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.

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.”

IV. From there, follow the on screen steps.
   •  Click “Start Application”
• Select a “Room Type” (double or single) or “Room Location” (hall).
• Then click “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.
• 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).

<table>
<thead>
<tr>
<th>Description</th>
<th># Rooms</th>
<th># Applicants on Waitlist</th>
<th>Waitlist Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centennial 2014-15</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Remove**

**Save & Continue**

**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.