

24-25 HOUSING APPLICATION SCREENSHOTS

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 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!

2024 - 2025 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. 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 credit card, or by mailing a check / money order)*
4. Meningitis vaccination records *(approved with Magers Health and Wellness Center)*

Only completed housing applications will receive a room assignment. The first round of housing assignments will be made at the end of April 2024 - and again at the end of each month following. You will receive an email to your Missouri State email letting you know your housing assignment.

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

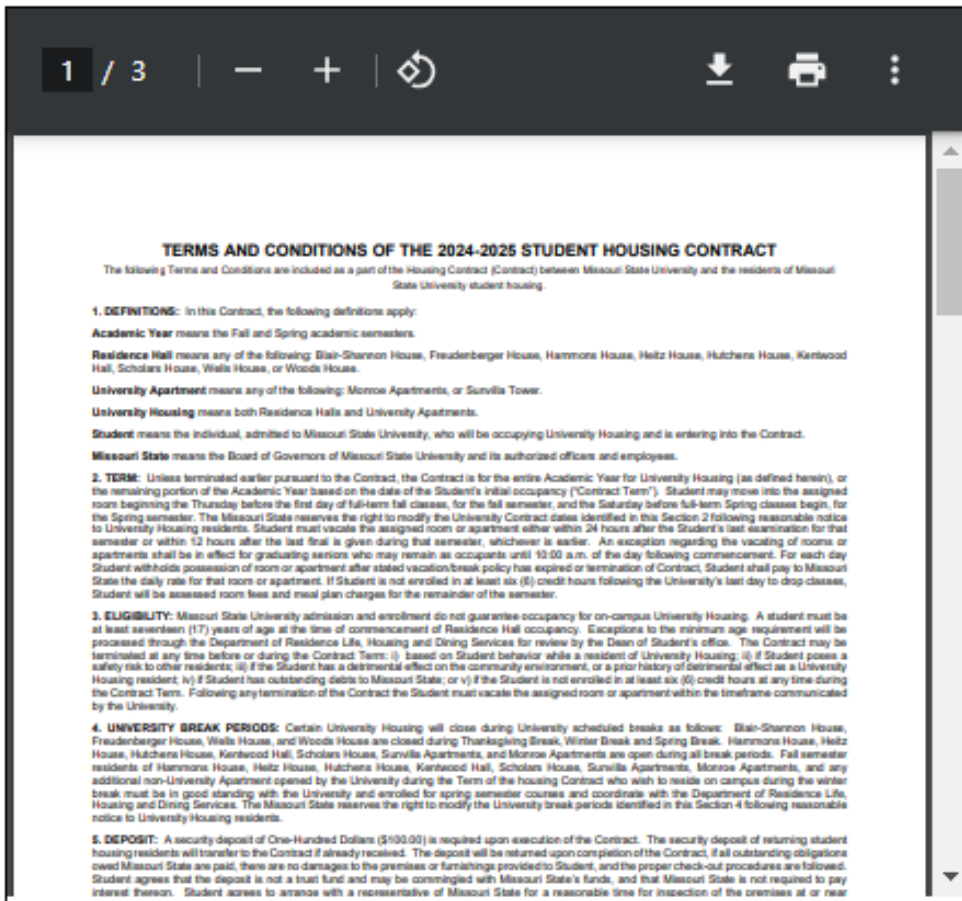
Let's get started. Click the NEXT STEP button to begin!



3) 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.

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.



- 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 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!

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: *

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 (LLCs) 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 the buildings where those communities are located to give you a better chance at being given a room assignment in that LLC.

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! **Preferenceing 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.

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.

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 - 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) 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.

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) 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.

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.

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

1. 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 credit 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, Discover the Housing card,
Housing Application link, Application Summary

The first round of housing assignments will be made at the end of April 2024, 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 each month following for those with completed applications.

Click FINISH to return to the main housing application page.



14) If you need to update your application preferences, preference a roommate once both of your housing applications are complete, pay your deposit at a later time, or are curious about the status of your housing application, please return to the main menu of the housing application at any time.



2024 - 2025 Academic Year

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

[CLICK HERE](#)

Pay My Housing Deposit

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