

2018 – 2019 Housing Application Walkthrough

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Step 1: Select the correct application term.

- A. If you need housing for the Spring 2018 semester, choose the Spring Only 2018 term.
- B. If you are an undergraduate student needing housing for the Fall 2018 academic semester, choose the Academic Year 2018 – 2019 term.
- C. If you are an undergraduate student who is married or has children and wish to live on campus, choose the Graduate & Family Housing – 1819 term.
- D. If you are a graduate student who wishes to live on campus, choose the Graduate & Family Housing – 1819 term.



[Home](#) [Application](#) [Visitors](#)

Term Selector

Please select the term that you wish to live in University Housing.

If you have any questions, contact the Office of Housing & Residence Life at 330-941-3547.

- Spring Only 2018** (1/7/2018 - 5/5/2018)
- Academic Year 2018 - 2019** (8/18/2018 - 5/11/2019)
- Graduate & Family Housing - 1819** (8/18/2018 - 5/11/2019)

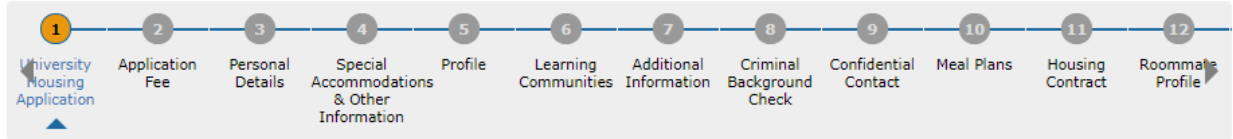
[Save & Continue](#)

Housing Portal - © StarRez Inc. 2017

Step 2: Begin your Housing Application.

The welcome page to the housing application includes a few important tidbits of information. First, it explains our two-fold process (Housing Application + Room Selection). Secondly, it lets you know of the \$35 application fee that you will be required to pay on the next page. Thirdly, it includes our contact information, including our social media, for the Office of Housing & Residence Life. Please reach out to us with any questions about the application or living on campus, in general. Finally, it gives you a reminder that this application is for University Housing and not for the University Courtyard Apartments.

[Welcome Page on the Housing Application.](#)



University Housing Application

(Step 1 of 14)

Thank you for your interest in living on campus at Youngstown State University.

We are excited to have you become a part of our community for the 2018-2019 academic year. The application process is two-fold. First, you complete basic information about you and your preferences. This will lead you to the finding a roommate portion, where you will be able to search potential roommates or let our system pair you based on your living preferences. The second phase will happen in March/April when you will select a room.

The application requires a \$35 application fee that is non-refundable. This fee covers the cost of the background check, mailings, and administrative charges.

If you have any questions please call the Office of Housing & Residence Life at 330-941-3547.

For the most up-to-date information from the Office of Housing & Residence Life find us on our social media outlets below:

Follow us on Twitter [@YSU_HRL](#)

Check us out on Instagram, [@YSU_HRL](#)

Find us on Facebook at [YSU Housing & Residence Life](#)

This is not the application for the University Courtyard Apartments. Please go back to the previous page and select the University Courtyards for their application.

[Click here to begin your application](#)

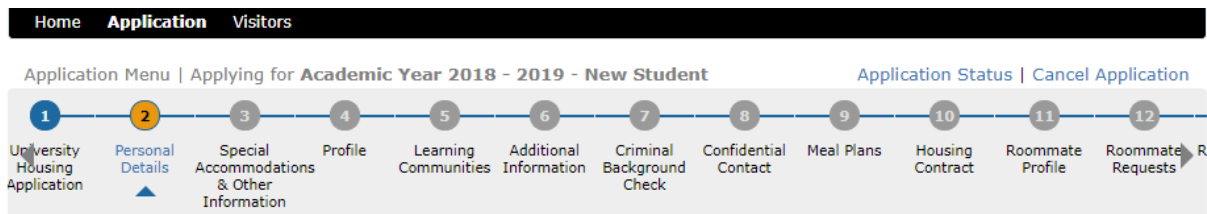
Step 3: Paying the \$35 Application Fee

Pay the \$35 Application fee. You can pay with a credit card or an electronic check. The Application fee is a one-time, non-refundable, fee that covers the administrative cost of your application. All students, regardless of scholarship or financial need, are required to pay this fee. **If you have previously paid the housing application fee, please contact our office at (330) 941-3547 for assistance.**

Step 4: Confirm your Personal Details

Once you pay your security deposit, the application will move on to the next page (Personal Details). This is all the information (name, address, contact information) that you would have

included in your application to the university. It is pulled straight from our student information system (BANNER). If any of the information is correct, you will need to take note and after you finish the housing application update your information in Banner. A link on how to do that for you address is included in the housing application.



