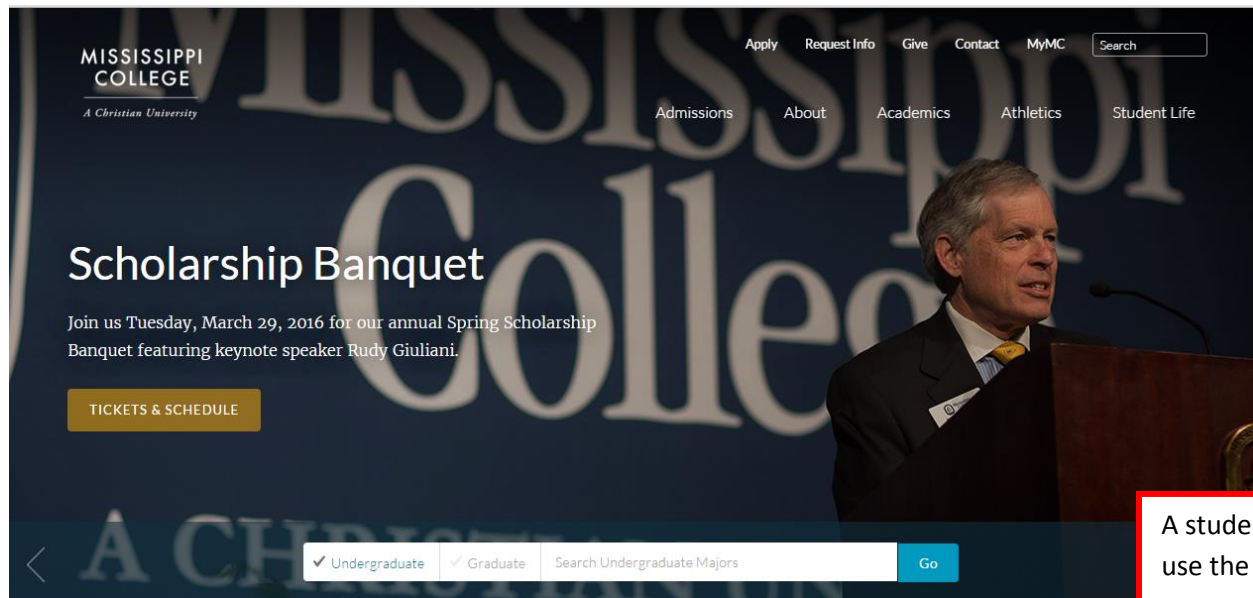
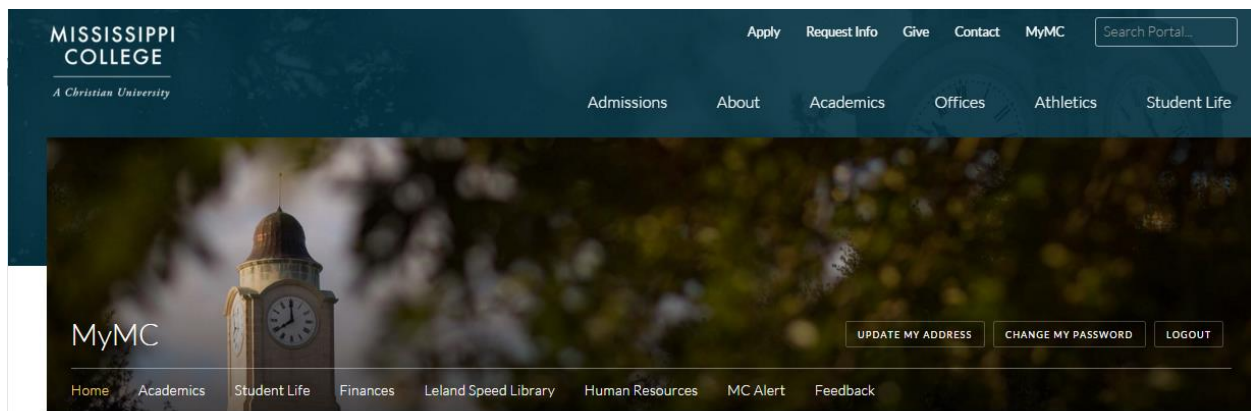


