

Step-by-Step Instructions to complete a Housing Application

1. Log into My.MissouriState.edu

Bear Pass Login - Missouri State University - Google Chrome

Secure | <https://cas.missouristate.edu/cas/login?service=https%3A%2F%2Fmy.missouristate.edu%2Fportal%2Flogin>

Missouri State.

BEAR PASS

Login

Password

Log in

[Need help?](#)

[Policies and terms](#)

[Get an account](#)

2. Select the Campus Life

Home Profile Student Registration **Campus Life** Teaching & Advising Work Resources Workflow

Campus Life

Help Desk

[BearPrint](#)

[Computer Account Management System](#)

[Help Desk Website](#)

Campus Recreation

[Online Services](#)

Register, reserve and more

[Recreation Center Waiver of Liability](#)

[Frequently Asked Questions](#)

Campus Retail

[BearPass Card Management System](#)

View balances, manage dining plans or report a lost/stolen card

Bear CLAW

[TutorTrac](#)

Schedule a tutor or Writing Center appointment

[Center for Learning and Writing \(Bear CLAW\)](#)

Parking

[My Parking](#)

Permit registration, vehicle additions, citations, appeals

[Parking and Shuttle Map](#)

[If You Get a Citation](#)

Wellness

Complete your HRA to save on health insurance premiums.

[Health Risk Assessment](#)

Health Center Records

[My Health](#)

Screenings

[Tuberculosis Screening Survey](#)

[Meningitis Screening Survey](#)

Employee Programs

[Health Insurance Savings](#)

[Employee Wellness Programs](#)

Housing

Application Steps

[Complete Application](#)

[Help with applications](#)

Reapplication Steps

Campus Safety

[Safety and Emergency Services](#)

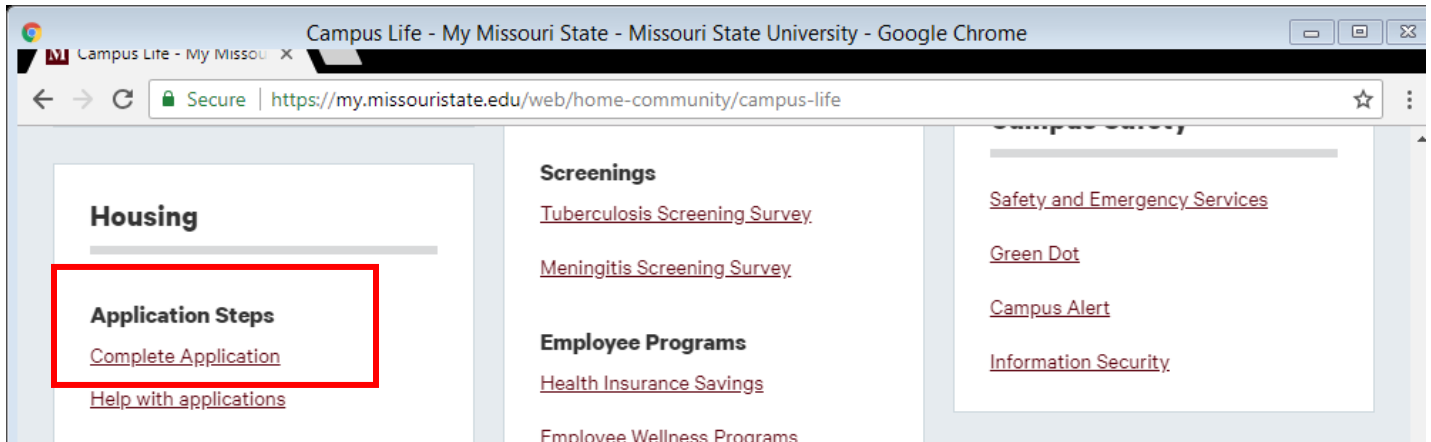
[Green Dot](#)

[Campus Alert](#)

[Information Security](#)

