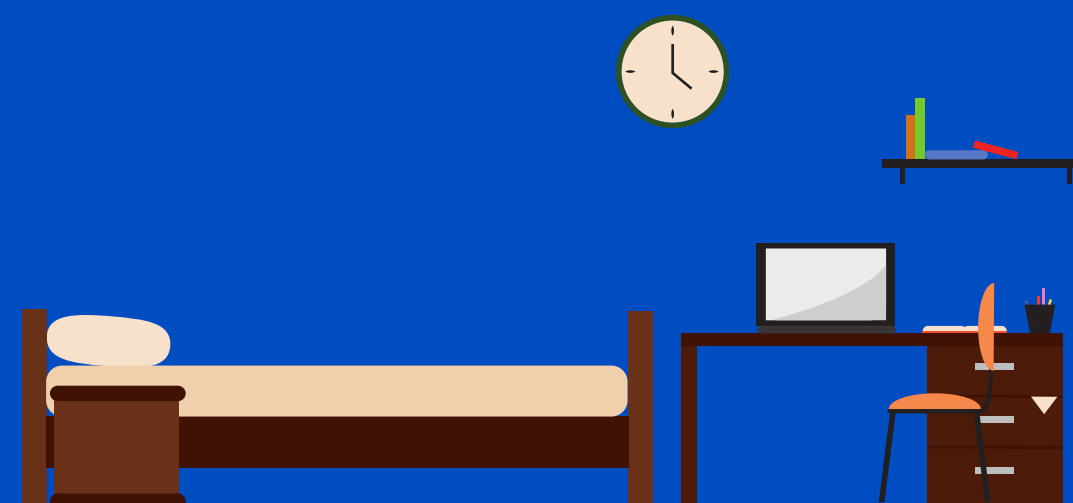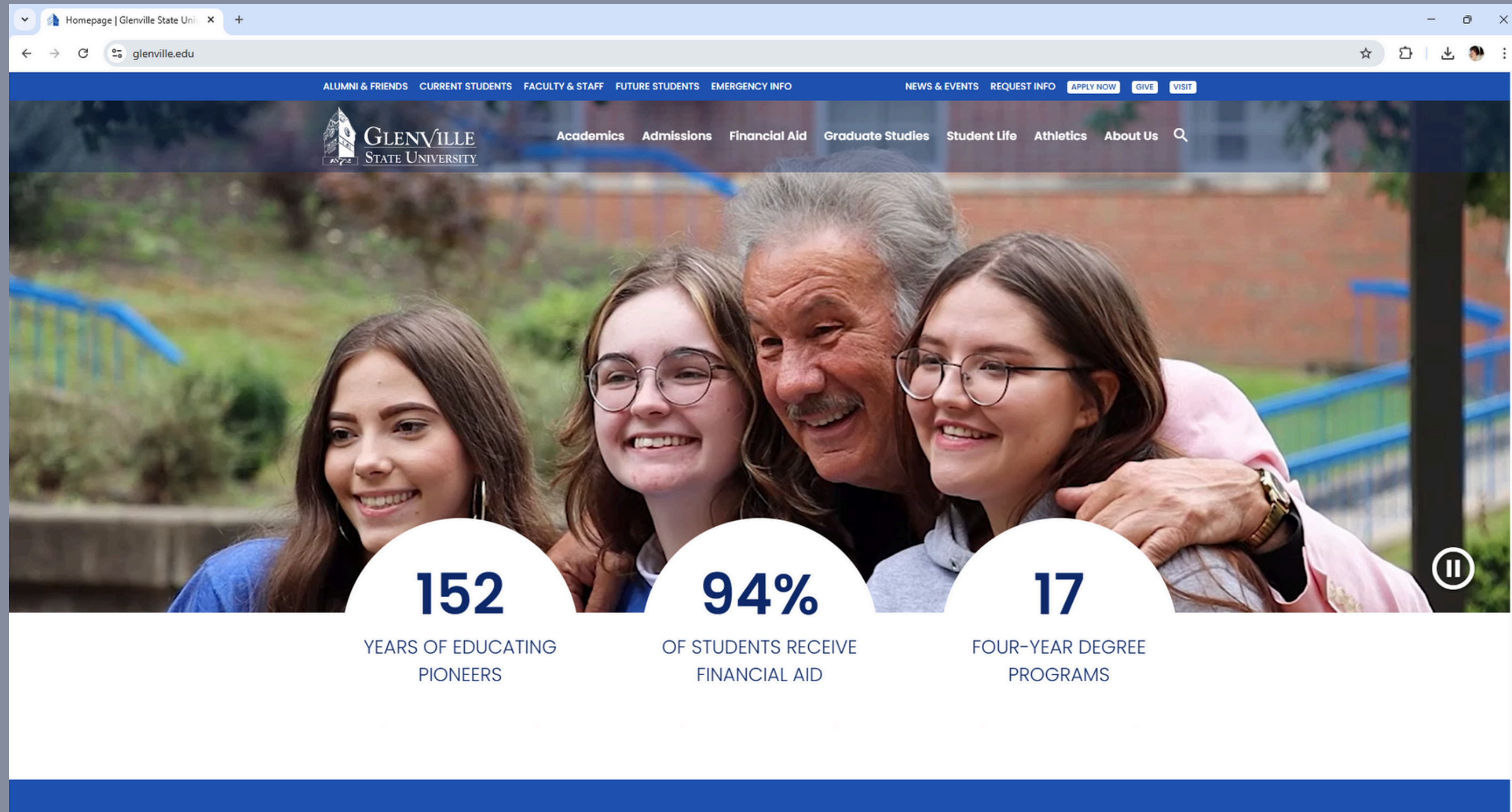# HOW TO APPLY FOR HOUSING

