ROOM SELECTION PROCESS

FALL 2017 – SPRING 2018

Revised on 1.30.2017

http://www.montclair.edu/reslife/
Dear Student:

If you would like to be considered for university housing for the upcoming academic year, please read this information packet carefully. If securing housing is important for you, please make a note of all the dates in your planner and make sure not to miss them. If you fail to meet any deadlines or if you miss any steps listed throughout the room selection process outlined in this packet you may be unable to secure housing.

As the demand for housing increases students will increase their chances of obtaining housing if they pre-qualify by paying their $300 non-refundable housing application fee by the deadline date of Thursday, March 2, 2017 by 6:00 pm to the Student Accounts office.

Please note that when selecting and accepting a room assignment you are making a legally binding contractual commitment for both the fall 2017 and spring 2018 semesters.

For the most up-to-date housing information, please review our website at http://www.montclair.edu/reslife/. If you have any further questions, please send an email to reslife@mail.montclair.edu or contact us at 973-655-5188.

Good Luck!

Dr. Kevin Schafer
Assistant Director for Residence Life

Nick Weber
Housing Assignments Coordinator
The $300 non-refundable housing application fee for 2017-2018 is now being accepted from returning MSU students at the Student Accounts Cashier’s Windows on the 2nd floor of College Hall. Cash, personal check, or money order. To be eligible for priority room selection, the fee must be paid by Thursday, March 2, 2017 by 6:00pm.

ELIGIBILITY INFORMATION

☐ General Eligibility: Any student wishing to participate in the Room Selection process for the 2017-2018 academic year must be a currently enrolled student in good standing and have paid the 2017-2018 housing application fee of $300 by March 2, 2017.

☐ Holds: It is the student’s responsibility to ensure that all holds (except academic probation) are removed from their NEST account. Please check your account prior to room selection. For example, paying a parking ticket online does not remove the hold from a student’s account. The student must speak with Parking Services to remove the NEST hold. If a student clears a hold on the day of their eligibility for room selection, they should contact the Office of Residence Life to have the hold removed from their RMS account. The hold must be visibly cleared in NEST for Res. Life to remove the hold. Please note it may take some time for the staff to remove the hold from a student’s RMS account. Please note that academic holds such as academic probation do not affect a student’s ability to select housing.

☐ Credit Hours: Residence accommodations are available only to registered students of the University enrolled in a degree granting program. Priority is given to undergraduate students registered for and maintaining 12 or more credits per semester and graduate students registered for and maintaining 9 or more credits per semester. Make sure to review your credit hours now so that you know how many credits you will have at the end of the spring semester to determine where you can reside for the 2017-2018 academic year. Credit hours are determined by adding your earned credits and your currently enrolled credits. Please note: Basic Classes such as Math 060 do count towards your total credit hours for housing selection.

☐ Students with Financial Holds: Students who have financial holds at the time of sign-ups are not allowed to reserve a bed space. Once a student’s account is paid in full, the student will be eligible to participate in housing sign-ups as long as it is within the determined timeframe. If you have missed your time frame please contact the Office of Residence Life and they will assign you a new time frame or advise you of your next step. Academic probation does not prevent a student from selecting housing.

☐ Graduate Students: Graduate students are only eligible to reside in The Village at Little Falls. Graduate students will be able to select a space in housing on March 22nd.

☐ Room Retention: Room retention (returning to the exact same bed space, this does not include moving to a different bed space in your current apartment) can only be done in The Village and Hawk Crossings on March 20th. If you do not retain your room on that day, you will be ineligible to retain your room and will need to go through room selection according to your assignment time. Students in the traditional halls are not eligible to retain their spaces.

How do you pull a resident into your apartment after you retain your space? (HAWK CROSSINGS AND VILLAGE RESIDENTS ONLY)

First, you need to retain your bed space on March 20th during the designated time frame, which is the only designated day to “retain your space.” If you do not “retain your space” on that day, you will be ineligible to pull in a roommate. On March 21st, you must log into the system and pull your roommate/s into your apartment. Please be sure to have all required information for the students you would like to pull in.

☐ The Village Credit Hour Requirement: In order to be eligible to live in The Village, undergraduate students must have completed 50+ credit hours at the completion of the spring semester.

☐ Hawk Crossings Credit Hour Requirement: In order to be eligible to live in Hawk Crossings, students must have completed 30+ credit hours at the completion of spring semester.

