Housing Selection Guide
Residence Life & Housing
2018-2019

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Room Selection Overview

Selecting a room for the Fall 2018 semester is easy! All students currently living on campus will indicate whether they plan to return or leave housing at the end of the Spring 2018 semester.

Just follow these steps:

**Step One:** Declare Your Intention/Same Room Sign-Up

Students will receive an email on January 31 with instructions for declaring your housing intention for the Fall 2018 semester.

For those returning, your housing intention form is your way of saying, “assign me a time to pick a room!” Based on your credit hours, you’ll be able to begin selecting your fall room assignment based on the following timeline.

**Preferred Roommates:** If you know who you want to live with, select your preferred roommates as part of your intention process.

**Same Room:** If you want to return to your same room, you’ll be able to do this during the room intention process. If you’re staying in the same place, there’s nothing left for you to worry about!

For those not returning, your housing intention form lets us know to begin the process to refund your $100 housing deposit at the conclusion of the Spring 2018 semester. Simply complete your departure form and we’ll take care of the rest.

**Step Two:** Select Your Room

Review the Room Selection Timeline and determine when you’re eligible to select your room. Mark your calendars and log into the housing portal to complete your room sign-up process.

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**Tips for a Successful Room Selection**

- Start talking to friends now and plan ahead!
- Due to high demand for apartments, top housing preferences may not be available for younger students. Have a back-up plan and consider all housing alternatives.
- Housing options are available on a “first-come, first-served” basis. During room selection process, students may make room changes as often as they wish. After March 31st, students must visit the Residence Life & Housing Office for changes.
- Review the Housing Reservation Commitment and Agreement to stay on top of all housing policies; you can find a copy on your Res Center portal!
- Is there a chance you’re not returning to housing? Mark your calendar with important cancellation dates to avoid cancellation penalties!
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 5–</td>
<td>Room Intention Process &amp; Same Room Sign-Up</td>
<td>Room intention form opens; log into your housing portal to let us know if you’re returning to campus or leaving for the Fall 2018 semester.</td>
</tr>
<tr>
<td>February 14</td>
<td></td>
<td>Want to stay in your same room? Do this now!</td>
</tr>
<tr>
<td>February 20</td>
<td>Displaced Student Sign-Up</td>
<td>Displaced students may select a room within the complex where they are currently living.</td>
</tr>
<tr>
<td>February 23</td>
<td>Same Complex Sign-Up</td>
<td>Seniors (90+ earned credit hours) and Juniors (60+ earned credit hours) can begin selecting rooms within the complex where they are currently living.</td>
</tr>
<tr>
<td>February 26</td>
<td>Same Complex Sign-Up</td>
<td>Sophomores (30+ earned credit hours) and Freshmen (less than 30 earned credit hours) can begin selecting rooms within the complex where they are currently living.</td>
</tr>
<tr>
<td>March 1</td>
<td>Open Sign-Up</td>
<td>Open room sign-up begins at noon for Seniors (90+ earned credit hours) and Juniors (60+ earned credit hours) and continues until March 31st.</td>
</tr>
<tr>
<td>March 5</td>
<td>Open Sign-Up</td>
<td>Open room sign-up begins at noon for Sophomores (30+ earned credit hours) and continues until March 31st.</td>
</tr>
<tr>
<td>March 7</td>
<td>Open Sign-Up</td>
<td>Open room sign-up begins at noon for Freshmen (less than 30 earned credit hours) and continues until March 31st.</td>
</tr>
<tr>
<td>March 31</td>
<td>Open Sign-Up Ends</td>
<td>Be sure to select your room before this date! Students requesting housing after March 31st will have to do so in person at the Residence Life &amp; Housing Office.</td>
</tr>
<tr>
<td>June 30</td>
<td>Cancellation Deadline</td>
<td>Last day to cancel your Fall 2018 housing without incurring a $250 penalty.</td>
</tr>
<tr>
<td>July 15</td>
<td>Meal Plan Change Deadline</td>
<td>Last day to change your meal plan before move-in. Students required to have a meal plan but who have not selected will be assigned the All-Access plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students may make final changes to meal plans between August 18th and September 7th.</td>
</tr>
</tbody>
</table>
Housing Reservation Commitment & Agreement Highlights

Every student has the responsibility to read and review the Housing Reservation Commitment & Agreement very carefully. When you accept this agreement, you are agreeing to all of its terms and conditions. Please note, this room selection guide does not cover all of the terms and conditions of the Housing Reservation Commitment & Agreement.

