New Student Housing Application Instructions - Fall 2012

Step 1: Getting Started

You will need these things ready before you begin:

1. Check book for an e-check or credit card (MasterCard, Discover, American Express). *The university does not accept VISA.*
2. Your student GullNet user ID and password. If you cannot remember your password, use the "Forgot My Password" link and your new password will be emailed to you.
3. Make sure your pop-up blockers are turned off.

Step 2: Logging On

Go to the Salisbury University GullNet Web site: http://www.salisbury.edu/gullnet

1. Click the "log on" tab and enter your GullNet username and password.
2. Once logged in, from the menu under self-service, select "Housing Application"
3. On the next page, select "Add a New Housing Application" tab.

Step 3: Payment Page

Select the type of payment you would like to use: Electronic Check or Credit Card

a) Electronic Check (ACH) - accept the terms and conditions by checking the box. Enter your e-mail address, bank name, routing number, account number and acknowledge the checking agreement. Click Submit.

b) Credit card – We accept MasterCard, Discover and American Express. *The university does not accept VISA.* Accept the terms and conditions, enter your e-mail address, select your card type, enter your account number, expiration date and the name on the card. Click Submit.

With both payment types it will show a payment confirmation page. Please PRINT this page as a receipt of your payment, as you will not receive an e-mail confirmation. Click finish to continue to the application.

Step 4: Application

Fill out the entire application through to the electronic signature.

1. Choose a meal plan. Visit http://www.salisbury.edu/dining/mealplans.html for a list of meal plan rates.
   a) Plan A - Everything
      - Unlimited access to the Commons 7 days a week
      - $250 in Dining Dollars
      - 6 guest passes
   b) Plan B - All Day, Every Day
      - Unlimited access to the Commons 7 days a week
      - 4 guest passes
      - Dining Dollars may be added to this plan for a 10% discount
   c) Plan C - 12 Plus Plan
      - 12 visits each week to the Commons (Monday-Sunday)
      - $250 in Dining Dollars
      - 2 guest passes

2. Select your roommate preference. You will need their ID number (ex. 1234567). **Note: This is only a preference and not a guarantee.** Roommate requests must be a mutual request for both students.
3. If there is a medical condition or disability that would influence assignment, please indicate and describe if applicable so we can best fit your needs.
4. Optional: Select a Living Learning Community option. This is not required but recommended for those students interested in living in themed housing. Students living in these communities will be assigned to the newly renovated residence halls. See enclosed brochure. **There is a limited number of space available for each community.**
    a) If you selected an LLC option, you may be asked to write a short response explaining why you want to be a member of this community. Check the agreement boxes acknowledging you understand the requirements of the community.
5. Select your answers to the six roommate matching questions.
6. Agree to the terms and conditions of the housing contract by checking the agreement boxes next to each term/condition.
7. Comment Box - If you have anything else you'd like to share with us, please do so at this time. ***We do not accept residence hall preferences.***
8. Electronically sign the contract by checking the electronic signature box and typing in the student signature and parent signature if you are under 18 years of age. Upon typing your name, you are agreeing to the terms and conditions of the Residence Hall Contract and the Residence Hall Information Booklet. These publications are available on our Web site at www.salisbury.edu/housing.
9. Click Submit Completed Application.

Step 5: Confirmation

Thank you for completing your application! Our office has received the application and housing deposit and an e-mail will be sent to the address listed on your GullNet.

- *After you have completed the application, you may log back into your GullNet and make changes to your application until May 18, 2012 at 5 p.m. Possible changes include: upgrading your meal plan, you now know someone you'd like to request as a roommate, you decided to select an LLC option, etc. Once the application closes on May 18, we are unable to accept changes.*

- *In general, students are assigned a room based on their housing deposit date. While the application will be open until May 18, it is beneficial for you to complete your application upon receiving this notification. LLCs will be assigned first, followed by all other applications.*

- *Severn Hall is used to house our winter term students. If you are assigned to Severn Hall, you may be asked to move out between the fall and spring semester to accommodate this need. Information will be communicated to those affected students in November 2012.*

- *Housing Assignments will be mailed to your home address mid-July. We are unable to accept room changes until the third week of the fall semester.*