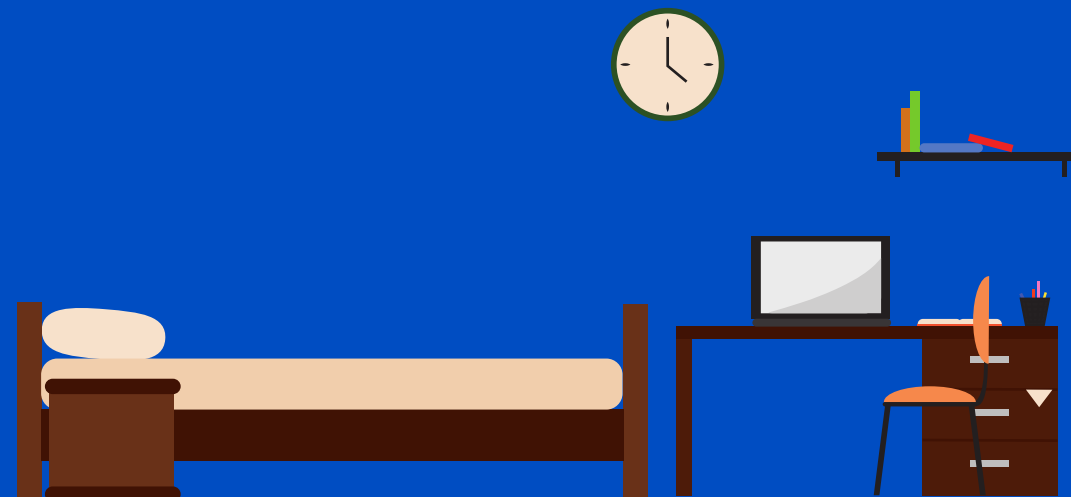




HOW TO APPLY FOR HOUSING

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

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

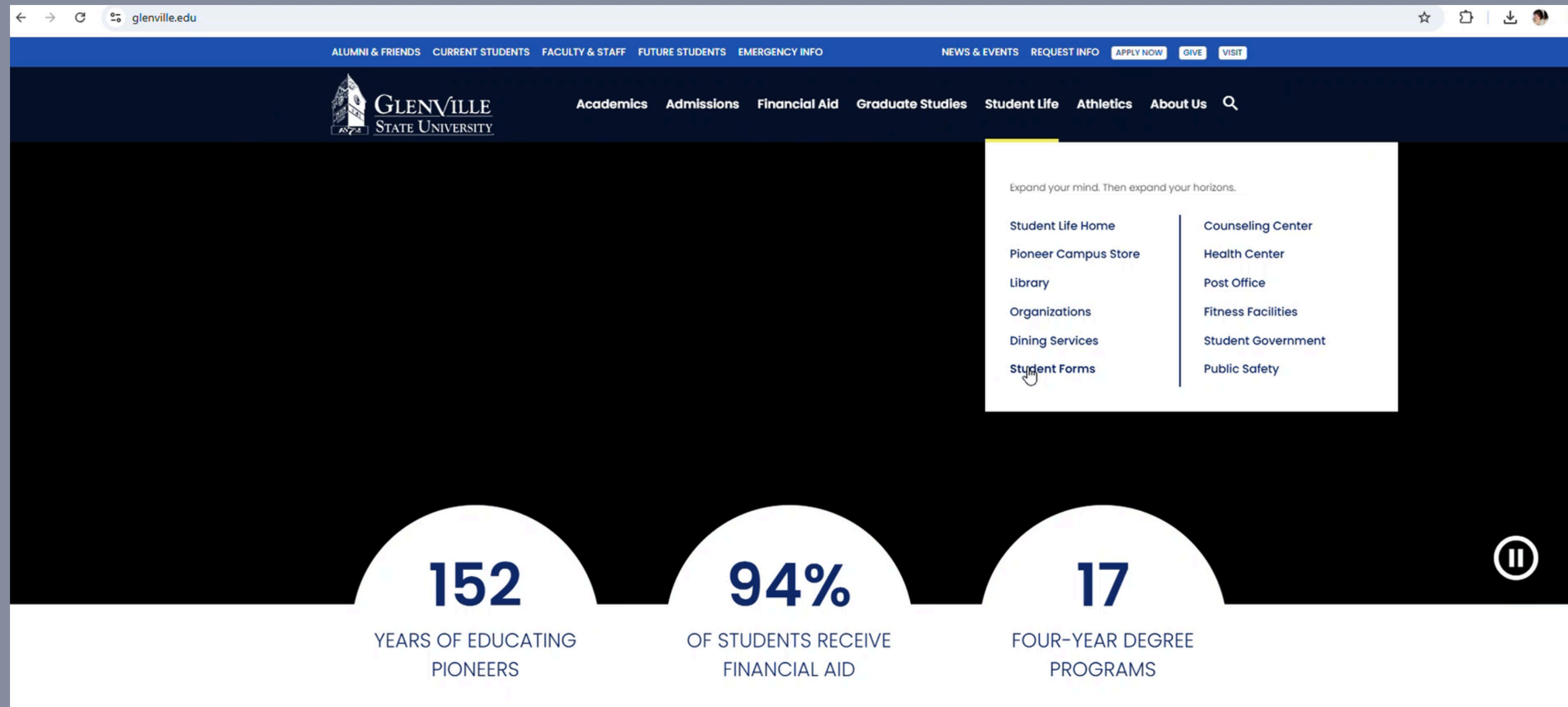
152 YEARS OF EDUCATING PIONEERS

94% OF STUDENTS RECEIVE FINANCIAL AID

17 FOUR-YEAR DEGREE PROGRAMS

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 website glenville.edu with a blue navigation bar. The main navigation menu includes: ALUMNI & FRIENDS, CURRENT STUDENTS, FACULTY & STAFF, FUTURE STUDENTS, EMERGENCY INFO, NEWS & EVENTS, REQUEST INFO, APPLY NOW, GIVE, and VISIT. The secondary navigation menu includes: Academics, Admissions, Financial Aid, Graduate Studies, Student Life, Athletics, and About Us. The "Student Life" menu is open, displaying 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".

