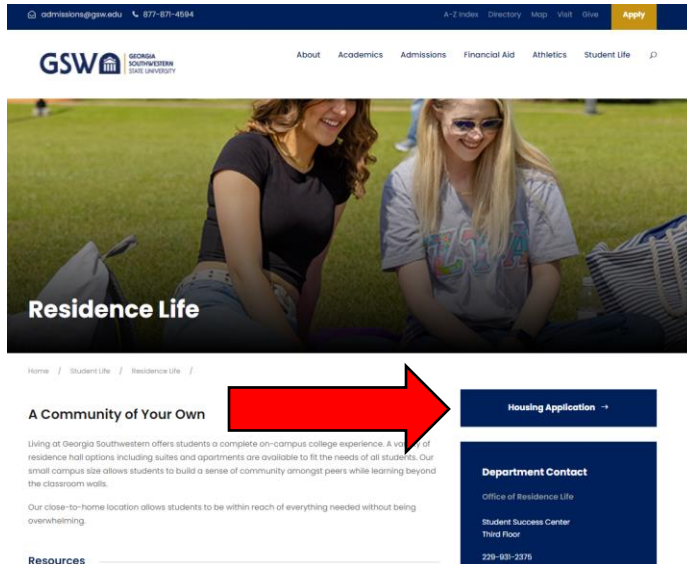## Housing Application Instructions

1. To access the housing application online, go to the Residence Life page on the GSW website. Then click the blue button that says "Housing Application".

2. This will navigate you to the log-in page. Do NOT log-in using the white blanks at the top. Instead, click the blue button that says "GSW – STUDENT SSO LOGIN". This will take you to GSW's Single Sign-On service. You should use your CanesNet credentials to log-in (provided to you by IT).

3. Once you have logged in, you will see the home page of the housing application. If you are using a computer to access the application, you will see the available applications at the top of the page. If you are using a phone or tablet, you will need to click on the menu icon to view the applications.

Mobile Users: Click Here

Desktop Users: Click appropriate application

GSW | GEORGIA SOUTHWESTERN STATE UNIVERSITY

☰ Home   New Student Housing Application Fall 2022 - Spring 2023   Log Out

GSW Student

Impersonation

✉ Messages

Home

New Student Housing Application Fall ...

Mobile Users: Click Here next

Welcome to GSW Residence Life!!!

Greetings! We would like to thank you for being a part of the residential experience here at GSW. Our staff is committed to building an active and engaged community of students who will make the most of our campus.

Mission Statement

The Mission of the Department of Residence Life is to integrate living and learning, while supporting the educational goals of our students and the University.

4. You will now see the status of your housing application. To get started with the application, hit the blue button that says "Continue."

GSW | GEORGIA SOUTHWESTERN STATE UNIVERSITY

☰ Home   New Student Housing Application Fall 2022 - Spring 2023   Log Out

Term Selector

Welcome to the GSW Residence Life housing application portal!

Please note that there is a $50 non-refundable fee to complete this application.

Fall and Spring 2022-2023

(8/7/2022 - 5/13/2023)

You started your application for **Fall and Spring 2022-2023** on **10/1/2021** , and have **not signed the contract** .

The status of your application is **not complete.**

CONTINUE

5. If the student who is applying to live on campus is under 18 years of age at the time of completing the housing application, they will need to complete a Proxy Agreement. We require anyone under 18 years old to have a parent or guardian complete the Proxy Agreement, essentially co-signing on the application. Click the blue button that says "Add" to create a proxy. Only one (1) parent or guardian is required to complete the proxy agreement.

Then enter the information for parent/guardian. For the Pin Number, make sure it does NOT start with 0. Then click the blue button that says Save and Continue.

The parent/guardian who you listed for the proxy agreement will then receive an email from housing@gsw.edu that looks like this:

Reply   Reply All   Forward   IM

Wed 2/2/2022 1:35 PM

GH   GSW Housing <housing@gsw.edu>

Proxy Email

To   GSW Housing

Dear GSW Parent,

You have received a new agreement link from the housing portal.
Please click to go to the application

Regards,
Georgia Southwestern University Residential Life

Click on the link in the email and it will take you to the Proxy Agreement. Complete the information and then click "Save and Continue" at the bottom of the page.

