

2022-2023 Room Retention Guide

Introduction

This guide will help you go through the process of retaining your bed space for 2022-2023. If you need any help at any time, please feel free to contact the Housing and Residence Life Office either by phone at 304-696-6765, by email at housing@marshall.edu or by stopping by our office located on the campus side of Holderby Hall. Our office is open Monday thru Friday, 8:00 a.m. to 5:00 p.m.

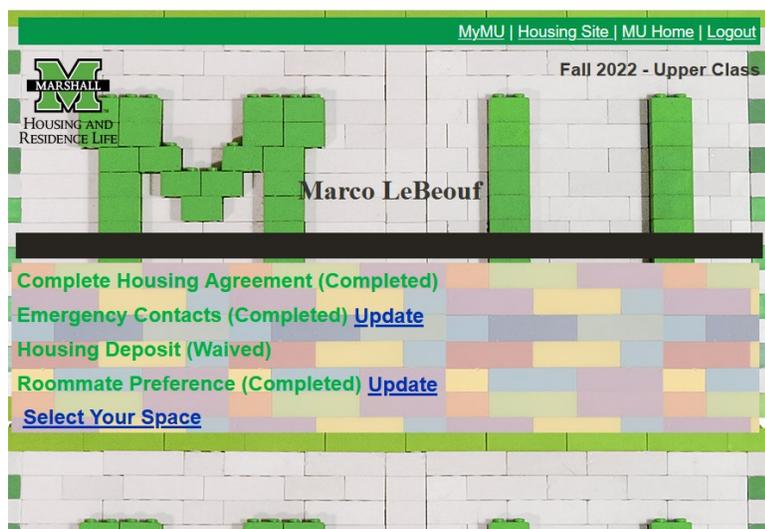
Please note - you must first have completed the Housing Agreement.

Start Retaining your Bed Space

Please Note – Room Retention is only available February 7, 2022 at 9:00 a.m. to February 9, 2022 at 11:59 p.m and only available to students currently living in one of the following buildings as of February 1, 2022.

- Buskirk (*excluding 3rd floor)
- Twin Towers West
- Twin Towers East (*excluding 2nd, 3rd, and 12th floors)
- Marshall Commons (Gibson, Haymaker, Wellman and Willis)

If you are already on the Housing portal home page, you can click on to “Select Your Space”. If not, you can log back in by going to <https://www.marshall.edu/housing/signupnow> and clicking “Fall 2022 Upper Class Housing Agreement”, log in then click on “Select Your Space”.



Selecting your Bed

On this page, you will start the process of reserving your current bed space for 2022-2023.

Room Retention

Click the button below to retain your current Bed Space: HY-0501a .

 [Retain Your Bed Space](#)

 [Cancel](#)  [Next step](#)

Click on the “**Retain Your Bed Space**” link.

09:50 Bedspace HY-0501a will be unavailable to others while you process your assignment and meal plan.

Room Retention

Bedspace "HY-0501a" is currently saved for you. If you are ready to retain your bed space, make sure that your bed space has your name in the drop down box and click next to select a meal plan. If you are not ready to retain your bed space, press the Release Lock button below to cancel the process and then click Cancel.

Room: [HY-0501](#)

Bed Space: [HY-0501a](#) 

 [Release Lock](#)

 [Cancel](#)  [Next step](#)

Click on “**Next step**” to continue to the next page.

Selecting Meal Plan

On this page, you will be selecting your meal plan for 2022-2023.

09:23 Bedspace HY-0501a will be unavailable to others while you process your assignment and meal plan.

Meal Plans for Samantha Test Person Marshall

Plan



 [Cancel](#)  [Previous](#)  [Next step](#)

To start adding a meal plan, click on the  (Add button). A gray box will appear asking for two items. These items are:

- Plan Type
 - Select **Meal**
- Plan
 - Select the meal plan you want

Once you selected your meal plan, click on **Select** to confirm your selection. Next click on **Next step** to continue.

Summary Page

The next page is the summary page that shows you what Bed Space you are signing up for, as well as your meal plan. Review the information carefully and if you need to make a change click on **“Previous”** to go back.

Once you have reviewed your selections and are ready to submit them, click on the **“Finish”** button. If you want to make a change you can click the **“Previous”** button to go back. If you wish to cancel this process, click the **“Cancel”** button.

08:31 Bedspace HY-0501a will be unavailable to others while you process your assignment and meal plan.

Summary

Step 1 - Untitled

Selected Bed Space

<u>Full Name</u>	<u>Term</u>	<u>Move In</u>	<u>Move Out</u>	<u>Bed Space</u>	<u>Rm Type</u>
Samantha Test Person Marshall	2020 Fall Term	8/24/2020	12/11/2020	HY-0501a	Holderby Hall Single
Samantha Test Person Marshall	Spring 2021	1/11/2021	4/30/2021	HY-0501a	Holderby Hall Single

Step 2 - Untitled

Selected Meal Plan

<u>Full Name</u>	<u>Term</u>	<u>Start Date</u>	<u>End Date</u>	<u>Plan</u>
Samantha Test Person Marshall	2020 Fall Term	8/24/2020	12/11/2020	140 Meals + \$65 flex
Samantha Test Person Marshall	Spring 2021	1/11/2021	4/30/2021	140 Meals + \$65 flex



Cancel



Previous



Finish

Once you are finished reviewing you can click on the **“Finish”** button at the bottom of the page. This will take you back to the home page where you should see the **“Your Done!”** page and see your 2022-2023 Room Assignment and Meal Plan.



You will also receive an email to your Marshall Email confirming your 2022-2023 Room Assignment and Meal Plan.

That is it! You have completed the Room Retention Process.

You can now log out and close the page.

Thank you for choosing to live on campus next year.