Choosing Your Room

Beginning Monday, June 5 at 9:00am, you will be able to start selecting your room for the fall/spring term. Your portal can be found at www.mwsu.edu/housing. Under the Housing Login Heading, click on the “Residence Life” link. Once you are logged in, you will see a link for Fall 2017 Room Selection under the heading 1810 Fall 2017, but it will not appear until June 5.

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

**Step One: Roommate**
1. The name of your mutually requested roommate appears on the first page.
   
   **Check the box** to bring them with you.

**Step Two: Select Your Room**
1. First, select the building from the drop down box
2. Select a room type (see below for what the codes stand for)
   a. **Private MT** = McCullough-Trigg Private
   b. **Private RH** = Legacy Hall Private (single)
   c. **Semi-Private KH** = Killingsworth double (with roommate)
   d. **Semi-Private MT** = McCullough-Trigg double (with roommate)
   e. **Semi-Private RH** = Legacy Hall double (with roommate)
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. If this happens, go back to the previous page and change the search criteria.
5. Click on the name of the room number you would like.
   a. If there are other occupants in the room, it will appear here.
   b. If you do not 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 continue.

**Step Three: Select Your Meal Plan**
1. Once assigned to a room, click on the “My Home” link in the left menu. The next step is to select a meal plan by clicking on “Meal Plan Selection” link below your assigned room. You have the option to change your meal plan as many times as you wish through July 15th. Students living in a residence hall who do not select an eligible meal plan are assigned the All-Access plan.

**Step Four: Accept the Housing Agreement**
1. Once you have selected a room and meal plan, click on the “My Home” link in the left menu. You will need to accept the terms and conditions of your housing agreement. Click on the link “Room Assignment Acceptance”. After this step, you are ready for the Fall 2017 semester!
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 if I’m beginning in the summer?
A: No. Your deposit is a one-time fee paid prior to entering housing and stays with you from semester to semester.

Q: When will I be assigned a meal plan?
A: You will pick your own meal plan after selecting a room. If you do not choose a meal plan and are living in a residence hall, you will be assigned the All-Access plan.

Q: How am I assigned with my mutually requested roommate?
A: If you and your requested roommate are confirmed mutually, the name will appear on the first room selection page. Only one of you needs to select a room. Be sure to check the box to bring your roommate with you when selecting a room.

Q: What if my roommate I requested is not showing up on the room selection page?
A: The roommate did not request you as a roommate when applying, so it is not a confirmed mutual request. However, you may still room together. Both you and your roommate will select the same room that has enough space for both of you.

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.

Q: I am no longer coming to MSU for the fall, so I do not need to select a room. What do I need to do?
A: If you are not coming for the fall and need to cancel your housing application, please submit an email to housing@mwsu.edu to cancel no later than June 30. Please provide your name and student ID number and reason for cancelling. If received by June 30, you will receive a refund of your deposit. If received on July 1 or after, you will incur cancellation penalties depending upon the date you cancel as well as forfeit your deposit. You may view the terms and conditions by clicking on your submitted resident application.