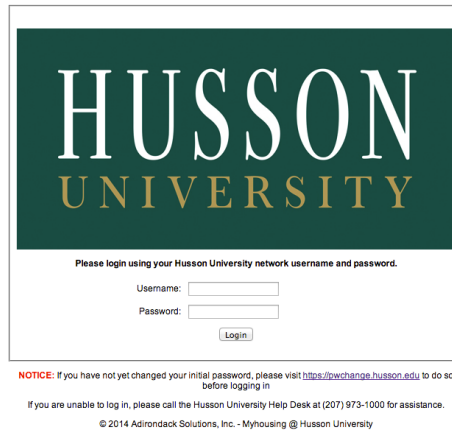


## Registration for Living on Campus At Husson University!

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/HUSSON\\_THDSS\\_PROD](https://HUSSON.datacenter.adirondacksolutions.com/HUSSON_THDSS_PROD). You will arrive at the page displayed below:



Please login using your Husson University network username and password.

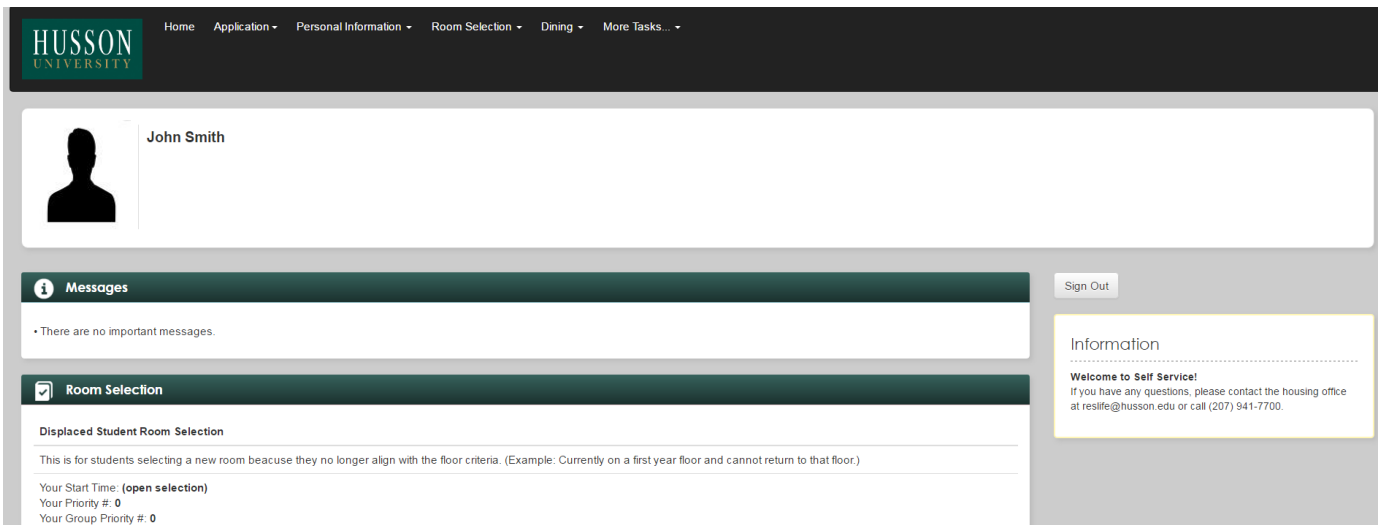
Username:

Password:

**NOTICE:** If you have not yet changed your initial password, please visit <https://pwchange.husson.edu> to do so before logging in.

If you are unable to log in, please call the Husson University Help Desk at (207) 973-1000 for assistance.  
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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:



Home Application Personal Information Room Selection Dining More Tasks...

HUSSON UNIVERSITY

John Smith

Messages

• There are no important messages.

Room Selection

Displaced Student Room Selection

This is for students selecting a new room because they no longer align with the floor criteria. (Example: Currently on a first year floor and cannot return to that floor.)

Your Start Time: [open selection](#)

Your Priority #: 0

Your Group Priority #: 0

Sign Out

Information

Welcome to Self Service!

If you have any questions, please contact the housing office at [reslife@husson.edu](mailto:reslife@husson.edu) or call (207) 941-7700.

3. Click on “**Application**” and select the application you are eligible for. This will bring you to the following page:

Open Registration Application



Housing and Board Agreement

Financial Obligations Are Involved-Please Read Carefully

This agreement becomes effective and binding for the entire academic year (fall and spring semesters) once it is accepted by the student. If student is under the age of 18, then must be accepted by his parent(s) or legal guardian(s). This agreement is valid only for on-campus housing at Husson University. If agreement is entered into after the start of the academic year, this agreement shall be effective and binding for the balance of the academic year, conditional on the fact that the housing and board charges are paid, that the student abides 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 (please see Residency Requirement), a contract breakage fee may apply.

**Residency Requirement:** All full-time undergraduate students with less than 54 completed credits must live in on-campus housing unless they request and are approved for a Residency Release by meeting one or more of the following criteria:

1. Complete 54 credits or more by the end of the most recent academic semester. NOTE: initial decision will be based upon the number of completed credits as of the end of the prior semester

4. 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.