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

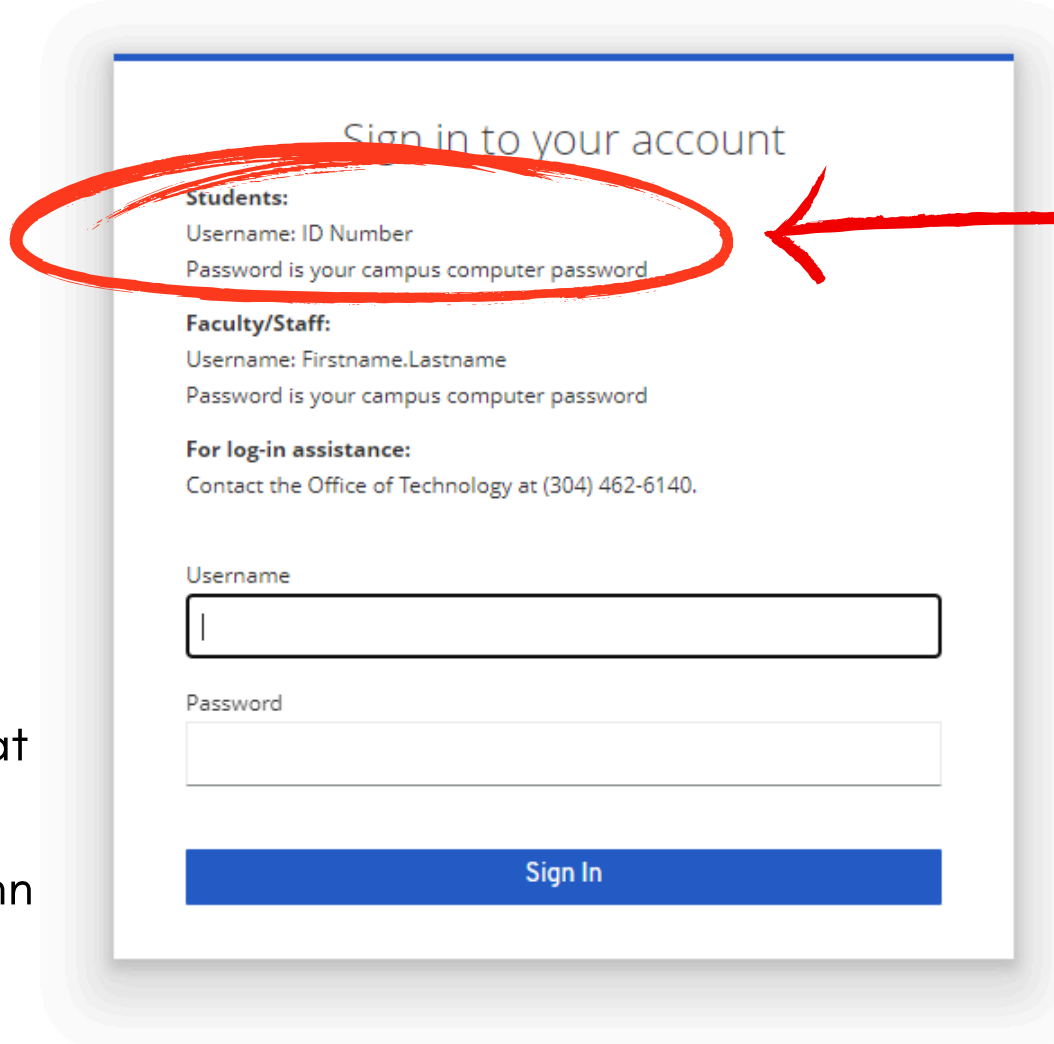
**Log-in Information for First Time
Freshmen or students new to GSU
campus.**

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.

A screenshot of the 'Applications & forms' page. The sidebar on the left contains the following items: Applications & forms, Home, General, My profile, Assessments, Jobs, Housing, and Housing overview. The main content area has a heading 'Before we can show you the application form(s), we need to ask you a few preliminary questions.' Below this is a form with the question 'Fall 2026 - Are you a first time incoming freshman to Glenville State University?'. To the right of the question is a dropdown menu with options '- select one -', '- select one -', 'Yes', and 'No'. A 'Save' button is located below the question. At the bottom right, there is a link that says 'Questions about your application?'.

**** You will need to select whether or not you are a first time freshmen to continue!
Upperclassmen transfers may apply as a returning student.**

Select the *“Apply now”* button to begin your application.

A screenshot of the 'Housing overview' page. The top navigation bar includes 'Home', 'Calendar', and 'Help'. The sidebar on the left contains: General, My profile, Housing, Housing overview, My meal plans, and Resources. The main content area has a heading 'Housing overview' and a sub-heading 'Applications'. Below this is a card for 'Fall 2026 (New Students)' with a 'DEADLINE Jul 31, 2026'. An 'Apply now' button is located at the bottom right of the card, circled in red with a red arrow pointing to it.

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.

The screenshot shows a web application interface for housing applications. On the left is a dark sidebar with navigation links: Applications & forms, Home, General, My profile, Housing, Housing overview, My meal plans, My roommate profile, and Resources. The main content area is titled "Fall 2026 (New Students)" and features a breadcrumb trail "Home > Applications & forms". Below the title are two tabs: "Application form" (active) and "Confirm application". A message reads: "Please fill out the following questions to the best of your ability." There are two control buttons: "Show all options" / "Hide all options" and "Expand all" / "Collapse all". A scrollable box titled "Housing Assignments and Availability" contains the following text: "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." At the bottom of the page are "Save" and "Save and continue" buttons.

Next, you will be able indicate if you are interested in a single room.