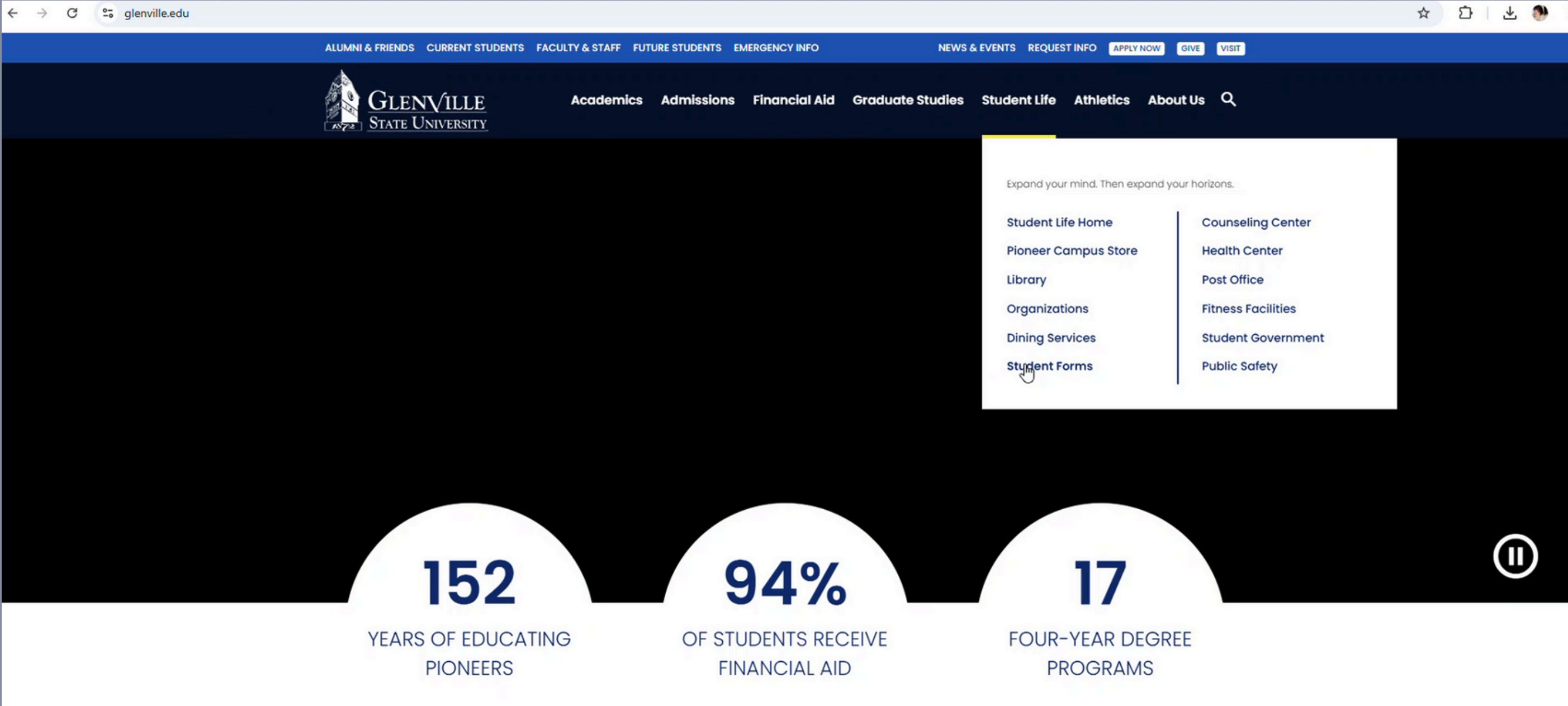Glenville State University Residence Life

