Fall/Spring 2017 Incoming Transfer Housing Preference Selection Process

!!IMPORTANT!!

By participating in this process you are agreeing to the terms & conditions of the Residence License and Dining Agreement Academic Year 2017-2018

Residence License and Dining Agreement Academic Year 2017-2018

Recommendations

Use a display resolution of at least 1280 x1024.
Although both Internet Explorer Version 9 or higher and Firefox Version 8 or higher are supported for the PC, we recommend Firefox.
Firefox is the only supported browser for the Mac.
Be sure that JavaScript is enabled on the browser and the pop-up blocker is turned off.
Maximize all new windows for best viewing.

Main Access Page

Connect to RMS (Residential Management System) using a supported browser: https://rms.montclair.edu

![Login page screenshot]
This pop-up may or may not appear depending on your browser version – click Yes – this does not affect the system processes.

**Login Screen**

Enter your Net ID (this is the first part of your email address before the @ symbol) and password. Click Continue.
Main Menu - Welcome Page

Your name will appear after the word “Welcome” as validation of successful Login.

☑️ Click the Start Here link.

Online License Acceptance

☑️ Click Sign License & Preferences link.
Electronic Signature

Click the **Sign Now** button.

To continue, click **Next Step**.
Residence License and Dining Agreement

Please read the 2016 - 2017 Residence License and Dining Agreement. Click the button below to sign the agreement.

2016 - 2017 Residence License and Dining Agreement

☐ I understand that I must submit my Meningitis vaccination information to the University Health Center.

☐ I verify that I have completed my emergency contact information in NEST.

By entering my 8 digit CWID, I agree to the terms and conditions of the 2016-2017 Residence License and Dining Agreement.

C OID: 99999999

I Agree

* Students Under 18 - Do not enter your MSU email address in the co-signer textbox. Enter your parent or guardian's email address.

Click Next Step below to continue.
Please read the 2016 - 2017 Residence License and Dining Agreement. Click the button below to sign the agreement.

**2016 - 2017 Residence License and Dining Agreement**

Click the Email button to send a copy of the license agreement to your MSU email address or to another email account. You may also download a copy of the agreement.

You must complete both check boxes and enter your CWID.

If you are under the age of 18 you will need a parent or guardian to co-sign the Residence License and Dining Agreement. Enter the **co-signer’s email address** in Co-signature Email 1.

*Students Under 18 - Do not enter your MSU email address in the co-signer textbox. Enter your parent or guardian’s email address.

**Note.** If you are 18 or older, Co-signature Email 1 will not appear on the page.

Click the I Agree link.
Click the **OK** button accept the license agreement.

If you are 18 or over you have completed the electronic signature of the license agreement and will be able to continue to select your housing and dining preferences.

If you are using Firefox, click the box to prevent this page from creating additional dialogues.
Instructions for the License Agreement Co-signer (Parent or Guardian)

If you are under 18 your parent or guardian must complete the signature process to allow you to continue.

The following email will be sent to the co-signer:

**Subject:** Co-signature Confirmation Code for Housing License and Dining Agreement

**Date:** Mon, 14 Apr 2014 16:44:39 -0400

**From:** reslife@mail.montclair.edu

**To:** saudk@mail.montclair.edu

Dear Parent or Guardian,

Your Co-signature on the Residence License and Dining Agreement is required to complete the housing application process for your student Claire Test who is under the age of 18.

Confirmation Code: 3UX7GQWW

Co-signer Link: https://rms.montclair.edu:4431/Run/CoSign?ft=GtmJD4GucmW%2b6uGZeQDrMf747B%2bQ6hS%2fMgIHlBwSxyF0QeWHCF3ik8gFBiAnTu%2fcN9PTs2LjTq10GJZwPWs%2bsg%3d%3d

When you receive the confirmation code email click the link.
The following page will display. Enter the **Confirmation Code** and click the **Submit** button.

Your co-signature is required for this Residence License and Dining Agreement. To electronically co-sign this Residence License and Dining Agreement, enter the confirmation code from the email notice below and submit this form.

