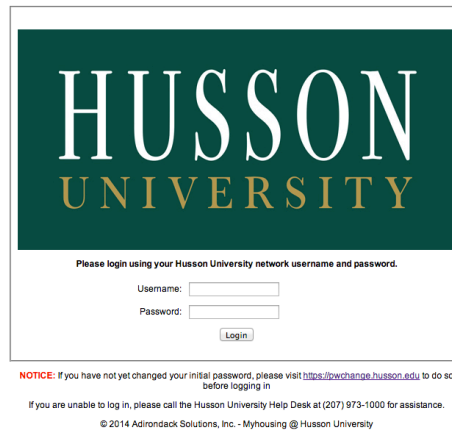


## Registration for Living on Campus Welcome to Husson University!

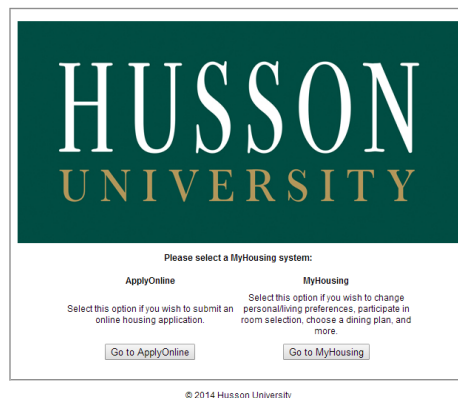
Below you will find instructions for completing the registration process to become a residential student at Husson University. If you do not have access to the Internet or encounter any issues during the process, please contact the office using the contact information provided at the end of these instructions. We will be happy to assist you.

1. Go to <https://husson.datacenter.adirondacksolutions.com/myhousing/>. You will arrive at the page displayed below:



The image shows a login page for Husson University. At the top, the Husson University logo is displayed in white and gold text on a dark green background. Below the logo, a message reads: "Please login using your Husson University network username and password." There are two input fields: "Username:" and "Password:". Below these fields is a "Login" button. At the bottom, there is a red "NOTICE" stating: "If you have not yet changed your initial password, please visit <https://pwchange.husson.edu> to do so before logging in." Below the notice, it says: "If you are unable to log in, please call the Husson University Help Desk at (207) 973-1000 for assistance." At the very bottom, it says: "© 2014 Adirondack Solutions, Inc. - Myhousing @ Husson University".

2. Enter Your Husson Network Username and Password. If you have difficulty logging in, contact the Help Desk at **207.973.1000** to verify your Username and Password. You will come to the following page:



The image shows a page for selecting a MyHousing system. At the top, the Husson University logo is displayed in white and gold text on a dark green background. Below the logo, a message reads: "Please select a MyHousing system:". There are two options: "ApplyOnline" and "MyHousing". Under "ApplyOnline", it says: "Select this option if you wish to submit an online housing application." Below this is a "Go to ApplyOnline" button. Under "MyHousing", it says: "Select this option if you wish to change personal/living preferences, participate in room selection, choose a dining plan, and more." Below this is a "Go to MyHousing" button. At the bottom, it says: "© 2014 Husson University".

3. Click on "**Go to ApplyOnline**". This will bring you to the following screen:

**MyHousing @ Husson University**

**Application Selection**  
 Welcome [redacted] 4)

Please select the application you wish to begin: Incoming Student Housing Application - Spring 2014 (Fall 2014) \* [Next >>]

**Application Status**

Application Name	Time Frame	Status	Can Be Re-Visited?
Incoming Graduate Student Housing Application	Fall 2014	No Application on File	No
Incoming Student Housing Application - Spring 2014	Fall 2014	No Application on File	No
Singles Waitlist	Fall 2014	No Application on File	No

© Husson University - MyHousing Web Suite v3.2.6 for The Housing Director

4. Click on “**Next**”. This will bring you to the following page:

**MyHousing @ Husson University**

**Housing Agreement**

[Click here to view the contract \(Adobe Reader required\)](#)

If you do not have Adobe Reader, [click here to download it](#)

☒ I Agree ☐ I Do Not Agree

[Next >>]

© Husson University - MyHousing Web Suite v3.2.6 for The Housing Director

5. This is your Room and Board Agreement. Please Read Carefully! **NOTE:** Once you complete this form, you will receive an e-mail that will contain a PDF attachment of your Agreement. Please save for your records.

