



# Fall 2023-Spring 2024 Returning Student Housing Selection Guide



# Housing Selection Guide

## Residence Life & Housing

### 2023-2024

## Table of Contents

Room Intention Process .....	3
Room Selection Timeline .....	4
Housing Reservation Commitment & Agreement Highlights .....	5
Housing Cancellations .....	6
Room & Board Rates .....	7
Displaced Students .....	8
Requests for Accommodations.....	8
Private Room Requests and Double Room Buyouts .....	8
Room Change Requests.....	8
Apartment Selection Information for First & Second Year Students.....	9
Completing the Housing Intention Form .....	10
Choosing Your Room and Meal Plan .....	11
Frequently Asked Questions.....	12

# Room Intention Process

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*All students* currently living on campus will indicate whether they plan to return or leave housing at the end of the Spring 2023 semester by completing the 2023-2024 Room Intention form on the Housing Portal.

## Step One: Declare Your Intention/Same Room Sign-Up

Students will receive an email on January 23<sup>rd</sup> with instructions for declaring your housing intention for the Fall 2023 – Spring 2024 academic year.

**For those returning**, your housing intention form is your way of saying, “assign me a time to pick a room!” Based on your credit hours, you’ll be able to begin selecting your fall room assignment based on the [Room Selection Timeline \(page 4\)](#).

**Same Room:** If you want to return to your same room, you’ll be able to do this on the room intention form. If you’re staying in the same place, you will be automatically assigned by February 20, 2023. Once assigned, your room number will be visible in your housing portal.

### Living Learning Program:

- *If you are currently living in an LLP community follow the same room information above.* If you would like to make any changes to your current assignment, please let us know on the [Return to LLP \(2023-2024\) form on Mustangs Link](#).
- If you would like to be a part of a Living Learning Program, select which program you would like to be a part of on the room intention form. You will be placed in your room by February 20, 2023, if space is available.

**Preferred Roommates:** If you know who you want to live with, select your preferred roommates as part of your intention process. Remember that roommate selections must be mutual.

**For those not returning**, simply indicate that you’re leaving campus and we’ll take care of the rest. *Before signing an off campus lease, we strongly recommend that students refer to the residency policy to ensure they are not required to live on campus (please see page 5 for more details)*. If you have questions regarding eligibility, please contact the Office of Residence Life & Housing at [housing@msutexas.edu](mailto:housing@msutexas.edu).

## Step Two: Select Your Room

Review the [Room Selection Timeline \(page 4\)](#) and determine when you’re eligible to select your room. Mark your calendars and log into the Housing Portal to complete your room sign-up process.

### Tips for a Successful Room Selection

- Start talking to friends now and plan ahead!
- Due to high demand for apartments, our freshmen and some sophomores have a difficult time finding available apartments. Have a back-up plan and consider all housing alternatives. At the conclusion of the room selection process, returning students will have the opportunity to be placed on an apartment waiting list ([page 8](#)).
- Housing options are available on a “first-come, first-served” basis. During room selection process, students may make room changes as often as they wish. After March 31, students will need to submit a Fall 2023 room change request form. Please note these changes will be processed after new student room selection in June.
- Review the [Housing Reservation Commitment and Agreement](#) to stay on top of all housing policies; you can find a copy on the website!
- Is there a chance you’re not returning to housing? [Mark your calendar with important cancellation dates to avoid cancellation penalties!](#)

