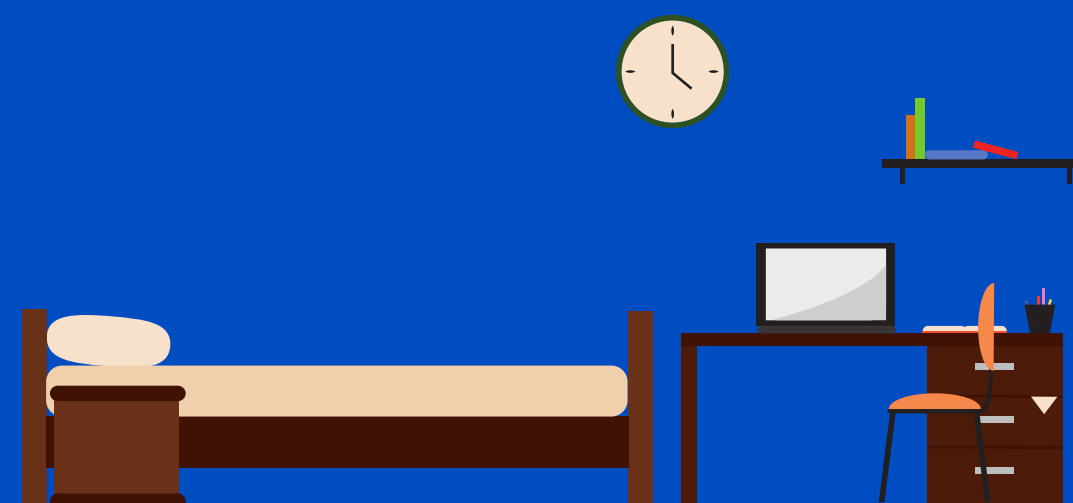




HOW TO APPLY FOR HOUSING

