before we can learn more about you... let's start by signing the terms & conditions! You will be emailed a copy afterwards.

As a returning resident, your housing application will be considered complete after you sign the terms & conditions below because we already have your housing deposit and meningitis information - after that, be sure to complete your application preferences!

TERMS AND CONDITIONS OF THE 2024-2025 STUDENT HOUSING CONTRACT
The following Terms and Conditions are included as a part of the Housing Contract (Contract) between Missouri State University and the residents of Missouri State University student housing.

1. DEFINITIONS: In this Contract, the following definitions apply:
Academic Year means the Fall and Spring academic semesters.
Residence Hall means any of the following: Blain-Shannon House, Freudenberger House, Hammons House, Heliz House, Hutchens House, Kentwood Hall, Scholens House, Wells House, or Woods House.
University Apartment means any of the following: Monroe Apartments, or Sunvill Tower.
University Housing means both Residence Halls and University Apartments.
Student means the individual, admitted to Missouri State University, who will be occupying University Housing and is entering into the Contract.
Missouri State means the Board of Governors of Missouri State University and its authorized officers and employees.

2. TERM: Unless terminated earlier pursuant to the Contract, the Contract is for the entire Academic Year for University Housing (as defined herein), or the remaining portion of the Academic Year based on the date of the Student's initial occupancy ("Contract Term"). Student may move into the assigned room beginning the Thursday before the first day of full-term fall classes, for the fall semester, and the Saturday before full-term Spring classes begin, for the Spring semester. The Missouri State reserves the right to modify the University Contract dates identified in this Section 2 following reasonable notice to University Housing residents. Student must vacate the assigned room or apartment either within 24 hours after the Student's last examination for that semester or within 12 hours after the last final is given during that semester, whichever is earlier. An exception regarding the vacating of rooms or apartments shall be in effect for graduating seniors who may remain as occupants until 10:00 a.m. of the day following commencement. For each day Student withholds possession of room or apartment after stated vacation break policy has expired or termination of Contract, Student shall pay to Missouri State the daily rate for that room or apartment. If Student is not enrolled in at least six (6) credit hours following the University's last day to drop classes, Student will be assessed room less and meal plan charges for the remainder of the semester.

3. ELIGIBILITY: Missouri State University admission and enrollment do not guarantee occupancy for on-campus University Housing. A student must be at least seventeen (17) years of age at the time of commencement of Residence Hall occupancy. Exceptions to the minimum age requirement will be processed through the Department of Residence Life, Housing and Dining Services for review by the Dean of Student's office. The Contract may be terminated at any time before or during the Contract Term: i) based on Student behavior while a resident of University Housing; ii) if Student poses a safety risk to other residents; iii) if the Student has a detrimental effect on the community environment, or a prior history of detrimental effect as a University Housing resident; iv) if Student has outstanding debts to Missouri State; or v) if the Student is not enrolled in at least six (6) credit hours at any time during the Contract Term. Following any termination of the Contract the Student must vacate the assigned room or apartment within the timeframe communicated by the University.

4. UNIVERSITY BREAK PERIODS: Certain University Housing will close during University scheduled breaks as follows: Blain-Shannon House, Freudenberger House, Wells House, and Woods House are closed during Thanksgiving Break, Winter Break and Spring Break. Hammons House, Heliz House, Hutchens House, Kentwood Hall, Scholens House, Sunvill Apartments, and Monroe Apartments are open during all break periods. Fall semester residents of Hammons House, Heliz House, Hutchens House, Kentwood Hall, Scholens House, Sunvill Apartments, Monroe Apartments, and any additional non-University Apartment opened by the University during the Term of the housing Contract who wish to reside on campus during the winter break must be in good standing with the University and enrolled for spring semester courses and coordinate with the Department of Residence Life, Housing and Dining Services. The Missouri State reserves the right to modify the University break periods identified in this Section 4 following reasonable notice to University Housing residents.

5. DEPOSIT: A security deposit of One-Hundred Dollars (\$100.00) is required upon execution of the Contract. The security deposit of returning student housing residents will transfer to the Contract if already received. The deposit will be returned upon completion of the Contract, if all outstanding obligations owed Missouri State are paid, there are no damages to the premises or furnishings provided to Student, and the proper check-out procedures are followed. Student agrees that the deposit is not a trust fund and may be commingled with Missouri State's funds, and that Missouri State is not required to pay interest thereon. Student agrees to arrange with a representative of Missouri State for a reasonable time for inspection of the premises at or near

I agree to the terms and conditions of this contract.