# Room Selection Timeline

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<b>January 23 – February 12</b>	Room Intention Process & Same Room Sign-Up	Room intention form opens; <u>all students</u> must log into your housing portal to let us know if you’re returning to campus or leaving for the Fall 2023 – Spring 2024 academic year.  Want to stay in your same room? Do this now!
<b>February 20</b>	Same Room and Living Learning Program Assignments	Students who click “Stay in Same Room” or designate a Living Learning Program will be automatically placed by February 20, 2023.  If you do not see your assignment by this date, check your email for more information before contacting the housing office.
<b>February 22 – February 26</b>	Senior/Junior Same Complex Sign-Up	Seniors (90+ earned credit hours) and Juniors (60+ earned credit hours) can begin selecting rooms within the complex where they are currently living.
<b>February 23 – February 26</b>	Sophomores/Freshman Same Complex Sign-Up	Sophomores (30+ earned credit hours) and Freshmen (less than 30 earned credit hours) can begin selecting rooms within the complex where they are currently living.
<b>March 1 Noon</b>	Displaced Student Open Sign-Up	Displaced students may select a room. Emails will be sent out to these students prior to January 20, 2023. (see <a href="#">page 8</a> to identify if you are considered “displaced”).
<b>March 3 Noon</b>	Senior/Junior Open Sign-Up	Open room sign-up begins at noon for Seniors (90+ earned credit hours) and Juniors (60+ earned credit hours) and continues until March 31.
<b>March 6 Noon</b>	Sophomore Open Sign-Up	Open room sign-up begins at noon for Sophomores (30+ earned credit hours) and continues until March 31.
<b>March 8 Noon</b>	Freshman Open Sign-Up	Open room sign-up begins at noon for Freshmen (less than 30 earned credit hours) and continues until March 31.
<b>March 31 4:00 p.m.</b>	Room Selections End	Be sure to select your room before this date! Students requesting housing after March 31 will be manually assigned to their rooms.
<b>April 3</b>	Room Change Request Form Apartment Waiting List Private Room Waiting List	Weren’t able to select an apartment? Made the wrong room choice? Wanting a private space?  Forms and Waiting Lists will be available on Mustangs Link. Changes to your Fall 2023 room selection is not guaranteed and may not be made until AFTER new student room selections in June.
<b>June 1</b>	Cancellation Deadline	Last day to cancel your Fall 2022 housing without incurring a minimum \$250 cancellation penalty.
<b>July 15</b>	Meal Plan Change Deadline	Last day to change your meal plan before move-in. Students required to have a meal plan but who have not selected a meal plan will be assigned the Platinum All-Access plan.  Students may make final changes to their meal plan between August 22 – September 8, 2023.

# Housing Reservation Commitment & Agreement Highlights

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Every student has the responsibility to read and review the [Housing Reservation Commitment and Agreement](#) very carefully. When you accept this agreement, you are agreeing to all of its terms and conditions. ***Please note, this room selection guide does not cover all of the terms and conditions of the Housing Reservation Commitment & Agreement.***

## Housing Residency Requirement

The campus residency policy is based on the knowledge that living in University Housing can provide both educational and social opportunities important to the success of college students. All students enrolling at Midwestern State University are required to live in university housing unless they:

1. Are living in the home of their parents or legal guardian within 60 miles of the campus and commuting to class;
2. Are married and living with their spouse;
3. Have accumulated 45 semester hours of college academic credit as a post-high school resident prior to the first day of classes for the housing agreement period. Hours achieved while in high school are not counted (e.g. concurrent or dual credit);
4. Have reached the age of 21 prior to the first day of classes for the housing agreement period;
5. Are part-time residents enrolled in 11 hours or less for the fall or spring semester

A student enrolled in courses and required to reside on campus per the Residency Policy but who does not sign up for campus housing will be assessed the semi-private semester room rate for Killingsworth Hall.

Students who wish to receive an exemption from the Housing Residency Requirement may submit the appropriate paperwork available from the Office of Housing & Residence Life in the Sunwatcher Village Clubhouse (across the street from Legacy Hall). **Exemptions are not guaranteed and students should refrain from signing a lease until an exemption has been granted.**

## Academic Year Agreement

The Housing Reservation Commitment & Agreement covers the academic year (Fall 2023 and Spring 2024) or balance remaining at the time of assignment. A separate agreement is required for those students who wish to live on campus for the summer semester.

The agreement period begins on Tuesday, August 22, 2023 and ends on the last day of exams or 24 hours after a resident's last exam in May 2023, whichever is earlier.