☐ Frank Sinatra Hall Credit Hour Requirement: In order to be eligible to live in Frank Sinatra Hall students must have completed 24+ credit hours at the completion of the spring semester.

☐ Meningitis Immunization: If you have not been a resident on campus over the past two semesters, you must show
proof of the meningitis immunization to the University Health Center prior to signing up for a space.

☐ Study Abroad/Internship Students: Students that are currently studying abroad, who were resident students in fall 2016, will be able to select a bed space during the General Room Selection, or a current resident student can pull them into a space as long as they meet the eligibility criteria for that bed space. Study Abroad/Internship students must pay the $300 non-refundable housing application fee by March 2, 2017 in order to be given priority. If you are studying abroad in the fall 2017 semester please contact our office in November to be placed into housing for the spring 2018 semester.

RESIDENCE LICENSE AND DINING SERVICES AGREEMENT

The Residence License and Dining Services Agreement is a legally binding agreement. Once you confirm the acceptance of the space that you are assigned to, you are committed to campus housing and a meal plan (if applicable) for the entire 2017-2018 academic year. Prior to room selection a student must enter the RMS system and electronically sign the Residence License and Dining Services Agreement. Students will be unable to participate in room selection if they do not electronically sign the agreement. Students will have 5 business days from the day in which they self-select, or are pulled into a bed space to cancel their housing. All cancellation requests must be sent from a student’s MSU email account to reslife@mail.montclair.edu. Students will receive an email to their MSU email confirming their cancellation and forfeit of their Housing Application Fee. After those 5 business days, a student will be held financially responsible for that bed space for the entire academic year (fall and spring).

PAYMENT INFORMATION

All applicants must pay a $300 non-refundable housing application fee. Make checks payable to “Montclair State University,” and bring or mail this payment to the Student Account’s Office at College Hall 216, Montclair State University, Montclair, NJ 07043. Cash, personal check, credit card or money order is accepted. Please be sure to write your MSU ID on your check. Students may also pay their housing application fee via NEST utilizing a credit card or e-Check. Students who have an outstanding balance for the current term are ineligible to participate in the room selection process. **It is your responsibility to clear any delinquent charges.**

LATE HOUSING APPLICATION FEES

Housing application fees received after 6:00 pm on Thursday, March 2, 2017 will not be eligible for priority room selection. Students will be contacted with further instructions. Therefore, if your housing application fee is not received by the deadline, you will not be eligible to participate in priority housing selection even if your requested roommate(s) is eligible.

SPECIAL ACCOMMODATIONS

If you are requesting special accommodations, you must submit documentation clearly stating your diagnosis, functional limitations, professional credentials of the evaluator and specific accommodations by **Friday, March 10, 2017**. Spaces are limited, and we cannot guarantee roommate preference(s). All information submitted is strictly confidential. Documentation should be forwarded to: Montclair State University, Disability Resource Center, Webster Hall 105, Montclair, NJ 07043, (973) 655-5431. The request form can be found at [http://www.montclair.edu/media/montclairedu/residentialeducation/pdffiles/housingrequest.pdf](http://www.montclair.edu/media/montclairedu/residentialeducation/pdffiles/housingrequest.pdf)

MEAL PLANS

Students residing on campus in one of the Traditional Residence Halls are required to purchase a valid meal plan. Please refer to the Dining Services website for detailed meal plan descriptions. Students residing in Hawk Crossings or The Village Apartments are exempt from the meal plan requirement; however, students who choose to take a meal plan will have the option to do so during the housing sign-up process.

ROOMMATE SELECTION

Once you determine who you plan to live with and whom the designated person will be to select your bed spaces for the room/suite/apartment that you would prefer to reside in, it is that designated person’s responsibility to complete the process for all individuals involved. Once the spaces are selected, students will not be able to reenter the system to select a different space. Please pay close attention to the suite, room or apartment you have chosen. Once selected, you will NOT be able to make any changes until after the room freeze ends in September. You will be billed according to your selection. **All selections are final.**

*Please note if you are allowing a proxy to select and confirm a space on your behalf for the 2017-2018 academic year, you must first enter the RMS system prior to your selection time and electronically sign the Residence License and Dining Services Agreement and create a roommate code.*
Want to be pulled-in? Need to create a Roommate Code

1. Log onto https://rms.montclair.edu using Firefox
2. Enter your NetID and Password
3. Select “CODE”
4. Enter a 4 digit CODE
5. Select “Finish”

Residence Life does not have the ability to view your CODE. You MUST remember your CODE number. In the event that you forget your CODE, you can reset it by repeating the steps above. Please only give your CODE to your desired roommate.