PART 1:

Locating the housing application online

To get to the housing application, you will want
to visit our website:
Glenville.edu

Next, toggle your mouse over the "Student Life" portion of the banner.

Once the menu drops down, you will want to select "Student Forms".

On the Student Life Forms page, you will be able to select the On-Campus Housing Application.

The following slides will provide a step-by-step guide on how to complete the application.

PART 2:

Logging into the housing system

Log-in Information for First Time Freshmen

Username:

The 8 digits of your student ID number

Password:

Your password is the first letter of your first name capitalized, followed by your birthday in the format of DDMMYY, and then the first letter of your last name lower case. For example, if your name is John Smith and your birthday is December 31, 1989 your password would be J311289s.

Sign in to your account

Students:
Username: ID Number
Password is your campus computer password

Faculty/Staff:
Username: Firstname.Lastname
Password is your campus computer password

For log-in assistance:
Contact the Office of Technology at (304) 462-6140.

Username

Password

Sign In

Returning students will be able to log-in with their student ID number and email password

** Please note that if you change your email password, your log-in password to the housing application will change to your new password.

For log-in assistance, please contact the Office of Technology at (304) 462-6140

Select *"Housing overview"* to get to the application page.

Applications & forms

🏠 Home

General

My profile

Housing

Housing overview
My meal plans

Resources

Before we can show you the application form(s), we need to ask you a few preliminary questions.

Are you a first time incoming freshmen to Glenville State University?   - select one -

Save

Questions about your application?

** You will need to select whether or not you are a first time freshmen to continue!

Select the *"Apply now"* button to begin your application.

Applications & forms

🏠 Home

General

My profile

Housing

Housing overview
My meal plans

Resources

Housing overview

Applications

Fall 2025
(New Students)

DEADLINE
Jul 31, 2025

Apply now

Now you are able to begin your application! Please fill out the following information on this page. All boxes must be filled to be submitted.

Applications & forms

🏠 Home

General
My profile
Housing
 Housing overview
 My meal plans
 Fall 2025 ⚠
 My roommate profile
Resources

Fall 2025 (New Students)

Application deadline: **Jul 31, 2025**

| Application form | Confirm application |

Please fill out the following questions to the best of your ability.

[∨ Show all options] [∧ Hide all options]   [∨ Expand all] [∧ Collapse all]

Housing Assignments and Availability   ∧

Rooms are available on a first come, first served basis. Applications will be processed in date and time order of submission. While you can list preferences for room types, assignment to your preferred room listed on your application is not guarenteed. Make sure to complete your application early to have the best chance to receive your preferred room.

Because of the many changes in occupancy, the University cannot guarantee neither an assignment to a particular residential facility or room nor continuation of any single room for any given contract period. If scattered vacancies exist in the residence hall, residents without roommates may be required to move together (consolidate), be assigned a new roommate, or be given the opportunity to pay the single room rate and occupy the double **as deemed appropriate by Residence Life,** if no single rooms exist. Residence Life has the right to assign, reassign, and adjust occupancy of rooms at any time.

[Save] [Save and continue]

In the application, you will be able to select whether or not you are in the nursing program or involved in athletics.

You will also get to select your primary sport.

Zip Code: *

Additional Information

Are you a nursing major?
● Yes
○ No

Are you part of an athletic team? *
● Yes
○ No

What is your primary sport? *
- select one -

Emergency Contact

Identify the person that we should contact in case of an emergency.

Name: *

Phone Number: *

Email: *

Save   Save and continue

** This is the page that a first time freshmen will see.

Next, you will be able to select your building preference.

First time freshmen will only see Goodwin Hall, while upperclassmen are able to set preferences for other residence halls.

You can also select whether you would like to opt-in to our International Student LLC.!

