On-Campus Housing

Current residents living on campus may sign up for the residence hall next year through eServices. As a returning student, you can pick your room for next year during the Room Selection process (see the Room Selection Schedule listed in this document). A limited number of each room type are available, so don’t miss your chance to live on campus next year!

What do I need to sign up for a room?

Completed Contract
► You must complete the 2015-2016 Housing and Dining Contract and approve the contract terms with your signature.
► You can visit our website at mnstate.edu/housing to apply online through eServices, download a PDF copy to fill out, or you may pick up a paper copy at the Housing and Residential Life Office in 120 Ballard Hall.

$150 Prepayment
► To secure your space for next year, you will need to make a $150 prepayment when you complete your contract. Housing and Residential Life will apply this payment to your 2015-2016 fall room and board charges.
► You may pay online with a debit/credit card via eServices; or by check, cash or money order in the Housing and Residential Life Office in Ballard 120.

A completed contract, contract signature and prepayment must all be submitted prior to choosing your room.

New for 2015-2016
We have converted double rooms in Nelson Hall into Super Singles - twice the space as a single, but with double the storage. We have also converted the Holmquist Suites into 2-person suites. Each suite comes with 2 bedrooms, a bathroom, 2 desks and shared living space.

Choosing a Roommate

RoomSync – finding a roommate has never been easier!
MSUM uses RoomSync, roommate matching software which empowers you to find the ideal roommate. RoomSync is free and available to students who have made a MSUM on-campus housing reservation for 2015-2016.

By using a passcode-protected Facebook application, Housing and Residential Life works closely with RoomSync to provide students with the unique opportunity to interact with other students while safely finding future roommates. Students can only use the RoomSync application using a special passcode. Housing and Residential Life encourages students, as always, to use caution while using social media. Once you find a roommate, you BOTH need to submit your request to Housing and Residential Life (via eServices or by visiting www.mnstate.housing/forms.aspx).
► Please visit mnstate.edu/housing/RoomSync.aspx for complete instructions on how to use RoomSync.

Living with Your Friends

Already have a roommate in mind? When you sign up through eServices, you may hold the space in your room for another current student who has not yet signed up for campus housing. You will need the other student’s name and DragonID to enter into your housing application. When the other student logs in to eServices to apply, they will see that they have an “invitation” from you. Applied via paper contract? You can submit your roommate requests by visiting www.mnstate.edu/housing/forms.aspx. A requested roommate space can be held through May 20. After May 20, the hold will be released and a random student will be assigned to the room.

If you are interested in signing up for a John Neumaier apartment with additional students, your group should try to all sign up at the same time. See the Lottery section for more details.

Living in John Neumaier Apartments:
John Neumaier apartments are a 10-month lease, from August 1st through May 31st. The apartments are semi-furnished to accommodate four residents, with two bedrooms and two bathrooms. Apartment residents are not required to have a meal plan but may sign up for any meal plan option. To apply to live in the apartments, you need to have a 2.5 cumulative GPA at the time of assignment and 24 credits completed by the end of spring semester 2015 to be eligible.
Housing Lottery  
(for apartments, suites, single rooms and super singles)

What is the Housing Lottery and am I required to participate?

The Housing and Residential Life Office has designed the Housing Lottery process to best accommodate requests for popular living spaces, by which our currently registered students select their housing requests for the next academic year. If you are interested in residing in one of the John Neumaier apartments or one of the residence hall’s suites or single rooms for the 2015-2016 year, you will need to apply to participate in the Housing Lottery. Students who do not wish to have the opportunity to select an apartment or single room do not need to participate. The lottery application process is online for your convenience. To apply to participate in the lottery, visit mnstate.edu/housing and click the Live on Campus link.

How are the Housing Lottery numbers assigned?

After you have applied to participate in the Housing Lottery, our software uses computer-generated random numbers to determine cohorts and assign lottery numbers. Students will be divided into cohorts based on credits: 90+ credits, 60-89 credits, 24-59 credits, and less than 24 credits. Each cohort will then be assigned lottery numbers. Each student will be given a cohort assignment via email, along with instructions.