I acknowledge the housing policy: "All single students under 21 years of age who have earned fewer than 27 hours of transferable credit after high school graduation are required to live in University housing."

I Agree

4) You'll review your personal information, update your cell phone number, make changes to emergency contact information, and have the opportunity to identify an optional confidential contact.

Review Your Personal Information

5) You'll answer the following roommate matching questions. **Even though you will have the ability to immediately select your own room**, your answers to these questions are helpful when other people are considering selecting a room or changing into a different room. Please answer honestly! You can update these at any time if your preferences change.

Roommate Matching Questions

The following questions are just one component that helps us make compatible roommate assignments. You are able to update these at any time. We want you to have a great experience, so please answer honestly!

While we do our best to make the most compatible matches possible given available rooms and roommates, please know there is no guarantee that specific preferences listed below will be met.

#	Description	Preference
1	I prefer to wake up before 9 a.m. Mon-Fri	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
2	I prefer to go to sleep by midnight Sun-Thurs	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
3	I prefer the room to be dark to sleep	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
4	I prefer quiet surroundings while I sleep	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
5	I prefer falling asleep with a TV/tablet/phone on	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
6	I consider myself social/outgoing/extroverted	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
7	I prefer a social/outgoing/extroverted roommate	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
8	I prefer a roommate who does not drink alcohol	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
9	I am ok with a roommate who identifies as LGBTQ+	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
10	I plan to spend most/all weekends on campus	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
11	I smoke	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
12	I am willing to live with a smoker	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
13	I keep my room clean and orderly at all times	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
14	I expect to study in my room	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
15	I am willing to live with an animal (service, emotional support, or pet)	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
16	I am ok with daytime guests	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
17	I am ok with evening guests	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
18	I am ok with overnight guests	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref
19	I am ok with overnight guests of another gender	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> No Pref

*These roommate matching questions are only considered for your first housing assignment. If you decide to change your assignment after that point, you have the opportunity to see how other students responded so you can make an informed decision about where would be best for you to move.



6) Food is important and there will be a page where we explain the different options and choices that are available for you to choose. You are required to pick a meal plan and dining dollar option that will be added to your student account prior to the start of the Fall 2024 semester.

Dining Information and Options

Let's talk about food! A meal plan & dining dollars are required for all students living in our residence halls. We have nutritious, delicious food options from which to choose.

We encourage you to visit the [Dining Services website](#) to learn more about menus, locations, hours of operations, special events, and how to contact a staff member if you have questions.



Meal Plans

Meal plans (i.e. meals-per-week) **reset every week on Monday** and allows access to all of our all-you-care-to-eat dining centers in Blair-Shannon, Garst, and Heitz.

- Unlimited Meals per week
- 19 Meals per week
- 14 Meals per week
- 10 Meals per week

Dining Dollars

Dining dollars are a declining balance - similar to a debit account - and are loaded onto your BearPass ID once at the beginning of each semester. These can be used at dining retail locations like Subway, Starbucks, and more!



You Pay	Bonus	You Get
• \$296	\$29	\$325
• \$228	\$22	\$250
• \$182	\$18	\$200

Please select which meal plan / dining dollar options you want:

MealPlan: * Dining Dollars: *

Everyone needs to select options above. If you are assigned to Sunvilla or Monroe Apartments, a meal plan is NOT required and will NOT be added to your account. However, you will be able to add one if you would like - including commuter meal plans.

You will receive Dining Dollars at the beginning of each the Fall and Spring semesters. Unused dining dollars from Fall 2024 will roll-over to Spring 2025, but any unused dining dollars at the end of Spring 2025 expire. Your meals-per-week Meal Plan resets every Monday.

The most popular choices are the 14-meal plan and \$200 dining dollar package. Please note: meal plans may only be decreased on / before the third week of the semester, but can be increased at any time.



7) Living-Learning Communities are a great way to be more engaged with those around you. You have the opportunity to preference up to 5 residential communities. If you're interested in knowing which buildings certain communities are located in, you can click the link provided.

(If you are excited about specific communities, make sure you preference those buildings when you get to the step later that allows you to do that.)

Living-Learning Communities

Living-learning communities (LLCs) provide opportunities for you to live with students who have similar goals and interests. We offer 15 LLCs where students enjoy targeted programming focused on the theme of that community, and engage with MSU faculty and staff outside the classroom.