Personal Details

(Step 2 of 13)

Please review and verify that all of your personal details below are correct. If any section is inaccurate, you'll need to update your address and/or information with the university.

Learn more about that process through the Penguin Service Center (<https://cms.ysu.edu/administrative-offices/registrar/change-address-request>)

First Name:

Step 5: Special Accommodations & Other Information

If you have a specific room accommodation request due to medical reasons, emotional support animal request, or flexible housing (housing regardless of sex, gender, or gender expression) you will need to contact, Ian Tanner Associate Director for Residence Life.

The rest of this section allows students to self-identify or disclose any medical, disability, dietary, or special needs. New this year: we are collecting information on student shirt sizes in case we want to give away some housing t-shirts to residents. In addition, we ask for your parent/guardian's email address to include them on our semester updates throughout the year.

Special Accommodations & Other Information

Special Accommodations & Other Information

(Step 3 of 13)

Accommodations & Medical Information

Students requesting specific room accommodation requests should contact Ian Tanner, iwtanner@ysu.edu, with such requests.

Students requesting other special accommodations should contact Disability Services at 330-941-1372.

Medical Conditions and Medications (Leave blank if none)

Disability:

Dietary:

Other:

Step 6: Roommate Profile

This section is the start to finding your perfect roommate. This section includes a series of questions, ranging from the level of cleanliness to preferred sleep time to if you wish to live with a smoker or are a smoker yourself.

Please answer these questions openly and honestly. Potential roommates will be able to see your responses later in the application and it will be important you are truthful in your answers.

Some of the Roommate Profile Questions

Profile

(Step 4 of 13)

The housing profile is used to help in roommate matching. To help find the best possible roommate, we urge all students to be honest in their answers.

Cleanliness

How neat and clean do you like to keep your surroundings?

No order/Chaos Very Neat



Guests

Are you comfortable with your roommate having overnight guests stay in your room?

Yes ▼

How frequently do you plan to have guests in your room?


Rarely Frequently



Sharing

How comfortable are you with sharing your belongings with your roommate?

I prefer not to share any of my belongings. I am very comfortable sharing items with my roommate.



Sleep

During the week, what time will you usually go to sleep?

10pm 2am



Step 7: Want to Join A Learning Community?

Living learning communities (LLCs) are specially designated residence hall communities that bring college learning into the everyday lives of residents. They offer residents the chance to live with others who share similar majors, and/or courses together. Based on academic majors our living learning communities create intentional links between academics, social and residential experiences.

To join the learning community for your college, you will have to select a learning community option on this page. If you do not wish to join a learning community, you will have to select that

option from the dropdown.

Selecting a learning community will affect what locations you can see and who will be visible as potential roommates.

Learning Communities Selection

How to Signup to Live in a LLC

Spaces are limited. Students who possess a commitment to academic success, intellectual curiosity, civic engagement and lifelong learning should apply by selecting the LLC they wish to join. Students must be declared major in the LLC they select. The Colleges that have living learning communities are:

- Beeghly College of Education
- Bitonte College of Health and Human Services
- College of Creative Arts & Communication
- College of Liberal Arts and Social Sciences
- College of Science, Technology, Engineering and Mathematics
- Honors College
- Williamson College of Business Administration

Undecided in Your Major?

The Explore LLC is for you! Housing and Residence Life has also reserved spaces for residents who are undecided in their major. This LLC works in collaboration with the Office of Career and Academic Advising to provide additional support in the areas of career exploration, declaring a major and general academic advising through discussion and intentional activities in the residence hall. One of the signature events is the Undecided Major Panel which provide the opportunity for residents to hear from upperclass students who also entered YSU as undecided students.

Learning Communities

Please select the living learning community (LLC) you wish to join

- Please Select -

Save & Continue

Step 8: Room Preferences

If you do not select your own room during room selection, please let us know the type of room (double or triple) and hall (Cafaro, Kilcawley, Lyden) you would like to be assigned.

Please Note: This is only your room preference and does not guarantee you will be able to select or be assigned to these spaces.

Room Preferences

Room Preferences

Applicants will be selecting their own room during the Housing Application process (March - May)

Room preferences will only be utilized if an applicant does not select their own room.

Please select your preferences:

Room Location

Kilcawley House ▼

Preference 1

Double Room ▼

Room Location

Lyden House ▼

Preference 2

Double Room ▼

This is only your room preference and does not guarantee you will be able to select or be assigned to these spaces.

