



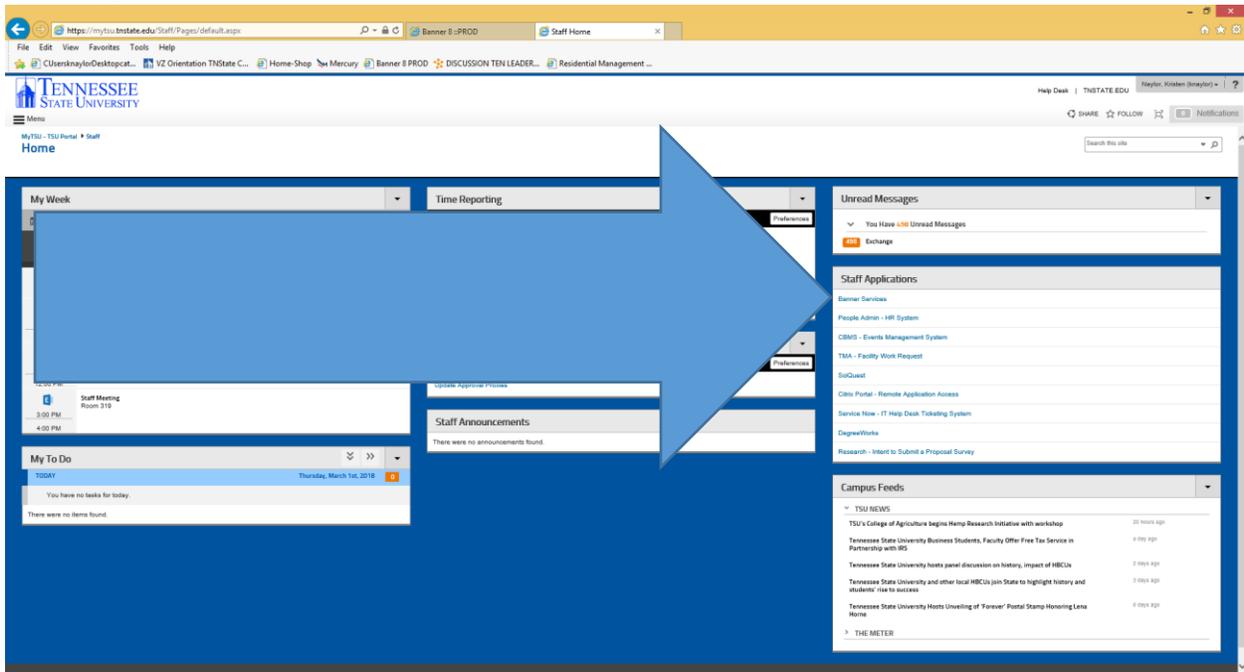
Fall 2018 Step by Step Directions

FIRST TIME FRESHMEN HOUSING APPLICATION

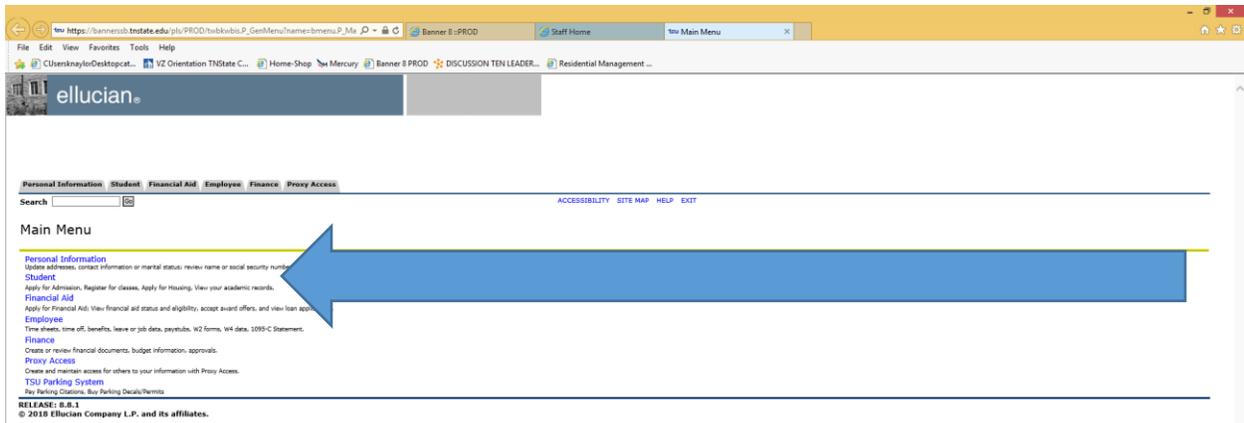
Log into myTSU at mytsu.tnstate.edu

If you have issues with your password, you will need to contact the University Help Desk at 615-963-7777.