Step-by-Step Instructions to complete a Housing Application

3. In the **Housing** section under **Application Steps** select **“Complete Application”**



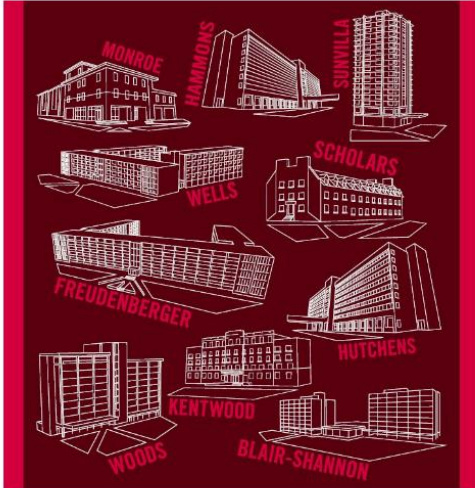
4. Select **“Complete My Housing Application for the 2021-2022 Academic Year”**



5. Welcome to the 2021-22 Housing application, to proceed to the next page select **“Next Step”**

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Missouri State University Campus Housing Application



Janis,

will make your transition seamless.

Our residence hall communities will help you build relationships that last a lifetime while providing leadership opportunities, nutritional food options and quiet, comfortable places to study and relax; creating a Missouri State University experience you will remember forever.

LIVE LIKE A BEAR.



On-campus housing is the right choice. You will have the advantage of being close to classes, the library, recreational facilities and the student organizations and events that make campus life rewarding.

In addition, on-campus students consistently perform academically better than their off-campus peers.



Cancel



Next Step

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6. To proceed to the next page select “Next Step”


Missouri State University Campus Housing Application

We're excited you are applying for on-campus housing.

There are 4 parts to the housing application:

STEP ONE
Online housing application

To get started, decide which LLC and/or residence hall meets your needs, then choose which meal plan and BoomerMeals package you want.



STEP TWO
Pay your \$100 housing deposit.

STEP THREE
Sign your terms and conditions

If you're under the age of 18, a Parent/Co-signature is necessary.

STEP FOUR
Get your meningitis vaccination

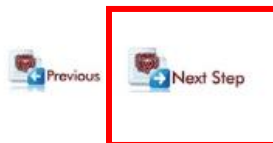
Missouri law requires every student residing on campus to document they have received the meningococcal vaccine within five years of enrollment unless a signed statement of medical or religious exemption is on file.

You will need to send this record to Magers Health and Wellness Center to receive a housing assignment.

A housing application is not considered complete until all of the items above have been received.

We're here for you.

If you should have any questions during this process, please e-mail us at residence@missouristate.edu or call our office at 800-284-7535.



7. Please review the Resident Profile information below for accuracy. If you discover an error, please contact the Office of Admissions at 800-492-7900 or info@missouristate.edu.

To request a roommate you will need to enter your cell phone number. Please enter the phone number with dashes XXX-

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XXX-XXXX. This formatting is necessary in finding your roommate request later on and for people to find you.

Please make sure the **cell phone number** field has the phone number you use.

Student Profile

Please review the information below for accuracy.

If you discover an error, please contact the Office of Admissions at 800-492-7900 or info@missouristate.edu.

First Name: <input type="text" value="Janis"/>	<small>The University recognizes that any student, faculty or staff may choose to be identified within the University Community with a chosen name that differs from the individual's legal name. Students can provide their chosen first and middle names if the Profile tab of My Missouri State. Additional information is available on the Student Information page.</small>
Middle Name: <input type="text"/>	
Last Name: <input type="text" value="Tester"/>	
Address1: <input type="text" value="Test Subject"/>	Chosen Name-First: <input type="text"/>
Address1b: <input type="text"/>	Chosen Name-Middle: <input type="text"/>
City: <input type="text" value="No Mailing"/>	<small>If you chose "Show" on the previous page, your future roommate and if applicable future suitemates may call you at the phone numbers listed below.</small>
State: <input type="text" value="Missouri"/>	Phone: <input type="text"/>
Zip Code: <input type="text"/>	<small>Please make sure the cell phone number field has the phone number you use.</small>
MSU University Email: <input type="text"/>	Cell Phone: <input type="text" value="417-836-5536"/>
<input type="text" value="Female"/>	<small>For phone numbers longer than 10 digits, please enter only the last 10 digits as the purpose is for roommate matching not for calling.</small>

Gender Inclusive Housing

Gender inclusive housing is to assist residents wishing to reside in university housing where the gender of the roommates, suitemates, and/or floormates is not taken into consideration when the housing is assigned through the Department's assignment process.