Step 9: Emergency Contact & Immunizations

In this step of the application, you required to list an emergency contact in case of an emergency. This can be a parent, partner, sibling, relative, or even a close friend. Also, you'll be asked to disclose to us your vaccination status for meningitis and Hepatitis B. The state of Ohio only requires you to disclose your status. The University strongly encourages you to be vaccinated.

Emergency Contact Information

Contact Name:
Penny Penguin

Relationship:
Friend ▼

Street Address:
One University Plaza

Street Address 2:

City:
Youngstown

State/Province:
OHIO

Zip/Postal Code:
44555

Phone Number:
555-555-5555

Cell Phone Number:
555-555-5554

Immunization Information

According to Ohio 125th General Assembly Act effective July 1, 2005, an institution of higher education shall not permit a student to reside in on-campus housing unless the student (or the student's parent if the student is younger than 18 years of age) discloses whether the student has been vaccinated against meningococcal disease and hepatitis B. The Office of Housing & Residence Life strongly encourages potential residents to get the vaccinations.

Please note that Ohio law does not require vaccination of the student. The law requires only disclosure of vaccination status of the student.

Step 10: Criminal Background Check

As part of the housing application process, each potential resident is required to go through a criminal background check. This next section includes information required to perform that background check and an opportunity for students to self-disclose any criminal background. Residents are required to input their state ID or driver's license ID. If a student does not have an id or is an international student, they can choose that option from the first drop down back.

Driver's License Information/State ID Information

State Driver's License/State ID Issued in:
- Please Select - ▼

Driver's License/State ID Number (Type N/A if you don't have a state ID)

Criminal Background Verification

I, the Resident, understand the Contract requires a criminal background search as to the existence and nature of criminal backgrounds. I hereby consent to a criminal background search and authorize the University to obtain and review criminal records and dispositions as part of the application to reside in University Housing.

Step 11: Confidential Contact

In 2008, the *Higher Education Act* was amended, requiring colleges and universities to have a written policy to investigate all missing persons reports immediately. The information collected on this form will be kept on file in the Office of Housing & Residence Life to aid in any such missing persons investigation.

Does this confidential contact have any informational sheets with your photograph, personal information, fingerprints, etc.?

No

Does this confidential contact understand that in the event you are reported missing, s/he will be the sole contact for police?

Yes

Do you wish to have YSU Police contact your parent(s) or legal guardian(s) with investigative information in the event you are reported missing?

No

Step 12: Meal Plan Selection

First year students are required to have a 12 meal a week meal plan. The cost of the bronze meal plan is included in the cost of housing. Selection of the 12 silver or the 12 gold meal plan will result in an increase to your room and board.

Returning students can select between the 12, 8, & 5 meal plans. Again, the bronze meal plan is included in the cost of room and board. The selection of silver or gold meal plans will result in an increase cost to live on campus.

Meal Plans

(Step 9 of 13)

Students can learn more about all the meal plan options, through our dining provider's website, <https://new.dineoncampus.com/ysu/for-residents>

First Year Resident Plans

Plans	Christman Meal Swipes	Flex Dollars	Pete's Points	Cost
12 Bronze	12	350	150	Included in Room & Board
12 Silver	12	450	150	\$90 additional per semester
12 Gold	12	550	150	\$180 additional per semester

Returning Resident Plans

Step 13: Electronically Sign Your Housing Contract

This step is the last one of the application and the most important. You should read the housing contract and know what you are signing. There is move-in date information, cost information, housing during break information, policies you'll be required to follow, information on housing refunds if you leave the university, and so much more.

Once you read the contract, you will have to check 3 boxes. Those boxes let us know you understand the contract is for the full academic year, that you've read the provisions of the contract, and you know the application fee is non-refundable.

The First Page of the Housing Contract

(Step 10 of

Youngstown State University Housing Contract	
2018 – 2019 ACADEMIC YEAR	
Summary of Terms	
<u>Housing Contract Dates:</u>	
Fall Move-In Day (First Year Students):	Saturday, August 18, 2018 at 10:00am
Fall Move-In Day (Returning Students):	Sunday, August 19, 2018 at 10:00am
Fall Move-Out Day (All Students):	Saturday, December 15, 2018 at 12:00pm
Spring Semester Move-In Day (All Students):	Sunday, January 13, 2019 at 10:00am
Spring Break Halls Close (All Students):	Saturday, March 9, 2019 at 12:00pm
Spring Break Halls Reopen (All Students):	Sunday, March 17, 2019 at 10:00am
Spring Semester Move-Out (All Students):	Saturday, May 11, 2019 at 12:00pm
<u>Undergraduate Housing Fees*:</u> (All Room and Board fees are pending subject to Board of Trustees approval.)	
Residence Hall Room and Board:	Our AY 2017 -2018 Rate (\$4,545.00 per semester) + An increase of no more than 3.5%
Total Room and Board:	Our AY 2017 -2018 Rate (\$9,090.00) + An increase of no more than 3.5%
Single Room Surcharge:	\$1400 per semester