Proxy Form

Proxy PIN Setting

Please note that when creating the PIN for the proxy, do not begin your number with "0" (Ex: 0123).

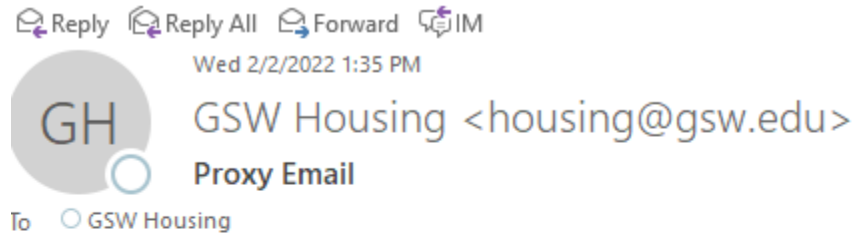Parent/Guardian First Name

GSW

Parent/Guardian Last Name

Parent

Parent/Guardian Email

youremailhere@email.com

Relationship

Father

Create Pin Number

1234

Use the same PIN number you created earlier.

File Upload

Choose a file, or drag it here

You can ignore this part. No need to upload anything.
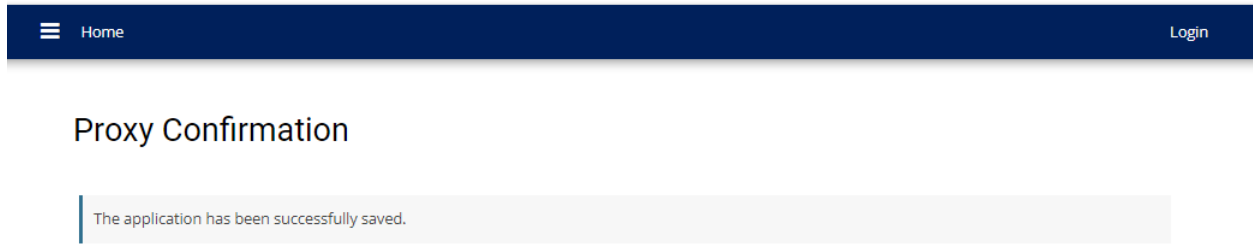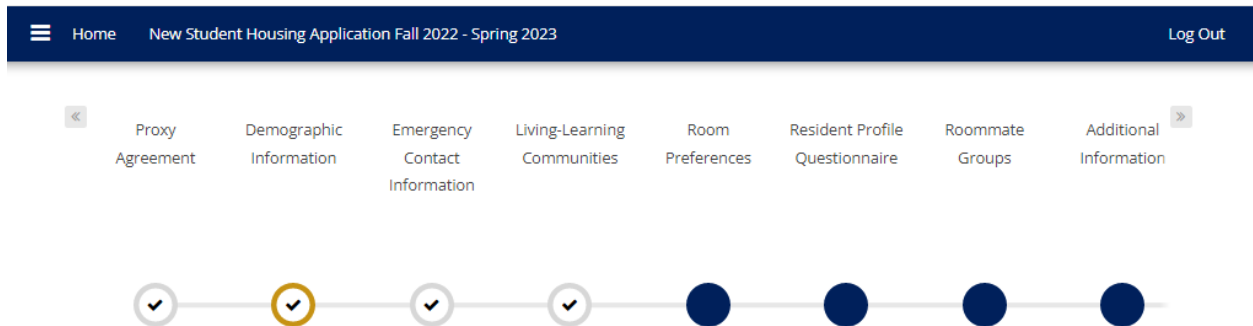
SAVE & CONTINUE

Once you get the confirmation screen below, it means you did everything correctly and the student can now login and complete the housing application:

☰ Home	Login

Proxy Confirmation

The application has been successfully saved.

6. The housing application begins with Demographic Information. Everything should be auto-populated using the information you entered when you applied to GSW. Click Save and Continue at the bottom of the page.

☰ Home New Student Housing Application Fall 2022 - Spring 2023	Log Out

Proxy Agreement	Demographic Information	Emergency Contact Information	Living-Learning Communities	Room Preferences	Resident Profile Questionnaire	Roommate Groups	Additional Information

Demographic Information

Please complete the information below.

If the information below needs to be updated or corrected:

First-Year and Transfer Students: Contact admissions@gsw.edu or call (229)928-1273.