Building Preference

What building(s) would you want to live in: *

Goodwin Hall

Choose your preferred options from the list to the left. Move options up the list to indicate a higher preference.

Are you interested in a single room? *

○ Yes
○ No

Opt-in to the International Living Learning Community (LLC)

A **Living Learning Community (LLC)** is a residential community consisting of individuals with shared interests and/or common characteristics who live together on the same floor and/or building. All programming is designed around the topic of the LLC.

Glenville State University is introducing it's first LLC this upcoming Fall, specifically designed for International Students.

Please note that there is limited space as there are only 8 rooms available; the LLC will be located in Goodwin Hall, lower level.
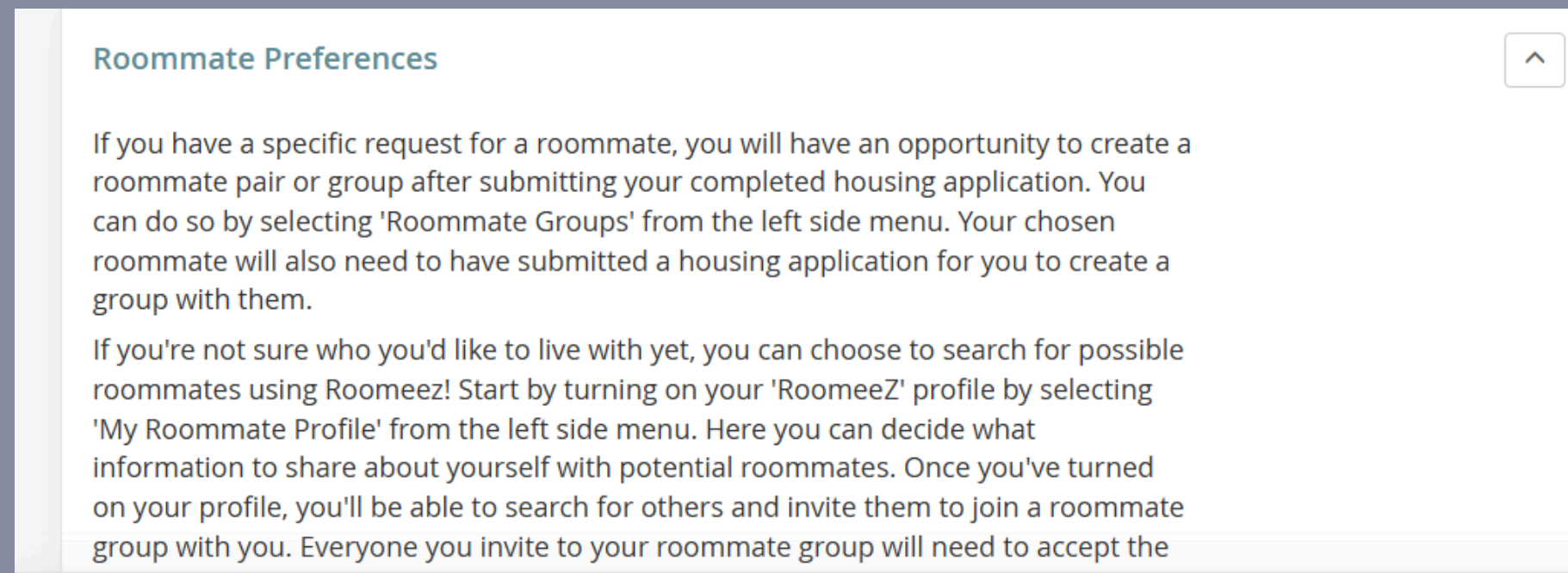
Are you interested in opting into the International Student LLC?

Save

Save and continue

Now, you will be able to fill out the Roommate Preferences portion!

Roommate Preferences

If you have a specific request for a roommate, you will have an opportunity to create a roommate pair or group after submitting your completed housing application. You can do so by selecting 'Roommate Groups' from the left side menu. Your chosen roommate will also need to have submitted a housing application for you to create a group with them.

If you're not sure who you'd like to live with yet, you can choose to search for possible roommates using Roomeez! Start by turning on your 'RoomeeZ' profile by selecting 'My Roommate Profile' from the left side menu. Here you can decide what information to share about yourself with potential roommates. Once you've turned on your profile, you'll be able to search for others and invite them to join a roommate group with you. Everyone you invite to your roommate group will need to accept the

Filling out these questions allows us to place you with and around individuals with similar ideals as yourself.