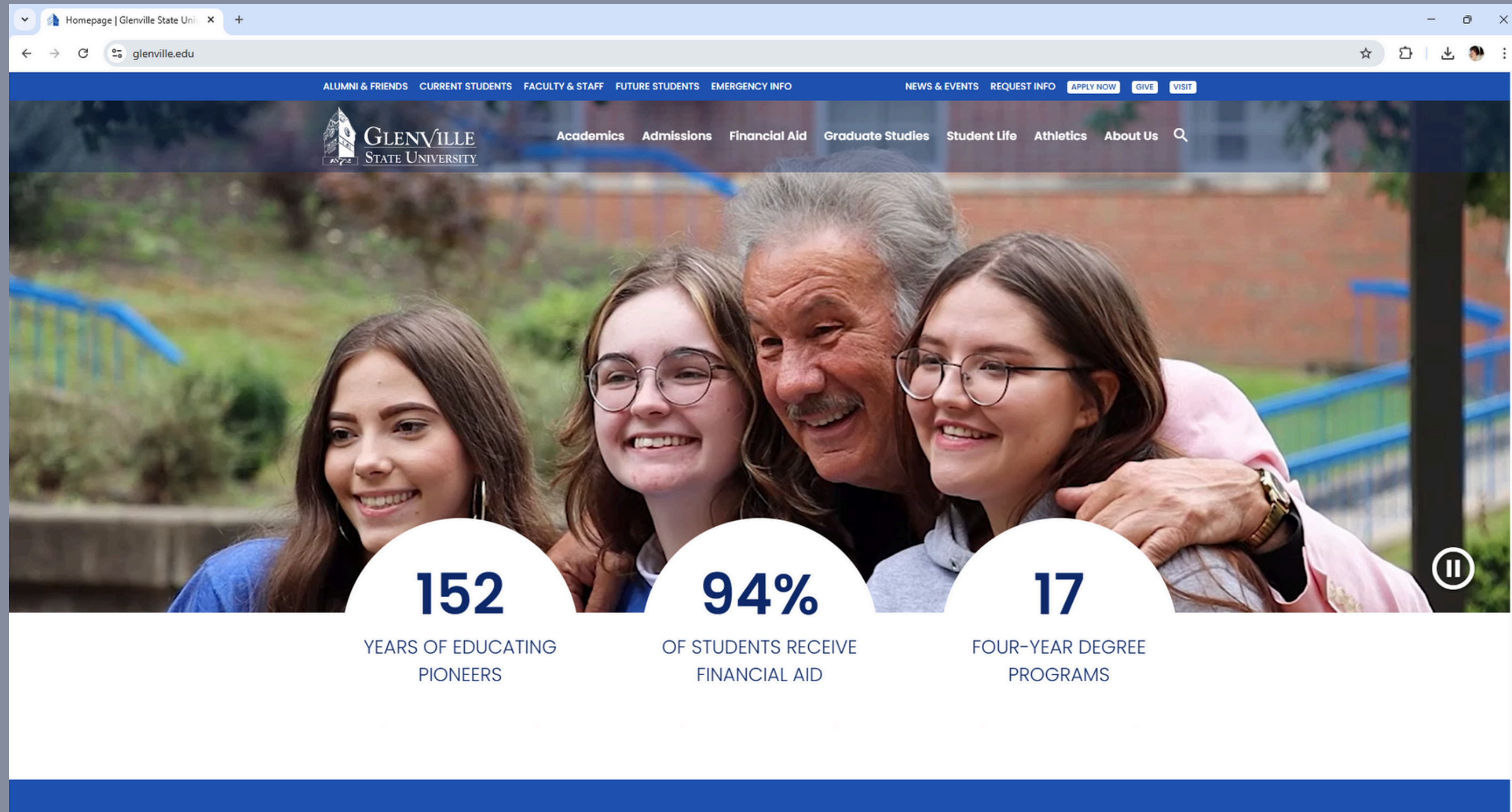
Glenville State University Residence Life