Pull-in Instructions

Students who reside in Hawk Crossings or the Village AND complete the Room Retention process are able to pull-in roommates. In order to pull someone in, they must meet the credit requirement for the residence area, have submitted their $300 housing application fee by March 2nd, completed the Residence License and Dining Agreement, and be free of any holds. In addition, you will need the following information from your roommates:

1. First Name
2. Last Name
3. Montclair Email (netID@mail.montclair.edu)
4. Roommate CODE (they must set this up through RMS and give it to you)

Please be aware that all information must match exactly or you will not be able to pull your desired roommates in.

HELP DESK

Personal assistance will be available from 9:00 am. to 4:00 p.m., on the days the online system is in operation (see schedule on the next page), by calling 973-655-5188, or visiting the Office of Residence Life in Bohn Hall on the 4th floor.

GENDER INCLUSIVE APARTMENTS

Because GIA is a housing option, gender inclusive groups will select a space during General Housing Selection from spaces that are available according to their credit priority. This new process will allow students to select their space for the future academic year, rather than Residence Life assigning them based on preferences. In order to be considered to for the Gender Inclusive Apartment the following will need to be completed:

1. All members of the group must meet the minimum requirements for the apartment complexes.
   a. 30+ credits for Hawk Crossings or 50+ credits for the Village
2. One member from each group MUST attend an information session regarding our policies and procedures. Meetings will be held between February 20th and February 24th
   *Events will be visible in The Residence Life HawkSyne*
3. At the interest meeting, a representative from each group will receive the GIA housing application. Applications are due to the Office of Residence Life by 4pm on February 27, 2017. Only one member of each group is required to attend but at least one member must attend in order to receive an application.
4. The Office of Residence Life will review all applications and notify the groups by March 20th of their approval or denial.

* Please note that being an approved group does NOT guarantee an apartment.*

COMMUTER STUDENTS

Students currently commuting who wish to apply for housing for the 2017-2018 academic year must pay their housing application fee by March 2, 2017 to be eligible to participate in the room selection process. Commuters can be pulled into housing by a current resident student. Commuters that are not pulled in will be sent further instructions about room selection in mid-March.
**Bohn Hall**
Bohn Hall will not be available for returning resident room selection for the 2017-2018 academic year.

**Stone Hall**
Stone Hall will not be available for returning resident room selection for 2017-2018 academic year at this time.

**Please note:**
Students who have completed their 2017-2018 room and meal plan selection, but have not registered for the fall 2017 semester by May 1, 2017 will have their room and meal plan cancelled. The bed space will be reassigned to a student on the wait list. The application fee will not be refunded.

To be reassigned, the student must complete course registration for fall 2017 and then contact The Office of Residence Life to request reinstatement of their 2017-2018 housing application. The student's updated registration status will be confirmed via NEST. The new room assignment will be made if and when space becomes available.

Students who have completed their 2017-2018 room and meal plan selection, but have not paid their account in full or made payment arrangements will not be issued a key at move in. Students will not have their room and meal plan cancelled and will remain financially liable for this space.

**IMPORTANT FAFSA INFORMATION**
The 2017-2018 FAFSA is now available. Students can use the IRS data retrieval tool on the FAFSA website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to assist with completing the form. The tool will link directly to the IRS and import the information from a filed Federal tax return directly into the FAFSA. Because of new Federal regulations for the verification process, students are encouraged to complete the FAFSA as early as possible and to use the IRS data retrieval tool. The earlier a FAFSA is filed, the more time a student has to request the appropriate verification documents, if necessary, and get their account settled for Fall 2017 move-in. If a student delays in completing the FAFSA and in submitting verification documents, they may have a delay when they move-in. For further information regarding financial aid, the FAFSA and verification, please visit the Financial Aid office in College Hall room 208, call at 973-655-4461 or visit their webpage at [www.montclair.edu/financialaid](http://www.montclair.edu/financialaid).
Assignment Time

Current Residents:
Retaining your bed space (only for Hawk Crossing and The Village at Little Falls):
Students who are going to be retaining their bed space need to go into the system on March 20th to retain their space from 9:00am to 4:00pm.