Returning Students: Contact gswreg@gsw.edu or call (229)928-1331

First Name
GSW

Name Initials
<empty>

Last Name
Student

7. Residents are required to have an emergency contact. List your emergency contact information and then click the blue button that says "Save and Continue."

Proxy
Agreement

Demographic
Information

Emergency
Contact
Information

Living-Learning
Communities

Room
Preferences

Resident Profile
Questionnaire

Roommate
Groups

Additional
Information

Emergency Contact Information

Please provide your Emergency Contact information.

Contact Name

GSW Parent

Email

GSWmom123@gmail.com

Phone

555-555-5555

Phone Mobile Cell

555-555-5555

Relationship

Mother

8. The next page is about Living and Learning Communities. If you have already been accepted into the President Jimmy Carter Leadership Program or the Guaranteed Acceptance Program for Nursing, check the appropriate box. If you are interested in joining the Black Male Initiative Hall, check that box. If none of those apply, click the blue button at the bottom of the page that says "Save and Continue."

Proxy
Agreement

Demographic
Information

Emergency
Contact
Information

Living-Learning
Communities

Room
Preferences

Resident Profile
Questionnaire

Roommate
Groups

Additional
Information

Living-Learning Communities

Living and learning communities (LLCs) are intentionally designed social and learning experiences that advance scholarship and character among their residents.

Currently, GSW offers two LLCs for first-year students that are reserved for a select groups of scholarship students: President Jimmy Carter Leadership Program (PJCLP) or the Guaranteed Acceptance Program (GAP) with the College of Nursing.

The Black Male Initiative (BMI) LLC is purposed to foster an intentional environment centered around supporting Black male scholars on the GSW campus beginning in their first-year. This LLC will focus on cultivating productive academic mindsets infused with programmatic efforts to enhance the Black male bonding experience. Students interested in this community may click the option below.

If you are not a member of either the PJCLP or GAP groups or do not have an interest in the BMI LLC, please proceed to the next page.

Guaranteed Acceptance Program - Nursing

☐

Jimmy Carter Leadership Program

☐

Black Male Initiative

☐

9. The next page is about Room Preferences. First-year students are able to select Oaks 1 or Oaks 2, both of which are very similar and are located right next to each other. Second-year students can select Magnolia 1 or Magnolia 2, both of which are very similar and are located right next to each other. Third-year students and above can select either Magnolia 1, Magnolia 2, or Pines. On the housing application, there are links for you to view more information about each residence hall. If you are not able to select any options on this page, please contact the Housing office by email at housing@gsw.edu or call 229-931-2375.

You must select two preferences. After you have made your first selection, click the blue button that says "Add Preference" to select another option. Once you have made both of your choices, click the blue button at the bottom of the page that says "Save and Continue."
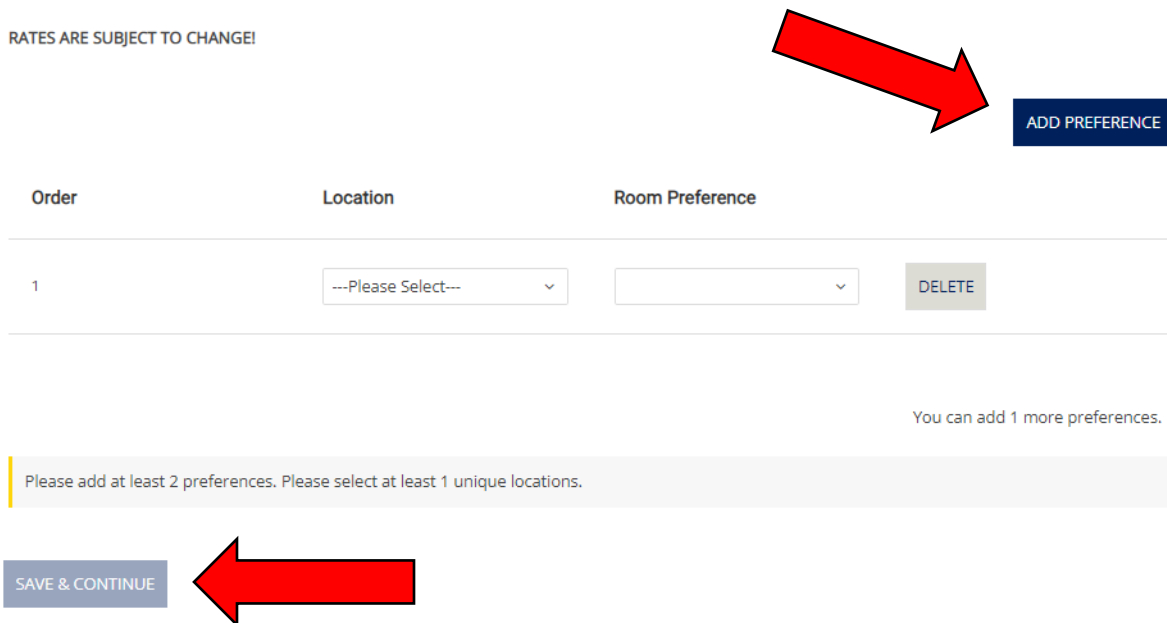
Room Preferences