Housing Residency Requirement
The campus residency policy is based on the knowledge that living in University Housing can provide both educational and social opportunities important to the success of college students. All students enrolling at Midwestern State University are required to live in university housing unless they:

1. Are living in the home of their parents or legal guardian within 60 miles of the campus and commuting to class;
2. Are married and living with their spouse;
3. Have accumulated 45 semester hours of college academic credit as a post-high school resident prior to the first day of classes for the housing agreement period. Hours achieved while in high school are not counted (e.g. concurrent or dual credit);
4. Have reached the age of 21 prior to the first day of classes for the housing agreement period;
5. Are part-time residents enrolled in 11 hours or less for the fall or spring semester

A student enrolled in courses and required to reside on campus per the Residency Policy but who does not sign up for campus housing will be assessed the semi-private semester room rate for Killingsworth or Pierce Hall.

Students who wish to receive an exemption from the Housing Residency Requirement may submit the appropriate paperwork available from the Office of Housing & Residence Life in 125 Bea Wood Hall. Exemptions are not guaranteed and students should refrain from signing a lease until an exemption has been granted.

Academic Year Agreement
The Housing Reservation Commitment & Agreement covers the academic year (Fall 2018 and Spring 2019) or balance remaining at the time of assignment. A separate agreement is required for those students who wish to live on campus for the summer semester.

The agreement period begins on Saturday, August 18, 2018 and ends on the last day of exams or 24 hours after a resident’s last exam in May, whichever is earlier.

Consolidation
If you choose to go through room selection without a particular roommate choice, we encourage you to sign up for spaces with one person already assigned. You are not required to do so, however, the Office of Residence Life & Housing reserves the right to move a resident from one room to another when the university determines the need. Following room selection, such room consolidations are often made on the same floor or within the same building initially selected. Consolidation of returning students allows us to accommodate roommate requests for new student room assignments. During the summer months, efforts will be made to notify students via email of such changes. Students are encouraged to update their housing portal with preferred contact information to ensure this information is received.
Housing Cancellations

We understand that your circumstances may change and there is a period of time you are allowed to cancel your room assignment without penalty.

For those students not required to live on campus or who are leaving the University, your housing agreement may be cancelled by submitting a request in writing to the Office of Residence Life & Housing.

To avoid a penalty, mark your calendar and remain aware of these dates:

<table>
<thead>
<tr>
<th>Cancellation Date</th>
<th>Cancellation Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before July 1</td>
<td>No penalty</td>
</tr>
<tr>
<td>July 1—July 31</td>
<td>$250 cancellation penalty</td>
</tr>
<tr>
<td>August 1—August 17 (prior to move-in)</td>
<td>$500 cancellation penalty</td>
</tr>
<tr>
<td>August 18 (move-in)—Start of 2nd week of class</td>
<td>25% of housing charges</td>
</tr>
<tr>
<td>Start of 3rd week of class</td>
<td>50% of housing charges</td>
</tr>
<tr>
<td>Start of 4th week of class</td>
<td>75% of housing charges</td>
</tr>
<tr>
<td>After 4th week of class</td>
<td>100% of housing charges</td>
</tr>
</tbody>
</table>
Room & Board Rates

Room and board rates are subject to approval by the Midwestern State University Board of Regents in May. Fall semester billing for housing will reflect 60% of annual room charges; spring semester billing will reflect 40% of annual room charges.

Following board approval, students will have the opportunity to change meal plan selections based on personal dining interests. For comparison purposes only, we have included the 2017-2018 housing rates and board plans below.

