MURRAY
STATE UNIVERSITY

Living on Campus

The advantages of Residential Colleges

An important part of the university experience is living in a Residential College. There are eight Residential Colleges at Murray State. Seven of the colleges are coed (men and women living in the same building but on different floors or wings). Within Springer/Franklin College, one hall is reserved for females only.

Because the Residential College experience is so valuable, MSU requires all freshmen and sophomores to live on campus. In general, students who live in a residence hall earn higher grades, are more satisfied with college, and participate in more college activities. Naturally, the development of friendships is another reason for living on campus.

"Students living on campus have a higher graduation rate than those who live off campus."

Arthur Chickering
Commuting Versus Resident Students

> Your kind of Room

Murray State residential rooms were designed with you in mind. Take a look at the list of included features. You'll want to reserve your room early.

Included in your room

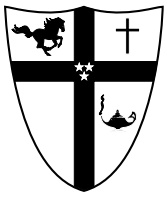
- **Air conditioning**
- **Telephone line with modular plug** (Students furnish their own phones.)
- **Internet access**
- **Basic cable television** (additional channels available for a fee)
- **Bed, desk, chair, closet and drawer space for each resident**
- **Smoke detector**
- **Door and window locks**
- **Electrical outlets**
- **Window**
- **Room sink**

> Benefits of living on campus

- **You are close to your classes, campus food services, university bookstore, and shopping mall**
- **Help is available (advisors, directors, faculty, etc.)**
- **Security force and health services on campus**
- **Fire station near campus**
- **MSU activities and programs within walking distance**
- **Guaranteed rental rates (1 yr.)**
- **Utilities and local phone access included in rent**

IN RESIDENTIAL COLLEGES:

- **Study lounges**
- **Laundry rooms**
- **Game rooms**
- **TV rooms**
- **Kitchenettes**
- **Vending machines**
- **Mail service to each Residential College**

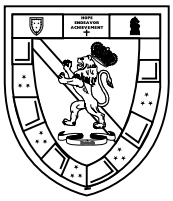

Lee Clark

Elizabeth

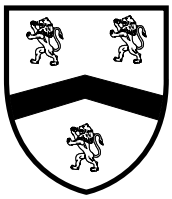
Hart

Hester

Regents


James H. Richmond

Springer/ Franklin


White

270.809.2310 ▪ 877.551.7774 *toll free* **▪ 270.809.3578** *fax* **▪ www.murraystate.edu/housing**

Residential College System

Residential colleges are the center of Murray State University.

The residential colleges at Murray State University redefine collegiate living and educational experiences for undergraduate students. Every undergraduate student will belong to one of the eight residential colleges. At the heart of each residential college is the residence hall, which is the focal point for all residential college activities.

Each residential college is composed of students from a variety of academic majors, grade classifications, ethnic backgrounds and extracurricular interests. Residential colleges are designed to celebrate the rich diversity of Murray State University students, staff and faculty. Furthermore, each residential college offers a stimulating living-learning environment for students.

Residential colleges provide students with opportunities to interact with faculty on a daily basis outside the classroom. The small community atmosphere allows students the chance to establish a sense of pride and common purpose. After being assigned to a residential college, the student is connected with that community throughout the undergraduate years. Students, staff and faculty establish enduring friendships through the experience. The residential college develops traditions and lasting bonds that students feel a part of years after graduation.

Residential College Features:

- All Residential Colleges are coed by floor or wing except Springer, which is all female.
- Elizabeth and Hester Residential Colleges have community baths.
- Lee Clark and James H. Richmond Residential College has private or suite baths. All other Residential Colleges (Franklin, Hart, Regents, Richmond, Springer and White) have suite baths.

> Exemptions to Residency Requirement:

The following criterion does not apply to individuals receiving a regional discount. A regional discount requires a housing assignment.

Students who meet the following requirements may request an exemption from the residency requirement by completing the Housing Exemption Form available in the Housing Office. **Filling out a Housing Exemption application does NOT cancel your housing. If the exemption is granted students must cancel their housing assignment in writing with the housing office.**

1. Students who commute daily from the permanent, legal residence of their parents (within fifty miles).
2. Students who have lived in the residence halls four complete semesters (excluding summer).
3. Students who are 21 years of age prior to the first day of registration.
4. Students who are veterans of two years' active military service.
5. Students who are married and are living with their spouse.
6. Students who have been enrolled full time at a postsecondary institution for four semesters (excluding summer).

Please Note: The residential colleges close during Thanksgiving, winter and spring break. Ten-month contracts are available for students at an additional fee, which would allow residents to stay on campus during university breaks. Please contact the Housing Office for more information.