# Housing Sign-Up Tutorial

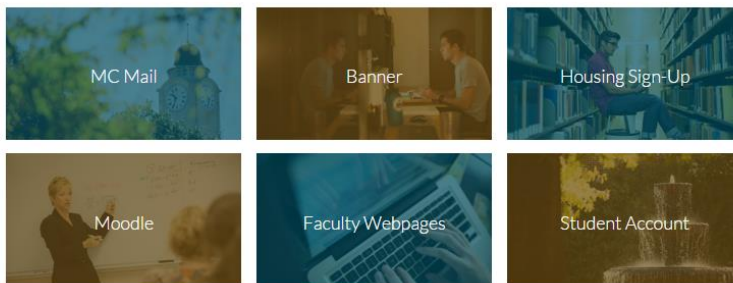


A student must use the MCemail and Username and Password to long into the housing portal.

A screenshot of the MyMC Login and MCNet Account page. The top navigation bar is dark blue with the Mississippi College logo and links for Apply, Request Info, Give, Contact, MyMC, and a Search bar. Below this are links for Admissions, About, Academics, Offices, Athletics, and Student Life. The main content area is white. On the left, under "MyMC Login", there are fields for "Username" (with a placeholder "I" and "@mc.edu") and "Password". Below these is a "LOGIN" button. On the right, under "MCNet Account", there are links: "What is MyMC?", "Student Account Lookup", "Change Password", and "MCNet App Status". Below this is a section for "Latest Status Information" showing "@mcnetsupport" and "12/26/2015 9:52 pm" with the text "All systems operational." in green. At the bottom right is an "MCNET APP STATUS" button. A "Help" link is at the bottom left.



## Launch Pad



## Faculty And Staff

- › Internal Resources
- › Faculty Webpage Editor
- › Summary Class List
- › Student Information Menu
- › Faculty and Advisors Menu
- › Pay Stub
- › Tax Forms
- › Employee Menu

# MISSISSIPPI COLLEGE

Home

Username

Password

[Password?](#)

Log In

☐ Remember Me

If the student logs in from this page they need to leave the @mc.edu off of the login.

(Step 1 of 2)

Welcome to Housing Sign Up. You can use the housing application to:

- Apply for housing.
- Edit or update your application information.
- Request a roommate preference
- Update your profile questions

You will use your mcEmail username and password to log in and begin the application process.

For assistance, contact the Residence Life Office at 601-925-3359 or [residencelife@mc.edu](mailto:residencelife@mc.edu) or visit the housing sign up website at [www.mc.edu/housingsignup](http://www.mc.edu/housingsignup)

Housing Sign Up

StarRez Inc. 2015

## Profile Summary

Name .Sharia .Brock  
Email sbrock@mc.edu  
Classification 1st Time Freshmen

## Students Home

(Step 2 of 2)

Welcome to Housing Sign Up. You can use the housing application to:

- Apply for housing. (Select the Application tab directly above.)
- Edit or update your application information.
- Request a roommate preference
- Update your profile questions

For assistance, contact the Residence Life Office at 601-925-3359 or [residencelife@mc.edu](mailto:residencelife@mc.edu) or visit the housing sign up website at [www.mc.edu/housingsignup](http://www.mc.edu/housingsignup)

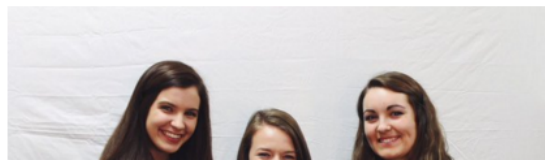
## Tweets

Follow

**MC Residence Life** @MC\_ResLife

3h

To be a Resident Assistant @MissCollege means being a part of a staff the deeply loves their residents day & day out  
[pic.twitter.com/mrcScmkJF5](http://pic.twitter.com/mrcScmkJF5)