2017-2018 Room Rates

<table>
<thead>
<tr>
<th></th>
<th>ANNUAL COST OF HOUSING</th>
<th>FALL HOUSING CHARGES (60%)</th>
<th>SPRING HOUSING CHARGES (40%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KILLINGSWORTH &amp; PIERCE HALL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semi-Private (Double) Room</td>
<td>$4500</td>
<td>$2700</td>
<td>$1800</td>
</tr>
<tr>
<td>Private Room</td>
<td>$5500</td>
<td>$3300</td>
<td>$2200</td>
</tr>
<tr>
<td><strong>McCULLOUGH-TRIGG HALL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semi-Private (Double) Room</td>
<td>$5000</td>
<td>$3000</td>
<td>$2000</td>
</tr>
<tr>
<td>Private Room</td>
<td>$5600</td>
<td>$3360</td>
<td>$2240</td>
</tr>
<tr>
<td><strong>LEGACY HALL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semi-Private (Double) Room</td>
<td>$5500</td>
<td>$3300</td>
<td>$2200</td>
</tr>
<tr>
<td>Private Room</td>
<td>$6000</td>
<td>$3600</td>
<td>$2400</td>
</tr>
<tr>
<td><strong>SUNDANCE &amp; SUNWATCHER APARTMENTS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two Bedroom Unit</td>
<td>$6900</td>
<td>$4140</td>
<td>$2760</td>
</tr>
<tr>
<td>Four Bedroom Unit</td>
<td>$6300</td>
<td>$3780</td>
<td>$2520</td>
</tr>
</tbody>
</table>

**Board Plans & Rates (per semester)**

**RESIDENTIAL STUDENTS**
- All Access + $100 flex $1780
- Block 250 + $100 flex $1700
- Block 150 + $250 flex $1550

**APARTMENTS & COMMUTERS**
- 5 Meals per week + $75 flex $780

**Board Plan Requirements**
Students living in Pierce, Killingsworth, McCullough-Trigg and Legacy Halls are required to have a full meal plan. If a student does not select a plan, they will be assigned the All Access plan. Those living in apartments are not required to have a meal plan but may select any of the plans described above.

Unless otherwise noted, all flex dollars and blocks are per semester. Flex dollars carry over between the fall and spring semesters and expire at the end of the spring semester.
Displaced Students

Displaced students are students unable to return to the room they are currently living in. Most often, this occurs when a community is designated for a specific living-learning program or the gender of a particular community or apartment unit changes.

Students will be notified via email if they are classified as “displaced.” Displaced students will not be able to select their same room but will have a special room selection date on February 20th. At this time, displaced students may select a new room in the same complex where a student currently lives. “Same complex” is defined as:

- Apartments: Sundance & Sunwatcher are collectively considered one complex. Displaced students may select a room in either location.
- Residence Halls: Killingsworth, Pierce, Legacy, and McCullough-Trigg are considered individual complexes. Students may select another room in the building where they are currently living.

Displaced Communities:
- Sunwatcher Village—Building 8
- Legacy Hall—Second Floor, A Wing
- Legacy Hall—Second Floor, B Wing
- Legacy Hall—Second Floor, C Wing
- Legacy Hall—Second Floor, D Wing

Requests for Accommodations

Students who have documentation on file with the Office of Disability Support Services for housing accommodations will need to complete their room intention form online. Once submitted, you will be contacted by the Office of Residence Life & Housing to provide assistance with the remainder of the room selection process.

Private Room Requests

In addition to the private rooms available in Legacy and McCullough-Trigg, private rooms will be available again for returning students in Killingsworth and Pierce Hall.

To request a private room, students should sign up for a room in Killingsworth or Pierce Hall and email their private room request to housing@mwsu.edu. Students will then be moved to an empty room or the remaining bed space will be made unavailable for future assignment. Private rooms in Killingsworth and Pierce are limited and are available on a first come, first served basis.
An Important Note about Apartment Selection for Freshmen & Sophomores

Apartment Availability
Apartment spaces in Sunwatcher Village and Sundance Court are exceptionally popular and make up approximately 35% of the total housing offered on campus. Even more popular are our two-bedroom units. These make up less than 10% of the housing available to students on campus.

Many students return to their same room in the apartments, further decreasing the number of spaces available to other students who wish to live in Sunwatcher Village and Sundance Court. Year after year, we are unable to accommodate all requests for apartment-style housing during the initial phases of our room selection process. The longer you’ve lived on campus, the more likely you are to secure a space in an apartment.

For our freshmen and some sophomores, selecting an apartment during the room selection process is rare. If you are considering an apartment, please review the following tips:

- Have a back-up plan available for your housing choice in the event you aren’t able to get your number one housing choice.

- If you log into the housing portal to select a room and don’t see any apartments listed, this means there are no options that meet your criteria.

- Some students have found it easier to select a single space, rather than searching for a unit with a specific roommate or group of roommates.