---

**RESIDENCE LICENSE AND DINING SERVICES AGREEMENT**

Academic Year 2014-2015

THE LICENSE, titled the “Residence Licence and Dining Services Agreement Academic Year 2014-2015” (commonly known as the Housing Contract or Housing Licence or Residence License Agreement) is a legally binding agreement which all residents must sign electronically. This license becomes a legally binding contract with either the University or Provident Group-Montclair Properties L.L.C. (in the event the student is assigned to on-campus housing owned by Provident Group-Montclair Properties, L.L.C. or other on-campus housing of the University made available to Provident Group Properties L.L.C.) within five (5) business days after the date students are sent notification by the University of their housing assignment. This License financially obligates the student to pay for the full term (fall and spring semesters) of the Housing License Agreement. The authentication procedures for the Web Information System, RMS, serve as an electronic signature for students. Electronic submission of application information does not guarantee confirmation of a housing assignment. Students are only released from their Housing Contract and their financial obligations to pay. Photographs are released during this contract and it is verified by:

- [ ] I understand that I must submit my Meningitis vaccination information to the University Health Center.
- [ ] I verify that I have completed my emergency contact information in WESS.

---

**Confirmation Code:** [Enter Code]  
**Submit**

---

The following message will appear on the page:

Your confirmation code was recorded on 04/14/2014 04:51:55 PM and this Residence License and Dining Agreement is complete.

Page | 9
Community/Plan Preferences

Click the green + add button each time and then use the dropdown arrow to select Community, Building and Room Type preferences. You may enter up to 5 choices from the list:

<table>
<thead>
<tr>
<th>Heights</th>
<th>Traditional</th>
<th>Apartments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machuga (HGT)</td>
<td>Office Hall (L)</td>
<td>Village Apartments (AP, CB, MF, WW)</td>
</tr>
<tr>
<td>Dinallo (HGT)</td>
<td>Stone Hall (ST)</td>
<td>HawkCrossings (HC)</td>
</tr>
<tr>
<td>Freeman (FR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ross (RU)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinatra (SI)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After you submit your preferences click Save Progress and then Next Step to continue.

Click the green + add button to add a room preference. You may enter up to 5 choices from the list.

Students must have 24+ earned credits to be eligible to live in Sinatra Hall or 30+ earned credits to be eligible to live in Hawk Crossings and 50+ earned credits to be eligible to live in The Village Apartments.

Select "Community" for Preference Type.

Select an eligible Community Preference for your status as outlined above.

Select the Preferred Room Type in the drop list box.
Click on **Next Step** to continue.

If you select any community or meal plan preference other than what you are eligible for, that preference will be discarded and default preference values will be assigned by the Office of Residence Life.
Meal Plan Preferences

Select your Meal Plan choice. Descriptions may be found at: http://www.montclair.edu/DiningServices/plans.html.

There are minimum plan requirements depending on the residence hall you will reside in. All students who have less than 30 earned credits must choose one of the Unlimited meal plans regardless of the residence hall.
**Roommate Matching Preferences**

The first section includes a list of statements that are used to match roommates. Use the radio buttons to respond to each statement.

**Optional.** The second section allows you to request a specific person to be your roommate.

You may list 2 people you would like to have as roommates provided that they also have been accepted to MSU as a freshman for Fall 2017 term and who have also paid their admissions deposit and housing application fee.

If you are requesting to be placed with a student who is currently a resident on campus, please send an email to reslife@mail.montclair.edu with your request. Please note all roommate requests are not guaranteed and are limited to our availability of spaces.
Click the green + add button and enter CWID number of your requested roommate and click Search.

If you want this person as a roommate, click Select. The student’s name will appear provided it is a valid CWID. This roommate must also enter your CWID on their “Roommate / Matching” preference page.

All mutually requesting roommates MUST enter each other as a requested roommate. DO NOT list yourself as your own Requested Roommate.

Example of requesting 1 roommate: John Smith requests Mike Jones. Then Mike Jones must request John Smith in order to create a valid 2 person request.

Divulging your 8 character CWID is NOT a privacy violation. But remember NEVER to disclose your SSN, PIN Number or MSU NET ID Password to anyone.
If you applied to one of the following living communities, please select it in the drop list box.

College of Math and Sciences Community
Arts Interdisciplinary Living Community
Business Living Learning Community
Stonewall Living
Emerging Leaders
Family and Child Studies
Music Major
Wellness
To complete your preferences you must click the **Finish** button. You may email the summary to your MSU email address or you may enter another address. Click Email.
Click the **Finish** button to complete the process.

The following message will appear.

You may re-login to RMS at any time from now until June 1, 2017 to change your preferences without obligations.
Click **Change Preferences** to make any room, meal plan or roommate preference changes. You must have completed Residence License and Dining Agreement to use this link.
Main Menu – Preliminary Assignments

My Room Assignment and Meal Plan is where you will look to see your actual room assignment, roommate(s) and confirmation of your meal plan choice.

Failure to both sign the Residence License and Dining Agreement and to submit preferences through the RMS system may result in a student not being assigned to housing.