

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.



Confidential Student Information

MUID (Entire 901# Without Dashes):

First Name: Middle Name: Last Name:

Preferred Name: * Preferred Gender:

Address Line 1: Address Line 2:

City:

State:

Zip Code:

Phone:

Cell Phone: *

*If no cell put 000-000-0000

*****Please note the address displayed is the address officially on record for you for Marshall University. To update your official University records, you can do so through your myMU portal. Updating your address through your myMU portal will update your official records University wide, but may take up to 24 hours to correctly reflect in your student information.**

[Click Here to visit myMU](#)

Health or Wellness Considerations

Please note anything that staff would need to be aware of in the event you had a medical emergency and information needed to be shared with First Responders. If you do not have anything to note, please just indicate "None".

*



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 you 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 contacts information, you can update them at this time.*

Emergency Contact Information

First Name:	<input style="border: 1px solid #ccc;" type="text" value="test"/>	Home Phone:	<input style="border: 1px solid #ccc;" type="text" value="5555555555"/>
Last Name:	<input style="border: 1px solid #ccc;" type="text" value="test"/>	Work Phone:	<input style="border: 1px solid #ccc;" type="text"/>
Address Line 1:	<input style="border: 1px solid #ccc;" type="text" value="test"/>	Cell Phone:	<input style="border: 1px solid #ccc;" type="text"/>
Address Line 2:	<input style="border: 1px solid #ccc;" type="text"/>	Email:	<input style="border: 1px solid #ccc;" type="text"/>
City:	<input style="border: 1px solid #ccc;" type="text" value="test"/>	Relation:	<input style="border: 1px solid #ccc;" type="text" value="test"/>
State:	<input style="border: 1px solid #ccc;" type="text" value="Louisiana"/>		
Zip Code:	<input style="border: 1px solid #ccc;" type="text" value="55555"/>		
Country:	<input style="border: 1px solid #ccc;" type="text"/>		

Clery Act-Missing Persons Contact

The Clery Act requires us by law to collect contact information for an individual to be notified in the event that you were to go missing from campus. This individual does NOT have to be a family member or your emergency contact, however it could be.

[Copy Emergency Contact to Clery Act-Missing Persons Contact](#)

First Name:	<input style="border: 1px solid #ccc;" type="text" value="test"/>	Home Phone:	<input style="border: 1px solid #ccc;" type="text" value="5555555555"/>
Last Name:	<input style="border: 1px solid #ccc;" type="text" value="test"/>	Work Phone:	<input style="border: 1px solid #ccc;" type="text"/>
Address Line 1:	<input style="border: 1px solid #ccc;" type="text" value="test"/>	Cell Phone:	<input style="border: 1px solid #ccc;" type="text"/>
Address Line 2:	<input style="border: 1px solid #ccc;" type="text"/>	Email:	<input style="border: 1px solid #ccc;" type="text"/>
City:	<input style="border: 1px solid #ccc;" type="text" value="test"/>	Relation:	<input style="border: 1px solid #ccc;" type="text" value="test"/>
State:	<input style="border: 1px solid #ccc;" type="text" value="Louisiana"/>		
Zip Code:	<input style="border: 1px solid #ccc;" type="text" value="55555"/>		
Country:	<input style="border: 1px solid #ccc;" type="text"/>		

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.



Signature Release

When FedEx or UPS delivers a package, someone must sign for it. The signature provides proof that the package has been delivered. By signing this authorization:

1. You allow us to change our usual policy and permit the Desk staff to sign for your package(s) providing the package(s) do not have a Declared Value of more than \$100.
2. You indemnify the Desk staff and hold the Department of Housing and Residence Life as well as the First Year Residence Halls harmless from all claims for liability including any expenses, attorney's fees, or other litigation costs due to any loss or damage to shipments handled by the desk staff.

I have read, understand, and agree to the above Signature Release-Authorization Agreement policy for package delivery purposes. *

I Agree to the terms and conditions of this Contract.

MUID (Entire 901# Without Dashes): *

This contract was completed on 1/16/2020 3:44:37 PM.