PART 1:

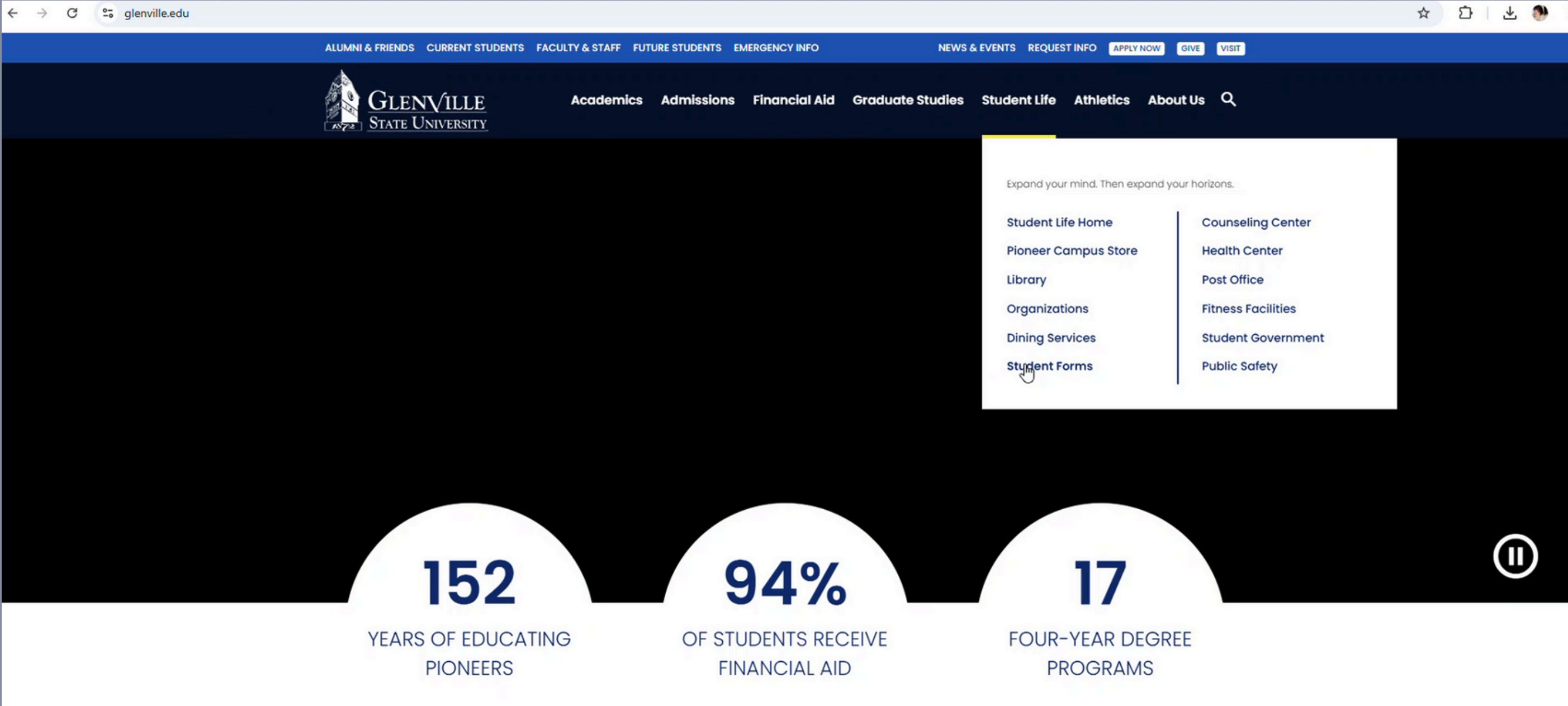
Locating the housing application online

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”.



The screenshot shows the Glenville State University website. The browser address bar displays 'glenville.edu'. The top navigation bar includes links for 'ALUMNI & FRIENDS', 'CURRENT STUDENTS', 'FACULTY & STAFF', 'FUTURE STUDENTS', 'EMERGENCY INFO', 'NEWS & EVENTS', 'REQUEST INFO', 'APPLY NOW', 'GIVE', and 'VISIT'. The main navigation menu features 'Academics', 'Admissions', 'Financial Aid', 'Graduate Studies', 'Student Life', 'Athletics', and 'About Us'. The 'Student Life' menu is expanded, showing a list of links: 'Student Life Home', 'Pioneer Campus Store', 'Library', 'Organizations', 'Dining Services', 'Student Forms', 'Counseling Center', 'Health Center', 'Post Office', 'Fitness Facilities', 'Student Government', and 'Public Safety'. A mouse cursor is hovering over 'Student Forms'. The bottom section of the page features three large white circles with blue text: '152 YEARS OF EDUCATING PIONEERS', '94% OF STUDENTS RECEIVE FINANCIAL AID', and '17 FOUR-YEAR DEGREE PROGRAMS'. A pause button icon is visible in the bottom right corner.

glenville.edu

ALUMNI & FRIENDS CURRENT STUDENTS FACULTY & STAFF FUTURE STUDENTS EMERGENCY INFO NEWS & EVENTS REQUEST INFO APPLY NOW GIVE VISIT

GLENVILLE STATE UNIVERSITY

Academics Admissions Financial Aid Graduate Studies Student Life Athletics About Us

Expand your mind. Then expand your horizons.

Student Life Home
Pioneer Campus Store
Library
Organizations
Dining Services
Student Forms
Counseling Center
Health Center
Post Office
Fitness Facilities
Student Government
Public Safety

152 YEARS OF EDUCATING PIONEERS

94% OF STUDENTS RECEIVE FINANCIAL AID

17 FOUR-YEAR DEGREE PROGRAMS

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.