PLEASE NOTE YOUR HOUSING OPTIONS BY CLASSIFICATION:

First-Year Students: Oaks I and Oaks II ONLY

Sophomore (Second-Year Residents): Magnolia I or Magnolia II ONLY

Upperclassmen: Magnolia I, Magnolia II and Pines

RATES ARE SUBJECT TO CHANGE!

ADD PREFERENCE

Order	Location	Room Preference	
1	---Please Select---		DELETE

You can add 1 more preferences.

Please add at least 2 preferences. Please select at least 1 unique locations.

SAVE & CONTINUE

10. The next page of the housing application is the resident profile questionnaire. We use the answers you give on this page to help match you with a roommate. Please answer as honestly as possible so that we can provide the best possible match. Once you have finished, click the blue button at the bottom of the page that says "Save and Continue."

Resident Profile Questionnaire

Finding a roommate may be difficult. This page to designed to assist you in setting up your profile types which will be used for matching with a potential roommate.

Resident Profile

Are you a smoker?

Georgia Southwestern State University is a smoke-free campus, including vaporizer use and marijuana use. However, its use can influence room/suitemate relationships.

[Please Select] ▾

Bed time:

[Please Select] ▾

Comfortable living with smoker:

Georgia Southwestern State University is a smoke-free campus, including vaporizer use and marijuana use. However, its use can influence room/suitemate relationships.

[Please Select] ▾

Frequency of overnight guests:

[Please Select] ▾

Okay with ESA cat?

We are committed to providing reasonable accommodations and an accessible environment for qualified students. In accordance with federal policy, the Office of Disability Services may grant approval for an animal to live in our residence halls.

[Please Select] ▾

Okay with ESA dog?

We are committed to providing reasonable accommodations and an accessible environment for qualified students. In accordance with federal policy, the Office of Disability Services may grant approval for an animal to live in our residence halls.

[Please Select] ▾

Room Temperature:

[Please Select] ▾

How do you generally keep your room:

[Please Select] ▾

In general, how comfortable are you with sharing personal items (e.g., clothing, food, drinks, etc.) with your roommate(s)?

[Please Select] ▾

The University prohibits the use of alcohol when in violation of state law or University policy; however, your attitude on alcohol use is important. How would you describe your attitude towards the use of alcohol?

[Please Select] ▾

Which best describes your tolerance for noise in your room/apartment while studying?

[Please Select] ▾

You intend for you and your room/suitemate to:

[Please Select] ▾

You view your room/apartment primarily as:

[Please Select] ▾
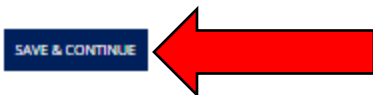
SAVE & CONTINUE

11. The next page is called Roommate Groups. If you do not have a roommate in mind that you want to live with, you can skip this page by clicking the blue button at the bottom of the page that says "Save and Continue". If you do know the name of the person you want to live with, view the guide on our website about Roommate Groups.

Roommate Groups

Already have a roommate?

Joining a roommate group may be your best option.

If you are not interested, please click save and continue. (Note: You will be matched with a roommate by the Residence Life staff.)
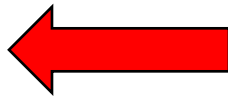
Not In a Group

You are not a member of any roommate groups.