The photo below shows what New Students will see.
The Returning Students screen will be shown on the next slide.

The screenshot shows a web form with two main sections. The first section is titled "Building Preference" and contains a question: "What building(s) would you want to live in: *". Below this is a list box containing "Goodwin Hall" and an empty space. To the right of the list box is a text box with the instruction: "Choose your preferred options from the list to the left. Move options up the list to indicate a higher preference." Below the list box is a question: "Are you interested in a single room? *", with radio button options for "Yes" and "No". The second section is titled "Opt-in to the International Living Learning Community (LLC)" and contains a paragraph of text: "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. Glensville 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." Below this text is a question: "Are you interested in opting into the International Student LLC?". At the bottom of the form are two buttons: "Save" and "Save and continue".

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

Upperclassmen will be able to select if they are interested in Pioneer Village and/or Goodwin Hall.

Interest in Single Room ⬆

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

⇅ Pioneer Village ✕

⇅ Goodwin Hall ✕

⇅

Is Pioneer Village your top housing preference? *

Yes
 No

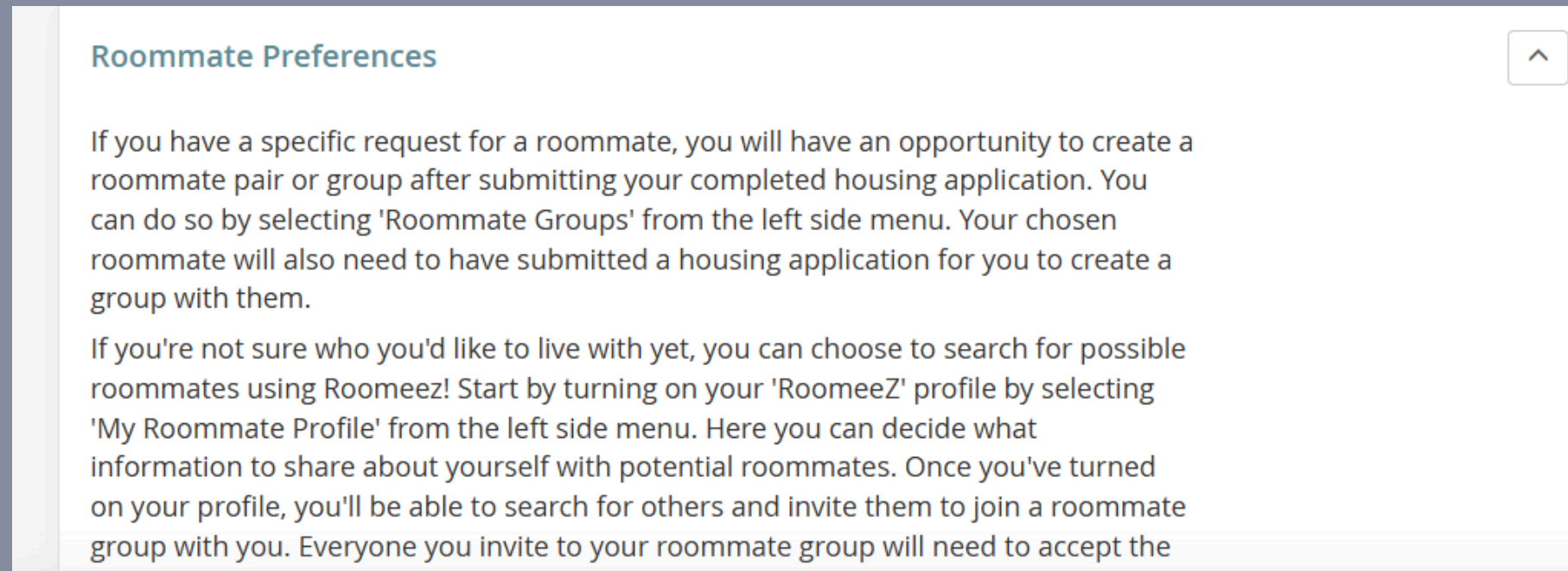
Are you interested in a single room? *

Yes
 No

If PV is your first choice, make sure that you answer for "Is Pioneer Village your top housing preference?" is yes.

