



Office of Residence Life

Guide to Housing Selection for Current Students
2008-2009 Academic Year

BOWLING GREEN STATE UNIVERSITY

Who is eligible to sign-up for housing?

- Residents currently living in the residence halls
- Residents currently living in campus-sponsored apartments
- Residents currently participating in a co-op, internship, study abroad or attending Firelands (Please contact Residence Life either by phone 419.372.2011 or email reslife@bgsu.edu.)

Residency Requirement

The Bowling Green State University Board of Trustees has set a requirement for two years of residency in University housing subject to the following exceptions:

- The student will be 23 years of age as of August 25, 2008;
- The student will complete four semesters of on-campus residency as of August 25, 2008;
- The student will attain junior level status as of August 25, 2008;
- The student will be commuting daily from the permanent home address of their parent(s) or legal guardian(s) within a 50-mile radius of BGSU;

Please note that the Office of Residence Life considers the permanent home address of the student's parent(s) or legal guardian(s) to be the address of record on file with federal, state and local tax agencies and where a minimum of one of the student's parent(s) or legal guardian(s) reside.

Students who qualify to reside off-campus under this clause are required to complete a Residential Verification Form available in the Office of Residence Life. Please note that providing false information to the University is a violation of the Student Code of Conduct.

- The student is a parent with custodial care responsibilities (proof of custodial care required);
- The student will fulfill one of the requirements to be considered an independent student (as determined by the Office of Financial Aid) as of August 25, 2008;
- The student will complete 30 months of consecutive military service as of August 25, 2008.

\$200 Initial Payment

The Office of Residence Life requires that the \$200 initial payment be made before signing up for housing.

The \$200 initial payment is not Bursarable and is fully refundable through May 1, 2008. Students who wish to use financial aid to assist with the cost of on-campus housing and meal charges for the upcoming academic year are strongly encouraged to file their Free Application for Federal Student Aid (FAFSA) before March 1. Financial aid may not generally be used to pay for the initial \$200 housing payment but you are encouraged to consult with Student Financial Aid about personal circumstances. Visit the [Student Financial Aid](#) web site for more information regarding financial aid opportunities or call 419.372.2651, Monday - Friday, 8am - 5pm.

Scholarship Support:

If you have a scholarship that pays for housing, please check with the office that coordinates it to confirm that the \$200 will be handled through that scholarship.

To make payment online:

- Go to the Web portal <https://my.bgsu.edu>
- Enter **BGNet Username** and your **Authentication Password** (same as your email)
- Click on **My Room & Meals** under **My Services**
- Click on **Make Initial Room Payment**. As part of this payment process, you will be able to sign the Residential Agreement form electronically.

Residence Hall Updates/Changes

Changes occur almost every year which may impact your room sign-up options for next year. Please be sure to visit the Office of Residence Life web page to get up-to-date information.

- La Comunidad location to be announced
- The Wellness Community will be located on the ground floor of Kreischer Ashley (male) and the ground floor of Kreischer Batchelder (female)
- Conklin North will be unavailable
- Same room sign-up will be unavailable for McDonald Singles, McDonald West 201-259, Kreischer Compton 3rd floor, and rooms 101-150 of all buildings in Kreischer and Harshman
- The Women's Floor will be located on the 3rd floor of Compton, rooms 325-350.

Founders Hall

Students requesting to live in Founders Hall will **not** request housing online. Instead, students must bring their completed *Founders Preference Form* to the Office of Residence Life in the Saddlemire Student Services at Conklin, room 212 (male residents) and room 214 (female residents) according to the schedule below. The [Founders Preference Form](#) will be available online.

Same room sign-up will be available to current Founders Hall residents only if the group is able to completely fill their current suite. If you are interested in remaining in your current suite, please check in the appropriate section on your *Founders Preference Form*. All remaining Founders Hall requests will be processed by the group's ability to fill their preference of suite, class rank (seniors, juniors, sophomores, continuing freshmen) and by randomly assigned lottery numbers. No new incoming students will be assigned to Founders. Founders assignments will be available for viewing on **My Room & Meals** after 5 p.m. on March 24. If your suite request is not honored, please refer to the enclosed Housing Sign-up and Selection Schedule to identify your designated sign-up time (based on your class rank) so that you may request another residence hall.

Making the initial \$200 payment at BGSU's secure online site is the fastest and easiest way to proceed. You can pay online ahead of scheduled sign-up time. You can pay online in advance of submitting the separate sign-up form, please place a check mark in the Paid Online box and add your initials. The Office of Residence Life will verify your paid status.

It is important that you follow this schedule. **Note:** This is not a first-come, first-served process. Therefore, there is no need for a student or group of students to "camp out" at the Office of Residence Life to be the first to submit their forms. Office hours: 8a.m - 5pm, Monday-Friday.