John Neumaier Lottery Process

For the John Neumaier Apartment Lottery process on January 23rd, each group of four residents wanting to claim an available apartment should pick a representative for the group. Note: as the lottery priority is based on completed credits, it is in the best interest of the group to appoint the group representative with the highest number of completed credits. The group representative will arrive PROMPTLY at their designated cohort time to choose an apartment for their group. All group members do not need to be present for the representative to pick an apartment. Groups containing less than four students are still eligible to sign up for an apartment during the lottery process; however, they are responsible for finding the remaining roommates by May 20th and/or responsible for covering the rest of the room rent. We encourage you to find a roommate using RoomSync prior to the lottery process.

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Credits</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohort 1</td>
<td>90+ Credits</td>
<td>9am</td>
</tr>
<tr>
<td>Cohort 2</td>
<td>60-89 Credits</td>
<td>10am</td>
</tr>
<tr>
<td>Cohort 3</td>
<td>24-59 Credits</td>
<td>2pm</td>
</tr>
<tr>
<td>Cohort 4</td>
<td>Less than 24 Credits</td>
<td>3pm</td>
</tr>
</tbody>
</table>

Single & Super Single Room Lottery Process

Students participating in the Single Room Lottery must be present in the Housing and Residential Life Office on February 4th. You will need to arrive PROMPTLY at your designated cohort time to choose your single room. If you are not able to participate in the lottery during your allotted span of time, you will need to assign a proxy in your place (see proxy information below).

<table>
<thead>
<tr>
<th>Cohort 1</th>
<th>Credits</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cohort 1: female</td>
<td>60+ Credits</td>
<td>9am</td>
</tr>
<tr>
<td>Cohort 2: male</td>
<td>60+ Credits</td>
<td>10am</td>
</tr>
<tr>
<td>Cohort 3: female</td>
<td>24-59 Credits</td>
<td>1:30pm</td>
</tr>
<tr>
<td>Cohort 4: male</td>
<td>24-59 Credits</td>
<td>2:30pm</td>
</tr>
<tr>
<td>Cohort 5</td>
<td>0-24 Credits</td>
<td>3:30pm</td>
</tr>
</tbody>
</table>

Residents Unable to Attend the Lottery (Proxies)

If you are unable to be present at a housing lottery, you will need to find a proxy. Your proxy will act on your behalf to handle all aspects of the housing lottery process (signing up, selecting your room, etc.). It is your responsibility to designate a proxy at least 3 days prior to any lottery process in which you may participate. Proxy designations after these deadlines will not be recognized. Please stop by the Housing and Residential Life Office to complete a Housing Proxy Form or you may print the Housing Proxy Form from our webpage and turn it in to our office. Please complete this form with as much detail as possible to make the process of selecting a room easier for your proxy. Note: It is important that you let your proxy know your exact preferences as rooms may not be available after your lottery date. Please indicate your housing proxy as well as any specific information about the type of room you would like on your form. If you do not designate a housing proxy and do not attend the housing lottery, you can request to be added to the Apartment and/or Single Room Waitlist(s).
Room Selection Schedule

John Neumaier Apartments
January 20th – January 23rd
Housing & Residential Life Office | Ballard 120
- January 20th: Lottery Closes
- January 21st: Lottery Notification for New Residents participating in Housing Lottery
- January 21st (9am – 4pm): Returning Residents can claim their same apartment
- January 22nd (9am – 4pm): Returning Residents can claim a different apartment
- January 23rd (time based on cohort): New Residents Lottery Rooms Selection Process

Same Room Sign-Up
January 23rd - 27th
If you CURRENTLY live in one of our Residence Halls and you would like to stay in that SAME EXACT ROOM for the 2015-2016 academic year, you need to complete your selection during Same Room Sign-Up via eServices or by coming into the Housing & Residential Life Office. Any room not claimed by its current resident during this time frame will be an available option for other students beginning February 3rd. Please be aware that availability may be different for the 2015-2016 year, and your current space may not be an option. If you have received this type of notification in your MSUM email account, please view the information for Displaced Residents.

