



# ADVISORS

## Guide to Residence Life

**Missouri State** | RESIDENCE LIFE,  
HOUSING AND  
DINING SERVICES



# WHAT YOU NEED TO KNOW ABOUT THE UNIVERSITY HOUSING POLICY

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## UNIVERSITY 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 on campus.
- Contracts are binding for the full academic year.
- If the student is a first-time new in college student for the upcoming semester, Residence Life will not count dual credit courses toward the 27 hours needed.
- Students do not need to live on campus during the summer, even if they are taking a class. However, Residence Life will provide housing for students taking courses over the summer in a designated residence hall if they would like to live on campus.
- Though students are considered transfer students by bringing in at least 24 post high school credit hours, the housing policy **requires 27 successfully completed hours to live off campus**. Residence Life will not count dual credit courses toward the 27 hours needed.
- If the student drops below 6 credit hours but wants to continue living on campus they will need to speak with the Associate Director of Residence Life – Business Services.

## HOUSING HOLDS ARE PLACED ON...

- Students who do not have a complete housing contract (see page 4), OR
- Students who do not have an approved Exception request on file.

## HOUSING HOLDS ARE LIFTED WHEN...

- Students have completed a housing contract (see page 4), OR
- Request for Exception to the University Housing Policy has been approved.

## HOUSING HOLDS EFFECT...

- Registration for the Fall and Spring (but not for the Summer).



# DROPPING CLASSES AND STUDENT WITHDRAWALS

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## STUDENT WITHDRAWALS

- If a student needs to withdraw from Missouri State, their contract requires them to vacate their room within 24 hours.
- The student will need to verify that their courses have been dropped. They do not need to go through the Residence Life office and will simply complete a proper check-out with their Resident Assistant and turn in their keys.
- Students will be refunded a pro-rated amount for housing and meals as long as they withdraw before the final drop deadline.

## ROOMMATE CONFLICTS

- If a student has a roommate complaint, you should encourage them to talk to their Resident Assistant (RA).
- If a student mentions they have visited with their RA and are still having issues with their roommate, you should encourage them to make an appointment with their Hall Director.
- At most times in the semester a room change may be possible. They can log into [My.MissouriState.edu](http://My.MissouriState.edu) to request a room change or speak to their Hall Director.

## WHEN A STUDENT IS CONSIDERING DROPPING A CLASS...

- **Dropping below 6 credit hours means they will need to move off campus** unless they have approval from the Associate Director of Business Services to stay.
- Dropping courses may result in an additional year of being required to live on campus if they do not reach or surpass 27 credit hours during the academic year.
- Consider having a conversation about:
  - Adding second block classes if applicable.
  - Additional courses in Spring if dropping in Fall.
  - Summer course work (see “Pending 27” on page 6).



# ADVANTAGES TO LIVING ON CAMPUS

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## MEET PEOPLE WITH SIMILAR INTERESTS AND GOALS

- We offer living-learning communities for students within certain majors and/or interests.

## OPPORTUNITIES TO LEAD AND BECOME INVOLVED IN RESIDENCE LIFE

- Residence hall programming and events to keep students engaged.
- Easy access to campus organizations and events.
- Become a Resident Assistant (free housing and meals, monthly stipend and bookstore voucher).
- Join the Residence Hall Association.
- Become a member of Hall Council.
- Other employment opportunities such as front desk workers, ResNet technology consultants, student graphic designers and more.

## FIXED COST OF LIVING

- No fluctuating utility bills or food costs.
- Pay only your share.

## WE SUPPORT ACADEMICS WHERE STUDENTS LIVE

- 24-hour computer labs in every residence hall.
- Students can print 350 pages to the front desk for free each semester.
- Residence halls have designated study areas.
- Policies that enforce quiet hours.
- Around-the-clock staffing.
- Academic buildings, and the library are less than a ten minute walk from most residence halls.





# APPLYING FOR HOUSING

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## ABOUT THE HOUSING APPLICATION

- The housing application can be found online at [My.MissouriState.edu](https://my.missouri-state.edu).
- Contracts are binding for the full academic year.
- Students indicate building, roommate, meal plan, and living-learning community preferences and answer a series of roommate matching questions.
- Applications are complete when all of the following are received:
  - \$100 Housing deposit (for current on-campus residents, this deposit will roll over from the present academic year).
  - Meningitis vaccination records on file with Magers Health & Wellness Center.
  - Parent or Co-signature on file (if applicable) for the Terms and Conditions of the contract.

## HOUSING ASSIGNMENTS

- Only complete housing applications are eligible to receive a housing assignment.
- Assignments are made in application completion date order based on available spaces, responses to the roommate matching questions and the preferences listed in the application.
- For incoming students (anyone currently not living on campus), room assignments are made on the last day of each month beginning in April.
- For returning students (only students currently living on campus), housing reapplication gives priority in securing on-campus housing before any other students are assigned.
- When students have been assigned, they receive an email to their Missouri State account informing them of their assignment.