You will not be able to continue without answering these questions.

Roommate Preference Example:

You can also choose not to create a roommate group. In this case, we'll do our best to use the below preference information to match you.

What kind of relationship do you want in a roommate? *

[- select one - ⌄]

What kind of relationship do you want your roommate to want with you? *

Do everything together.	▲		
To be friends.		⇄	Choose your preferred options from the list to the left. Move options up the list to indicate a higher preference.
To be respectful and peacefully coexist.	▼		

What kind of relationship do you want in a roommate? *

[To be friends. ⌄]

What kind of relationship do you want your roommate to want with you? *

▲		↕ To be friends.	⊗
	⇄	↕ Do everything together.	⊗
		↕ To be respectful and peacefully coexist.	⊗
▼			▼

After the Roommate Preference section, the housing application is close to being complete.

Meal plans will not be available to select until you receive your official housing assignment. Any student that does not select a meal plan option will be assigned the Blue All Access Meal Plan

** Please note that all freshmen are required to have the Blue All Access Meal Plan

○ No

Would your ideal roommate plan to go home most weekends? *
○ Yes
○ No

Would you prefer to live with someone in the same major, sport and/or age? *
○ Yes
○ No

Would your ideal roommate also prefer to live with someone in the same major, sport, and/or age? *
○ Yes
○ No

Meal Plan Information

Meal Plans All students are required to have a meal plan. Once you receive a housing assignment, you will be able to select your meal plan directly by logging in to eRezLife and selecting 'My Meal Plans'.

Please note - if you have a food allergy or other dietary needs that need to be taken into consideration, please contact:

Call/text Pioneer Support at (304) 403-7682 for more information on accommodations (allergy)
Reach out to our dining services, Aramark, at 304-462-4108 for information regarding menu items

Save   Save and continue

Before submitting your application, you will receive a summary of your preferences and requests. You will also have a copy of the Housing Contract to review.

Submission of the application indicates that you agree to the terms and conditions of the Housing agreement.

You have completed your housing application!

You should receive an email that is a confirmation receipt for your application.

At this point, if you go back into your housing application
to make changes it will change your submission date and time. Please keep in mind
that Glenville State works off of a first come, first serve rule for assignments.

** If you need to make adjustments after submitting, please contact the department of Residence Life

PART 3:

Roommate Requests

&

Roomeez Profile
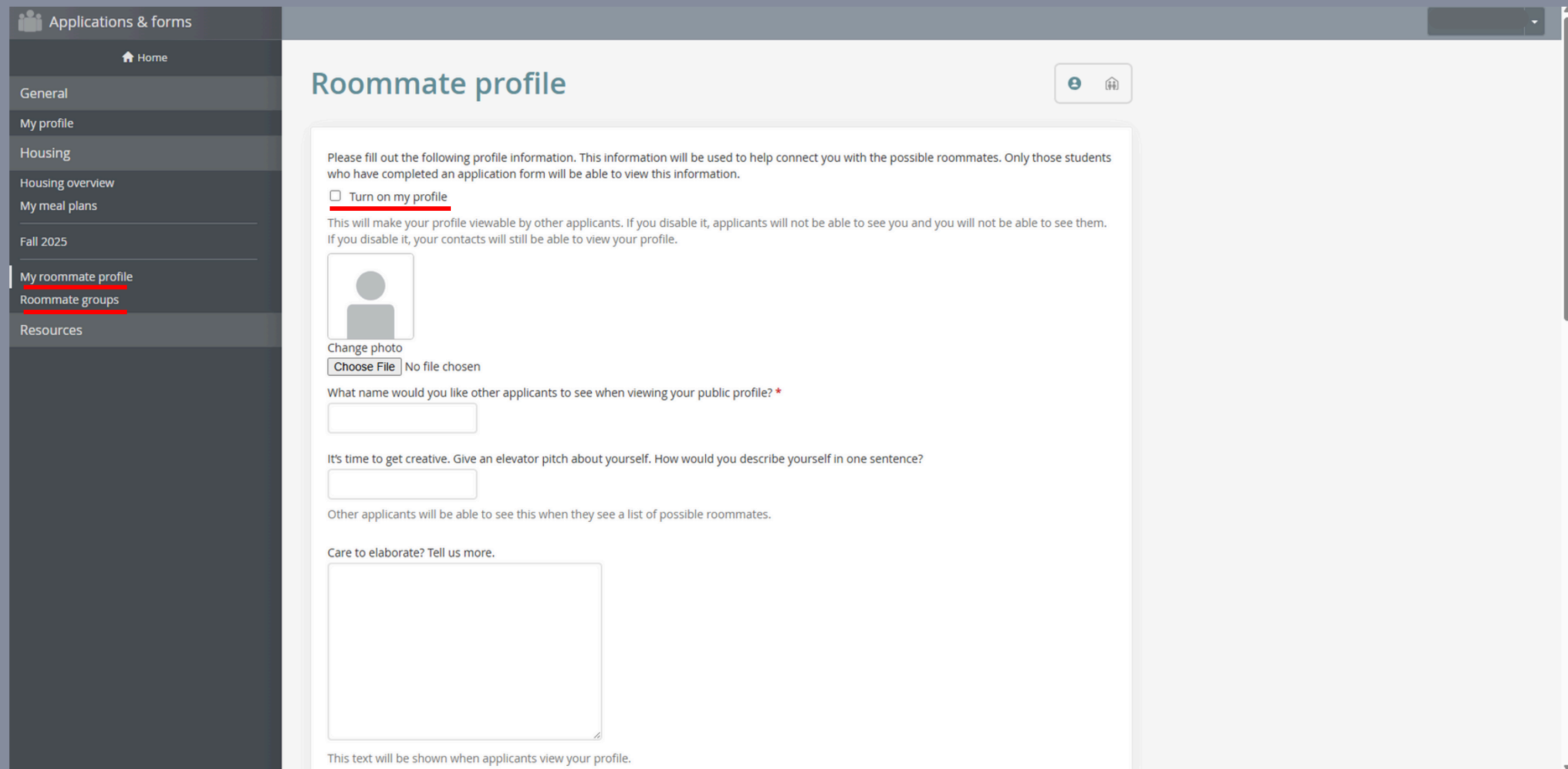
Now it is time to build your roommate profile!

