

January 2012

Dear Parent/Guardian of Residential Students,

The Housing Selection Process for the 2012-2013 academic year is upon us. As a reminder, all full-time undergraduate students with less than 60 hours attempted are required to live on campus; students interested in living off-campus must have attempted at least 60 credits or completed four (4) full semesters, (does not include summer or pre-sessions) or reach the age of 21 years before they can move off campus. Exceptions to this policy are for those students interested in living in properties owned and operated by Student Lodging, Inc. Students currently residing on campus who will be juniors or seniors who wish to remain living who haven't secured on campus housing for the 2012-2013 academic year may still apply. Students should contact the Housing Office for further instructions.

Students can avoid lines at the Bursar's office by paying their housing deposit on line via MAX. E-check and credit card payments (MasterCard, Discover, and American Express) may now be made on-line for all students eligible to pay a housing deposit. To make this payment, students should go to Millersville University's homepage and select "MAX", enter their ID and PIN, and select "Housing Deposit". This option will be available for all eligible students until 12:00 (noon) p.m., February 17, 2012.

The following is important information that we encourage you to discuss with your son or daughter to make sure they secure a room for the 2012-2013 academic year:

- Your son or daughter received electronic information shortly after they checked into the residence halls in January. This information contains instructions on how to sign up for a room for the 2012-2013 academic year. Additional electronic reminders have been sent to your son or daughter.
- Hall and/or floor meetings will take place to orient your son/daughter to the Housing Selection process.
- If your son or daughter misplaced this information, they should contact the Housing Office immediately to obtain this information.
- A \$125 non-refundable housing deposit is due by 12:00 (noon) p.m., February 17, 2012. Students can pay on-line through MAX or at the Bursar's Office.
- Between February 21-25, Students who pay their housing deposit will need to complete the on-line housing agreement (contract). The process is very simple:
 - Step 1. Log onto their MAX Account,
 - Step 2. Select Student Services
 - Step 3. Select My Housing
 - Step 4. Apply online

- On February 27, students should check their marauder email account for instructions for date, time and additional instructions on how to selection their on-campus room.
- Between February 28 – March 3, students are instructed to logon on to MAX select their room for 2012-2013.
 - Step 1. Log onto their MAX Account,
 - Step 2. Select Student Services
 - Step 3. Select My Housing
 - Step 4. Follow instructions provided
- From March 12 - 16, students who didn't participate in the housing selection process can stop by the Housing Office, located on the first floor of Harbold Hall, for assistance in securing a room on campus.
- The Housing Agreement (Contract) can be found on our web site at www.millersville.edu/~housing.

We hope this information has been helpful. If you have any questions, please feel free to contact the Department of Housing and Residential Programs at Housing@millersville.edu or (717) 872-3162.

Sincerely,

The Department of Housing and Residential Programs