Roommate pull in for those who have retained their space:
After retaining their space on March 20th students will then go back into the system on March 21st from 9:00am to 12:30 pm and pull in roommates until their apartment is filled.

General Room Selection:
Students who are not retaining their space will go through general room selection. Assignment times are based on credits earned plus currently enrolled credits and GPA. The RMS system will assign a selection time, which will be emailed to you during the week of March 13th. You will be given a 30-minute window of time in which to sign into RMS. You will then be able to select a bed space throughout campus. If you do not receive an assignment email by March 16th at noon please contact our main office via email at reslife@mail.montclair.edu.

Please note:
All students who have paid their housing application fee by the priority deadline will have an assignment time generated for them. If you have retained your space or have been pulled into an apartment, you will not need to go into the RMS system at that assigned time.

Conflict of time:
As the system randomly assigns times, it does not take into account your academic schedule. As academics are of the utmost importance, we do not recommend that students skip classes to sign up for housing. If you have a class at the same time you are scheduled for housing selection, you have a few options. 1) You can have your selected roommate or friend complete this for you. 2) If you are unable to find someone to assist you with this, you must email the Office of Residence Life from your MSU email account requesting a new time. Once your schedule is verified, the Office of Residence Life will reassign you a new window of time. You must email this request no later than 4:00 pm on March 17, 2017.

Current Commuter Students
Roommate Pull in:
Current Commuter students can be pulled into a bed space by a current resident as long as they meet the criteria outlined within this packet. Students must have paid on time, and have the proper amount of credits for the different areas.

General Room Selection:
More information will be sent to commuters during March about the General Room Selection process.
<table>
<thead>
<tr>
<th>YOUR CATEGORY</th>
<th>ONLINE SYSTEM OPENS</th>
<th>ONLINE SYSTEM CLOSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Retain My Space”</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Village and Hawk Crossings Residents Only</strong></td>
<td>9:00 am March 20, 2017</td>
<td>4:00 pm March 20, 2017</td>
</tr>
<tr>
<td>“Retain My Space” Roommate Pull-In</td>
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<tr>
<td><em>Current Village and Hawk Crossings Residents who retained their space on March 20, 2017</em></td>
<td>9:00 am March 21, 2017</td>
<td>12:30 pm March 21, 2017</td>
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<tr>
<td>Displaced Village Residents</td>
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<tr>
<td>Any student who has been displaced from their Spring 2017 space (All affected students received a letter)</td>
<td>1:00 pm March 21, 2017</td>
<td>4:00 pm March 21, 2017</td>
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<tr>
<td>Special Interest Housing</td>
<td>9:00 am March 22, 2017</td>
<td>12:30 pm March 22, 2017</td>
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<tr>
<td>Graduate Students</td>
<td>1:00 pm March 22, 2017</td>
<td>4:00 pm March 22, 2017</td>
</tr>
<tr>
<td>General Selection/Roommate Pull-In</td>
<td>9:00 am March 24, 2017</td>
<td>4:00 pm March 24, 2017</td>
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<tr>
<td>General Selection/Roommate Pull-In</td>
<td>9:00 am March 27, 2017</td>
<td>4:00 pm March 27, 2017</td>
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<tr>
<td>General Selection/Roommate Pull-In</td>
<td>9:00 am March 28, 2017</td>
<td>4:00 pm March 28, 2017</td>
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<tr>
<td>General Selection/Roommate Pull-In</td>
<td>9:00 am March 30, 2017</td>
<td>4:00 pm March 30, 2017</td>
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<tr>
<td>General Selection/Roommate Pull-In</td>
<td>9:00 am March 31, 2017</td>
<td>4:00 pm March 31, 2017</td>
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<tr>
<td>General Selection/Roommate Pull-In</td>
<td>9:00 am April 3, 2017</td>
<td>4:00 pm April 3, 2017</td>
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<tr>
<td>General Selection/Roommate Pull-In</td>
<td>9:00 am April 4, 2017</td>
<td>4:00 pm April 4, 2017</td>
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<tr>
<td>General Selection/Roommate Pull-In</td>
<td>9:00 am April 6, 2017</td>
<td>4:00 pm April 6, 2017</td>
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A number of Special Interest Living Communities will be offered for the 2017-2018 academic year. Below are brief descriptions of the communities and the person or office, with email to contact, if you are interested in applying to the community. All student interested must meet the criteria for specific buildings and must be eligible for housing.