Gender-Inclusive Housing is intended to support all residents and is available to any LGBTQ+ resident who feels they would be more comfortable in a gender inclusive room / suite, as well as to any resident who believes they could provide a welcoming and inclusive space for another resident based on that resident's gender identity.

Read more on Gender-Inclusive Housing [here](#).

By checking the following box, I am interested in Gender Inclusive Housing and understand Residence Life, Housing and Dining Services will be in contact with me.



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8. To proceed to the next page select "Next Step" Customize **what information your future roommate and if applicable future suitemates can see about you** in their roommate summary. To proceed to the next page select "Next Step"

Student Contact Information

What information do you want your future roommate and if applicable future suitemates to see about you in their roommate summary?

You may show others my name:

 ▼ ⓘ ⓘ

You may show others my address:

 ▼ ⓘ ⓘ

You may show others my email address:

 ▼ ⓘ ⓘ

You may show others my phone number:

 ▼ ⓘ ⓘ

You may allow potential roommate/suitemates to view how I answer the matching questions:

 ▼ ⓘ ⓘ

- If you choose **Show**, your information will be displayed to your future roommate and if applicable suitemates.
- If you choose **Don't Show**, your information will not be displayed to your future roommate and if applicable suitemates.
- **No Preference** will be treated the same as Show.

Press the ? to receive information about each item.



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9. Review information about a variety of Living-Learning communities offered on campus. To proceed to the next page select "Next Step"

Living-Learning Communities



WHAT IS AN LLC?

Living-learning communities (LLCs) provide opportunities for you to meet students with similar goals and interests, develop new skills and enhance your experience as a college student. Missouri State University offers fifteen LLCs where students in the specified community live together on a residence hall floor. There are events and activities planned for the members of the LLC catering to the theme of that community.

WHY CHOOSE AN LLC?

85% of LLC students affirm that they were better able to connect with other students on their floors. As a member of an LLC, you can also enjoy:

- Access to exclusive events
- Opportunities for community service
- Connection with faculty, staff, and the Springfield Community

WE'RE HERE FOR YOU







If you are unsure or uncertain about the LLC for you, please contact the Living-Learning Community office at 417-836-3234 or LiveLearn@MissouriState.edu.



We are happy to visit with you and find the right community for you.



Step-by-Step Instructions to complete a Housing Application

10. Review individual living-learning community descriptions and locations.
To proceed to the next page select "Next Step"

Communities		
COMMUNITY	COMMUNITY DESCRIPTION	BUILDING LOCATION(S)
Agriculture 	<p>Whether you grew up on a farm or in the middle of a huge city, this community is for you. This LLC is supported by the Darr College of Agriculture and is perfect for students who have a passion for all areas of agriculture. From soil to plants to the animals that eat them, Agriculture Bears will have an opportunity to get hands-on experience with everything from wildlife conservation to business and even communication.</p> <p><i>This LLC is offered to students with a declared major or minor in the Darr College of Agriculture.</i></p>	WELLS
BearRacks 	<p>Loyalty. Duty. Respect. Selfless service. Honor. Integrity. Personal Courage. Students will develop their leadership skills while living with others who are learning what it means to serve. Members of BearRacks will live, take classes, and serve with other student leaders involved with the Military Science department and the Bear Battalion (Missouri State University's ROTC). Join BearRacks to explore your interest in military service or a military science minor without committing to military service.</p> <p><i>This LLC is offered to students who are involved in Missouri State's Military Science or Army ROTC programs.</i></p> <p>***Enrollment of Military Science 101 Course is required. The course is available for all majors.***</p>	FREDDY
Bears Business 	<p>This LLC is supported by the College of Business and is ideal for students interested in business and leadership opportunities. Students have the opportunity to participate in social and educational programs related to academics, professional development, and personal growth. Students in this LLC will be connected with internship and co-curricular opportunities as well as tours to local businesses and service to the community.</p> <p><i>This LLC is offered to students with a declared major in the College of Business.</i></p>	HUTCHENS
Bears for a Just Community 	<p>Become an advocate and make a difference. Expand your cultural competence and awareness as an individual and as a member of a community. Explore issues like homelessness and poverty, access, immigration, LGBTQ+ rights, and health care. Members expand their social and moral development as individuals and as a community.</p> <p><i>This LLC is for students interested in exploring issues related to social justice, diversity, and inclusion.</i></p>	SHANNON
Bears for Sustainability 	<p>Students will become environmentally responsible citizens through education and community outreach opportunities that promote sustainability. Join the green movement by learning to live sustainably and create positive environmental, social and economic change on a local and global scale.</p> <p><i>This LLC is for students in all majors interested in sustainability.</i></p>	HAMMONS
Creative Minds 	<p>A community for students who are creative and want to live with like-minded creators. Major events have included a talent showcase, "craft-emoons," art workshops, and opportunities to see performance and shows around Springfield.</p>	WOODS