This question will be used to sort for the lottery and PV room selection.

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

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.

Fall 2026 (New Students)

APPLICATION PROGRESS

- ✓ [Complete profile](#)
- ✓ [Complete Application form](#)
- [Submit application \(3/3\)](#)

Please review your application details before proceeding.

Your application overview:

- You are applying for Fall 2026 residence

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.

Fall 2026 (New Students)

✓ APPLICATION COMPLETED ^

- ✓ Complete profile
- ✓ Complete Application form
- ✓ Submit application

NEXT STEPS

- Find roommates

Thank you!

Your application has successfully been completed. Please keep your receipt id for your reference.

Receipt #1276
Submission Date*: Apr 20, 2026
* may change upon updating application details

Your application overview:

- You are applying for Fall 2026 residence

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

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

PART 3:

Roommate Requests & Roomeez Profile

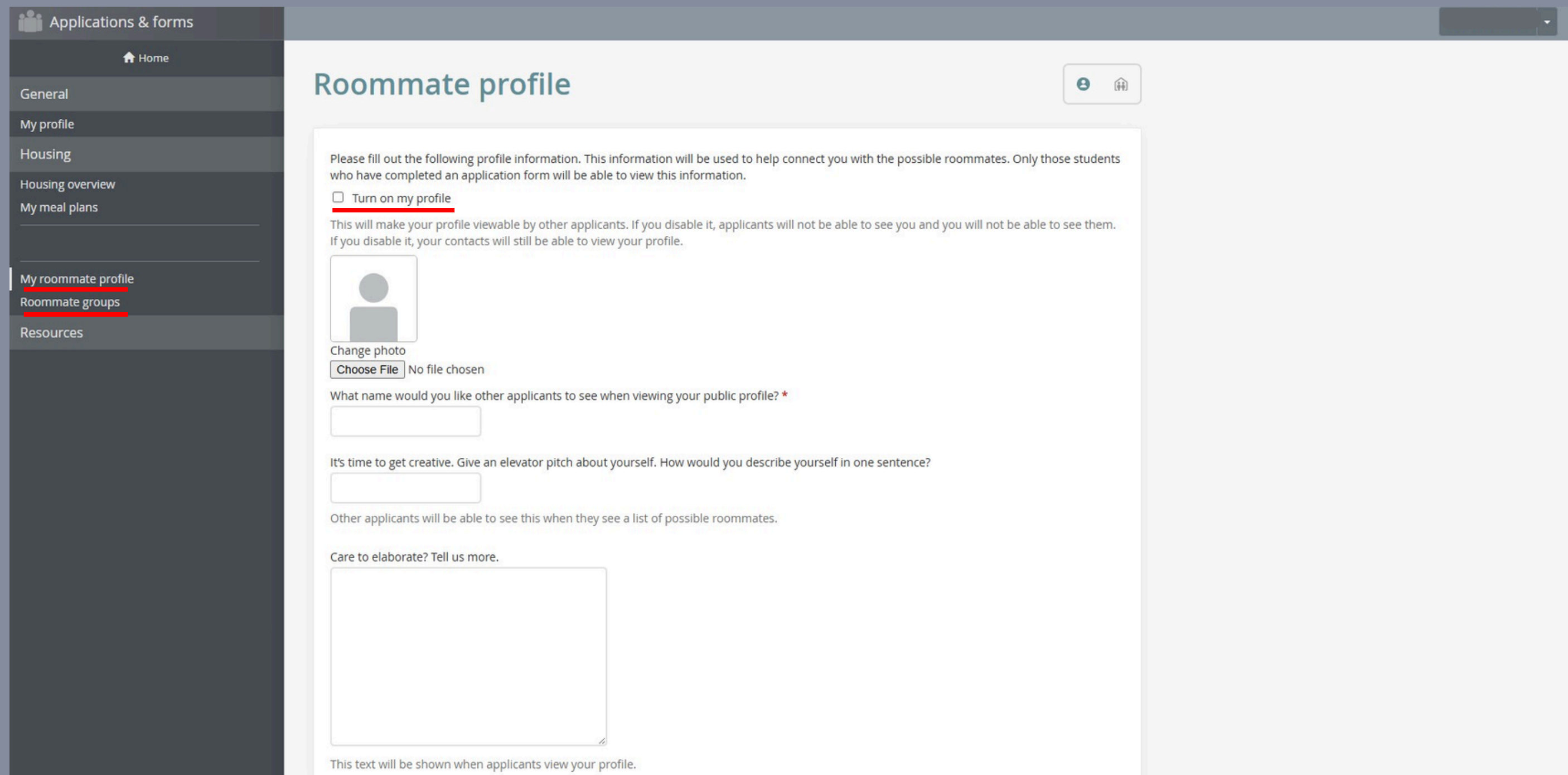
Now it is time to build your roommate profile!