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 contains important information about the policies for living on campus. Once you have read this contract and are ready to sign, enter your 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 your 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 will be sent to the parent's email address with a code and a link to co-sign your contract. Please note, if required to have a co-signature, it must be completed before you are eligible to receive a Housing Assignment.*



Contract

MARSHALL UNIVERSITY
Department of Housing and Residence Life • One John Marshall Drive
Huntington, West Virginia 25725-5400

Contract for Student Housing and Food Service

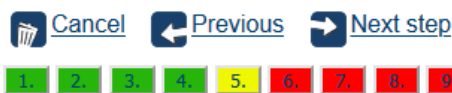
I am contracting for University Housing for the Academic Year specified on page 2 of this contract. I agree to the following terms and conditions:

- General.** All full-time freshman and sophomore students must live in a Marshall University (University) residence hall (see #10 for release requirements). Housing applications cannot be completely processed until the applicant is admitted to the University and any University Enrollment fees paid. Room assignments will be made in the order completed applications are received.
- Assignment.** While every attempt is made to accommodate a student's preferences for room assignments, no guarantees are made. The University also reserves the right to assign or change an assignment to a location different from the student's original assignment. If space permits, double rooms may be rented as private rooms. Double rooms rented as private rooms will have two sets of furniture in the room. The University through its Department of Housing and Residence Life (Housing & Residence Life) reserves the right to consolidate students assigned to double rooms who do not have a current roommate. Permanent space will be assigned based on the date a completed application is received by Housing & Residence Life. Students must check into their room assignment by the first day of class. If a student does not check in by the first day of class, the student must notify Housing & Residence Life by email of their arrival date otherwise the room may be reassigned.
- Agreement to Adhere to University Policies, Federal, State and Municipal Laws.**
Student agrees to respect and adhere to all policies, regulations and procedures pertaining to University housing and food service as outlined in this Contract, Residence Hall Guide, Student Code of Conduct, Marshall University Board of Governors Policies and any other University policy or procedure, Federal, State or Municipal law. If the student is found to be in violation of any University policies, procedures, or law, the University reserves the right to change the student's assignment or to consider the Contract terminated. Students whose residency is terminated automatically (due to violations of University policies or procedures or law) forfeit all monies paid for that semester and remain liable for any unpaid room or meal plan balances at the time of termination. Students will be responsible for any interest, collection and reasonable attorney's fees associated with the collection of delinquent accounts.
- Acceptance of Contract; Non-Discrimination.** Applications for University housing are subject to review by the Director of Housing and Residence Life. Pursuant to such review, residency may be denied for cause, and all

I Agree to the terms and conditions of this Contract.

MUID (Entire 901#
Without Dashes): *


This contract was completed on 1/16/2020 3:44:46 PM.



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.*










Room Preference


Click on the Green Plus (+) to add a preference.

Type	Preference	Room Type
		

Live. Learn. Grow.
Designing your college experience starts now! Living learning communities are college or academic-based and help you make friends in your major, get to know faculty, and help you achieve academic success. Theme housing offers opportunities to explore campus involvement and leadership but is not related to a specific college or major. Marshall has the following living learning communities and theme housing options for you to choose from.

LLC / Location	Description
 Honors College Location: Honors Residential College at Willis Hall	Engage in social and intellectual events outside of the classroom with faculty and other Honors College students.
 College of Business Location: Twin Towers West	Begin to build your professional business network, interact with COB faculty and staff through programs and activities, and study for introductory business courses with residence hall peers.
 College of Science Location: Twin Towers West	Join a community of students enrolled in biology, chemistry, and physics courses. Attend special programs and activities hosted by COS faculty and staff, and find support outside of the classroom for challenging coursework.
 College of Education Location: Twin Towers West	Join this LLC to explore the many facets of a career in education. Similar schedules and shared courses offer opportunities for study group formation and support. Interact with COEPD faculty through special program.

 Cancel  Previous  Next step



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.*



Meal Plan Selection

Unlimited Meal Pass w/ \$250, \$150, or \$50 flex

This option offers students unlimited continuous dining throughout the week during the scheduled hours at Harless Dining Hall – **Recommended for students who like to dine as often as they wish**

175 Meal Passes per Semester Plan w/\$525 or \$625 FLEX

This option offers students 175 meals to dine with throughout the semester during the scheduled hours of operation at Harless Dining Hall.