Schedule to submit Founders Preference Form for:	Date	Time
Seniors (90 or more hours) & Juniors (60 – 89 hours)	March 14	8 a.m. to 5 p.m.
Sophomores/Cont. Freshmen (1 -59 hours) WOMEN	March 17	8 a.m. to 5 p.m.
Sophomores/Cont. Freshmen (1 -59 hours) MEN	March 18	8 a.m. to 5 p.m.

Residential Learning and Theme Communities

If you are interested in living in one of the Residential Learning or Theme Communities, you must be approved by the respective Residential Learning or Theme Community and complete the \$200 initial payment in order to request a room during the designated sign-up period below.

Schedule to select housing in a Residential Learning or Theme Community:	Beginning Date & Time	Ending Date & Time
Arts Village	March 31 at 8 a.m.	April 17 at 11:59 p.m.
Aviation Community	March 31 at 8 a.m.	April 17 at 11:59 p.m.
Batchelder Music Community	March 31 at 8 a.m.	April 17 at 11:59 p.m.
Chapman Learning Community in Kohl	March 31 at 8 a.m.	April 17 at 11:59 p.m.
Global Village	March 31 at 8 a.m.	April 17 at 11:59 p.m.
Health Sciences Residential Community (HSRC)	March 31 at 8 a.m.	April 17 at 11:59 p.m.
Honors Housing	March 31 at 8 a.m.	April 17 at 11:59 p.m.
IMPACT (Integrating Moral Principles and Critical Thinking)	March 31 at 8 a.m.	April 17 at 11:59 p.m.
La Comunidad	March 31 at 8 a.m.	April 17 at 11:59 p.m.
PCC (Partners in Context and Community)	March 31 at 8 a.m.	April 17 at 11:59 p.m.
ROTC Community	March 31 at 8 a.m.	April 17 at 11:59 p.m.
Open housing selection and room change period	April 18 at 8 a.m.	May 2 at 11:59 p.m.

NOTE: If you are interested in living in the **Wellness Community** or the **Women's Only Community**, please refer to the Sign-up Schedule below for your designated sign-up time. You do **not** need to submit an application to live in these communities. For [La Maison Française](#), please contact the Department of Romance Languages at 419.372.2667

Housing sign-up and selection schedule (by class rank)

Please note that your class rank hours are estimated as of May 2, 2008 (end of Spring 2008 term). In order to request a room during your designated sign-up period, you will need to complete the \$200 initial payment. To sign up at your scheduled time, click on **Sign Up/Preferences/View Housing and/or Meals**.

Schedule for online housing selection by class rank:	Beginning Date & Time	Ending Date & Time
Same room request *	March 26 at 8 a.m.	March 31 at 11:59 p.m.
Seniors (90 hours and above)	March 31 at 8 a.m.	April 17 at 11:59 p.m.
Juniors (60 - 89 hours)	April 4 at 8 a.m.	April 17 at 11:59 p.m.
Sophomores/Cont. Freshmen (1 -59 hours) MEN	April 9 at 8 a.m.	April 17 at 11:59 p.m.
Sophomores/Cont. Freshmen (1 - 59 hours) WOMEN	April 14 at 8 a.m.	April 17 at 11:59 p.m.
Open housing selection and room change period	April 18 at 8 a.m.	May 2 at 11:59 p.m.

The web application will have the following sign-up options:

- Select the Same Room for next year
- Choose a Different Room for next year
- Choose a Roommate (if any) for next year

Roommate requests

If you are requesting a roommate, who lives on campus now, you will need the student's BGSU ID number. It is best if you and your prospective roommate are together when you sign up so that your roommate can confirm this assignment immediately.

If your roommate is not available, the student will be sent an e-mail asking to confirm this assignment by the date specified in the e-mail. The prospective roommate may confirm their assignment immediately by accessing My Room & Meals on the web portal.

If you are requesting a roommate who is new to BGSU, you may sign up for housing using My Room & Meals as long as your roommate has already been admitted to BGSU and has a BGNET Account. Once assigned, your roommate will receive an e-mail message on their BGNET account asking for confirmation of this assignment. No incoming students will be assigned to Founders.

Important: Confirmation of roommate requests must occur within 5 days or the request will be voided.

Please note: juniors or seniors who are currently living off campus should contact the Office of Residence Life by phone at 419.372.2011 or by email at reslife@bgsu.edu.

Open housing selection and room & meal plan changes

You can make changes to your room and/or meal assignment online during Open Selection. There is a limit of six online room/meal changes permitted when using My Room & Meals. If you have reached this limit and need to make additional room/meal changes, please go to the Office of Residence Life, Saddlemire Student Services at Conklin, Room 222, for assistance.

Schedule for open housing selection and room changes	Beginning Date and Time	Ending Date and Time
All current residents	April 18 at 8 a.m.	May 2 at 11:59 p.m.
Open	May 6 at 8 a.m.	May 30 at 11:59 p.m.

Between May 31 and August 25, **My Room & Meals** will only be available to 'view' your room, roommate and meal assignment information. If you need assistance during this timeframe, you may contact the Office of Residence Life by email at reslife@bgsu.edu or by phone at 419.372.2011.