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.



The screenshot shows a web application interface with a dark sidebar on the left and a main content area on the right. The sidebar contains the following menu items: 'Applications & forms', 'Home', 'General', 'My profile', 'Housing', 'Housing overview', 'My meal plans', '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' and contains the following form fields:

- A heading: 'Roommate profile' with a user icon and a home icon.
- Introductory text: '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.'
- A checkbox: Turn on my profile
- Text: '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.'
- A placeholder for a profile picture: A square box with a person icon.
- Text: 'Change photo' and a 'Choose File' button with the text 'No file chosen'.
- Text: 'What name would you like other applicants to see when viewing your public profile? *' followed by an empty text input field.
- Text: 'It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?' followed by an empty text input field.
- Text: 'Other applicants will be able to see this when they see a list of possible roommates.'
- Text: 'Care to elaborate? Tell us more.' followed by a large empty text area.
- 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

Email

Facebook

X

Tumblr

Pinterest

Instagram

Other

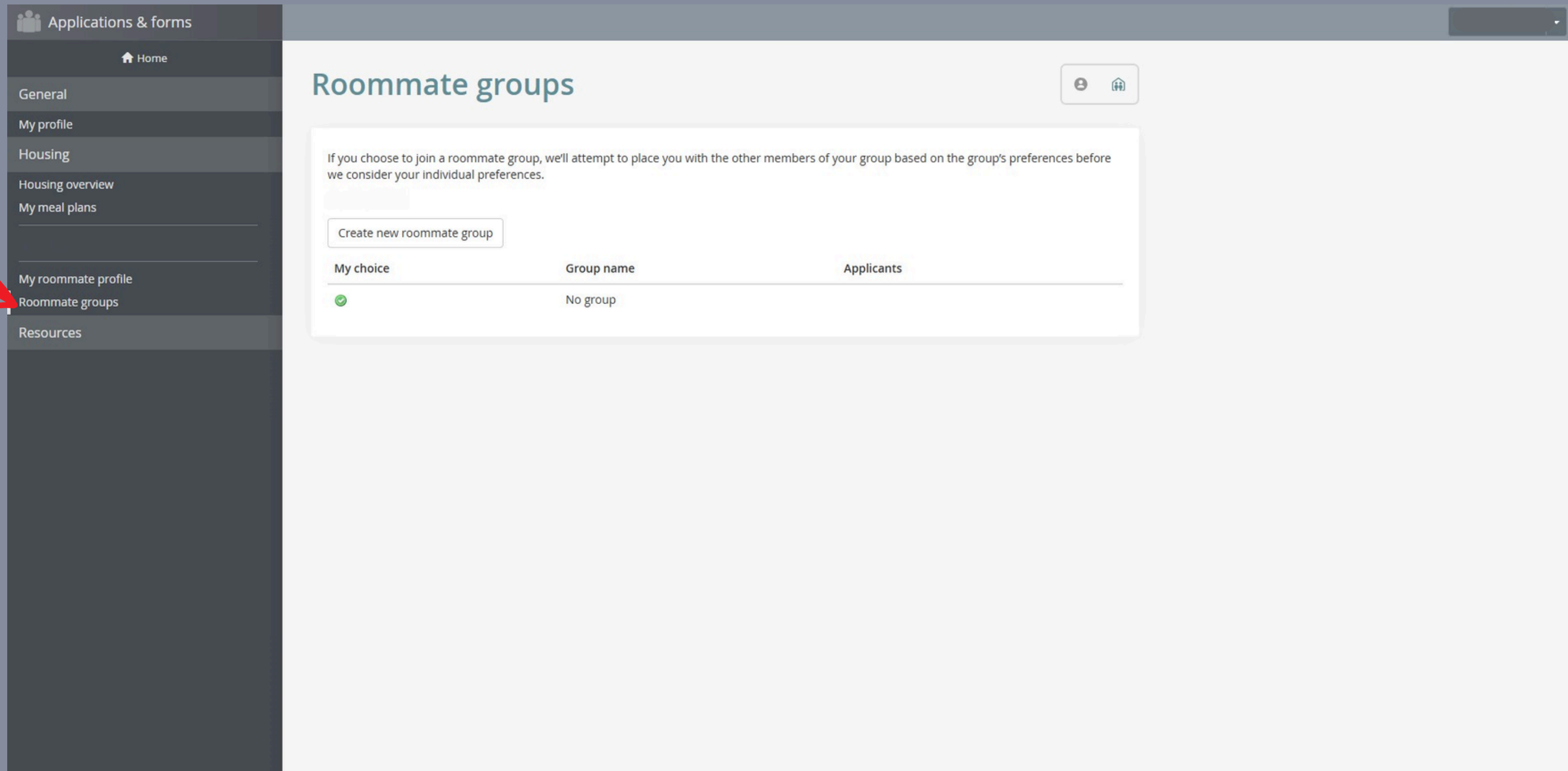
TikTok

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



The screenshot shows a web application interface with a dark sidebar on the left and a main content area on the right. The sidebar contains the following menu items: Applications & forms, Home, General, My profile, Housing, Housing overview, My meal plans, My roommate profile, Roommate groups (highlighted with a red arrow), and Resources. The main content area is titled "Roommate groups" and features a "Create new roommate group" button. Below the button is a table with the following structure:

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