## Consolidation

If you choose to go through room selection without a particular roommate choice, we encourage you to sign up for spaces with one person already assigned. You are not required to do so, however, the Office of Residence Life & Housing reserves the right to move a resident from one room to another when the university determines the need. Following room selection, such room consolidations are often made on the same floor or within the same building initially selected. Consolidation of returning students allows us to accommodate roommate requests for new student room assignments. During the summer months, efforts will be made to notify students via email of such changes. **Students are encouraged to update their housing portal with preferred contact information to ensure this information is received.**

# Housing Cancellations

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We understand that everyone's circumstances may change and there is a period of time you are allowed to cancel your room assignment without penalty. For those students not required to live on campus or who are leaving the University, your housing agreement may be canceled by completing the following steps:

- To cancel your housing reservation commitment and agreement, log on to your housing portal.
- Select the semester in which you need to end your housing agreement.
  - If you are needing to leave before the end of the semester, please choose the current semester. If you are leaving at the end of the semester, please select the next semester.
- Click on the "CANCEL" or "I am leaving MSU Housing" link to complete the cancellation.

To avoid a penalty, mark your calendar and remain aware of these dates:

Cancellation Date	Cancellation Penalty
Prior to June 1	No penalty
June 1—July 31	\$250 cancellation penalty
August 1—August 21 (prior to move-in period)	\$500 cancellation penalty
August 22—end of 2nd week of class	25% of housing charges
Start of 3rd week of class	50% of housing charges
Start of 4th week of class	75% of housing charges
After 4th week of class	100% of housing charges

# Room & Board Rates

Room and board rates for 2023-2024 are subject to approval by the University in February. [Updated rates can be viewed on the Housing website once available.](#) Fall semester billing for housing will reflect 60% of annual room charges; spring semester billing will reflect 40% of annual room charges.

Following approval, students will have the opportunity to change meal plan selections based on personal dining interests. For comparison purposes only, we have included the 2022-2023 housing rates and board plans below:

## 2022-2023 Room Rates

	ANNUAL COST OF HOUSING	FALL HOUSING CHARGES (60%)	SPRING HOUSING CHARGES (40%)
KILLINGSWORTH HALL			
Semi-Private (Double) Room	\$5133	\$3080	\$2053
Private Room	\$6172	\$3703	\$2469
McCULLOUGH-TRIGG HALL			
Semi-Private (Double) Room	\$5715	\$3429	\$2286
Private Room	\$6390	\$3834	\$2556
LEGACY HALL			
Semi-Private (Double) Room	\$6192	\$3715	\$2477
Private Room	\$6805	\$4083	\$2722
SUNDANCE & SUNWATCHER APARTMENTS			
Two Bedroom Unit	\$7660	\$4596	\$3064
Four Bedroom Unit	\$7028	\$4217	\$2811

## Board Plans & Rates (per semester)

### RESIDENTIAL STUDENTS

Platinum All Access + \$100 flex	\$2036
Gold 200 + \$100 flex	\$1836
Silver 150 + \$100 flex	\$1615

### APARTMENTS & COMMUTERS

Bronze 75 + \$100 flex	\$867
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*Additional flex dollars are available for purchase in increments of \$100.*

## Board Plan Requirements

Students living in Killingsworth, McCullough-Trigg and Legacy Halls are required to have a full meal plan (Platinum All Access, Gold 200, or Silver 150). If a student does not select a plan, they will be assigned the Platinum All Access plan. Those living in apartments are not required to have a meal plan but may select any of the plans described above.

Unless otherwise noted, all flex dollars and blocks are per semester. Flex dollars carry over between the fall and spring semesters and expire at the end of the spring semester.

[For more information on meal plans, please visit our website.](#)

## Displaced Students

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Displaced students are students unable to return to the room they are currently living in. Most often, this occurs when a community is designated for a specific living-learning program or the gender of a particular community or apartment unit changes.

Students will be notified via email if they are classified as “displaced” by January 20, 2023. Displaced students will not be able to select their same room, but they will have a special room selection date starting on March 1, 2023. At this time, **displaced students may select a new room in any available space.**

### Displaced Communities for Fall 2023:

- All Resident Assistants, Peer Educators, and roommates of these positions

### Living Learning Program Information:

- If you are currently living in an LLP community and would like to return to that community; [follow the same room process](#). If you would like to make any changes to your current assignment, please let us know on the [Return to LLP \(2022-2023\) form on Mustangs Link](#). You will be placed in your room by February 20, 2023.
- **If you no longer wish to remain in the Living Learning Program, you will NOT be considered displaced.** Complete your room intention form to indicate your decision, and you will have the ability to participate in the general room selection process with the rest of the residential students.