- Residence Life & Housing will continue to update the room availability list as we receive cancellations. You may log into the housing portal throughout the room selection process to check and see if additional space has opened up.

Room Change Requests
In April, students who have signed up for Fall 2018 housing will have the opportunity to sign up on a “First Available” list to request a different room type. We will begin working through the first available list as cancellations are received throughout the summer until August 1st. After August 1st, any subsequent room changes will occur after the first two weeks of the Fall Semester.

Students are encouraged to check the housing portal for updated room assignment information and to ensure an updated email address is listed in the event we need to contact you prior to the Fall 2018 semester.

We will receive cancellations over the summer months and will often be able to accommodate most requests from the first-available list.
Completing the Housing Intention Form

Completing the Housing Intention Form is easy! Follow these easy steps:

1. Go to the housing website: www.mwsu.edu/housing
2. Click on “Housing Login” to access your housing portal
3. Under the Fall 2018 heading, select one of the following:
   a. I am returning and want to select a different room
   b. I am leaving
   c. Stay in same room

If you select “I am Returning and want to select a different room”
- Continue through the short application as instructed. This is where you will be requesting roommates (if any)
- At the end of the application, you’ll find your eligible room sign up time
- After this step, you are done!
- Your room sign up time will be listed on your housing portal by Monday, February 19th.

If you select “I am Leaving”
- Ensure you have met the parameters of the residency policy (see page four of this document)
- Continue through the short application as instructed.
- At the end of the application, please complete the departure/cancellation form per the link provided.
- After this step, you are done!

If you select “Stay in Same Room”
- Continue through the short application as instructed.
- After this step, you are done!
- You will be reassigned to your same room—you will not need to log back in to select your room.
- If you decide you would like to move to a different room after selecting “same room,” you may select a different room beginning with the Same Complex dates until March 31.

At the conclusion of the Housing Intention Process, all students will receive an email verifying their housing intention for the Fall 2018 semester.
Choosing Your Room

When it’s your time to select your room, log onto your housing portal. Your portal can be found at www.mwsu.edu/housing under the “Housing Login” link. Once logged in, you’ll find a link for Fall 2018 Room Selection under the heading 1910 Fall 2018.

Click on the link and follow these simple steps to select a room:

**Step One: Select Your Room**
1. First, select the building from the drop down box
2. Select a room type (i.e. 2 BR, 4 BR, etc.)
3. Click on the “search” button
4. Room results will appear on the next page.
   a. Please note that there may be more than one page, depending on the number of available spaces
   b. If no rooms appear, this means there are no spaces available meeting your search criteria.
5. Click on the name of the room number you’d like.
   a. If there are other occupants in the room, it will appear here.
   b. If you don’t want to select this room, click on the “Room Search Results” next to your name. This will take you back to view a different room.
6. Once you have the room you want, click on “Select This Room” and you’ll be assigned to this room.
7. You may continue to look for rooms and change your room assignment throughout the room selection process by repeating the steps above. You have until March 31, 2018 to finalize your room selection.

**Step Two: Select Your Meal Plan**
1. Once you have been assigned a room, select a meal plan by clicking on “Meal Plan Selection” link below your assigned room. You have the option to change your meal plan online as many times as you wish through July 15th and again after the start of the semester through September 7th. Students living in a residence hall who do not select an eligible meal plan will be assigned the All-Access plan.

**Step Three: Accept the Housing Agreement**
1. Once you have selected a room, you’ll need to accept the terms and conditions of your housing agreement. Click on the link “Room Assignment Acceptance”. Note: you will need to do this each time you change your room. After this step, you’re ready for the Fall 2018 semester!

**Reminder!** If you have selected “same room” during the room intention process and change your mind about where you want to live, you will be able to select another room beginning with the Same Complex dates until March 31.
Frequently Asked Questions

Q: How will Residence Life & Housing communicate with students?
A: Residence Life & Housing will be using the Residence Life webpage and the preferred email listed by students in their housing portal. Students should check email regularly and make sure they read all information carefully.

Q: Do I have to pay another $100 deposit?
A: Beginning Fall 2018, we will no longer utilize a housing deposit. Minus damages, students will receive a refund of their existing deposit at the conclusion of the spring semester.

Q: When will my meal plan get assigned?
A: You will pick your own meal plan when selecting a room. You have the option to change your meal plan online as many times as you wish until July 15th. If you don’t choose a meal plan and are living in a residence hall, you will be assigned the All-Access plan.