A student will select "Application" from the horizontal menu options

## Term Selector

Please select the term you would like to apply for:

- ☒ **Academic Year 2016-2017**  
✓ Application Started:  
▶ Not Complete  
Current Status: (Please Select Status)

The student will choose which term they are applying for and hit "Save & Continue".

**The Housing Application, Room Selection, and Room Swaps will close on July 31, 2015**

Save & Continue

[Home](#) [Housing Application](#) [RA Applications](#)[Housing Application Menu](#) | [Applying for Academic Year 2016-2017 - 1st Time Freshmen](#) [Application Status](#) | [Cancel Application](#)

## Personal Details

(Step 2 of 10)

Please review the information below and **add/update** your Emergency Contacts and Missing Person information. The Emergency Contact information is considered confidential and will only be used in case of an emergency. If you see any information that needs to be changed in the Home Information please email [residencelife@mc.edu](mailto:residencelife@mc.edu) to correct those changes.

First Name:

.Sharia

Last Name:

.Brock

Middle Name:

Gender

Female

Date of Birth:

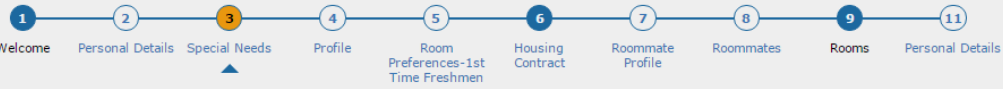
1/1/1995

### Home Address Information

Street Address:

Street Address 2:

The student will need to review and confirm their personal information populated automatically on the screen. The student will also be required to add two emergency contact names and phone numbers and then hit "Save & Continue". If they do not complete a section properly it will note with \* which sections are not completed.



### Special Needs

(Step 3 of 10)

**If you need special ADA accommodations for housing, you will need to contact the Counseling and Disability Services Office at 601-925-7790 or visit their website at <http://www.mc.edu/offices/counseling/student-with-disabilities/>.**

Medical (if none please leave blank):

Disability:

Dietary/Allergies:

Special Needs:

[Save & Continue](#)

The student will only need to fill out this information if applicable to them. If not applicable they will click "Save & Continue".

The student will complete a short questionnaire to be used if they are not requesting a roommate. This information will need to be completed before moving forward in the application. This information will be saved for the future and can also be changed at any point.



### Profile

(Step 4 of 10)

Please provide answers to the following questions to assist in making a roommate match.

#### International Roommate

I am interested in being assigned an international roommate

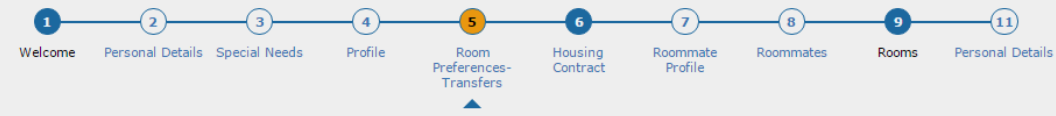
#### Sleep Habits

I tend to get up early (6:00am-8:00am)

I tend to get up later (9:00am-11:00am)

I tend to go to bed early (10:00pm-12:00am)

I tend to go to bed later (1:00am-2:00am)



## Room Preferences-Transfers

(Step 5 of 10)

Please rank your building preferences.