If you ARE interested in an LLC, please select up to 5 choices using the dropdown boxes.

If you are NOT interested in an LLC, skip the selection options and click **NEXT STEP** below.

Visit the [LLC website](#) to view full descriptions, eligibility, and building locations for each specific community.

86% of LLC students said that living in an LLC helped them be more academically successful. As a member of an LLC, you'll also enjoy access to exclusive events, opportunities for community service, and connection with faculty, staff, and the Springfield community.

1st choice:

2nd choice:

3rd choice:

4th choice:

5th choice:

Do you plan to study secondary education & would like to be part of the Future Educators LLC?



Please note that there is limited space in each community! **Preferencing an LLC does not guarantee a room assignment in one of those communities.** If you have any questions, please contact the Living-Learning Communities office at 417-836-3234 or at LiveLearn@MissouriState.edu.



8) We have a lot of different types of rooms available and we have a couple questions that will help us know more about the specific types of living arrangements you need and/or are interested in. If you are interested in the apartments, you NEED to check the appropriate box.

Living Preferences



We have a couple questions we would like to ask before you select the buildings in which you are interested in living - we're almost there! Please read the information carefully so you know what you ARE or are NOT selecting as these responses will inform what options you see next.

Are you interested in a PRIVATE BEDROOM?

Students can request a private bedroom in Blair-Shannon, Freddy, Hammons, Heitz, Hutchens, Scholars, Wells, or Woods. It is what we refer to as a **2-person private room**, meaning you would get a traditional 2-person room but completely to yourself. Is this something you want and are willing to pay for?

By checking the box, I would like to *request a private bedroom*, understand that a private room is not guaranteed, and understand the following:

- If I am assigned to a private room (based on availability):
 - The second set of furniture will remain in the room and is available for me to use.
 - The cost of a 2-person room private room is 1.5 times the rate of that 2-person room.
 - I understand that I will retain the room privately for the entire academic year.
 - The only option I will have to lower my housing cost will be to move to a shared room.
 - I understand I will not be able to break my housing contract on the basis of extreme financial need as I am requesting to increase my housing cost as outlined in the email I received.

DID YOU KNOW... ? As a returning resident, you can select your own 2-person private bedroom in either Freddy or Wells (does not include suite-style bedrooms) and instead of paying 1.5x the rate, **IT WILL ONLY COST YOU \$800 MORE EACH SEMESTER!**

Do you need and/or want GENDER-INCLUSIVE HOUSING?

Gender-Inclusive Housing assists residents wishing to reside in housing where **gender** of roommates and suitemates **is NOT taken into consideration** when housing is assigned.

Gender-Inclusive Housing is intended to support all residents – especially those who are members of the LGBTQ+ community – who feel they would be more comfortable in a gender-inclusive room, as well as any resident who believes they could provide a welcoming and inclusive space for all gender identities.

Read more about [Gender-Inclusive Housing](#) on our website.

By checking the box, I am requesting gender-inclusive housing, understand that gender will **NOT** be taken into consideration when my room & roommate assignment is made, and I can provide a welcoming space for all residents.

If you're interested in living in either Sunvilla or Monroe, it's important you indicate your interest by checking the box below, and reading the other information about who gets assigned when.

Interested in living in an APARTMENT?

Our two apartment buildings - [Sunvilla](#) and [Monroe](#) - offer a variety of options and amenities in 1-, 2-, 3- and 4-person apartments. Meal plans are not required in the apartments.

Do you CURRENTLY live in Sunvilla or Monroe?

You are guaranteed an apartment if you reapply by January 31, 2024. We will notify you via Missouri State email in mid-February 2024 of your apartment assignment.

Do you CURRENTLY live on-campus, but NOT in Sunvilla or Monroe?

You will be notified via your Missouri State email in mid-February 2024 whether or not you get an apartment. We encourage you to utilize the "select my room" feature to select a room in one of our residence halls while you wait!

Do you NOT currently live on-campus at Missouri State?

Priority for apartment spaces is given to current campus residents. We begin making housing assignments for new residents with completed housing applications at the end of April 2024.

Are you NOT interested in an apartment? Skip this section and click **NEXT STEP** below.

To be considered for an apartment, please check the following box.
You will not be able to preference apartment options otherwise.

"If I have already selected a residence hall room, I agree to being re-assigned to an apartment space within my building preferences."