ALUMNI & FRIENDS CURRENT STUDENTS FACULTY & STAFF FUTURE STUDENTS EMERGENCY INFO NEWS & EVENTS REQUEST INFO APPLY NOW GIVE VISIT

GLENVILLE STATE UNIVERSITY Academics Admissions Financial Aid Graduate Studies **Student Life** Athletics About Us

Student Life Forms

Glenville State University / Student Life / Student Life Forms

Student Life

Forms

- Bookstore
- Computer Access
- Counseling Center
- Dining Services
- Fitness Facilities
- Health Center
- Outdoor Recreation
- Pioneer Media
- Pioneer Support Center
- Pioneer eSports

Housing Applications

- On-Campus Housing Application**
 - [Housing Application Instructions/FAQ](#)
- [Off-Campus Housing Application](#)
 - [Commuter Status Verification Form](#)

Events and Fundraising

- [Student Organization Event Request Form](#)
- [Student Organization Fundraiser Request Form](#)
- [Foundation Fund Request Form](#)
- [General Use Deposit Slip](#)

Current Student Organizations

- [Student Organization Guidelines](#)
- [Student Organization Classifications](#)
- [Student Organization Advisor Responsibilities](#)
- [Student Organization Semester Registration](#)
- [Student Organization Goals and Objectives](#)
- [Student Organization Semester Service Report](#)

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

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My profile

Housing

Housing overview

My meal plans

Resources

Housing overview

Applications

Fall 2025 (New Students) <small>DEADLINE Jul 31, 2025</small>	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

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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 guaranteed. 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.

The screenshot shows a web application form with a dark sidebar on the left. The form is divided into several sections:

- Zip Code:** A text input field with a red asterisk indicating it is required.
- Additional Information:** A section with a title and an expand/collapse icon. It contains three questions:
 - "Are you a nursing major?" with radio buttons for "Yes" (selected) and "No".
 - "Are you part of an athletic team?" with a red asterisk and radio buttons for "Yes" (selected) and "No".
 - "What is your primary sport?" with a red asterisk and a dropdown menu currently showing "- select one -".
- Emergency Contact:** A section with a title and an expand/collapse icon. It contains the instruction "Identify the person that we should contact in case of an emergency." and two required text input fields for "Name" and "Phone Number", both marked with red asterisks.

At the bottom of the form, there are two buttons: "Save" and "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.

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.

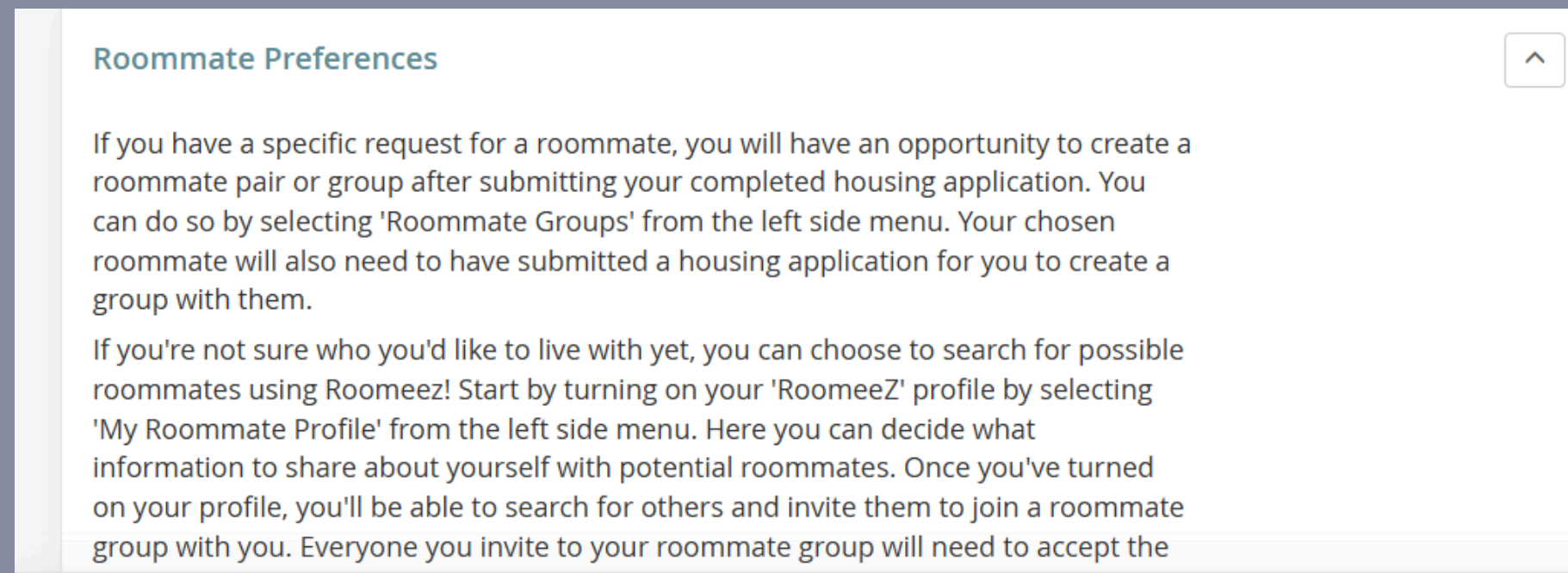
Are you interested in opting into the International Student LLC?