Please be aware there is a price difference between Premium and Non Premium Residence Halls. The price listed includes Room and Board per semester. (Pricing is for the 2015-2016 academic year)

<b>Premium Residence Halls = \$4327</b> <ul style="list-style-type: none"> <li>West Tower</li> <li>New Men's</li> </ul>	<b>Non Premium Residence Halls = \$3887</b> <ul style="list-style-type: none"> <li>Hederman (Double Room)</li> <li>Gunter</li> <li>Latimer Webb</li> <li>Ratliff</li> </ul>
<b>College Plaza Apartments</b> <ul style="list-style-type: none"> <li>1 BDR = \$3200</li> <li>2 BDR = \$3900</li> </ul>	<b>Single Rooms = \$4990</b> <ul style="list-style-type: none"> <li>Hederman</li> </ul>
<b>University Place</b> <ul style="list-style-type: none"> <li>\$4300</li> </ul>	

Preference 1

- Please Select -

Save & Continue

The student will need to select their residence hall preferences

Home Application



## Application Fee

(Step 6 of 9)

Your application is not complete until you pay your **Non Refundable** \$100 application fee. Clicking on the Submit Payment button below will redirect your browser to the Mississippi College online Payment Form. You will not be able to complete your application until your \$100 fee has been received.

Payment Amount (\$)

100

If you have questions or concerns about your application fee, please contact the Residence Life Office at

601-925-3359 or email at [residencelife@mc.edu](mailto:residencelife@mc.edu)

Pay Now

The student will click pay now and the online housing portal will redirect the student to the Touch Net payment site.

## Please enter your credit card information

Total:

\$100.00

\* Indicates required information

\* Credit Card Type:

ChinaUnionPay ▼

\* Account Number:

\* Expiration Date:

09 ▼ 2013 ▼

\* Security Code: (View example)

\* Name on Card:

\* Email:

Day Phone:

Night Phone:

Mobile Phone:



Continue

Cancel this payment transaction.

The student will need to enter their credit/debit card information and then click continue. Once the website has processed the information it will direct the student back to the housing portal website.

The student will return to the housing portal website. This is the receipt page that they will return to. In addition, they will receive a receipt email at their MC website. To continue completing the application the student will need to click Save & Continue.

MIS

Home Housing Application RA Applications

Housing Application Menu | Applying for Academic Year 2016-2017 - 1st Time Freshmen Application Status

1

Welcome

2

Personal Details

3

Special Needs

4

Profile

5

Room Preferences-  
Transfers

6

Housing Contract

7

Roommate Profile

8

Roommates

9

Rooms

10

Personal Details

## Housing Contract

(Step 6 of 10)

### Housing Contract Acknowledgement

By placing your mark in the checkbox provided and clicking the "I Agree" button you are signing the INSTITUTION'S Electronic Housing Contract.

I have read and accepted the terms of the contract displayed on this page ☒

Student Signature:

Sharia Brock

### Mississippi College Residence Life Housing Contract

This Agreement is made between Mississippi College and the Student for the use of college housing accommodations under the conditions set forth in the Agreement.

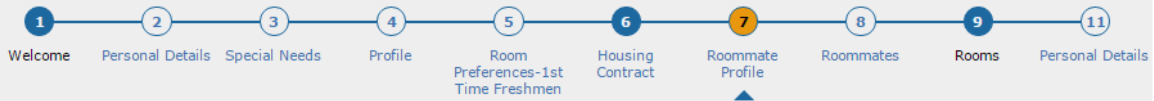
#### TERMS AND CONDITIONS

1. **PERIOD OF CONTRACT:** This Agreement is effective during the semesters indicated on the opposite side. Official opening and closing times of residence halls are published in the [Student Handbook](#).

2. **PERIOD OF OCCUPANCY:** Occupancy by the student may begin at an hour to be designated on the day the residence halls open. Students must vacate the residence hall within 24 hours of final exams unless the student is a graduating senior. Residence halls are closed during Thanksgiving, Christmas and Spring Holidays.

3. **HOUSING CHARGES:** The student will pay the published charges at the time of registration. All charges are payable to the

Student will be provided a copy of the online contract to review. If the student is under 19, there will be two boxes, one for their "signature" and one for a parent or guardian's "signature". The student must check the box and click "I agree" to the terms to move forward.