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 Next Step

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11. If you are not interested in the a living-learning community:
- Leave the drop downs blank and proceed to the next step

If you are interested in a living-learning community:

- select up to 5 choices for a LLC you are interested in, your first choice should be the community you would prefer the most then to proceed to the next page select “Next Step”

Living-Learning Community Preferences

If you are interested in the a living-learning community:

Please select up to 5 choices for a LLC you are interested in, your first choice should be the community you would prefer the most.

If you are not interested in a living-learning community, please proceed to the next step.



What is your first choice for a Living-Learning Community?

What is your second choice for a Living-Learning Community?

What is your third choice for a Living-Learning Community?

What is your fourth choice for a Living-Learning Community?

What is your fifth choice for a Living-Learning Community?

By checking the following box, I plan to study secondary education and would like to be part of Future Educators LLC.

WE'RE HERE FOR YOU.

If you are unsure or uncertain about the LLC for you, please contact the Living-Learning Community office at 417-836-3234 or LiveLearn@MissouriState.edu.

We are happy to visit with you and find the right community for you.

Please note: There are limited spaces in each community.



Step-by-Step Instructions to complete a Housing Application

12. Rank the order of your building preferences and room type. You must list at least twelve (12) DIFFERENT choices then to proceed to the next page select "Next Step"

BUILDING AND ROOM PREFERENCES

Please rank the order of your preference in buildings and room type.

You must list at least 12 (twelve) DIFFERENT choices.



Blair-Shannon House



Freudenberger House



Hammons House



Hutchens House



Kentwood Hall



Scholars House



Wells House



Woods House



The New Residence Hall

Building and Room Preferences

Please rank the order of your preference in buildings and room type.

You must list at least 12 (twelve) DIFFERENT choices.

Please keep in mind, if you have noted interest in Living-Learning Communities, they are only located in certain buildings.

Preference will be given to your Living-Learning Community preferences over building preferences.

Preferences

Type	Preference	Room Type
+		

Step-by-Step Instructions to complete a Housing Application

Need help deciding?

A detailed description of every residence halls, outline of features that make each building unique and room rates can be found in our [Campus Housing Guide](#).

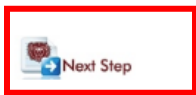
Living Preferences

Private Rooms

Students can preference a 2-person room as a private room in Blair-Shannon, Freddy, Hammons, Hutchens, The New Residence Hall, Wells or Woods.

By checking the following box, I understand that if I preference any 2-person private rooms that I am agreeing to the following: Private Room Agreement

- The second set of furniture will remain in the room and is available for me to use.
- The cost of a 2-person room as a private room is 1.5 times the typical 2-person room rate and will be billed to my University account.
- I understand that I will retain the room privately for the entire 2020-2021 academic year.



Step-by-Step Instructions to complete a Housing Application

13. Answer a series of roommate matching questions. Be sure to answer these questions honestly in order for us to match you with the best roommate. If your preferences change, you will be able to update this information after submitting your application. To proceed to the next page select “Next Step”.

Roommate Matching Questionnaire

These questions are used to match you with your potential roommate. These questions are required by all applicants as your roommate situation may change before you actually start the semester.

You will be able to create a roommate group after you have submitted your housing application.



Be sure to answer these questions honestly in order for us to match you with the best roommate. If your preferences change, you will be able to update this information after submitting your housing application.

Roommate Matching Preferences

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

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Next Step

14. Review the Dining Information to proceed to the next page select “Next Step”.

Step-by-Step Instructions to complete a Housing Application

WE DO DINING RIGHT

SHARP MINDS AND STRONG BODIES START WITH HEALTHY AND BALANCED DINING OPTIONS.

