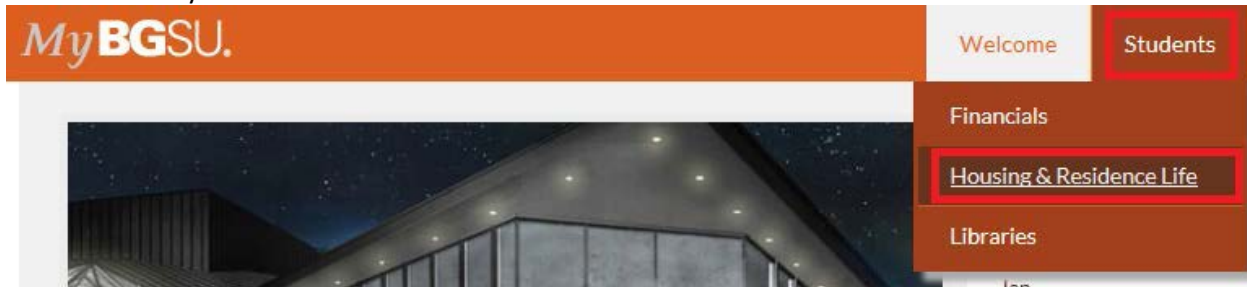


## Waitlist Instructions 2014-2015

I. Log in to your MyBGSU. Under the “Students” tab, select “Housing and Residence Life.” Then select “My Room and Meals.”



II. Once you are in the housing system, select the “Application” tab at the top to begin.



### *Students Home*

To start a new application or update an existing application, please select the above 'Application' tab.

Living on campus is better than ever!

III. Next, select the year, semester or break period that you are requesting housing for. In this case, it will be the "Waitlist 2014-2015."

Home Application

## Select Housing Session

Please select the session you would like to sign-up for below, then select 'Save & Continue' to proceed.

For more information, please visit the Office of Residence Life website at [www.bgsu.edu/housing](http://www.bgsu.edu/housing)

- ☐ 2014 Summer 1 (May 19-June 27)
- ☐ 2014 Summer 2 (June 16-Aug. 8)
- ☐ 2014 Summer 3 (June 30-Aug. 8)
- ☐ 2014 Summer Full (May 19-Aug. 8)
  - ✓ Application Started: 4/2/2014 4:04:00 PM
  - ✓ Contract Signed
  - ▶ Not Complete
- ☐ 2014-2015 Academic Year
  - ✓ Application Started: 3/27/2014 4:40:00 PM
  - ✓ Contract Signed
  - ✓ Application Complete
- ☒ Wait List 2014-2015

IV. From there, follow the on screen steps.

- Click "Start Application"

Home Application

Application Menu | Applying for Wait List 2014-2015 - New

1 Welcome 2 Waitlist Search 3 Waitlist Status

## Welcome

(Step 1 of 3)

Please click the "Start Application" button below to begin the process of submitting your housing preferences.

If you have any questions regarding this process, please visit our website at: [www.bgsu.edu/housing](http://www.bgsu.edu/housing)

**Start Application**

- Select a “Room Type” (double or single) or “Room Location” (hall).
- Then click “Search.”

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

Application Menu | Applying for Wait List 2014-2015 - New
Application Status

1 Welcome
2 Waitlist Search
3 Waitlist Status

## Waitlist Search (Step 2 of 3)

New students may select the Centennial Hall wait list. The number of rooms listed below DOES NOT represent the a number of current vacancies, rather it is an example of rooms in the building. The Office of Residence Life will contact students on the wait list based on vacancies that occur throughout the summer.

Room Type:  
- All Room Types -

Room Location:  
Centennial Hall

Search

- Select and highlight the desired waitlist and click “Assign.”  
Be sure to complete this step or you will not be placed on the wait list.

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

Application Menu | Applying for Wait List 2014-2015 - New
Application Status

1 Welcome
2 Waitlist Search
3 Waitlist Status

## Waitlist Search (Step 2 of 3)

New students may select the Centennial Hall wait list. The number of rooms listed below DOES NOT represent the a number of current vacancies, rather it is an example of rooms in the building. The Office of Residence Life will contact students on the wait list based on vacancies that occur throughout the summer.

Room Type:  
Double

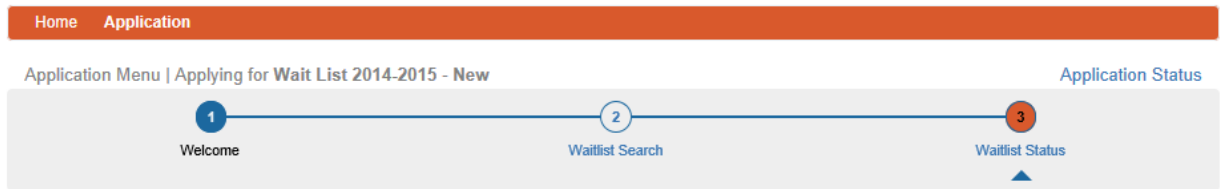
Room Location:  
Centennial Hall

Search

Description	# Rooms	# Applicants on Waitlist
Centennial 2014-2015	2	0

Assign

- The Waitlist Status page will ask you to “Save and Continue” to assign yourself to a waitlist (or you can remove yourself from a waitlist).



Waitlist Status <span>(Step 3 of 3)</span>			
Description	# Rooms	# Applicants on Waitlist	Waitlist Order
Centennial 2014-2015	2	1	1
<div>Remove</div> <div>Save &amp; Continue</div>			

**IMPORTANT:** The number of rooms listed on the Waitlist Status page does not reflect an accurate number of rooms available; however, the number of applicants and your waitlist order will update based on the movement on the waitlist.

- You can check your status by clicking the Waitlist Status tab at the top of the application.
- You can assign yourself to multiple waitlists by returning to the Waitlist Search page. *Only waitlists that you are not currently on will appear.*

V. Once the Office of Residence Life starts to fill vacancies in the waitlist buildings, you will be contacted by phone in the order of your place on the waitlist. You will have 24 hours to confirm your move.