[Home](#) [Housing Application](#) [RA Applications](#)[Housing Application Menu](#) | [Applying for Academic Year 2016-2017 - 1st Time Freshmen](#) [Application Status](#) | [Cancel Application](#)

## Roommate Profile

(Step 7 of 10)

### Include in Search

Check this box if you wish to be included in the roommate searching process: ☒

Enter your name here so that potential roommates can locate you:

Sharia Brock

Enter a description of yourself to show to potential roommates:

[Save & Continue](#)





## Roommates

(Step 8 of 10)

### Please understand the following regarding roommate requests:

- 1) Both students must have a completed housing application on file. This includes the \$100 non-refundable housing application fee.
- 2) **Both students must request and confirm each other online, before selecting a room. You cannot select a room and then choose a roommate.**
- 3) Both students have to be accepted to Mississippi College to be pulled into a room.
- 3) When selecting a room, the student doing the booking must find a completely open double occupancy room (The room should read 2/2).

**Roommate request are not guaranteed.** It is a student's responsibility to ensure that when selecting a room, if they have a confirmed roommate request, that the roommate is also placed in the room. **Requesting a roommate after you have chosen a room will not pull the person into the room.**

### Suggested Roommates

**Spencer Sipe** (Age: 17)

Studious, prefers to sleep, likes some peace and quiet at times, likes guests when it's an appropriate time

[Request](#) | [View Profile](#) | [Send Message](#)

84%

## (Age: 19)

[Request](#) | [View Profile](#) | [Send Message](#)

80%

**Evan Robert** (Age: 17)

I keep my room clean for the most part. I am all for having a good time, but there will be times when I'll need to be studying in the room. I'm open to sharing my stuff with others who need it, and I hope to have a roommate who will do the same for me. I'm pretty active, so it's doubtful that I'll be in the room a whole lot.

[Request](#) | [View Profile](#) | [Send Message](#)

80%

### Accepted Roommates

You currently have no accepted roommates. You can search for roommates using the menu.

### Requested Roommates

You have no roommate requests.

### Search for roommates

[Search for roommates by details](#)[Search for roommates by entering their details](#)[Search for roommates by profile questions](#)[Search for a roommate by selecting profile questions](#)[Browse matching roommates](#)[Browse roommates who match my profile information](#)[Save & Continue](#)

In the "Roommates" tab, students will be able to: go in and search for a specific student to request as a roommate or search for a roommate to request based on profile information.

This tab also allows them to check the status of a roommate request to see if it has been confirmed by the other student.

### Search By Details

Student Number:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Date of Birth:	<input type="text" value="Any Date"/>
<input type="button" value="Search"/>	

1. Searching by student ID number "University ID" is the best way to search. They do not have to have all pieces of information listed to search. A student must have completed Part 1 of the application to be able to be searched for by another student.

### Search by Profile

#### Sleep Habits

<input type="checkbox"/> I tend to get up early (6:00am-8:00am)	Yes <input type="radio"/>	No <input type="radio"/>
<input type="checkbox"/> I tend to get up later (9:00am-11:00am)	Yes <input type="radio"/>	No <input type="radio"/>
<input type="checkbox"/> I tend to go to bed early (10:00pm-12:00am)	Yes <input type="radio"/>	No <input type="radio"/>
<input type="checkbox"/> I tend to go to bed later (1:00am-2:00am)	Yes <input type="radio"/>	No <input type="radio"/>