Our culinary team creates flavorful food options to sustain body and mind with a unique dining experience. We are proud of the quality and variety we offer students at Missouri State. Let us know how we can enhance your experience - we listen.



MENUS & HOURS

- Dining Centers are open 7:00 a.m. -7:30 p.m., Monday through Friday.
- Breakfast, Brunch and Dinner are served Saturday and Sunday in the dining centers.
- Late-night dining is offered 9:00 p.m.-11:00 p.m., Sunday through Thursday, at no additional cost to students with student meal plans.
- The Missouri State University mobile app can be used to see daily menus, nutritional information and hours of operation for all dining locations.
- Use the Grubhub mobile app for online ordering, in-person pick-up and on-campus delivery for our many retail food vendors.



PARENTS EAT FREE

Parents eat free in the dining halls when they come to visit. Just bring your parent(s) to your favorite dining hall, let a staff member know when you swipe your BearPass for your meal and their meal is on us.



Step-by-Step Instructions to complete a Housing Application

15. Select the number of dining center meals that you want per week, then choose the amount of dollars in Dining Dollars that is right for you. After selecting meal plan preferences to proceed to the next page select “Next Step”

DINING DETAILS

WE HAVE OPTIONS FOR YOU.

A package with a meal plan and Dining Dollars are required for all residents living on campus (with the exception of Sunvilla and Monroe apartments). All students must choose a meal plan and Dining Dollars when filling out a housing application.

The most popular meal plan choices for residential students are the 14-meal plan and the \$165 Dining Dollars package.

Meal plans may only be decreased on or before the third week of the semester but can be increased at any time.

MEAL PLAN OPTIONS

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

The meals-per-week portion of the plan resets every Monday and allows access to all three of our all-you-care-to-eat dining centers, Blair-Shannon, Garst, and Kentwood.

DINING DOLLARS

	<u>You Pay</u>	<u>You Get</u>	<u>You Save</u>
• \$280	\$280	\$307	\$27
• \$215	\$215	\$236	\$17
• \$165	\$165	\$181	\$16

Dining Dollars are a dollar-for-dollar declining balance plan, similar to a debit account and are loaded onto the student's BearPass ID each semester. Each time a purchase is made, those dollars are subtracted from the balance.

Meal Plan & Dining Dollars Preferences

Please indicate your Dining Preferences below.

Meal Plans: *

Dining Dollars: * ?

NOTE: You will receive both of these plans for the fall and spring semester.

Now that you've completed your application preferences, **let's go to the next step.**



Step-by-Step Instructions to complete a Housing Application

16. Pay the \$100 housing deposit. To proceed to the next page, you must make a payment, and then select “Next Step”

If you are paying by **Check** or **Money Order**, please enter the Check or Money Order Number in the space provided and then press Make Payment.

You will need to mail the physical check or money order to our office.

Our **Mailing Address** is:

Residence Life, Housing and Dining Services
901 S National Avenue
Springfield, MO 65897

Pay My Deposit

When paying your \$100 Housing Deposit please be patient and only press the "Make Payment" button once.

1. Click on the green +
2. Select Proceed to Make Payment.
3. Select Make Payment.

Housing Deposit			
Item		Amount	Applied Amount
Housing Depos	+		
Fees Sub-Total		\$0.00	\$0.00

Proceed to Make Payment

What to pay by Check or Money Order? Please go to:

Pay by Check or Money Order

When selecting this option, you will need to mail the physical check or money order to our office.

You're almost done, now let's **sign your Terms & Conditions**.

Next Step

Step-by-Step Instructions to complete a Housing Application

17. 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 have a medical or religious exemption. To proceed to the next page select "Next Step"

Meningitis Information

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.

You must have either your medical record or exemption on file before your application will be considered complete.

Students who have already been vaccinated or will receive the vaccination:

You must submit your medical records to the **Magers Health and Wellness Center** 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 .

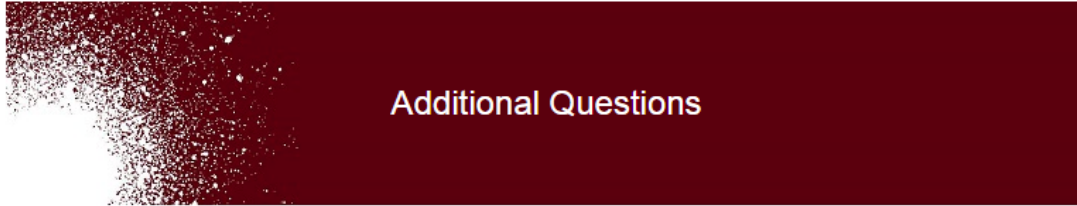
Students wishing to file an exemption:

The medical and religious exemption process information can be found on Magers Health and Wellness Center's website: <https://health.missouristate.edu/students/MeningococcalVaccine.htm>.