Room and Board Agreement

Financial Obligations Are Involved – Please Read Carefully

This agreement becomes effective and binding for the entire academic year (fall and spring semesters) once it is accepted by the student. If student is under the age of 18 then the agreement must be accepted by his 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 shall be effective and binding for the balance of the spring academic semester, conditional on the fact that the housing and board charges are paid, that the student abides 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 and being accepted into campus residency through this agreement (see Residency Requirement), a contract breakage fee may apply.

**Residency Requirement:** All full-time undergraduate students with less than 54 completed credits must live in on-campus housing unless they request and are approved for a Residency Release by meeting one or more of the following criteria:

- 1) Student has completed 54 credits or more by the end of the most recent academic semester. NOTE: initial decision will be based upon the number of completed credits as of the end of the prior semester plus the number of credits attempted during the current semester. If, at the completion of the current semester, the number of completed credits is 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 Guardian(s) residence within 30 miles of Bangor, ME. A written statement from the above-mentioned parties and contain the following information:
    - Statement that the student is residing in your residence
    - Address and phone number of your residence
    - Statement signed by the parent(s), grandparent(s), or legal guardian(s) attesting to the accuracy of the information
  - 4) Student is a military veteran.
  - 5) Student is at least 21 years of age.
- Extending on-campus housing will be considered 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. This request must be approved by the University only when so acknowledged by the Office of Residence Life.
- For Residency 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, you must electronically sign the form at the bottom of the page and click **“Continue”**. Remember, this is an agreement for the entire academic year. Once you click **“Continue”**, you will be taken to the following page:

Home Application Personal Information Room Selection Dining More Tasks...

Personal Information

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

01 Please enter your mobile phone number \*

02 Which is your mobile carrier? \* (N/A)

03 Do you have a preferred roommate that you would like to be placed with?

04 How often would you prefer visitors in your room? \* (N/A)

05 What are your personal boundaries in regard to sharing your personal property with your roommate? \* (N/A)

06 How tidy is your bedroom generally? \* (N/A)

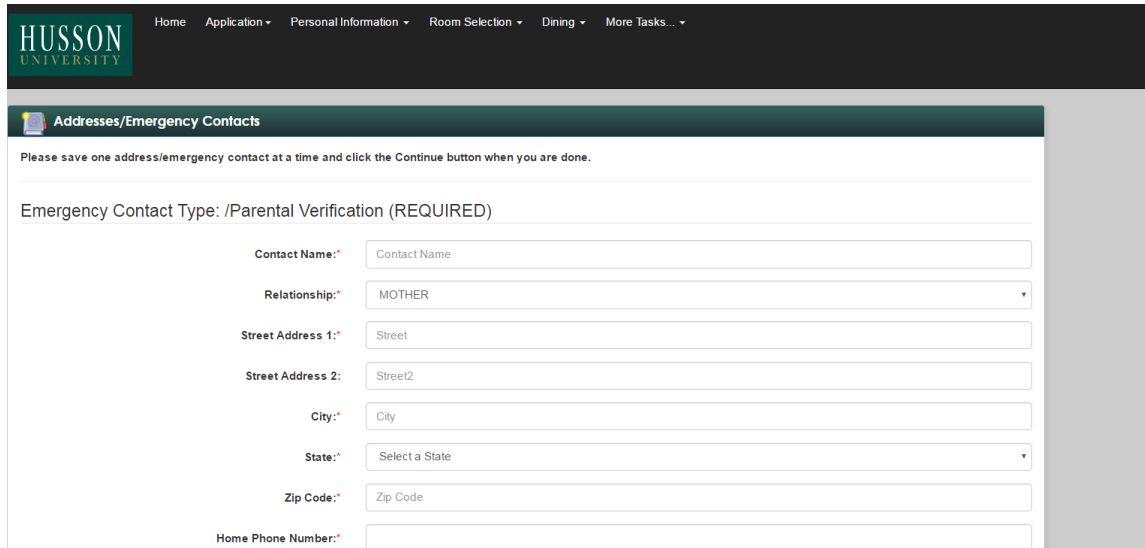
07 What is your routine in regard to sleeping pattern? \* (N/A)

08 How do you like your environment while studying? \* (N/A)

09 Do you use a type of tobacco product? \* N/A

10 What will you primarily do on the weekends? \* (N/A)

5. 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 to complete the emergency contact information:



The screenshot shows a web application interface for Husson University. At the top, there is a navigation bar with the university logo and menu items: Home, Application, Personal Information, Room Selection, Dining, and More Tasks... Below this is a header for the 'Addresses/Emergency Contacts' section. A message reads: 'Please save one address/emergency contact at a time and click the Continue button when you are done.' The form is titled 'Emergency Contact Type: /Parental Verification (REQUIRED)'. It contains several input fields: 'Contact Name' (text), 'Relationship' (dropdown menu with 'MOTHER' selected), 'Street Address 1' (text), 'Street Address 2' (text), 'City' (text), 'State' (dropdown menu with 'Select a State' selected), 'Zip Code' (text), and 'Home Phone Number' (text).

Once the information has been updated, you must click “**SAVE**” before clicking on “continue. If you do not save the information, you will have to complete the required step once again.

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.

All incoming students will be provided with our 14 meal/week package and will have the ability to increase or decrease the board plan with Dining Services in the Dickerman Dining Commons during the add/drop period. Dining services contact: [bemisc@husson.edu](mailto:bemisc@husson.edu), 207-941-7076.

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**