Reapplication 2013
Missouri S&T Residential Life
2013-2014 Housing Reapplication

The Department of Residential Life is pleased to announce online reapplication for the 2013-2014 academic year! Go to http://reslife.mst.edu/reapplication and read the information regarding reapplication including the housing agreement cancellation timeline, terms and conditions, and room and board rates. Follow the link on the webpage to access the MyHousing reapplication website.

Use your username and password to login to MyHousing:

Home/Overview

After logging in to MyHousing, you will be presented with an overview screen similar to the sample pictured below. The overview page has five categories of information displayed specific to you, your housing records, and the selection timetables. This is information only--no updates are permitted to the data displayed here.

My Info
This will display your personal information--Name, Student ID#, MS&T e-mail address. When you first access this information be sure to check it for accuracy. Your e-mail address will be used extensively and provided to your selected roommates.

My Messages
This will be used for communication from Residential Life.

My Assignments
This section will display your current and future room assignments including roommates and suitemates (if applicable)

My Dining
This section will display current and future meal plans.

My Future Roommate Requests
This will display the names of those students whom you have selected on-line. The request will include the status-- ‘matched’ (both students have requested each other) or ‘Does not match’ (they have not yet requested you as a roommate).
My Future Room Selection Processes
The Room Selection Process will display important dates and times for the room selection process. Most important will be your selection time during the room selection phases. Any student who meets the eligibility requirements will have the phases listed.

Roommates/Suitmates

Roommate Requests
This displays the names of roommates selected by you, similar to the information displayed on the overview page - or - the message “You have no roommate requests” will display when no requests are recorded.

Specify a Student as a New Roommate Request
This allows you to select your roommates. For best results, enter their student I.D. We have also provided the first and last name fields to assist you in making your roommate request. If the information you submit is unique, selecting “Request Student as Roommate” will automatically select the student requested.

If the information is not unique (i.e. last name ‘Smith’), a list of potential roommates’ names and their current room assignment will be displayed. Select the correct student from the list and select “Continue”. Your selected roommate will receive a confirmation e-mail that they have been selected by you.

The student’s name will appear on your Roommate and Overview screens as well as whether or not the request is matching.

If you make a selection error, click the ‘remove’ button next to the student’s name. They will receive an email indicating you have de-selected them.

IMPORTANT: All roommate requests must match – both students must select each other. During reapplication periods where rooms must be filled, only matched roommate groups will be able to open a new room. If you do not have a matched roommate, you will only be able to select a room that already has open beds.
Room/Suite Selection

Prior to your selection time, you may search for available rooms. Once your selection time has arrived, you will be permitted to select a room.

It is very important for you to understand that everyone on your matched roommate group is allocated the SAME selection time.

ONE AND ONLY ONE MEMBER OF YOUR ROOMMATE GROUP WILL BE PERMITTED TO SELECT FOR THE GROUP AT THE SELECTION TIME.

More than one person trying to select a room for the group at the same time may result in an erroneous assignment and the loss of your priority for selection. Prior consultation between you and your future roommates should result in identification of the person responsible for making the room selection.

Once your selection time has begun, you will have access to selection until the end of the selection period or until you select a room – whichever comes first. If any member of your group selects a room, the assignment is final.

A list of available rooms (gender-specific in residence halls) will be displayed when your selection time arrives. Halls that you are eligible to live in will be listed in alphabetic order.

Once you have selected a room you will be brought to a screen and asked to assign beds within the room to yourself and your roommate(s), if any.
Dining Plans

After you select your room/suite for the 2013-2014 academic year, you must select a dining plan.

Under the Fall 2013 heading, click ‘Continue’.

Only the dining plans you are eligible for will appear in the drop-down box.

Click ‘Submit My Dining Plan Selection’ when you decide which dining plan to purchase for the 2013-2014 academic year.

After clicking submit, you selected dining plan will be displayed on the My Dining screen as well as the Home/Overview screen.

You may change your dining plan using the same method as above through Friday, August 30, 2013.
## Personal Preferences

By selecting Personal Preferences, you are presented with a list of choices that will accurately reflect your desired living conditions. Your answers will assist Residential Life in the unlikely event a re-assignment is necessary over the summer.

<table>
<thead>
<tr>
<th>Preferences</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Disability</td>
<td>Yes, No</td>
</tr>
<tr>
<td>2. Morning Wakeup</td>
<td>7am, 8am, 9am, 10am, 11am, 12pm</td>
</tr>
<tr>
<td>3. Nighttime Sleep</td>
<td>Yes, No</td>
</tr>
<tr>
<td>4. Noise Level</td>
<td>Quiet, Loud</td>
</tr>
</tbody>
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## When Do I Reapply for Housing?

The schedule and all of the details for reapplication can be found at [http://reslife.mst.edu/reapplication](http://reslife.mst.edu/reapplication)

## Terms and Conditions

Make sure you read and understand the Terms and Conditions when they are presented to you on MyHousing. By signing into MyHousing using your username and password, and clicking that you agree to the Terms and Conditions, you are bound by the academic year lease. Make sure you have read and understand the terms of the contract. The Terms and Conditions can be found here: [http://reslife.mst.edu/documents/terms_conditions.pdf](http://reslife.mst.edu/documents/terms_conditions.pdf)

## Holistic Community

The Holistic Contract should be submitted through an online form in the Residential Life section of Joe’S Self-Service page. Log into Joe’S and complete the Holistic Contract. Once your contract is accepted, you will be able to reapply for a Holistic Community room, if space is available.
Residential Life Policy Reminders

No Smoking
It is important to note that Missouri S&T regulations prohibit smoking in all University residence halls. Smoking is permitted 15 feet from all exterior doors and windows and in the smoking shelters in each residence hall complex.

Academic Year Commitment
Regardless of class standing or how many semesters you have resided in University housing, agreements are for the full academic year—both fall and spring semesters. Room charges are billed by the semester. The term of occupancy and your financial obligation is from August to May.

Two-Year Housing Requirement
Missouri S&T first- and second-year students are required to live in campus-approved housing. Completion of the two-year requirement midway through an academic year does not exempt a student from the academic year housing commitment. Failure to be exempted from the two-year housing requirement means you will be held financially liable for both fall and spring semesters.

Consolidation Policy
Residents of rooms or suites that are not occupied at capacity may be required to relocate to comparable space within their residence hall community.

Meal Plan Requirement
All students assigned to residence halls are required to be on a meal plan.