> Other Helpful Information Often Requested

- The rates for room and board may be found in the university schedule of fees.
- A housing contract is signed when the student checks in to the hall. This contract is for the academic year. If a resident officially withdraws from the university, a refund of the unused portion of the room and board fee is made.
- If a student applies for housing and then changes his/her mind, the $150 deposit is refunded if written notice of cancellation is received in the housing office prior to the following dates: June 1 for the fall semester and December 1 for the spring semester.
- Room and hall assignments are made according to the date when housing applications and deposits are received. Those received the earliest receive priority in assignment for the space available at the time assignments are made. It is anticipated that not all requests will be able to be honored, but applying early will help. If a student wishes to request a specific person as a roommate, both applications and deposits should be sent together to assist the housing staff in assigning those students to the same room.
- Private rooms are made available only as space permits. Therefore, private rooms cannot be guaranteed.
- TVs are permitted. Coffee makers, other small appliances without exposed heating elements, and microwave ovens 700 watts or less are allowed. Small refrigerators that do not exceed 4.6 cubic feet are permitted and can be rented locally.
- All hall residents have self-regulated hours, meaning they do not have a curfew.
- For the protection and security of residents, all hall entrances (except the main entrance) are locked 24 hours a day. Residents may use their MSU I.D. card to gain access to the main entrance after midnight. Night clerks are on duty seven days a week from midnight until 8 a.m. During these hours, residents must present their MSU I.D. to the night clerk upon entering the main entrance.
- All students who come from the regional tuition counties of Alabama, Indiana, Illinois, Missouri, Ohio and Tennessee are required to rent a residence hall room not only during their freshman and sophomore years, but also during their junior year if they wish to receive the regional tuition rate. Seniors (classified as students who have earned 90 hours) may be exempt from this requirement and therefore keep their regional tuition rate by completing an On-campus Housing Exemption Application. Part-time graduate students are exempt from this housing requirement.

MURRAY STATE UNIVERSITY HOUSING DISABILITY ASSIGNMENT APPEAL PROCESS

> Housing Disability Assignments

A student with a documented disability or a parent or advocate on behalf of the student and with the student's permission may make a written request for reasonable housing accommodation(s) or a housing exemption. Said request should include appropriate documentation of the student's disability. The request for the housing accommodation or exemption form will be available online and in the Housing Office.

The request form shall be forwarded to the ADA Subcommittee of the Affirmative Action Committee, 423 Wells Hall, Murray State University, Murray, KY 42071, for a determination. The decision of the ADA Subcommittee of the Affirmative Action Committee will then be mailed by the Office of Student Disability Services to the student. Please note that the resulting housing assignment, if any, will be made available on the student's MyGate account. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the fall semesters be received by May 31, for spring semesters by December 15 and for summer terms, one month prior to the first day of class.

Requests for accommodations or a housing exemption made after the start of any semester or term shall be processed in like manner. A determination shall be made as soon as possible but no later than two (2) weeks following the date the request is received.

> Housing Disability Assignment Appeals Process

A student (or the student's parent or advocate on behalf of the student) who is dissatisfied with the decision of the Subcommittee as to the requested accommodation(s) or housing exemption (i.e. does not believe that the housing assignment or denial of exemption accommodates the student's disability or in some way endangers the student's safety or health) may file a written appeal to the Office of Equal Opportunity, 103 Wells Hall, Murray State University, Murray, KY 42071, along with any supporting documentation. Said appeal shall be filed in the Office of Equal Opportunity within ten (10) days from the date of receipt of the original decision by the Subcommittee as to the request for reasonable accommodation(s)/housing exemption. No one involved in the initial decision by the Subcommittee shall be involved in the determination on appeal which shall be made by the Office of Equal Opportunity. The Office of Equal Opportunity shall make a written determination within thirty (30) days from the date it received the appeal. The decision of the Office of Equal Opportunity shall be final.

MURRAY STATE UNIVERSITY

Year Entering:

Application for (check one): ( ) Fall 20____
( ) Spring 20____

Residential College Housing Application

Please note: summer school housing requires an additional application.

Please print clearly or type

This application and a **$150 deposit** should be returned to the Housing Office, 206 Stewart Stadium, Murray, KY 42071-3351. Cash, credit cards (MC, Visa, Discover), checks and money orders (made payable to MSU) are acceptable methods of payment.

All freshmen and sophomores (with fewer than 60 semester hours) are required to live in university housing for at least four semesters. For possible exceptions to this rule, see attached information sheet.

PLEASE NOTE: We cannot guarantee housing for applications received after July 31.
All applications received after this date will be assigned as space becomes available.

www.murraystate.edu/housing

PERSONAL INFO

Name _____ **Today's Date** _____
Last First Middle

SS #/M# _____ **Birth Date** _____ **Gender:** ___**M** ___**F**
Mo Day Yr

During the semester for which I am applying, I will be a:
_____ **Freshman** _____ **Sophomore** _____ **Junior** _____ **Senior** _____ **Graduate**

Home Address (Street or Route) _____ County _____

City_____State_____ZIP _____

Home Phone ( ) _____ **Cell Phone ( )** _____

E-mail Address_____

I am a: _____ **Current Student** _____ **Former Student** _____ **New Student** _____ **Transfer Student**

_____ **ESL Student** _____ **MSU Athlete, specify sport/team** _____

PREFERENCES

College Preferences — honored based on availability of space.
Choose from: Lee Clark, Elizabeth, Franklin, Hart, Hester, Regents, James H. Richmond, Springer, White

Note: Residence halls are grouped into four price tiers. Please visit our website for rate information.