#### Guest (Please read the Guest Policy in the Student Handbook, "The Tomahawk")

<input type="checkbox"/> I am comfortable with opposite gender guests, as long as they respect my belongings and schedule.	Yes <input type="radio"/>	No <input type="radio"/>
<input type="checkbox"/> I am not comfortable with any opposite gender guests	Yes <input type="radio"/>	No <input type="radio"/>
<input type="checkbox"/> I am not comfortable with any same gender guests	Yes <input type="radio"/>	No <input type="radio"/>
<input type="checkbox"/> I am uncomfortable with opposite gender guests that I am not familiar with	Yes <input type="radio"/>	No <input type="radio"/>
<input type="checkbox"/> I am uncomfortable with same gender guests that I am not familiar with	Yes <input type="radio"/>	No <input type="radio"/>
<input type="checkbox"/> I am comfortable with same gender guests, as long as they respect my belongings and schedule	Yes <input type="radio"/>	No <input type="radio"/>

2. If a student matches the search, they will appear as an option to request. If no students appear, the ID number may be incorrect or the student who is being searched may not have completed a housing application yet.

## 8. Roommates - Roommate Search

**Christine C** (Age: 18)  
I am fun! Room with me!  
[Request](#) | [View Profile](#)

67%



Students will be reminded that they are only submitting a request and the other student must confirm the request for them to be linked as roommates for the room selection. They must click "Ok" to acknowledge.

## MISSISSIPPI COLLEGE

20 .Sharia .Brock

[Home](#) [Housing Application](#) [RA Applications](#)

[Housing Application Menu](#) | [Applying for Academic Year 2016-2017 - 1st Time Freshmen](#) [Application Status](#) | [Cancel Application](#)



### Rooms

(Step 9 of 10)

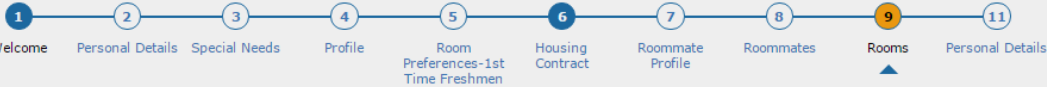
**Main** | [Room Search Wizard](#)

Currently you are not assigned to a room for the **2016-2017** Academic year. You can search for a room by using the Room Search Wizard by clicking save and continue at the bottom. Please read the steps below before continuing to choose a room.

1. You will be given the option to choose the building you desire to live in for next year. The buildings that are listed are the only residence halls that are open to New Students.
2. After choosing your residence hall preference you will be provided a list of all the floors within the residence hall. Choose the floor you want to live on and then click "Save & Continue".
3. After you have selected a floor you will be provided a list of all the rooms available on that floor. If you can't find the room you want on that floor, it has already been reserved and you will need to choose either another room or go back and choose another floor. Once you have chosen your room then click "Save & Continue".
4. After selecting a room you will be prompted to select bed "A" or "B". Make your selection and click "Reserve Room". ("A" and "B" have nothing to do with which side of the room you want to live in.)
5. Once you have reserved your room, you will be sent to the "Application Status" page which will provide you with the details of your room reservation. You can always return to the "Application Status" page to review this information.

You are not assigned to a room for this term. You can search for one using the options above.

[Save & Continue](#)



## Rooms - Room Search Wizard

(Step 9 of 10)

Main | Room Search Wizard

Select your preferred residence hall.

Building &gt; Floor &gt; Rooms &gt; Beds

Hederman Hall



Whittington Hall



Students will be able to view all buildings which house their gender.

They will need to click the building of their preference.

If a student receives the message no rooms available

## Choosing a floor:

The horizontal bar identifies what type of room. The number indicates the number of **bed spaces** available on each floor, not the number to rooms. That is why there can be an odd number under the "Double Beds" header.

Once they choose a floor that they would like to view the available spaces on they will highlight and high "Save and Continue".



## Rooms - Room Search Wizard

(Step 9 of 10)

Main | Room Search Wizard

Select your preferred residence hall.