Save

Save and continue

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

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



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.

To be respectful and peacefully coexist.

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

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.

Applications & forms

Home

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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 review your application details before proceeding.

Your application overview:

- You are applying for Fall 2025 residence
- Your first choice for housing is Goodwin Hall

To complete your application, read the enclosed contract below. Please check off the two items below indicating that you understand and agree with all statements.

- ☒ I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)
- ☒ I declare all information I have disclosed throughout this application process is correct

Submit application

[Questions about your application?](#)

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.

The screenshot shows a web application interface for housing applications. On the left is a dark sidebar with a menu containing: 'Applications & forms', 'Home' (with a house icon), 'General', 'My profile', 'Housing', 'Housing overview', 'My meal plans', 'Fall 2025' (highlighted), 'My roommate profile', 'Roommate groups', and 'Resources'. The main content area is titled 'Fall 2025 (New Students)' with a sub-header 'Application deadline: Jul 31, 2025'. Below this are two tabs: 'Application form' and 'Confirm application'. The 'Confirm application' tab is active, displaying a 'Thank you!' message. The message states: 'Your application has successfully been completed. Please keep your receipt id for your reference. A copy of this receipt was sent to pioneer@test.com.' Below the message is a light blue box containing 'Receipt #1' and 'Submission Date*: Apr 22, 2025', with a small note '* may change upon updating application details'. This is followed by a section 'Your application overview:' with two bullet points: 'You are applying for Fall 2025 residence' and 'Your first choice for housing is Goodwin Hall'. A paragraph follows: 'To complete your application, read the enclosed contract below. Please check off the two items below indicating that you understand and agree with all statements.' There are two checked checkboxes: 'I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)' and 'I declare all information I have disclosed throughout this application process is correct'. Below this is a section 'Things to do next' with a single bullet point: 'Find roommates'. At the bottom of the main content area is a link: 'Questions about your application?'.

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Fall 2025 (New Students)

Application deadline: Jul 31, 2025

Application form

Confirm application

Thank you!

Your application has successfully been completed. Please keep your receipt id for your reference. A copy of this receipt was sent to pioneer@test.com.

Receipt #1

Submission Date*: Apr 22, 2025

* may change upon updating application details

Your application overview:

- You are applying for Fall 2025 residence
- Your first choice for housing is Goodwin Hall

To complete your application, read the enclosed contract below. Please check off the two items below indicating that you understand and agree with all statements.

