1. Sign into *My Missouri State* and select the **Profile** tab

![My Missouri State](image)

2. Locate the *Housing Channel* on the right side of the **Profile** page.

![Housing](image)

3. Press the *Complete Contract* link and proceed to the **Landing Page**
4. Click on the *Complete Housing Contract* button

![Residence Life Logo]

**BROWSERS:**
- If you are using *Internet Explorer*, you must use IE8 or higher.
- If you are using *Firefox*, you must use 18.0 or higher. *Your experience completing the application and contract would be enhanced by using IE or Firefox.*
- If you are using *Safari*, please enable cookies before continuing.
- If you are using *Chrome*, you should use version 24 or higher.

<table>
<thead>
<tr>
<th>Complete Housing Contract</th>
<th>CLICK HERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Your Preferences</td>
<td>CLICK HERE</td>
</tr>
<tr>
<td>Pick A Room</td>
<td>Not available</td>
</tr>
<tr>
<td>Change Your Roommate Pin</td>
<td>CLICK HERE</td>
</tr>
</tbody>
</table>

5. Answer the **LLC Question**

![Residence Life Logo]

**Living-Learning Communities** (LLC) are designated living areas focused on student success and getting the student more involved at Missouri State. If you would like to review the various offerings of LLC, then click here.

Living-Learning Communities are located in Freudenberger, Blair-Shannon, Wells House, and Woods House. Your building preferences will be limited to these locations.

Are you interested in living in a Living-Learning Community?

![No]  ![Yes]
6. Go to the first step of the Application—Welcome

Welcome

We are glad you are applying to live on-campus for the 2015 - 2016 Academic Year!!

Room assignments will be made in priority date order beginning in April. Once you have been assigned, you will receive an email to your BearPass email account letting you know your housing assignment.

To see your priority date, go to Application Status on MyMissouriState.

If you should have any questions during this process, please e-mail us at residencelife@missouristate.edu or call our office at 800-284-7535.

7. Step 2—Privacy Flags

Privacy Flags

You may customize what information a potential roommate and/or suitemates can see about you later on in our process. The Privacy Flags below are designed to let you show as little or as much information about yourself. If you choose Show, your information will be displayed. If you choose Don't Show, your information will NOT be displayed. No Preference will be treated the same as Show. Press the ? to receive information about each flag.

You may show others my name: Show
May we show others your address?: Show
May anyone send you a text message?: Yes
May we show others your email address?: Show
You may show others my phone number: Show

My potential roommate/suitemates may view how I answer the matching questions.
8. Step 3 of the Application—Your Profile

Please review the information below for accuracy. If you discover an error, please contact the Office of Admissions at 800-492-7900 or info@missouristate.edu.

Please make sure the cell phone number field has the phone number you use. To request a room/suitmate you will enter their cell phone number later on in the process. If you enter the wrong phone number, you will be unable to request that person to be in your room. Please enter the phone number with dashes XXX-XXX-XXXX. This formatting is necessary in finding your roommate request later on and for people to locate you.

First Name: Boomer
Middle Name: 
Last Name: Boar
Sex: Female
Phone: 417836-5536
Cell Phone: 
Campus Email: 

Address1: 
City: Springfield
State: Missouri
Zip Code: 65807

No Mailings

Additional Questions

Please complete the questions below:

Please check the box to the right if you are interested in joining your building’s Hall Council. Hall Council is similar to STUCO in high school.

Please check the box to the right if you have any physical or mental conditions that we should be aware of while you are living on-campus:

If you do have issues, please list them in the space provided. If you need any accommodations, please contact the Disability Resource Center as well at DRC@missouristate.edu:

...
9. Step 4—Living-Learning Communities

Living-Learning Communities (LLCs) are a selection of living environments that offer students opportunities and experiences to get connected and develop skills to be successful at Missouri State University.

Benefits of living in a LLC:

- Students who participate in the LLC are more likely to meet their academic goals than those not living on the LLC.
- Gain knowledge and develop skills to be successful in the classroom and all academic endeavors.
- Cultivate leadership skills to serve your community, academic interest, or organization.
- Build relationships with a variety of faculty, staff, and students who share similar interests as you both in and out of the classroom.
- Move in a day early in August!

For more information about our Living-Learning Communities, please click here!

Please tell us your top 3 choices for a LLC you are interested in. LLCs will be placed in our residence halls based upon the interest expressed during this process. We will have LLC building placements posted on our website in February.

