

# 23-24 HOUSING APPLICATION SCREENSHOTS

## My.MissouriState.edu, Campus Life tab, Housing channel, Complete Application link

1) You will first be directed to the main menu for the housing application, and you will see the following. Start your 2023-2024 housing application by clicking the “click here” button next to **Complete My Housing Application for 2023-2024**.



**Complete My Housing Application for 2023-2024**

[CLICK HERE](#)

**Pay My Housing Deposit**

[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 what it means to have a completed application.

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 you'll pay your housing deposit.

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

## 2023 - 2024 Academic Year

**Hello! Thank you for accessing the housing application. We are so excited that you will be joining us at Missouri State University this upcoming school year.**

We understand that moving to a new place may be intimidating, but living on campus is the right choice that will make your transition seamless. Our 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; you'll get a Missouri State University experience to remember forever.

**Your housing application is considered complete when ALL of the following have been received:**

1. Completed Terms & Conditions *(with a Parent/Co-signature on file if under 18)*
2. Online Housing application *(with all of your personal information and preferences)*
3. \$100 housing deposit *(can be paid online with a card, or by mailing a check / money order)*
4. Meningitis vaccination records *(approved with Magers Health and Wellness Center)*

**Only completed housing applications will be eligible to receive a room assignment.** The first round of housing assignments will be made at the end of April 2023! You will receive an email to your Missouri State email account letting you know your housing assignment. Additional assignments are made at the end of May, June, and July for those with completed applications at that time.

You will be able to view your **Application Summary** at any point to double-check that all items have been received and how to take action if any items are incomplete.

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



3) 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

4) We want to know what information you're okay with us sharing with your future roommates / suitemates.

## How Can Others Contact You?

Once you have been assigned a room, you'll have access to a Roommate Summary so that you can start communicating with each other.

### What information do you want your roommate(s) / suitemate(s) to see?

You may show others my name:	<input type="radio"/> Show <input type="radio"/> Don't Show	*
You may show others my address:	<input type="radio"/> Show <input type="radio"/> Don't Show	*
You may show others my email address:	<input type="radio"/> Show <input type="radio"/> Don't Show	*
You may show others my phone number:	<input type="radio"/> Show <input type="radio"/> Don't Show	*
You may allow potential roommate/suitemates to view how I answer the matching questions:	<input type="radio"/> Show <input type="radio"/> Don't Show	*

\*If you choose **Show**, that information will be displayed.

\*If you choose **Don't Show**, that information will NOT be displayed.



5) You'll answer the following questions that help us make the best roommate assignments as possible. 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!

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



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 2023 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 (between Hutchens and Hammons), 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 each semester. These can be used at all dining retail locations like Subway, Starbucks, and more!

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



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

MealPlan:  Dining Dollars:

You will receive Dining Dollars at the beginning of each the Fall and Spring semesters. Unused dining dollars from Fall 2023 will roll-over to Spring 2024, but any unused dining dollars at the end of Spring 2024 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 with similar goals and interests. We offer 16 LLCs where students have events planned for you catering to the theme of that community that will enhance your experience living on campus.

**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 Communities 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 are unsure if an LLC is for you, please contact the Living-Learning Communities office at 417-836-3234 or at [LiveLearn@MissouriState.edu](mailto: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.

## 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 room 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?

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 a 2-person room.
  - I understand that I will retain the room privately for the entire 2023-2024 academic year.

### 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.



9) You'll now get to preference 10+ building and room types that you're interested in living in! Please put your highest preference ranked as #1. You will only see the private room types if you selected the private room checkbox on the previous screen. If you are unsure about the differences between the buildings or the costs, no worries; we have linked a couple of resources on the page to assist in helpful you make your decision.

## 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 or apartment options (if eligible) - 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.*

Type	Preference	Room Type

**Still need help deciding? Look no further!**

### FEATURES-AT-A-GLANCE

[CLICK HERE](#)

View a consolidated chart of all the features, amenities, and 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 can work for your budget.

### ON-CAMPUS HOUSING GUIDE

[CLICK HERE](#)

A more detailed description of every residence hall, outline of features that make each building 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 preferred roommate.

**LLC Preference** - i.e. being assigned to an LLC is more important than the building/room type or preferred 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 or course accommodation, the DRC can help! You can [contact the Disability Resource Center](#) or fill out their online [Request for Accommodations form](#).



11) We provide another reminder about the meningitis vaccination requirement. If you've already done what you need to do, simply click **NEXT STEP** and keep going!

## 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.**

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

**Students who have already been vaccinated:**

You must submit your medical records to the **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](mailto: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](#).

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.

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



Previous



Next Step

12) It's time to pay your \$100 housing deposit!

## Pay the \$100 Housing Deposit



When paying your \$100 Housing Deposit, please be patient and only press the "Make Payment" button once. You're almost done!

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

**ATTENTION:** Please ensure that all pop-up blockers have been disabled.

<u>Item</u>	<u>Amount</u>	<u>Applied Amount</u>
Housing Deposit		
Fees Sub-Total	\$0.00	\$0.00

Proceed to Make Payment

### If you are paying by Check or Money Order...

Please make checks payable to **Missouri State University**.  
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

Once you are done, 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 direct you back to the main menu of the housing application where you originally started. You will receive various emails along the way, so please make sure to read the information in the emails and complete anything else that you might need for your application to be considered complete.

**Thank You for Submitting Your Application!**



**Thank you for submitting your application!** You are on your way to securing a space to live on campus for the 2023-2024 Academic Year.

**Your application is considered complete when ALL of the following have been received:**

1. Completed Terms & Conditions *(with a Parent/Co-signature on file if under 18)*
2. Online Housing application *(with all of your personal information and preferences)*
3. \$100 housing deposit *(can be paid online with a card, or by mailing a check / money order)*
4. Meningitis vaccination records *(approved with Magers Health and Wellness Center)*

**To view a summary of your application and see if any items are missing:**

My.MissouriState.edu, Campus Life tab, Housing section,  
Complete Application link, Application Summary

**The first round of housing assignments will be made at the end of April 2023, but only for those students with COMPLETED housing applications.** Rooms are assigned in application completion date order. You will receive an email to your Missouri State email account letting you know your housing assignment. Additional assignments are made at the end of May, June, and July for those with completed applications at that time.

**Click FINISH to return to the main housing application page.**