Q: I’m not returning to campus. Do I have to fill out the housing intention form?
A: Yes. If you are not returning to campus, the housing intention form will redirect you to provide the information to indicate you are not planning to live on-campus next fall.

Q: Why can’t I select the apartment meal plan if I live in Pierce, Killingsworth, Legacy, or McCullough-Trigg?
A: The apartment meal plans have been designed for students living in an area where they have a private kitchen and can be responsible for individual meal preparation. Although there are kitchens in the residence halls, they are not designed for sustained individual use.

Q: Do I select based on how many credit hours I will have in the fall or how many I currently have?
A: Your selection dates are determined by the number of hours you have earned. In other words, you’ll use the class designation based on your status today.

Q: What if I can’t see the room I want for next year?
A: Unfortunately, if you can’t see the room you want for next year, this means the room is not available. It’s either been selected before you or is not a room designated as available to returning students.

Q: I want my same room, and I want to pick my roommate. Can I do that?
A: No. Picking your same room is an individual decision and roommate selections are not used when you select your same room.

Q: What if I change my mind about the roommate I have selected on my housing intention?
A: Once you have submitted your housing intention, a link will appear on your portal to “Add or Delete Roommates”. If you haven’t selected a room or haven’t been pulled in, you will be able to delete the roommate request. You will no longer be a confirmed roommate. However, if you have already selected a room, and you add a different roommate, it will not automatically pull the new one in. You will have to select a different room.

Q: What is the difference between the “A” side of the room and the “B” side of the room in the residence halls?
A: In Pierce, Killingsworth, and Legacy, the “B” side of the room is by the window. In McCullough-Trigg, the “A” room is on the left and the “B” room is on the right. If you wish to stay in your same room but move to the other side, please email housing@mwsu.edu after selecting “same room.”

Q: I want to know who my roommate is before I make a room selection. Is there a way to get this information?
A: When clicking on a room, you will be able to see the name of any other individual currently assigned to the room. However, remember that changes happen often during the room sign up process! The information available is in “real time” and reflects the current room assignment.
Frequently Asked Questions (continued)

Q: What are the 2018 room and board rates?
A: Room and board rates are typically approved by the Board of Regents in May; students will be notified of the new rates following this meeting. A copy of the 2017 rates have been provided to you for comparison on page six of this guide.

Q: I want an incoming student as a roommate. What do I do?
A: In order for you to bring in when you are selecting your room, you will add the M#/Name of the incoming resident in the roommate section of your housing intention. Contact the Office of Residence Life & Housing via email (housing@mwsu.edu) if you cannot find the person you are requesting and we will manually add the roommate preference.

The incoming student must request you on their Housing Reservation Commitment & Agreement AND submit their pre-payment and application prior to the June 1st priority application date for new students. If they do not complete either of these steps, the roommate request may not be honored.

Q: How do I know that my room selection went through? Will I receive a confirmation?
A: You will receive an initial confirmation noting your room assignment and your Fall 2018 room will be visible on the home page of your ResCenter page. Prior to the end of the academic year, you will receive another email with your room assignment and cancellation information.

Q: What if I’m not sure about whether I want to live on-campus or off-campus next year?
A: If you’re not required to live on campus, we recommend that students sign up for a room now and mark their calendars for important cancellation deadlines. This way, if your plans fall through off-campus, you still have input into where you’re living on-campus.

Q: What if I change my mind and want to live off campus?
A: If you are eligible to live off campus, you may cancel your room assignment and meal plan by emailing housing@mwsu.edu. Please pay close attention to cancellation deadlines. Cancellations received after June 30th are subject to financial penalties.

Q: What if I’m not eligible to live off campus and sign an off-campus lease anyway?
A: The residency policy outlines that students who are not eligible to live off campus and who do not have an exemption on file will be assigned a room at the Pierce/Killingsworth rate and their accounts will be charged for this amount.

Q: Who can I contact if I’m having trouble signing up for a room?
A: Your Resident Assistant is a great source of help with the room sign-up process. If they’re unable to answer your question, please contact the Office of Residence Life & Housing at (940) 390-4217.

Q: What if I miss the room sign-up process?
A: Visit the Office of Housing & Residence Life for help. You may have to wait until new students are assigned prior to receiving a room assignment but we’ll do our best to help you with your assignment.