9) You'll now get to preference your building and room types. If you are interested in the apartments, make sure to preference your apartment options first. We encourage everybody to go ahead and select a room in a residence hall after you finish your application in case you don't end up getting assigned to an apartment when apartment assignments get made in February.

Building & Room Preferences



Now, for what you've been waiting for! You now have the opportunity to tell us the specific building and room types in which you are most interested in living. You must list at least 10 DIFFERENT choices.

- 1) Click the **green "+" icon** to start each individual selection.
- 2) You can **re-order your preferences** using the up and down arrows.
- 3) Have you chosen at least 10 choices? Click **NEXT STEP** below.

**If you have indicated an interest in Living-Learning Communities - please remember they are only located in certain buildings. If you have a strong preference for a specific community, please list that specific building at the top of your preferences.*

***To be able to see private rooms - you need to have previously indicated your interest on your application when asked. To change your preferences your preferences at any time, return to the main housing application, and click on "update application preferences". This will allow you to go back through all of your application preferences to make any necessary changes.*

Room Type		
	BS - Blair-Shannon	MO - Monroe
	FR - Freddy	SC - Scholars
	HA - Hammons	SU - Sunvilla
	HE - Heitz	WE - Wells
	HU - Hutchens	WO - Woods
	KE - Kentwood	

Still need help deciding? Look no further!

FEATURES-AT-A-GLANCE

[CLICK HERE](#)

View a consolidated chart of all the features, amenities, bathroom, and room styles for all buildings - all at once!

RATES PAGE

[CLICK HERE](#)

Compare prices for all of our room styles to help you make the best informed decision that works for you.

ON-CAMPUS HOUSING

[CLICK HERE](#)

A detailed description of every residence hall, outline of features that make each of the buildings unique, student testimonials, pictures, and room rates can be found here.



10) Our last questions will ask your t-shirt size, what's most important on your application, and then asking about interest in Hall Council and being contacted by the Disability Resource Center.

Additional Questions



You're almost done! We have a few last questions for you to answer to complete your application preferences.

What is your t-shirt size? *

The most important item on my housing application is the following: *

Roommate Preference - i.e. being assigned with my preferred roommate is more important than the LLCs or building/room type.

Building Preference - i.e. being assigned to my highest preferred building/room type is more important than the LLCs or roommate.

LLC Preference - i.e. being assigned to an LLC is more important than the building/room type or roommate.

I would like to be involved in Hall Council.

Each building has what is called a Hall Council. It is an organization similar to Student Council in high school and has a budget to spend on events, equipment, and other fun / educational things for your specific building.

I would like the Disability Resource Center (DRC) to contact me.

If you anticipate barriers and would like to request a physical, environmental, housing, or course accommodation, the DRC can help! You can [contact the Disability Resource Center](#) or fill out their online [Request for Accommodations form](#).



11) As a returning student, you are already compliant with the meningitis requirement so you can disregard this screen and click **NEXT STEP**.

Meningitis Information



As a final reminder, you must have either an approved meningitis record or exemption on file before your application will be considered complete.

Each student attending a public institution of higher education in the state of Missouri who lives in on-campus housing must receive the meningococcal vaccine within 5 years of enrollment unless they has a medical or religious exemption.

***Menactra and Menveo are the only two approved meningitis vaccines.**

Students who have already been or will be vaccinated:

You must submit your medical records to **Magers Health and Wellness Center**. These need to be marked in compliance before your application will be complete. These records can be faxed to Magers Health and Wellness Center at 417-836-4133 or e-mailed to MagersMedicalRecords@MissouriState.edu.

Students wishing to file an exemption:

The medical and religious exemption process information can be found on [Magers Health and Wellness Center website](#).

****Please do NOT send your records to Residence Life. This may delay the processing of your application as records will have to be forwarded to Magers.**



12) This screen just reassures you that you do NOT need to re-pay your housing deposit. You're good to go!

The \$100 Housing Deposit – PAID



Because you are a current on-campus resident, your \$100 housing deposit carries over to this new application! We are excited you have decided to continue to #LikeLikeABear.

Please click FINISH to finish your application!



13) You've made it to the end! Once you see the following screen, please click FINISH and it will automatically direct you to the page where you can select your room. Even if you are interested in waiting for the apartments, please select a room in a residence hall (including Kentwood!) while you wait.

2024 - 2025 Academic Year

Thank you for submitting your application! You are on your way to securing a space to live on campus for the 2024-2025 Academic Year.

Now you can select your own room for next year!

Click FINISH to proceed.