**College of Science and Math Living Community (CSAM)**
For more information about living in the CSAM, please contact Dr. Jinan Jaber, **Associate Dean for Administrative Affairs, College of Science and Mathematics at jaberlinsalj@mail.montclair.edu**

Any student majoring in any of the disciplines in the department of Biology/Molecular Biology, Chemistry/Biochemistry, Earth and Environmental Studies, Computer Science or Mathematics/Physics are eligible to apply to be a part of this community housed on the 4th floors of Einstein Hall and Basilone Hall of The Heights. This SILC is committed to creating an environment for residents that is conducive to learning and promoting personal, intellectual, social and academic growth. The goals of the CSAM floor area: academic success, development of community, and teamwork through social and educational activities. There will be meals with CSAM faculty, opportunities to speak with guests, visiting lecturers, and field trips.

**Global Living Community (GLC)**
For more information about living in the GLC, please contact Angela Cant with the Global Education Center at cantan@mail.montclair.edu

The Global Living Community (GLC) is a residential community of International and American students at MSU. Any student with at least 50 credits, who is interested in learning about the traditions and customs of students from a variety of countries, should think about applying to be a part of this living community in The Village at Little Falls. American students in this program will be expected to assist in the transitional issues faced by international students (i.e. orientation to campus life, Montclair, and its surrounding communities). In exchange, the international students will be expected to share with the American students the customs and culture from their native lands. Consideration will be given to American students who express interest in living with an international student of a specific culture or who speaks a foreign language. Faculty/staff advisors to the GLC will be represented by the Office of International Services, Counseling and Psychological Services, Foreign Language faculty and other relevant faculty and advisors possessing intercultural living skill.

**Honors Living Community (HLC)**
For more information about living in the HLC, please contact Dr. Gregory Waters, **Coordinator of the Honors Living Community and Professor of English at watersg@mail.montclair.edu**

Any student who is an active member of the University's Honors Program is eligible. The HLC is designed to provide the advantages of a small liberal arts college within the larger dynamic university community. The HLC provides a core curriculum of seminars and elective courses that fulfill general education requirements, while working to establish a lively and creative community for its students and faculty. The HLC will be housed on the 3rd floors of Barton and Gordon Halls in The Heights, provides an environment that is intended to be conducive to learning and to promoting personal, intellectual, social and academic growth. The goals of this residential community are to promote academic success along with a sense of collaboration, discovery and teamwork through a number of social and educational activities. There will be special opportunities for residential students to meet individually with Honors faculty, take part in special seminars, dinners and lunches, and participate in off-campus concerts, lectures and field trips.
**Arts Interdisciplinary Living Community (AILC)**
For more information about the AILC, please contact Dean Linda Davidson, Assistant Dean, College of the Arts, at davidsonl@mail.montclair.edu

Comprised of students majoring in art & design, music, theatre, dance, broadcasting and/or communication studies, the AILC occupies floors in the Freeman Residence Hall on the south end of the campus - just across from the Cali School of Music and a few minutes’ walk from all of the college's visual arts and performance facilities. But AILC is not just about convenience. It is about students with creative and multidisciplinary interests living together, sharing their passions and challenges, and discovering their common ground.

**Stonewall Suites: LGBTQA Living Learning Community**
For more information about the Stonewall Suites, please contact Brian Edwards, Assistant Director in the Office of Equity and Diversity, at edwardsb@mail.montclair.edu

Stonewall Suites is Montclair State University’s lesbian, gay, bisexual, transgender, queer/questioning and allied (LGBTQA) living community. This community was established in 2010 and continues to provide students with a comfortable living and learning experience, where residents are placed without consideration of gender identity, gender expression, or sexual orientation. Stonewall Suites seeks to connect students interested in supporting and educating themselves and their community about LGBTQA and other social justice issues. Those living in Stonewall Suites work to connect their experiences or theory they learn in the classroom with opportunities for student involvement through Residential Life and the LGBTQ Center. This community is located in Parker and Whitman Halls.