## Requests for Accommodations

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Students who have documentation on file with the Office of Disability Support Services for housing accommodations will need to complete their room intention form online. Should you need assistance with the room selection process, please contact the Office of Residence Life & Housing prior to February 12, 2023.

## Private Room Requests and Double Room Buyouts

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Legacy, McCullough-Trigg, Sunwatcher Village, and Sundance Court feature single occupancy rooms by design. Please note that double room buyout options in Killingsworth and Legacy will not be considered until after the new student room selection process held over the summer. Students requesting a room buyout option in Killingsworth or Legacy may complete the Private Room Waitlist on Mustangs Link. Requests will be honored in the order of receipt, based on availability.

## Room Change Requests

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Students wishing to make changes to their room assignments after March 31 will be asked to submit a Fall 2023 Room Change Request form once they become available on Mustangs Link in early April. Many requests will not be considered until after the New Student Room Selection Process in June. These requests will be processed in the order in which they are received, based on the availability of the request.

Students are encouraged to check the housing portal for updated room assignment information during the summer and to ensure an updated email address is listed in the event we need to contact you prior to the Fall 2023 semester.

# An Important Note Concerning Apartment Selection for First & Second Year Students

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## Apartment Availability

Apartment spaces in Sunwatcher Village and Sundance Court are exceptionally popular and make up *approximately 35%* of the total housing offered on campus. Even more popular are our two-bedroom units. These make up *less than 10%* of the housing available to students on campus.

Many students return to their same room in the apartments, further decreasing the number of spaces available to other students who wish to live in Sunwatcher Village and Sundance Court. Year after year, we are unable to accommodate all requests for apartment-style housing during the initial phases of our room selection process. The longer you've lived on campus, the more likely you are to secure a space in an apartment.

For our first and second year students, selecting an apartment during the room selection process is rare. If you are considering an apartment, please review the following tips:

- Have a back-up plan available for your housing choice in the event you aren't able to get your number one housing choice.
- If you log into the housing portal to select a room and don't see any apartments listed, this means there are no options that meet your criteria.
- Some students have found it easier to select a single space, rather than searching for a unit with a specific roommate or group of roommates.
- Residence Life & Housing will continue to update the room availability list as we receive cancellations. You may log into the housing portal throughout the room selection process to check and see if additional space has opened up.

## Apartment Waiting List

In early May, students who have signed up for Fall 2023 housing will have the opportunity to sign up on an apartment waiting list by submitting an Apartment Waiting List form on Mustangs Link. We will begin working through the apartment waiting list as cancellations are received throughout the summer until August 1<sup>st</sup>. After August 1<sup>st</sup>, any subsequent room changes will occur after the first two weeks of the Fall Semester.

Students are encouraged to check the housing portal for updated room assignment information and to ensure an updated email address is listed in the event we need to contact you prior to the Fall 2023 semester.

We will receive cancellations over the summer months and will often be able to accommodate most requests from the waiting list. In fact, nearly 75% of requests are able to be honored most years.

# Step One: Completing the Housing Intention Form

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Completing the Housing Intention Form is easy! Follow these easy steps:

1. Go to the housing website: [www.msutexas.edu/housing](http://www.msutexas.edu/housing)
2. Click on “Housing Portal” to access your housing portal
3. Under the Fall 2023 heading, select one of the following:
  - a. I am returning to housing for Fall 2023
  - b. I am leaving MSU Texas Housing

If you select “**I am Returning to Housing**”

- Continue through the short application as instructed.
- At the end of the application, you’ll find your eligible room sign up dates.
- You will be able to request roommates (if any) under the Fall 2023 heading, but only if you are changing rooms.
- Room sign up dates will be listed on your housing portal. Make a note and set a reminder to return to the housing portal to select your room at this time.

If you select “**Stay in Same Room**” after indicating you are returning to housing:

- You will be reassigned to your same room by February 20, 2023.
- Once you have been assigned, you will be able to select your meal plan for Fall 2023. [See page 11 for instructions.](#)
- If you decide you would like to move to a different room after selecting “same room,” you will need to visit the Office of Residence Life & Housing to regain access to the housing sign-up portal.