Applications & forms

Home

General

My profile

Housing

Housing overview

My meal plans

My roommate profile

Roommate groups

Resources

New roommate group

View all groups

Group name *

Session

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:

PIONEER VILLAGE ONLY:

Lottery

&

Room Selection

LOTTERY AND ROOM SELECTION

Who can participate in the lottery & room selection?

Only upperclassmen are eligible to apply for Pioneer Village (PV) and participate in the lottery and room selection. To be entered into the lottery, you must list PV as your top choice. Additionally, you must answer yes for the question “Is Pioneer Village your top housing preference?”

How do I get my timeslot?

The lottery will be ran at a later date than when the housing application opens. Applicants will be given a timeslot with the time and date of when their application was submitted in mind. Students will receive email notification closer to the room selection date of what their timeslot is. We encourage all students to keep an eye on their GSU email.

When will room selection start?

Room selection will start at 10AM on Wednesday, May 20th, 2026. By this time, you will have received more information on how this process works as well as have gotten your timeslot.

****Disclaimer: Your confirmation number on your housing application receipt email is NOT your timeslot.**

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 end of June/beginning of July. You will also receive the name of your roommate (if applicable).

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.

At this time, all spring applications will be processed with placements in Goodwin Hall. Please note that there are limited single rooms available, and are filled on a first-come, first-served basis.


*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@glennville.edu

We are happy to help!

 **(304) 462-6298**

 **RES.LIFE@GLENVILLE.EDU**

OFFICE HOURS: 8AM TO 4PM MONDAY THROUGH FRIDAY