Step-by-Step Instructions to complete a Housing Application

18. Answer the additional questions applicable to your housing application.



Please complete the questions below:

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

*

What is your T-shirt size?

*

Please check the box to the right if you are interested in joining your building's Hall Council. Hall Council is similar to STUCO in high school:

If you anticipate barriers and would like to request an environmental or course adaptation, you may do so by [contacting the Disability Resource Center](#). You can also fill out the Disability Resource Center's online [Request for Accommodations form](#).

By checking the following box, I would like the Disability Resource Center to contact me.



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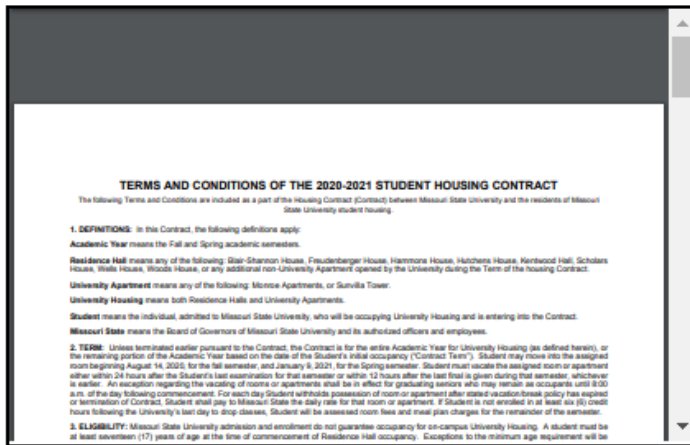
19. Read the terms and conditions of the 2020-21 Housing contract, to proceed to the next page, you must select “I Agree” to the terms and conditions of this contract.

*A co-signature is required for all applicants under the age of 18 (at the time of starting the housing application). **Please make sure to update the co-signature e-mail to your parent or guardian's e-mail address** otherwise it will default to your Missouri State student e-mail account.*

Terms & Conditions

*A co-signature is required for all applicants under the age of 18 (at the time of starting the housing application). **Please make sure to update the co-signature e-mail to your parent or guardian's e-mail address** otherwise it will default to your Missouri State student e-mail account.*

Contract



 [Email](#)

 [Download](#)

I agree to the terms and conditions

I am at least 18 years old.

I agree to the terms and conditions of this Contract.

[I Agree](#)

*A co-signature is required for all applicants under the age of 18 (at the time of starting the housing application). **Please make sure to update the co-signature e-mail to your parent or guardian's e-mail address** otherwise it will default to your Missouri State student e-mail account.*

Step-by-Step Instructions to complete a Housing Application

20. Your application has been submitted.

Thank you for submitting your housing application!

You are on your way to securing a space to live on campus for the 2021 - 2022 Academic Year once your application is complete.

An application is complete once the following have been received:

1. *Online housing application*
2. *\$100 housing deposit*
3. *Meningitis vaccination records on file at Magers Health and Wellness Center*
4. *Signed Terms & Conditions with parent signature if applicable*

To check the status of your application: [My.MissouriState.edu](#) → [Campus Life](#) → [Housing](#) → [Application Summary](#)

*****Please note it may take up to 72 business hours for your application summary to be updated after submitting your application.*****

Don't forget to check your Missouri State e-mail account; this is the main e-mail address campus will use to communicate with you, and is the **ONLY** e-mail address to which your assignment notice will be sent.

Have a Roommate in Mind?

*You will be able to preference a roommate **after** your application is marked as complete. You will only be able to preference someone who also has a complete housing application.*

*You can preference a roommate by creating a **roommate group**.*

[My.MissouriState.edu](#) → [Campus Life](#) → [Housing](#) → [Update Application](#) → [Roommate Group](#)

Your application can be updated any time (prior to ~~June 9, 2020~~) to add this information.