Holmquist Suites
January 25th - January 28
Housing & Residential Life Office | Ballard 120
- January 25th: Lottery Closes
- January 26th: Lottery notification for New Holmquist Suites Residents participating in Housing Lottery
- January 28th: New Holmquist Suites Lottery Room Selection process

Displaced Residents
January 29th
Housing & Residential Life Office | Ballard 120
If you received a notification (via your MSUM email account) informing you that your current room is no longer an option for the 2015-2016 academic year, you are considered a displaced student; therefore, you will have an opportunity to sign up for a new room before other new and returning residents. In order to select your new space, you will need to come into the Housing and Residential Life Office on January 29th between 9am – 4pm to pick a room not already claimed during same room sign-up.

Single & Super Single Rooms
January 30th—February 4th
- January 30th: Lottery Closes
- February 2nd: Lottery Notification for participating in the Single Room Housing Lottery
- February 4th (time based on cohort): Single Room Lottery Room Selection Process

Returning Residents
Choose a Different Room/Building
February 5th – 13th
Students currently living on campus may choose either a different room in the same hall in which they are living or a room in a different building. Residents can sign up via eServices or by coming into the Housing & Residential Life Office. (Ballard 120)

Current Residents & Non-Residents
February 14th – May 20th
During this time period, room sign-up is open to all current residents and all currently enrolled MSUM students. For example, if you are attending MSUM but currently do not live on campus, you will still be eligible to participate in this portion of on-campus housing room assignment process. Current residents may apply online or stop in during this time to sign a contract for on-campus housing, if you have not done so already. As always, buildings and room styles are based on availability.

Room Selection Schedule

On-Campus Housing Sign Up
mnstate.edu/housing

Questions or Help?
Ballard Hall 120
1104 7th Avenue South
Moorhead, MN 56563
housing@mnstate.edu
mnstate.edu/housing
218.477.2118

Minnesota State University Moorhead is an equal opportunity educator and employer and is a member of the Minnesota State Colleges and Universities System. This information will be made available in alternate format upon request by contacting Disability Services at 218.477.4318 (VOICE) or 1.800.627.3529 (MRS/TTY).
Room Selection Timeline

**LOTTERY APPLICATION OPENS FOR JN APARTMENTS, HOLMQUIST SUITES & SINGLE ROOMS**

January 12th

**JN APARTMENT LOTTERY CLOSSES**

January 20th

**JN APARTMENTS: SAME ROOM SELECTION**

January 21st

**JN APARTMENTS: DIFFERENT ROOM SELECTION**

January 22nd

**JN APARTMENTS: LOTTERY ROOM SELECTION**

January 23rd

**HOLMQUIST SUITES LOTTERY CLOSSES**

January 25th

**HOLMQUIST SUITES: LOTTERY NOTIFICATION**

January 26th

**RESIDENCE HALLS: SAME ROOM SELECTION OPENS**

January 27th

**RESIDENCE HALLS: SAME ROOM SELECTION CLOSES**

January 28th

**RESIDENCE HALLS: DISPLACED RESIDENTS ROOM SELECTION**

January 29th

**SUPER SINGLE & SINGLE ROOMS: LOTTERY ROOM SELECTION**

January 30th

**SUPER SINGLE & SINGLE ROOMS: LOTTERY CLOSSES**

February 2nd

**SINGLE ROOMS: LOTTERY NOTIFICATION (VIA EMAIL)**

February 4th

**SUPER SINGLE & SINGLE ROOMS: LOTTERY ROOM SELECTION**

February 5th

**RESIDENCE HALLS: DIFFERENT ROOM SELECTION OPENS**

February 13th