# STUDENTS WHO ARE REQUIRED TO LIVE ON CAMPUS BUT WANT TO LIVE OFF CAMPUS

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## REQUEST FOR EXCEPTION PROCESS

- Students who request exception to the University Housing Policy must formally submit their request and go through the exception approval/denial process before each new academic year until they are no longer required to live on campus.
- If the request is approved, the HR Hold is removed for one academic year.

## REQUESTS FOR EXCEPTIONS TYPICALLY APPROVED

- Living with a parent, grandparent or legal guardian within 45 miles of campus (Request for Commuter Exception Form and supporting documentation must be filed and processed with Residence Life).
- Married or students with children (General Exception Request Form with marriage or birth certificate must be completed online with Residence Life).
- Student meets criteria to live in a Fraternity or Sorority Chapter house (see page 6).
- Student is enrolled in 6 hours or less
  - Student will pick up a waiver form in the Residence Life office and will have to register in the Registrar's Office.
  - The HR hold will remain on their account until not required to live on campus.

## REQUESTS BASED ON EXTREME NEED

- To be evaluated for extreme financial need, the student must have a FAFSA on file and submit a General Exception Request Form online with relevant documentation pertaining to extreme need.
- To qualify for extreme financial need exception the student must:
  - Be shown to have extreme need as determined by Financial Aid.
  - Have access to aid be insufficient to meet that need.
  - Have identified a housing alternative more affordable than what could be provided to them through Residence Life.
- Students with a medical need must submit a General Exception Request Form online and contact the Disability Resource Center so that their need can be evaluated.
- For extenuating circumstances that do not fall into other categories, students must submit a General Exception Request Form online along with any other documentation relevant to the request for approval/denial processing.

## EXCEPTION – PENDING 27 HOURS

- Students are permitted to take summer courses to meet the 27 credit hour requirement for living off campus for fall.
- The Pending 27 Hours request can be found online at [My.MissouriState.edu](https://my.missouri-state.edu).
- A student will indicate their academic plan to reach or surpass the 27 hours.
- Once this form is completed, the hold will temporarily be lifted so students may register for fall classes.
- Credit hours will be reviewed at the end of summer – students who completed 27 credit hours will be approved and the HR hold will remain off. Students who did not complete 27 hours will be required to live on campus. If they do not have a housing contract, their student account is assessed housing and meal fees (up to \$5000/semester).

## EXCEPTION – FRATERNITY & SORORITY LIFE

- Students with less than 27 hours may request to live in a University recognized FSL house using the Pending FSL request found online at [My.MissouriState.edu](https://my.missouri-state.edu).
- To qualify for request evaluation, students must meet the following criteria:
  - Have lived on campus for at least 2 semesters (summer sessions do not count).
  - Have at least 24 earned hours.
  - Have at least a 2.0 GPA or better.
  - Their organization's house has at least a 2.75 GPA or better.

## CONTRACT BREAKAGE REQUESTS

- Contracts are for the entire academic year.
- If a student would like to stay enrolled in the University but no longer live on campus, they would need permission to break their contract.
- Breakages are considered for students who have a well-documented extreme need or extenuating circumstance that would prevent them from fulfilling the housing contract.
- In each of these cases, the student will need to pay a breakage fee, which is different from withdrawing from the University. There are timelines in place to determine the portion of the room charges they will be responsible for and the breakage fee. See Terms and Conditions of the Housing Contract. Fees start at \$500.
- To request a breakage, the student must contact the Residence Life, Housing and Dining Services main office (Hammons House 104) in order to complete the required documents and explain what has changed since the signing of the housing contract.





## FORMS YOU NEED TO KNOW ABOUT

[ResLife.MissouriState.edu/Forms](https://ResLife.MissouriState.edu/Forms)

- Request to live off campus before the semester begins.
- Cancel your housing contract before the semester begins.
- Request to break contract after semester begins.

## BEST ADVICE ABOUT RESIDENCE LIFE

### TIPS FOR ADVISING

- If you are unsure about a student's situation, call, email, or have the student stop by our office. We would rather look up a student's status to help them take the right steps the first time.

## WAYS TO ENGAGE

### BEAR CREW

- Help welcome students to campus while helping them move into their residence hall rooms during Move-In in August.

### HOUSE CALLS


- Reach out to residence hall students and give them an opportunity to interact with faculty and staff. Visit individual rooms and volunteer to welcome students, determine if they need any assistance and answer any questions they have.


### LLC PARTNER

- The living-learning community program gives students the opportunity to interact with staff, faculty, and community members through events and experiences centered around the theme of the LLC.

# QUESTIONS?

## CONTACT US

 Residence Life, Housing and Dining Services  
901 S. National Ave.  
Hammons House 104  
Springfield, MO 65897

 417-836-5536

 [ResidenceLife@MissouriState.edu](mailto:ResidenceLife@MissouriState.edu)

 [ResLife.MissouriState.edu](https://ResLife.MissouriState.edu)