CREATE GROUP

Join Group
Search For Roommate Group
Search for Roommates by Details
Search for Roommates by Profiles
Suggest Roommates

SAVE & CONTINUE

12. The next page is for us to gather some additional information from you. Please fill it out if it applies and then click the blue button at the bottom of the page that says "Save and Continue."

Additional Information

Please let the Residence Life staff know if your will require accommodations.

If you require any special living accommodations please fill out the information below.

Dietary Requirements or Food Allergies

<empty>

Special Needs

<empty>

Medical

<empty>

ESA/Service Animal Request

If you are in need of an ESA or service animal, please contact the Office of Accommodations and Access at (229)931-2661.

SAVE & CONTINUE

13. The next page is to select your meal plan. All residential students must have a meal plan. Meal plans rollover from the fall semester to the spring semester. If you select a meal plan, it will not allow you to change it on the application. Instead, you will need to complete the Meal Plan Change Form on Canes Connect. Meal plans cannot be changed after the Add/Drop date.

Meal Plan Preference

GSW Dining Services offers the following meal plans for residential students below. All residents must have a meal plan.

First-Year Students must select one of the following meal plans: 10, 15, or Unlimited Meal Plan.

Upperclassmen who have earned 60 credit hours or more may select any of the listed meal plans including a minimum of $500 dining dollars olny.

Please note that prices are subect to change.

Meal Plan	Description	Cost
10T	10 Meals per Week	$1,994
15T	15 Meals Per Week	$2,092
21T	Unlimited Meals per Week	$2,200

Fall 2022:

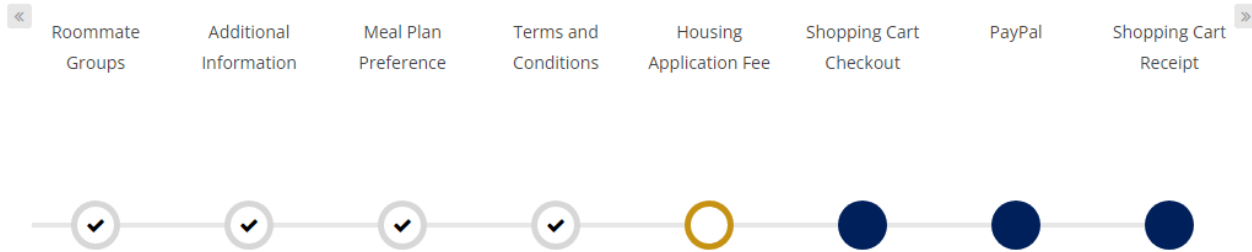| (Please Select Meal Plan) | ∨ | ⓘ |

> There are no available meal plans for Spring 2023.

Note: the message at the bottom that says "There are no meal plans for Spring 2023" only means that you are selecting a meal plan for Fall only that will rollover to the spring semester unless you decide to change it.

Once you select the meal plan that you want, click the blue button at the bottom of the page that says "Save and Continue."

14. The next page of the application lists the Housing and Dining Terms and Conditions. It is very important that you read over these and understand the agreement you are entering into. Once you have read it, enter your student ID number "913 number" and then click the blue button at the bottom of the page that says "Save and Continue." You can print this page, and you can always refer back to it by logging back into your housing application.

15. If this is your first time living on campus at GSW, you will be required to pay a $50 housing application fee. If you have a PayPal account, you can pay online. Otherwise, call the Student Accounts Office to pay over the phone at 229-931-2013. You can also pay in-person at the Student Accounts Office by visiting them in Canes Central.

| Roommate Groups | Additional Information | Meal Plan Preference | Terms and Conditions | Housing Application Fee | Shopping Cart Checkout | PayPal | Shopping Cart Receipt |

Housing Application Fee

GSW charges a one-time $50 application fee to all first-year residents. This fee is non-refundable.

**Using or creating a PayPal account is the most successful form of payment. **

Students not wanting to create a PayPal may do the following:

- Call the Student Accounts Office at (229) 931-2013 to pay over the phone

- Pay the fee at Storm Day

- Mail a check to: The Office of Residence Life, Georgia Southwestern State University, 800 GSW State University Drive, Americus, GA 31709 *Make the check payable to GSW Residence Life*

Please note that room/meal assignments will not be made until payment has been made.

SAVE & CONTINUE