Building &gt; Floor &gt; Rooms &gt; Beds

## Whittington Hall



Floor	Single - Beds	Double - Beds	Triple - Beds	Quad - Beds	Other
WHITTI 1st Floor	0	42	0	0	0
WHITTI 2nd Floor	0	62	0	0	0
WHITTI 3rd Floor	0	62	0	0	0

Save &amp; Continue

## Choosing a room:

Room Number,  
Gender, number of  
available spaces/total  
spaces, magnifying  
glass=profile of room

For Example:

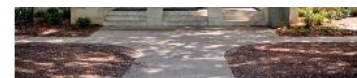
2/2=empty double

2/3=two students  
booked into a triple

1/2=one student  
booked into a double

Once a student  
chooses a room, they  
will highlight and hit  
“Save and Continue”

They have not booked  
the room yet!



Select a room of your choice. If the room reads 1/2 that means a student has already selected a space in that room. You can click on the magnifying lens to read that student's profile. If you are wanting to live with a specific student then please select a room that shows 2/2 spaces available.

**REMINDER: Roommate requests are not guaranteed.** It is a student's responsibility to ensure that when selecting a room, if they have a confirmed roommate request, that the roommate is also placed in the room. **Requesting a roommate after you have chosen a room will not pull the person into the room.**

**July 31, 2015** - Housing Sign-up and Room Changes will **CLOSE**. The Residence Life Office will make final assignments to those students who do not have a room assignment.

**Available Rooms**

WHITTI 101 - M - 2/2	
WHITTI 102 - M - 2/2	
WHITTI 103 - M - 2/2	
WHITTI 104 - M - 2/2	
WHITTI 106 - M - 2/2	
WHITTI 107 - M - 2/2	
WHITTI 108 - M - 2/2	
WHITTI 110 - M - 2/2	
WHITTI 111 - M - 2/2	
WHITTI 112 - M - 2/2	
WHITTI 113 - M - 2/2	
WHITTI 114 - M - 2/2	
WHITTI 115 - M - 2/2	

**New Men's  
WHITTINGTON RESIDENCE HALL  
FIRST FLOOR**

101 3002		138 3027
102 3003		127 3026
103 3004		136 3025
104 3005		135 3024
105 3006	RA	134 3023
106 3007	RESTROOM	
107 3008	MECHANICAL ROOM	
108 3009	STAIRS	
109 3010		133 3799
LOBBY	LOBBY	
RESIDENT DIRECTOR'S APARTMENT 3001	122 3022 121 3021	OFFICE
ICE MACHINE		RESTROOM

Volleyball Court

Highway 80

Key: Room - Gender (M: Male, F: Female, N: Neutral, D: Dynamic, C: CoEd) - Available Beds/Total Beds

**Save & Continue**

If a student does not have a requested roommate, they will want to view the profile for the student currently in the room.

1/2 and 2/3 indicates on a room listing that there is an open space in that room, but there is already at least one other person in there.

starrez-web.mc.edu/StarRezPortal/Modules/Renewal/RoomSearchWizard\_Beds.aspx?Params=XA1pkm9MwAvMc1SkYGd2bGWV1Rxur2W4a0dL...

Home Housing Application RA Applications

Housing Application Menu | Applying for **Academic Year 2016-2017 - 1st Time Freshmen** Application Status | Cancel Application

1 Welcome 2 Personal Details 3 Special Needs 4 Profile 5 Room Preferences-1st Time Freshmen 6 Housing Contract 7 Roommate Profile 8 Roommates 9 Rooms 10 Room Swap 11 Personal Details

**Rooms - Room Search Wizard**


(Step 9 of 10)

Main | **Room Search Wizard**

Select your preferred residence hall.

Building > Floor > Rooms > **Beds**

**Whittington Hall - WHITTI 1st Floor**



Please select your bed space (A or B). The bed space does not determine which side of the room you will be living in it is just your room assignment. Once you select your bed space click Reserve Bed.

Time remaining for bed selection: 04:28

Select the bed you would like to have.