☒ I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)

☒ I declare all information I have disclosed throughout this application process is correct

Things to do next

- [Find roommates](#)

[Questions about your application?](#)

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

PART 3:

Roommate Requests & Roommez Profile

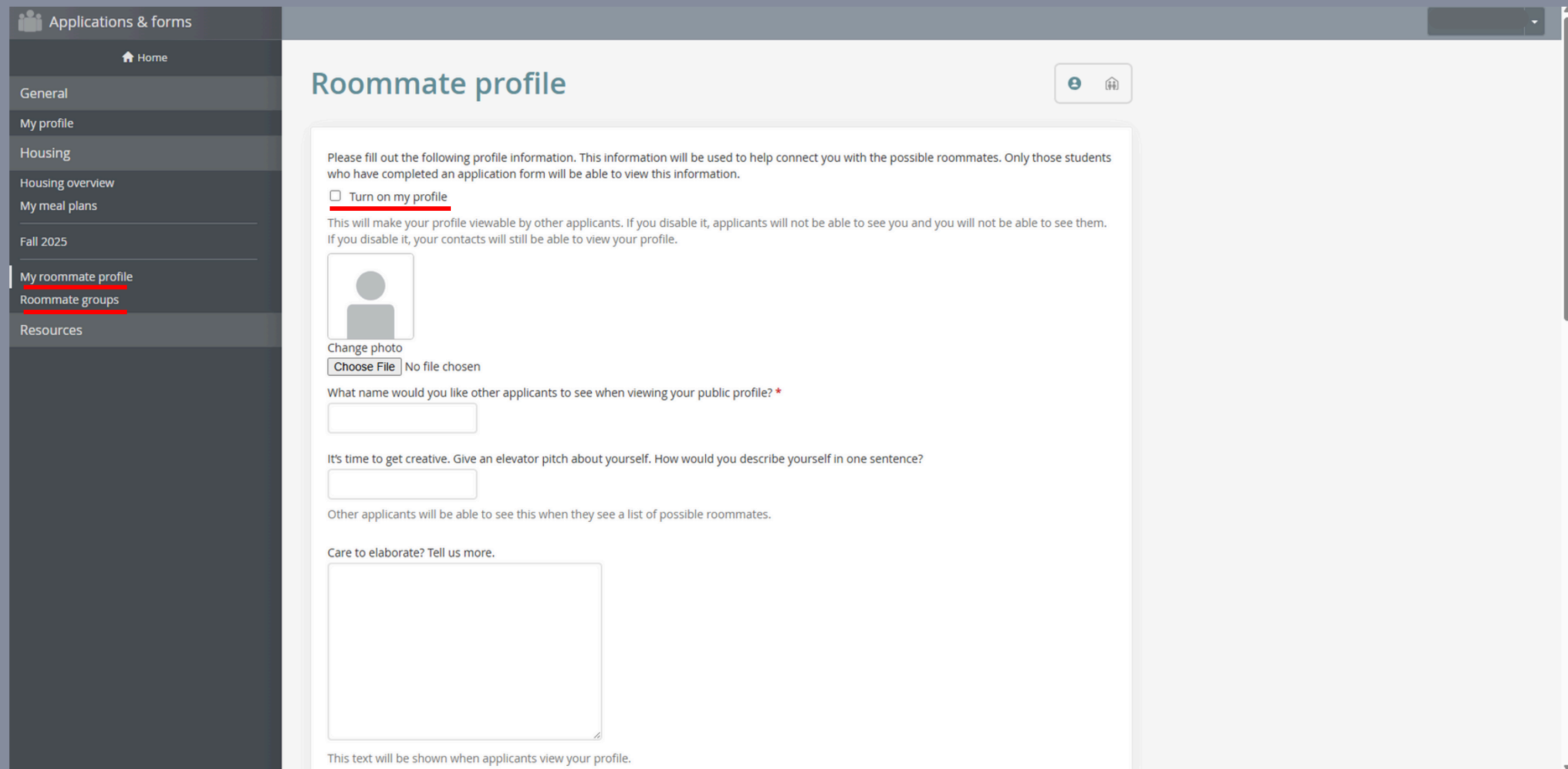
Now it is time to build your roommate profile!