If you select “**I am Leaving MSU Texas Housing**”

- **STOP:** *Ensure you have met the parameters of the residency policy ([see page five of this document](#)).*
- Continue through the short application as instructed.
- All cancellations will be processed prior to the start of the room selection process, if they are submitted on time. If additional documentation is needed to process your cancellation, we will be contacting you using your MSU Texas student email address.
- After your cancellation has been approved and you have received written confirmation from the Office of Residence Life and Housing, you are done!

As a reminder, room selection is a two-step process. Submitting your Housing Intention is the first step. Based on the information provided in the Housing Intention Process, students are then assigned to a room selection group where they complete the second step and pick their space for the Fall semester. Watch your email and refer to the [timeline on page 4](#) to know when you will select your space.

## Step Two: Choosing Your Room and Meal Plan

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Mark your calendars and be ready to sign up starting at noon on your designated date. Review the [Room Selection Timeline \(page 4\)](#) and determine when you're eligible to select your room.

1. When it's your time to select your room, [log onto your housing portal](#). You can find a link to the housing portal on the Residence Life and Housing website, [www.msutexas.edu/housing](http://www.msutexas.edu/housing).
2. Once logged in to the housing portal, you'll find a link for Fall 2023 Room Selection under the heading **Fall 2023**.
3. Click on the link and follow these simple steps to select a room:

### Select Your Room

1. First, select the building from the drop down box
2. Select a room type (i.e. 2 BR, 4 BR, etc.)
3. Click on the "search" button
4. Room results will appear on the next page.
  - a. Please note that there may be more than one page, depending on the number of available spaces
  - b. If no rooms appear, this means there are no spaces available meeting your search criteria.
5. Click on the name of the room number you'd like.
  - a. If there are other occupants in the room, it will appear here.
  - b. If you don't want to select this room, click on the "Room Search Results" next to your name. This will take you back to view a different room.
6. Once you have the room you want, click on "Select This Room" and you'll be assigned to this room.
7. You may continue to look for rooms and change your room assignment throughout the room selection process by repeating the steps above. You have until March 31 to finalize your room selection.

**Reminder!** If you have selected "same room" during the room intention process and change your mind about where you want to live, you must visit the Office of Residence Life & Housing before you are able to select a new room. After your same room assignment is released, you will be able to see other housing options. Once your "same room" assignment is released, you cannot be guaranteed the availability of your same room.

### Select Your Meal Plan

- Once you have been assigned a room, select a meal plan by clicking on "Meal Plan Selection" link below your assigned room. You have the option to change your meal plan online as many times as you wish through July 15, 2023. The final meal plan change period will open between August 22, 2023 and September 8, 2023. Students living in a residence hall who do not select an eligible meal plan by July 15, 2023 will be assigned the Platinum All-Access plan.
- Students may select from the following meal plans:
  - Residence Halls (Killingsworth, Legacy and McCullough-Trigg Halls):
    - Platinum Unlimited
    - Gold 200
    - Silver 150

**Note:** *Students living in Residence Halls are not eligible to choose the Bronze 75 or commuter plans*

- On-Campus Apartments are **NOT required** to choose a meal plan due to having access to a full kitchen. However, students may select from the following plans:
  - Platinum Unlimited
  - Gold 200
  - Silver 150
  - Bronze 75

# Frequently Asked Questions

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**Q: How will Residence Life & Housing communicate with students?**

A: Residence Life & Housing will be using the Residence Life webpage and your MSU Texas email. Students should check their email regularly and make sure they read all information carefully.

Prefer your personal email? This is a great time to forward your MSU Texas account to your preferred inbox.

**Q: Do I have to pay another \$250 advance payment?**

A: Returning students are not required to pay a \$250 advance payment.

**Q: I'm not returning to campus. Do I have to fill out the housing intention form?**

A: Yes. If you are not returning to campus, the housing intention form will redirect you to provide the information to indicate you are not planning to live on-campus next fall.