160 Meal Passes per Semester Plan w/ \$625 FLEX

This option offers students 160 meals to dine with throughout the semester during the scheduled hours of operation at Harless Dining Hall.

140 Meal Passes per Semester Plan w/ \$725 FLEX

This option offers students 140 meals to dine with throughout the semester during the scheduled hours of operation at Harless Dining Hall.

140 Meal Passes per Semester Plan w/ \$65 FLEX

This option offers students 140 meals to dine with throughout the semester during the scheduled hours of operation at Harless Dining Hall. **This meal plan is only for Juniors and Seniors.**

Flex dollars can be used like cash and are for personal or guest use in the following locations: MSC Food Court, All Campus Coffee Shops, Smith Hall Simply to Go, and Towers Market Place.

Each meal plan comes with FIVE meal passes per semester for guests or parents.

- Meal Plan Preference:
- 140 Meals + \$725 flex
 - 160 Meals + \$625 flex
 - 175 Meals + \$525 flex
 - 175 Meals + \$625 flex
 - Unlimited meals + \$150 flex
 - Unlimited meals + \$250 flex
 - Unlimited Meals + \$50 flex
 - 140 Meals + \$65 flex

 Cancel  Previous  Next step



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).*

Description	Preference
Do you smoke?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Do you drink alcohol?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Do you prefer to clean your room daily?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Are you ok with frequent overnight visitors?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Are you ok sharing items with a roommate?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Do you prefer to go to bed before midnight?	<input checked="" type="radio"/> No <input type="radio"/> Yes

Roommate Group Requests (optional)

- If you have a roommate that you wish to room with and know their MUID, click "Invite."
- If someone has already invited you to a group, you will see the invite below and can choose to "Accept" or "Decline" the request.
- You can only be in **one** Roommate group at a time
 - If you wish to join another person's group, you must leave the current group that you are in.
- You may come back to update your roommate preference by clicking on the "Update Roommate Preference" link on the housing portal homepage after you have completed your housing agreement.

Create Group

Status Definitions:
Invited: Person listed has been requested to be a roommate
Leader: Person requesting to be roommate
Member: Person has accepted roommate request

[Cancel](#) [Previous](#) [Next step](#)

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.

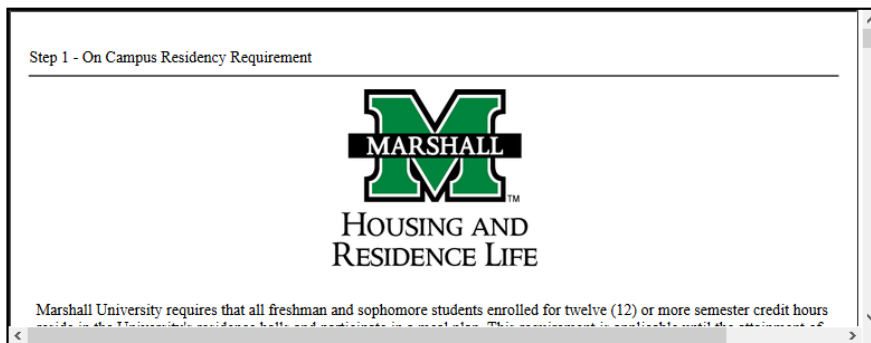
Please review the information on this page and if necessary, go back to any section that you need to make a change by clicking "**Previous**" at the bottom of each page.

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



Summary

Below is a summary of what you have completed at this point. Please review and when ready click the next step at the bottom of this page to continue.



 [Download](#)

 [Cancel](#)  [Previous](#)  [Next step](#)



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 provide on this page)
 - Accepts Credit/Debit Cards, and Electronic Checks
 - ***Please Note – This link will take you to 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.*

Housing Deposit

Please choose one of the following payment options.

1. [Pay Online](#) (This is processed immediately and your housing agreement will be completed)
2. Pay in Person (at the Office of the Bursar or at the Housing and Residence Life Office)
3. Pay by Mail (Check or Money Order Only. Please allow 7-10 days for payment to be processed)

Department of Housing and Residence Life
Marshall University
One John Marshall Drive
Huntington, WV 25755

Once you have successfully completed one of the above options, you are finished with the application, but you **have not been assigned yet**. Click "[Back to Home](#)" link to return back to the home page.



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.**