**Business Living-Learning Community: Provides Students with a Business Advantage**
If you are a School of Business student and want to take the first step in ensuring success in your career, then the Business Living-Learning Community (BLLC) is for you. The BLLC provides School of Business students the opportunity to participate in various experiential learning and community activities with faculty, staff, and business representatives of interest to business students. The BLLC is a great way for residential students to connect with other students with similar interests and/or majors, support each other inside and outside the classroom, and build lasting friendships from living and taking classes together.

Students living in this community can expect an environment that focuses on exploring the different majors and careers associated with the business world. Students can expect activities that promote academic success, such as math tutoring and review sessions with faculty members. For freshman students, the BLLC provides an increased ability to cope with first year challenges, allowing for a more successful transition to demanding upper level coursework.

The Business Living-Learning Community is in Blanton Hall. For more information about living in the Business Living Learning Community, please contact the Office of Residence Life reslife@mail.montclair.edu.

**Wellness Community**
Partnering with the Office of Health Promotion and Counseling and Psychological Services the Office of Residence Life is pleased to offer a community for students to develop an understanding of mind, body, and spirit through a wide range of wellness programs. This community will house both upper-class and new students. Programs will cover areas such as nutrition, fitness, sexual health, alcohol, and other drugs. If you are interested in making healthier decisions and improving the quality of your time here at Montclair look into the Wellness Community.

Substance-free means that all residents agree to keep the influences of alcohol, tobacco and illegal drugs out of their community.

Please note - ALL Montclair State University residence halls are drug and smoke free, and all residence halls are designated as alcohol free except the Village at Little Falls.

The Wellness Living-Learning Community is in Russ Hall. For more information about living in the Wellness Living Learning Community, please contact the Office of Residence Life reslife@mail.montclair.edu.
**Special Interest Housing sign up:** All students approved to live in one of our Special Interest housing areas will receive an email with instructions about room selection. Some students will be able to self-assign themselves into a bed space. To apply for any of these communities students must complete the form in HawkSync by March 14, 2017. Your name will then be submitted to the coordinator of that Living Learning Community for approval. You will receive an email from the Office of Residence Life office by March 21, 2017 on the status of your application. If you have been approved for a learning community, you will be given a specific date and time to access the RMS System. You can only pull in other students that have been approved to live in that Living Learning Community. If you are not approved for this community you will also be notified of so that you can take part in the General Room Selection process.
HOUSING CHECK LIST: THINGS TO DO PRIOR TO SIGN-UPS
FALL 2017-SPRING 2018

□ STEP 1: Read the Room Selection packet, Annual Residence License and Dining Services Agreement and mark important dates on my calendar. All of this information can be found at http://www.montclair.edu/reslife/

□ STEP 2: Pay my $300 non-refundable housing application fee for the 2017-2018 academic year. Priority deadline is March 2, 2017 by 6:00 pm to the Student Accounts Office.

□ STEP 3: Make sure there are no holds placed against my student record and account. Please note academic holds such as academic probation, do not prevent a student from selecting a bed space. Review my NEST account for any financial holds. Settle any outstanding obligations to be sure I am eligible to live where I would prefer.

Step 4: When notified via email log in to the RMS system and electronically sign the Residence License and Dining Services Agreement. (You will not be able to select or be pulled in if you do not complete this prior to March 20, 2017.)

□ STEP 5: Review my student conduct status to be sure I am eligible to live where I would prefer.

□ STEP 6: Decide with whom I wish to live and collect the information requested below for each person. Make sure each person is eligible to sign up for your requested space(s). Determine which person will sign you and your roommate(s) up for your bed spaces. For Meal Plan information, please visit: http://www.dineoncampus.com/montclairstatedining/show.cfm?cmd=residents

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<thead>
<tr>
<th>Roommate 1</th>
<th>Roommate 2</th>
<th>Roommate 3</th>
<th>Roommate 4</th>
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<tbody>
<tr>
<td>Net ID(s)</td>
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<tr>
<td>Meal Plan(s)</td>
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<td></td>
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<tr>
<td>CODE NUMBER</td>
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<tr>
<td>Signed the Residence License</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
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□ STEP 7: Visit the Office of Residence Life website at to thoroughly review the process so that I will have time to address any questions that I may have.

□ STEP 8: Review your MSU email during the week of March 13th to find out your assignment time if you are not retaining your space in The Village or Hawk Crossings.

□ STEP 9: At your assigned time, log in to the RMS system and select your housing assignment for the 2017-2018 academic year.