My Bed:

Reserve

Once a student chooses a room, the final screen will allow them to choose a bed space. If the student has a requested and confirmed roommate, this is the screen where they will have the opportunity to book themselves and the roommate.

If the student does not pick a bed space for their roommate the roommate is not in the room. This happens if the bed assignment is left on "none" or the student chooses a room that did not have enough spaces.

A student must hit "Reserve Beds" to book the room. If they close out at this point without clicking, the room is not booked.

**Room Swap:** If the student decides that they want to change rooms then they will need to sign back into the housing application click on the "Room Swap" button at the top. Then they will process through the room selection the same as before.

**They CANNOT bring their roommates with them.**

MISSISSIPPI COLLEGE

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Home Housing Application RA Applications

Housing Application Menu | Applying for **Academic Year 2016-2017 - 1st Time Freshmen** Application Status | Cancel Application

1 Welcome 2 Personal Details 3 Special Needs 4 Profile 5 Room Preferences-1st Time Freshmen 6 Housing Contract 7 Roommate Profile 8 Roommates 9 Rooms 10 Room Swap 11 Personal Details

Welcome Complete



**Room Swap**

(Step 10 of 11)

You will only complete a **Room Swap** if you want to change rooms. If you have already selected the room you wanted you can skip this step and click on **Application Status** at the top. If you decide at a later date that you want to change rooms you can come back into your application and click on **Room Swap** (Step 10). You may want to change rooms because you didn't get your preferred roommate or decided you want to live in a different building. **Please remember room changes will close on July 31, 2015.**

Building > Floor > Rooms > Beds

Hederman Hall





## Application Status

This page contains the current progress of your application. All applications will read complete once you have chosen a room. If you have any questions about the housing process or the status of your application please contact the Residence Life office at 601-925-3359 or [residencelife@mc.edu](mailto:residencelife@mc.edu).

### REMINDERS:

- Students wanting to be roommates must have a completed housing application on file. This includes the \$100 non-refundable housing application fee.
- Student wanting to be roommates must request and confirm each other online, **before selecting a room. You cannot select a room and then choose a roommate.**
- Students wanting to be roommates have to be accepted to Mississippi College to be pulled into a room.
- When selecting a room, the student doing the booking must find a completely open double occupancy room (The room should read 2/2).
- Roommate request are not guaranteed.** It is a student's responsibility to ensure that when selecting a room, if they have a confirmed roommate request, that the roommate is also placed in the room. **Requesting a roommate after you have chosen a room will not pull the person into the room.**
- July 29, 2016 will be the last day for room selections and room changes.**

### Housing for 2016-2017 Timeline

**October 5, 2015** - Housing application is available to all New Students who have applied to MC.

**February 1, 2016** - Students who have completed their housing application, been accepted to MC, and paid the \$100 non-refundable housing fee can return to the online housing portal and complete their room request.

### .Brock, .Sharia

**Term:** Academic Year 2016-2017  
**Dates:** 8/20/2016 - 5/13/2017  
**Status:** Applied : Application Complete

### Room Reservation Details

**Room:** WHITTI 101  
**Room Type:** Double  
**Location:** Whittington Hall  
**Floor:** WHITTI 1st Floor  
**Available Terms:** Academic Year  
**Mandatory Housing Profiles:** None

### Occupancy Information

Beds	Occupants
WHITTI 101-A	- Empty -
<b>WHITTI 101-B</b>	Sharia Brock (8/20/2016 - 12/16/2016)
<b>WHITTI 101-B</b>	Sharia Brock (1/5/2017 - 5/13/2017)

[View Profile](#)  
[View Profile](#)

The "Application Status" tab provides a confirmation of booking and also allows a student who booked into a room with a stranger the opportunity to retrieve a full name and contact information. By clicking "View Profile" under the "Occupancy Information" a student can see an expanded file for a student.

The "Cancel Application" allows a student's cancel their current booking and look for a new room option.

You cannot move a confirmed roommate.