If you are unsure of who you want to live with, building
a roommate profile can be helpful!

Fill out the information below to let potential roommates know more about you.

After completing your housing application, you will have the option to build your roommate profile and create roommate groups!

These options only become visible after you have completed your housing application.

You can decide what others see.

You can also link social media accounts if that is your preferred way to connect!

Viewable housing application fields

Let us know what information you'd like to share from your housing application.

Field	All applicants	My contacts	Private
First Name	○	●	
Middle Name	○	●	
Last Name	○	●	

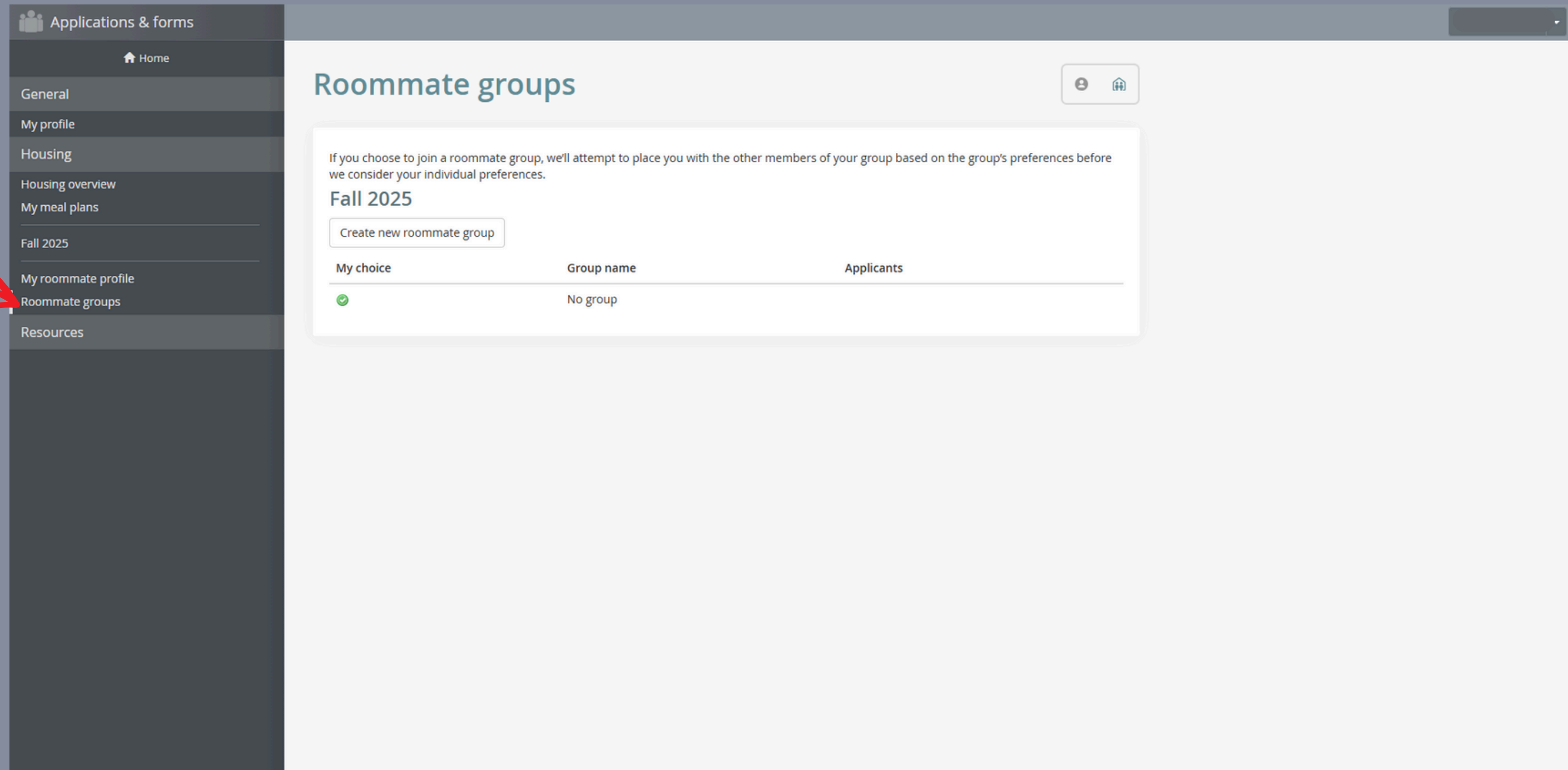## How would you like your contacts to communicate with you?

This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

📱 Phone or text [   ]

✉ Email [   ]

ⓕ Facebook [   ]

𝕏 X [   ]

t Tumblr [   ]

ⓟ Pinterest [   ]

ⓘ Instagram [   ]

⊕ Other [   ]

♪ TikTok [   ]

💬 WeChat [   ]

▶ YouTube [   ]

Know who you want to room with?
Create a roommate group!

** Please note that students will not be findable if they have not filled out the application

Now all that's left to do is name and add people to your group and save it!

You must enter a students email as it is inputted. Emails **ARE** case sensitive.
EX: doe.johnp@gsu.glenville.edu

PART 4:

Frequently Asked Questions
&
Additional Information

FREQUENTLY ASKED QUESTIONS

When will I receive my room assignment?

After completing the housing application, room assignments for the fall semester will be sent to you around the beginning/middle of July. You will also receive the name of your roommate.

How is my roommate selected?