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.



The screenshot shows a web application interface for building a roommate profile. On the left is a dark sidebar with a menu. The top of the sidebar says 'Applications & forms' with a group of people icon. Below it is a 'Home' link with a house icon. The menu items are: 'General', 'My profile', 'Housing', 'Housing overview', 'My meal plans', 'Fall 2025', 'My roommate profile' (highlighted with a red underline), 'Roommate groups' (highlighted with a red underline), and 'Resources'. The main content area is titled 'Roommate profile' in a teal font. In the top right of this area are two icons: a person and a group of people. The form itself is a light gray box with a rounded top. It starts with a paragraph: 'Please fill out the following profile information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information.' Below this is a checkbox labeled 'Turn on my profile' which is currently unchecked. A red underline is under the text 'Turn on my profile'. Below the checkbox is a paragraph: 'This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.' Then there is a square placeholder for a profile picture. Below the placeholder is the text 'Change photo' and a button labeled 'Choose File' followed by 'No file chosen'. Next is a text input field with the label 'What name would you like other applicants to see when viewing your public profile? *'. Below that is another text input field with the label 'It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?'. Below that is a paragraph: 'Other applicants will be able to see this when they see a list of possible roommates.' Then there is a large text area with the label 'Care to elaborate? Tell us more.' and a small icon in the bottom right corner of the text area. At the very bottom of the form is a small line of text: 'This text will be shown when applicants view your profile.'

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	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Middle Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Last Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

How would you like your contacts to communicate with you?

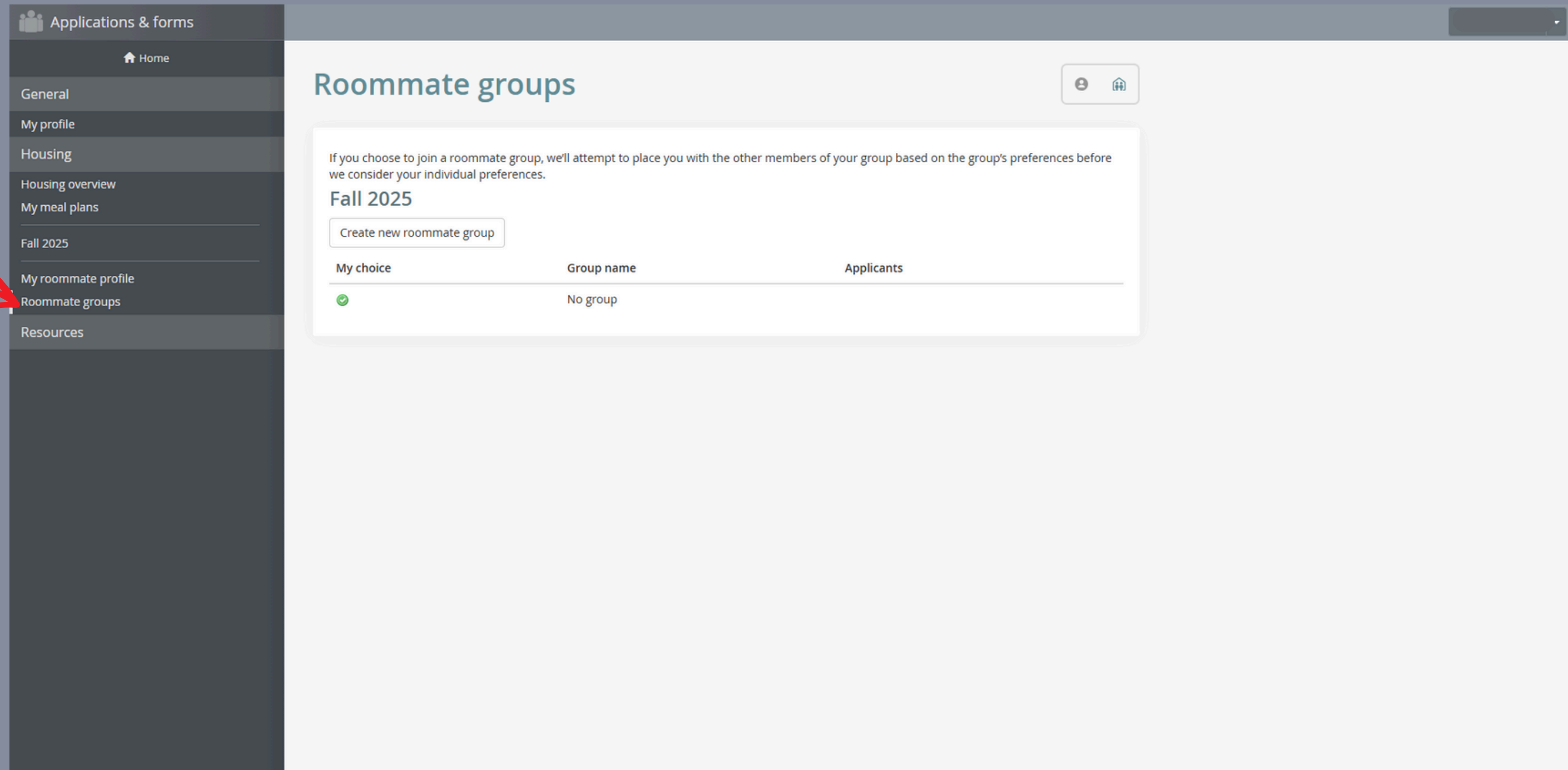
This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