Step 14: How to Find a Roommate

In this section, you will create your roommate profile that other residents will be able to see. The first step is to make sure you are included in the roommate search. Next, we will need you to enter your name, as you would like others to see it. We recommend your preferred name

and last name. Finally, you'll create a little bio/description about yourself. Here are few small examples of what to include in that bio.

Examples of Roommate Profile Descriptions.

- a. My name is Penny Penguin. I am from Youngstown and graduated from XYZ High School. I am an English BA major. I will be working and hopefully participating in something extracurricular so I will not be constantly in the room. I tend to study at night, not every single night but just when I feel like I have to. I will definitely be doing homework every day. My bedroom is not always the cleanest, but I definitely would not say I was a slob. I like all different kinds of music, but mostly bands like Dave Matthews and Coldplay. I really do not like music played at really loud volumes and would have no problem with putting in headphones if my roommate wanted quiet. I work out a few days a week. I am not a huge party animal but I do go to parties from time to time. I am looking for a roommate that is pretty easy going, friendly, and not too sloppy.
- b. Scholars/Honors, I am not very good at describing myself. I am open minded and easy to get along with. I am awkward at first but then very outgoing once we get to know each other. I like to have fun and be random. I go to parties but i choose not to drink yet i still have fun. I would be OK with anyone gay, straight, bi, black, white, whatever.
- c. What's up everyone. I am huge on football, music, movies and I am a clean person. Do not like to have a messy room, so that is important. I am not huge on partying as much as everyone else, but I'll go to one every once in a while. Love making people laugh. Play A LOT of video games, too. A big pet peeve of mine is snoring, and I'd prefer not to have a roommate who does that. I am a die-hard Steelers fan and am all about football and any pick-up games, I'm down for. Just hit me up if you are interested in rooming.
- d. STEM LLC, I am a laid-back person and easy to get along with! I usually need a quiet place to study, so I will usually head to a library. I play volleyball, a little bit of guitar and piano as well, but I am open to trying new things! In a roommate, I am looking for someone who can mainly function living with me in the same room. I hope that it will be someone who is laid back and able to make compromises in our room.

Step 1: Enter a Screen Name - this will be the name others will see when utilizing the Roommate Requests step. We suggest entering your first and last name.

Step 2: Complete your profile

Special Instructions

- If you are an incoming scholarship **Athlete**, un-check the "Include in Search" box. You will be matched with a roommate per your coach.
- If you are an approved incoming Honors College student, enter "**Honors**" as the first item in your description.
- If you are an incoming member of your college's Learning Community, enter your college's acronym as the first item in your description. Examples: "**WCBA**" (Business) "**HHS**" (Health and Human Services) "**STEM**" (Science, Technology, Engineering, & Math) "**CLASS**" (College of Liberal Arts and Social Sciences) "**BCOE**" (Beeghly College of Education) "**CCAC**" (Creative Arts and Communications) & "**EXPLORE**" (Undecided Majors)

Unsure what to include in the roommate description? Check out our **examples** of what to include.

Step 3: Hit "Save & Continue" to get to the next step, Roommate Requests.

Include in Search

Tick this box if you wish to be included in the roommate searching process:

Screen Name

Step 15: Roommate Requests

- 1) At the top of the page, 'Suggested Roommates' will be listed based upon the best match on the questions you answered earlier in the Profile step.

Roommate Requests

(Step 11 of 12)

You can search for possible roommates and invite them to room with you or you can accept random selection based on your profile.

Please note that roommate requests, and all selectable housing options, must be mutual to be honored. While we try to accommodate preferences, not all requests can be honored.

You are NOT required to choose a preferred roommate. If you do not have a roommate request, please use the "Continue" button at the bottom of the page to proceed.

Suggested Roommates

John F (Age: 17)	71%
Request View Profile Send Message	
Malik (Age: 18)	69%
Request View Profile Send Message	
Joseph (Age: 18)	68%
Request View Profile Send Message	

- 2) Scroll to the bottom of the Roommate Requests page to see other search options as well as any Accepted or Requested Roommates.