Using the answers you provided on the questionnaire, Residence Life staff members do their best to pair students into housing arrangements. The staff attempts to match students with similar interests and habits. Keep in mind that you can request a specific roommate to live with you, but that person must also request you on their application as a roommate. Additionally, we suggest that you both try to submit your applications around the same time so neither is delayed in being processed, as *assignments are made automatically on a first apply, first assign basis.*

What if my new roommate and I don't get along?

Residence Life staff members encourage all students to give their roommate a 'test drive' for at least the first two weeks of school. If, after that time, you still wish to change rooms you may contact your Residence Hall Associate or a Resident Assistant for more information.

ADDITIONAL INFORMATION

After submitting your application, **any edits made will change the submission date and time.** If there is something you notice that needed changed, please contact Residence Life so your submission time is not affected.

You will not be able to search other students as roommates unless they have also filled out the housing application.

Singles and *Pioneer Village quickly fill up. We encourage students to fill out the housing application as soon as possible if these are desired room types as they are in high demand.

*Pioneer Village is only open to upperclassmen

You have now completed your housing application!

If you have any questions or concerns regarding the housing application process, please feel free to reach out to GSU's Residence Life department at Res.Life@glenville.edu

We are happy to help!

📞 **(304) 462-6298**   ✉️ **RES.LIFE@GLENVILLE.EDU**

OFFICE HOURS: 8AM TO 4PM MONDAY THROUGH FRIDAY