**HUSSON UNIVERSITY Room and Board Agreement**

**Financial Obligations Are Involved – Please Read Carefully**

This agreement becomes effective and binding for the entire spring semester once it is signed by the student. If student is under the age of 18 then the agreement must be accepted by the parent(s) or legal guardian(s). This agreement is valid only for on-campus living at Husson University. If the agreement is entered into after the start of the spring academic semester, the agreement will be effective binding for the balance of the spring academic semester, conditional on the fact that the student does not change any part that the student desires by all terms of this agreement, and is currently enrolled as a full-time student. This agreement is approved and accepted by the University only when so acknowledged by the Office of Residence Life. This agreement is non-transferable and non-assignable by the student.

If the student should request and is approved for a release from on-campus housing after applying for being accepted into campus residency through this agreement (see Release Request), a contract breakage fee may apply.

**Residency Requirement:** All full-time undergraduate students must live in on-campus housing unless they request and are approved for a Release Request. Students must live in on-campus housing unless they request and are approved for a Release Request. Students must live in on-campus housing unless they request and are approved for a Release Request.

1) Student has completed 54 credits or more by the end of the recent academic semester. NOTE: Initial decision will be based upon the number of credits completed as of the end of the prior semester plus the number of credits attempted during the current semester. If the student does not meet the requirement, the number of completed credits must be 54 or more, your request and subsequent approval may be rescinded.

2) Student is married.

3) Student is commuting from Parent(s), Grandparent(s), or legal guardian(s) residence within 30 miles of Bangor, ME. A statement from the parent(s), grandparent(s), or legal guardian(s) must be submitted containing the following information:

- Statement from parent(s), grandparent(s), or legal guardian(s) attesting to the accuracy of address and phone number.
- Address and phone number of residence.
- Signed by the parent(s), grandparent(s), or legal guardian(s) attesting to the accuracy of information.

4) Student is a military veteran.

5) Student is at least 21 years of age.

Extenuating circumstances are determined on a case by case basis. This policy applies to all Husson University students.

If a student meets one or more of the aforementioned criteria, they must complete a “Residency Release Request” and have it approved by the Dean of Student Life or his/her designee in order to be released from on-campus housing. If the request is not approved, the student must remain on-campus. If the request is approved, the student must remain on-campus until the request is approved for a release from on-campus living, a contract breakage fee may apply.

**For Release Request:** Release Requests made following the Add/Drop Period of any semester, one or more of the following must be met:

- Financial Hardship (based on consultation with Student Accounts).
- Academic Commitment (i.e., internship, student teaching) that is 50 miles or more away from campus, and/or
- Studying Abroad.

Once you have read the Agreement, click on “I Agree” at the bottom of the page and click “**Next**”. You must click “**I Agree**” to move on in the process, which will include choosing your meal plan. Once you click “**I Agree**” and “**Next**”, you will be taken to the following page:

**MyHousing @ Husson University**

**Personal Preferences**

Questions marked with an asterisk (\*) are required.

01. Name/Relation of Emergency Contact

02. Mobile/Primary # for Emergency Contact: Use this format: (555)555.5555

03. Full Address for Emergency Contact

04. Work Number for Emergency Contact

05. Name/Relation of Secondary Contact

06. Mobile/Primary # for Secondary Contact

07. Full Address for Secondary Contact

08. Work Number for Secondary Contact

09. Student Mobile/Primary Contact Number. Use this format: (555)555.5555

10. When do you go to bed? (N/A)

11. How do you like to study? (N/A)

12. How often do you plan to have visitors? (N/A)

13. Are you a student athlete? N/A

14. Do you use smokeless tobacco? N/A

15. What do you like to do most weekends? (N/A)

16. Where do you like to study?

17. When do you like to study? A.M.

18. What is your favorite music?

19. Which theme floor would you like to live on? (N/A)

20. If you know a person who you would like to room with, please enter their name here:

6. Please complete all required information. Once completed, click “**Continue**”. If you do not fill in a field, a warning will come up telling you which field you did not complete. Once you click “**Continue**”, you will be taken to the following page:

**MyHousing @ Husson University**

**Dining Plan Selection**

This application requires that you select a dining plan to continue.

Please select a dining plan from the drop-down menu below and click submit:

Meal Plan 1 - 19 Meals/week and \$50 Dining Dollars - (\$2,139.50)

[Continue >>](#)

© Husson University - MyHousing Web Suite v3.2.6 for The Housing Director

7. Use the drop down menu to choose your meal plan for next year. Click on “**Continue**”. This will bring you to the final page indicating that you have successfully submitted the required information.

Your on-campus living application is now complete. The next step will be your room and roommate assignment; your match will be based on your listed preferences to the best of our ability and information provided. Notification of room and roommate assignment will be available through email before the start of school.

If you are unable to complete the registration, for any reason, please contact the office.

Thank You,

Husson University  
Office of Residence Life  
[ResLife@husson.edu](mailto:ResLife@husson.edu)  
207.941.7700