The screenshot displays the Roommate Requests interface. At the top, two user profiles are shown: Benjamin (Age: 18) and John (Age: 23), both with a 49% completion status. Below these are sections for 'Accepted Roommates' (stating 'You currently have no accepted roommates. You can search for roommates using the menu.') and 'Requested Roommates' (stating 'You have no roommate requests.'). The 'Search for roommates' section offers three options: 'Search for roommates by details', 'Search for roommates by profile questions', and 'Browse matching roommates'. A callout box highlights these options: 'There are three options on searching for roommates: - By Details, - By Profile Questions, - Browse'. A 'Save & Continue' button is located at the bottom left.

- 3) **Search By Details** – Search By Details should be used if you know someone who has also started a housing application and is attending YSU. Note that proper names must be used as an exact match is required. For example, if your friend’s first name is Jonathan, but he goes by ‘Jon’, you would need to enter Jonathan as the first name.

The 'Search By Details' form includes a header, a descriptive paragraph: 'To use this feature you will need to provide an exact name of the student and the student will need to have filled out an application and opted into the roommate search process.', and two input fields labeled 'Last Name:' and 'First Name:'. A 'Search' button is positioned at the bottom left of the form.

- 4) **Search By Profile** – Search By Profile should be used if there is a profile question from step 4 that is important to you. In this example, the box for “Do you smoke” is noted as the profile question to search by checking the box, and the answer selected is ‘No’. Once the Search button

is clicked, it will find potential matches, based off their answer of 'No' to the question "Do you smoke?". ***Note that matches are displayed below the profile questions, you must scroll to the bottom.**

Smoking

Do you smoke? No Yes

Are you willing to live with someone who smokes? No Yes

[Search](#)

John F (Age: 17) 71%
[Request](#) | [View Profile](#) | [Send Message](#)

Malik (Age: 18) 69%
[Request](#) | [View Profile](#) | [Send Message](#)

Nizeer (Age: 19) 68%
[Request](#) | [View Profile](#) | [Send Message](#)

- 5) **Browse Matching Roommates** – Browse Matching Roommates can be used to find potential matches based upon the percentage you match their answers to the profile questions in step 4. Browse matching will show a list of potential roommates in descending percentage match order.

Browse Matching

John F (Age: 17) 71%
[Request](#) | [View Profile](#) | [Send Message](#)

Malik (Age: 18) 69%
[Request](#) | [View Profile](#) | [Send Message](#)

Joseph (Age: 18) 68%
[Request](#) | [View Profile](#) | [Send Message](#)

- 6) **Requesting a Roommate** - Request a roommate by clicking 'Request' under the screen name.

Here, John requests Scott:

You can search for possible roommates and invite them to room with you or you can accept random selection based on your profile.

Please note that roommate accommodate preferences, You are NOT required to ch at the bottom of the page t

Request Roommate

This will request Scott as a roommate, who must first accept your request before they are confirmed as a roommate, are you sure you wish to continue?

[Yes](#) [No](#)

Suggested Roommates

Scott (Age: 17) 71%
[Request](#) | [View Profile](#) | [Send Message](#)

John now sees Scott as a Requested Roommate:

Requested Roommates

Scott (Age: 17) 71%
You have requested this person as a roommate but they haven't yet accepted.
[Cancel Request](#) | [View Profile](#) | [Send Message](#)

When Scott goes into the Application, he sees that John requested him and can then Accept the request:

Requested Roommates

John (Age: 17) 71%
This person has requested you as a roommate. You may accept or decline the request.
I intend to study in the room and not have too many guests. I will be bringin...
[Accept Request](#) | [Decline Request](#)

Suggested Roommates

Malik (Age: 18) 69%
[Request](#) | [View Profile](#) | [Send Message](#)

Nizeer (Age: 19) 68%
[Request](#) | [View Profile](#) | [Send Message](#)

Accept Request

This will accept the roommate request from John, are you sure you wish to continue?

[Yes](#) [No](#)

Once complete, both students will see each other as "Accepted Roommates" in the Roommate Requests step:

Scott's view:

Accepted Roommates

John (Age: 17) 71%
You and this person have accepted each other's roommate request.
I intend to study in the room and not have too many guests. I will be bringin...
[Delete](#) | [View Profile](#) | [Send Message](#)

John's view:

Accepted Roommates

Scott (Age: 17) 71%
You and this person have accepted each other's roommate request.
[Delete](#) | [View Profile](#) | [Send Message](#)