**Q: When will my meal plan get assigned?**

A: You will pick your own meal plan when selecting a room. You have the option to change your meal plan online as many times as you wish until September 8, 2023. If you don't choose a meal plan and are living in a residence hall, you will be assigned the Platinum All-Access plan on July 15, 2023.

**Q: Why can't I select the apartment meal plan if I live in Killingsworth, Legacy, or McCullough-Trigg?**

A: The Bronze 75 and Commuter meal plans have been designed for students living in an area where they have a private kitchen and can be responsible for individual meal preparation. Although there are kitchens in the residence halls, they are not designed for sustained individual use.

**Q: Do I select based on how many credit hours I will have in the fall or how many I currently have?**

A: Your selection dates are determined by the number of hours you have earned. In other words, you'll use the class designation based on your status today, not at the end of the Spring semester.

**Q: What if I can't see the room I want for next year?**

A: Unfortunately, if you can't see the room you want for next year, this means the room is not available. It's either been selected before you or is not a room designated as available to returning students.

**Q: I want my same room, and I want to pick my roommate. Can I do that?**

A: No. Picking your same room is an individual decision and roommate selections are not used when you select your same room.

**Q: What is the difference between the "A" side of the room and the "B" side of the room in the residence halls?**

A: In Killingsworth, and Legacy, the "A" side of the room is by the door and the "B" side of the room is by the window. In McCullough-Trigg, the "A" room is on the left and the "B" room is on the right.

**Q: I want to know who my roommate is before I make a room selection. Is there a way to get this information?**

A: When clicking on a room, you will be able to see the name of any other individual currently assigned to the room. However, remember that changes happen often during the room sign up process! The information available is in "real time" and reflects the current room assignment.

**Q: What are the 2023 room and board rates?**

A: Room and board rates will be presented to University administration for approval in February. Students will be notified of the new rates once released. A copy of the 2022-2023 rates have been provided to you for comparison on [page seven](#) of this guide.

## Frequently Asked Questions *(continued)*

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**Q: I want an incoming student as a roommate. What do I do?**

A: In order for you to bring in when you are selecting your room, you will add the M#/Name of the incoming resident in the roommate section of your housing intention. Contact the Office of Residence Life & Housing via email ([housing@msutexas.edu](mailto:housing@msutexas.edu)) if you cannot find the person you are requesting and we will manually add the roommate preference. This option is only available in Legacy and Killingsworth Halls.

The incoming student must request you on their Housing Reservation Commitment & Agreement AND submit their advance payment and application prior to the June 1<sup>st</sup> priority application date for new students. If they do not complete either of these steps, the roommate request may not be honored.

**Q: How do I know that my room selection went through? Will I receive a confirmation?**

A: You will receive an initial confirmation noting your room assignment and your Fall 2023 room will be visible on the home page of your Housing Portal page. Prior to the end of the academic year, you will receive another email with your room assignment and cancellation information.

**Q: What if I'm not sure about whether I want to live on-campus or off-campus next year?**

A: If you're not required to live on campus, we recommend that students sign up for a room now and mark their calendars for important cancellation deadlines. This way, if your plans fall through off-campus, you still have input into where you're living on-campus.

**Q: What if I change my mind and want to live off campus?**

A: *If you are eligible to live off campus*, you may cancel your room assignment and meal plan by using the "I am leaving MSU Texas Housing" form in your housing portal (look for this link under the Fall 2023 heading). Please pay close attention to [cancellation deadlines](#). Cancellations received after June 1<sup>st</sup> are subject to financial penalties.

**Q: What if I'm not eligible to live off campus and sign an off-campus lease anyway?**

A: The residency policy outlines that students who are not eligible to live off campus and who do not have an exemption on file will be assigned a room at the Killingsworth Hall Semi-Private rate and their accounts will be charged for this amount.

**Q: Who can I contact if I'm having trouble signing up for a room?**

A: Your Resident Assistant is a great source of help with the room sign-up process. If they're unable to answer your question, please contact the Office of Residence Life & Housing at (940) 397-4217.

**Q: What if I miss the room sign-up process?**

A: Visit the Office of Housing & Residence Life for help. You may have to wait until new students are assigned prior to receiving a room assignment, but we'll do our best to help you with your assignment.