_____ _____ _____ _____ _____

Please Note: All halls are coed by floor or wing except Springer College (females). Students assigned to quiet floors will be required to read, sign and return a Quiet Floor Housing Contract addendum.

Roommate Preferences – honored whenever possible. The chances of being assigned with a requested roommate are increased if both applications and deposits are returned together, both individuals request each other, and both request the same hall. If no roommate request is made, roommates are assigned randomly without regard to race, creed, national origin, religion or sexual orientation.

Roommate Preference (Name) _____ **M#** _____

Indicate which is more important to you _____ Building Preference _____ Roommate Preference (only check if a specific roommate was given in the space above.)

Note: We cannot guarantee building preference or roommate preference for students applying after January 1.

I. Do you anticipate: (Check the ones that apply to you) ***May be used in roommate assignment***
_____ a. Staying up late
_____ b. Going to bed early
_____ c. Listening to music while studying
_____ d. Not listening to music while studying
_____ e. Keeping an orderly, clean room
_____ f. No preference

II. Special interest grouping: (Check if interested)
_____ a. Quiet floor
_____ b. International roommate

Are you a Smoker? _____ Yes _____No

For Office Use Only

Receipt # _____

Payment received _____20____ Payment amount: _____

Type: __ cash __ check __ cc (mc, visa, discover)

Check # _____ M.O. # _____

FILE NO. _____

ASSIGNMENT _____

CARD ACCESS _____

Equal education and employment opportunities M/F/D, AA employer

MURRAY STATE UNIVERSITY

Residential College Housing Application PAGE 2

CRIMINAL INFORMATION

Have you ever been convicted of, or entered a plea other than innocent or not guilty to any crime, including any felony or misdemeanor, or are there any criminal charges presently pending against you?
____ Yes ____ No

If you answered yes above, please attach an explanation. Please note that additional documentation may be requested. Disclosure of a criminal record or pending charges will not necessarily disqualify you from Residential College Housing. Each offense will be evaluated on its own.

SPECIAL ACCOMMODATIONS

Federal law requires the university to provide reasonable accommodations for students with disabilities. If you need to request a reasonable accommodation for housing, you must complete Sections I, III and IV of the First Floor Housing Assignment and/or Housing Reasonable Accommodation Form. It should be noted that requests for accommodations can be initiated at any time. However, it is recommended that requests for the fall semesters be received by May 31; for spring semesters by December 15; and for summer terms, one month prior to the first day of class. This form may be obtained on line at *http://www.murraystate.edu/CampusLife/Housing/housingforms*, or at the MSU Housing Office, 206 Stewart Stadium. Housing rules and regulations are provided at this site, including the MSU Housing Disability Assignment Appeal Process (which is also contained in this packet).

FIRST FLOOR HOUSING

Kentucky law requires Murray State University to provide you with priority for a first floor housing assignment in its residential colleges if you have a disability, or a sensory, cognitive, or neurological deficit or impairment, or a learning disorder, minimal brain dysfunction, dyslexia, pervasive developmental disorder, autism, or Asperger Syndrome. Murray State University's residential colleges with first floor housing are: Lee Clark, James H. Richmond, Franklin, and Springer (Springer available only for female students). Please note that if you desire first floor housing due to a documented condition or disability, your residential college preferences will be restricted as noted above to Lee Clark, James H. Richmond, Franklin, and Springer (female students only).

If you desire a first floor housing assignment due to a disability of one of the conditions listed above, please complete the information below, along with Sections I, II and IV of the First Floor Housing Assignment and/or Housing Reasonable Accommodation Form. This form may be obtained online at *http://www.murraystate.edu/CampusLife/Housing/housingforms*, or at the MSU Housing Office, 206 Stewart Stadium. Housing rules and regulations are provided at this site, including the MSU Housing Disability Assignment Appeal Process (which is also contained in this packet). It is recommended that requests for first floor housing for the fall semesters be received by May 31; for spring semesters by December 15; and for summer terms, one month prior to the first day of class.

STUDENT HOUSING REQUEST

Yes. I, _____, **M#** _____
desire first floor housing due to a disability or condition as indicated above and have completed and submitted the First Floor Housing Assignment and/or Housing Reasonable Accomodation Form.

Please note that the Housing Application is to be returned to the Housing Office, 206 Stewart Stadium, Murray, KY 42071. If you completed the First Floor Housing Assignment and/or Housing Reasonable Accommodation Form, it should be submitted to the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. If you should have any questions please contact the Associate Director of Housing for Administrative Services at 270.809.2310.

I hereby verify that the above information is true and accurate to the best of my knowledge and belief.

_____ _____
Print Name Signature

_____ _____
P.O. Box or Street Address Date

_____
City, State, and Zip Code

Equal education and employment opportunities M/F/D, AA employer