 Phone or text	<input type="text"/>
 Email	<input type="text"/>
 Facebook	<input type="text"/>
 X	<input type="text"/>
 Tumblr	<input type="text"/>
 Pinterest	<input type="text"/>
 Instagram	<input type="text"/>
 Other	<input type="text"/>
 TikTok	<input type="text"/>
 WeChat	<input type="text"/>
 YouTube	<input type="text"/>

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**



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Fall 2025

My roommate profile

Roommate groups

Resources

Roommate groups

If you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences.

Fall 2025

Create new roommate group

My choice	Group name	Applicants
✓	No group	

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

The screenshot shows a web application interface for creating a new roommate group. On the left is a dark sidebar with navigation links: 'Applications & forms' (with a group icon), 'Home' (with a house icon), 'General', 'My profile', 'Housing', 'Housing overview', 'My meal plans', 'Fall 2025', 'My roommate profile', 'Roommate groups' (highlighted with a white bar), and 'Resources'. The main content area is titled 'New roommate group' in a teal font, with a small icon of a person and a group icon to its right. Below the title is a 'View all groups' button. The form itself is a light gray box containing several sections: a 'Group name' field with a red asterisk, a 'Session' dropdown menu currently set to 'Fall 2025', and a 'Members (maximum allowed: 4)' section. This section includes a green checkmark icon and instructions: 'To add roommates to the group: you must know their email address exactly as listed in their eRezLife application' and 'you can only add people who have completed applications for this session'. Below these instructions is a table with the header 'Email' and four numbered rows (2, 3, 4) each with an empty text input field. At the bottom left of the form, there are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'.

Applications & forms

Home

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Housing

Housing overview

My meal plans

Fall 2025

My roommate profile

Roommate groups

Resources

New roommate group

View all groups

Group name *

Session

Fall 2025

Members (maximum allowed: 4)

✓

To add roommates to the group:

- you must know their email address exactly as listed in their eRezLife application
- you can only add people who have completed applications for this session

Email

2.

3.

4.

Save Cancel

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
