Housing Agreement Guide

Introduction
This guide will walk you through the Marshall University Housing Agreement process. If you need any assistance, please contact the Housing and Residence Life Office at 304-696-6765, housing@marshall.edu or by stopping by our office. We are located on the campus side of Holderby Hall. The office is open Monday thru Friday, 8:00 a.m. to 5:00 p.m.

Tips
Before starting your Housing Agreement, we recommend you to visit https://www.marshall.edu/housingsignups/housing-sign-ups-tips/ for some tips on what you need for the Housing Agreement.

Starting Your Housing Agreement
To start your Housing Agreement, go to https://www.marshall.edu/housing/signupnow and select the Fall 2020 Housing Agreement link that fit your status. (Whether you are an upper class or a new incoming freshman student.)

You will see a login screen that is similar to the one you log into MyMU. Use your MU Net Credentials to login.

Once Logged In you will see the screen below.

Click on “Step 1” to start the Housing Agreement.
Step 1 - Residency Requirement
On the next page, you will see information about Marshall University’s Residency Requirement. Once you have read this, click “Next Step” at the bottom of the page.

Step 2 - Student and Health Information
The next step so you can provide us with some personal information. Any field that is marked with a * (red asterisk) are required that they be filled in. The required fields on this page are:

- Preferred Name
  - If you do not have a preferred name, just enter your First Name
- Cell Phone
  - If you do not have a cell phone, just enter 000-000-0000
- Health and Wellness Considerations
  - This box is used for you to provide us with any necessary medical information that we would need to provide to First Responders if you were unable to. This can be any allergies or other medical issue you wish to disclose. If you do not have anything or do not wish to disclose any information, just type None or N/A.

Once you have completed this page click “Next Step” at the bottom of the page.
Step 3 - Emergency Contacts

The next page you will be required to fill in contact information for your Emergency Contact and Clery Act Contact. Again, any field that has * (red asterisk) are required fields.

Both your Emergency Contact and Clery Act Contact can be the same person if you choose. You can click on the “Copy Emergency Contact to Clery Act-Missing Persons Contact” button to copy the information.

*If you completed a housing agreement in a previous semester, your information may already be filled in. If there has been any change to your contact information, you can update them at this time.

Once you have completed this page click on the “Next Step” to continue to the next page.
Step 4 - Signature Release
The next page you will be signing a Signature Release form that allow our front desk staff to sign for packages on your behalf. Please read the form. Once you are ready to sign, check the Checkbox to state you have agreed and understand the policy. Then put your full MUID (ex. 901000000) in the textbox and click “I agree” link. A pop-up will show up then you just click “OK” on that pop up.

Once you have successfully signed the form, click on “Next step” at the bottom of the page to continue.
Step 5 - Housing Contract
The Next Page is the Housing Contract.

Please read this carefully as it contain important information about the policies for on living on campus. Once you have read this contract and are ready to sign, enter you Full MUID (ex. 901000000) and then click the “I Agree” link. A popup will again pop up, just click “Ok”.

*If you are under the age of 18 at the time fill out this page, you will need a Parent/Legal Guardian Co-Signature to accompany your signature. To have you Parent/Legal Guardian sign the contract, enter their email address in the box below your MUID and then click “I Agree” and then click “Next step” to continue the housing agreement. An email we be sent to the parent’s email address with a code and a link to co-sign your contact. Please note, if required to have a co-signature, it must be completed before you are eligible to receive a Housing Assignment.

Once you have signed your contract click “Next step” to continue.
Step 6 - Room Preference
The next page you will be able to select up to three room type preferences.

To start selecting a preference click on the [Add button]. It will then ask you for three items for your preference. These are:

- Preference Type
  - Select “Building”
- Preference
  - Select the Building you want
- Preferred Room Type
  - Select the Room Type you want

Click “Select” and that will complete one of your Room Preference. Repeat this again for any additional preference you would like to select.

*Please note – Spaces in popular buildings do go fairly quickly. We typically work off of a WAITLIST to get students into these spaces. The waitlist is developed from your first building and room type preference you select when you complete the Housing Agreement. When a space becomes available, we will email you to see if you are still interested in it. If you are, we will move you to that space. If you are not, we will move to the next person on the waitlist.*

Once you have all your preference selected, click on the “Next step” at the bottom of the page.
Step 7 - Meal Plan

On this page, you will be selecting your meal plan preference.

Select the Meal Plan preference you want by selecting the radio button on the left side of the Meal Plan.

*Upper Class Students – Please note that this is your meal plan preference not your actual meal plan assignment. You will select this later during the Room Retention/Selection process. After Room Retention/Selection process is over and you have not assigned yourself a room, this preference will be used to assign your meal plan by our Assignment Staff.

Once you have selected your meal plan preference, click on "Next step" to continue.
Step 8 - Roommate Questions and Preference

The Next page you will answer some generic roommate matching questions and have an opportunity to enter a roommate that you would like to live with.

Answer the six roommate matching question on the page. After completing the questions, you can enter in one person to be your preferred roommate.

*You do not have to select a roommate if you do not have one. If so, just skip to the bottom of the page and click 'Next Step’*

To add your preferred roommate click “Create Group”. Then enter your preferred roommates MUID (full number) and click “Search.” If you have the correct MUID, then your roommate name should appear below the search. Click on the “Select” link to confirm. This will then add you as the leader of the group and your preferred roommate as invited.

*Your roommate will have to accept your invite by clicking accept on the Update Roommate Group button on the first page or can accept while completing their housing agreement in order for you to be place in the same room (based on room availability).

Once you have completed this page, click on “Next step” at the bottom of the page to continue.
Step 9 - Summary Page

The next page is the summary page of what you have completed up to this point.

Please review the information on this page and if necessary, go back to any section that you need to make a change by clicking “Previous” at the bottom of each page.

Once you have reviewed everything and it is correct, you can download a pdf copy for your records by click the “Download” link.

Then click on the “Next step” to continue.
Housing Deposit

The next page is the housing deposit.

We require a $200 housing deposit to go along with your Housing Agreement. You can pay your housing deposit several different ways.

- Online through MU CashTrack (link is provided on this page)
  - Accepts Credit/Debit Cards, and Electronic Checks
  - *Please Note – This link will take you away for the housing portal. If you are planning to do room retention/selection, you will need to log back into the housing portal to continue to Step 3.

- At the Bursar’s Office located in Old Main 101
  - Accepts Credit/Debit Cards, Cash, and Check

- At the Housing and Residence Life Office located on the campus side of Holderby Hall
  - Accepts Cash and Check

- Over the Phone with the Bursar’s Office
  - 304-696-6620

*If you are on a full-scholarship or unable to pay, please contact Housing and Residence Life on how to proceed before your room selection date and time.

Once you have completed one of the above steps above you can click on the “Back to Home” at the bottom of the page to continue.

Incoming Freshmen

*If you are a new incoming freshman for the next fall semester this will be your last step. After returning to the home page, you can sign out and close the page. Room Assignments will start being sent out to students by the first week in June.

Upper Class Students

*If you are a returning student and the Housing Room Selection is available, please continue onto “Step 3” on the home page to continue with the room selection process. If Housing Room Selection period is over, then this is your last step. Room Assignments will start being sent out to student before the end of the Spring Semester.