What is your first choice for a LLC floor?:

What is your second choice for a LLC floor?:

What is your third choice for a LLC floor?:

[Next Step]
10. **Step 5—Meal Plan Preferences**

Everyone living on campus must choose a traditional meal plan and a BoomerMeal plan. Please indicate your Dining Preferences below. **NOTE: You will receive both of these plans for the fall and spring semester.**

- **Meal Plans:**
- **BoomerMeals:**

11. **Step 6—Building Preferences**

Please rank the order of your preference in buildings and room type. Please list at least 3 (three) DIFFERENT choices.

**Room Preferences**

<table>
<thead>
<tr>
<th>Type</th>
<th>Preference</th>
<th>Room Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Blair-Shannon House</td>
<td>6-person suite</td>
</tr>
<tr>
<td>Building</td>
<td>Hammons House</td>
<td>4-person suite</td>
</tr>
<tr>
<td>Building</td>
<td>Hutchens House</td>
<td>4-person suite</td>
</tr>
</tbody>
</table>

**Visitation Preferences**

Pending approval, we may offer some enhanced visitation options. Would you prefer to live on a single gender floor with 24 hours visitation only on the weekends or a mixed gender floor with 24 hour visitation seven days a week?

- Mixed Gender
- Single Gender
12. **Step 7—Room/Suitemate Preferences**

**STEP 1**: Enter the cell phone number of the person you would like to live in the same bedroom as you.

**STEP 2**: Enter the cell phone numbers (up to five) of the people you would like to live in the same suite as you.

Cell phone numbers should be entered in the format XXX-XXX-XXXX (no spaces)

---

**Roommate Preferences**

<table>
<thead>
<tr>
<th>Roommate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**Having Trouble?**

Check the phone number and format. If you enter the phone number incorrectly, the system cannot find the person.

Your potential roommate may not have provided a cell phone number yet. Press 'Select' to save this cell phone number as search criteria. When your roommate provides a cell phone number they will then show up in your roommate search.

Please note: Roommate and suitemate matches cannot be guaranteed. We will make every attempt to assign you with your preferred roommate and/or suitemates.
13. **Step 8—Roommate Matching Questions**

The roommate matching section is used for those individuals not having a roommate request. These questions are used to match you with your potential roommate. These questions are required by all applicants as your roommate situation may change before you actually start the semester.

Please answer Yes to only one question in the following sets of questions: Questions 5, 6 and 7; Questions 8, 9, and 10; Questions 11, 12, 13 and 14; Questions 15, 16 and 17.

### Roommate Matching Preferences

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Preference</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Do you smoke?</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>I’m willing to live with a smoker</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>I tend to keep my room clean at all times</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>I’m OK with opposite sex guests spending the night</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>I keep my room neat and orderly</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>I keep my room organized, but not clean everyday</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>I keep my room more messy than organized</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>I require absolute quiet when I study</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>I like low background music when I study</td>
<td>Yes, No</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>I prefer lots of noise when I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Beginning in the 2015-2016 school year, each student attending a public institution of higher education who lives in on-campus housing must receive the meningococcal vaccine unless he or she has a medical or religious exemption.

**Students who have already been vaccinated:**
You must submit your medical records to the Taylor Health and Wellness Center before moving into your residence hall.

**Students wishing to file an exemption:**
MEDICAL EXEMPTION
You must provide the exemption from your doctor to the Taylor Health and Wellness Center before moving into your residence hall.

RELIGIOUS EXEMPTION:
You need to contact the Department of Residence Life, Housing and Dining Services to ask for the exemption form. Click [here](#) to request an exemption.

*Students must either have the medical record or exemption on file before they may move into their residence hall assignment.*
15. Step 10—Payment

Please press the Make Payment button only once. You may experience some delays in processing. Please be patient.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Deposit</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Fees Sub-Total $100.00

- Pay Online via Credit Card
- Check
  - Number:
  - Number:
- Money Order
  - Number:

Make Payment

If you are paying by Check or Money Order, please enter the Check or Money Order Number in the space provided and then press Make Payment. Our Mailing Address is: Residence Life, Housing and Dining Services 901 S National Springfield, MO 65897
16. **Agreeing to the Contract**

I agree to the Terms and Conditions of the 2015-2016 academic year contract *

I am at least 18 years old

Co-signature Email 1: *

[Submit]

17. **Application and Contract are done!**

Your Contract is Complete!

Congratulations! You are on your way to securing a space to live on campus for the 2015 - 2016 Academic Year! Shortly you should receive several emails from our Department:

1) A copy of the 2015 - 2016 Academic Year Terms and Conditions you have agreed to.

2) If you successfully paid your deposit online, you should receive a copy of your receipt.

3) A copy of your application and completed contract.

[Submit]