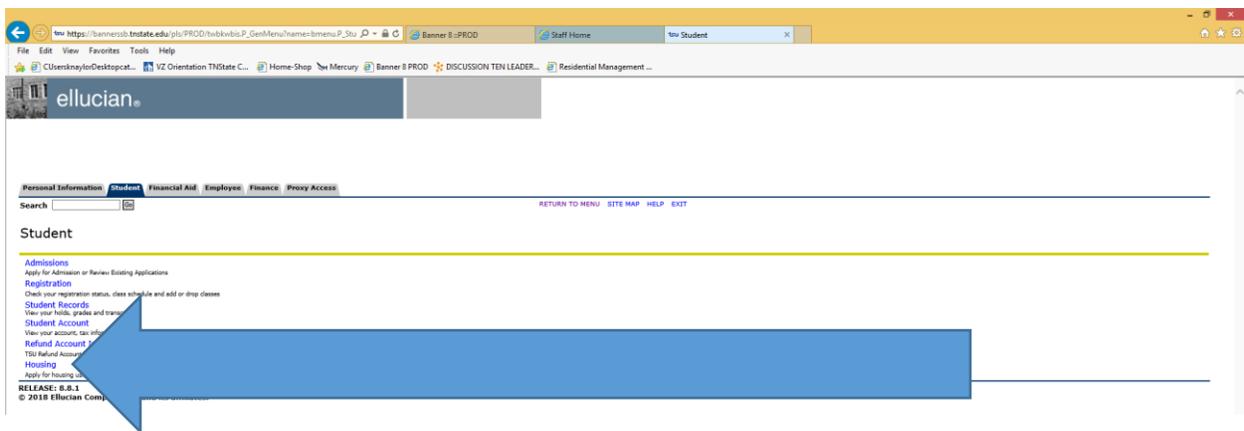
Once logged in, click on **Banner Services**. It will appear on the bottom or left hand side of your screen.



Your screen will look similar to below. **Click on Student.**



Click on Housing



Click on the RMS Link. You will be directed to the Mercury Housing Portal.

Browser window showing a page from https://bannersb.tnstate.edu/pls/PROD/utm2rms_p_start. The page features the **ellucian** logo and navigation tabs: **Personal Information**, **Students**, **Financial Aid**, **Employee**, **Finance**, and **Proxy Access**. A search bar is present with a "Go" button. Below the navigation, a message states: "Use the following link to access the TSU RMS (the online housing system). Please note that this will open up in a new browser window (if it does not, be sure your browser allows pop-ups). The current window will remain open, so that you may resume your use of Banner Self-Service at any time." A red link is provided: [Click here to go to RMS Student Web for Housing](#). At the bottom, the page includes the text: "RELEASE: 8.5 © 2018 Ellucian Company L.P. and its affiliates." The footer contains a long URL: <https://mercury.tnstate.edu/Run?n=c2Mth3D%2BM4pCz2ZoYm8ApgWnGdF34kUDZwleW0AF9wgypply6HrH0PukWuH4667W/dn507%2BGe4%2B3R2dy/7NlpPbg94D...>

The Housing Portal “Landing Page” changes often with updated information. However, just look for the appropriate icon for your student type and click!

The screenshot shows a web browser window with the URL <https://mercury.tn...>. The browser's address bar and tabs are visible at the top. The page content includes the Tennessee State University logo, a personalized welcome message "Welcome, Kristen!", and a blue header for "Current On Campus Residents (and Continuing TSU Students)". Below this header, there is a red notice: "The Spring 2018 Online Housing Application has now CLOSED. If you are seeking housing for the remainder of the Spring Semester, please visit us in person in Kean Hall Room 131." This is followed by a message about Spring Break: "Spring Break is fast approaching! All Residence Halls will close for Spring Break, Friday March 9 at 4pm. Halls will reopen on Sunday March 18 at 12 Noon." A blue notice states: "The Fall 2018 Housing Application Opens Soon! Put aside your \$100 prepayment now!". A blue button labeled "Current Students, Click Here!" is centered below. Another blue header reads "Newly Admitted Students". Underneath, it says "Housing Applications for Fall for First Time Freshmen and Transfer/Readmit Students will be available March 1!". A prompt "Select the appropriate icon below to enter!" is followed by two blue buttons: "Transfer/Readmit Students, Click Here!" and "First-Time Freshmen, Click Here!". A large blue arrow points from the right towards the "First-Time Freshmen, Click Here!" button.

Please note: You will only have access to the application for your student type (IE. Freshmen students will only be able to access the Freshmen portal, Current/Returning Students will only have access to the Current Student portal, etc). **If you believe you have access to the wrong portal, please email reslife@tnstate.edu with your Full Name and T Number, and we will look into your access.**

The First Time Freshmen portal looks something like this. Like the main housing portal landing page, it also changes often.

Run Feature - Internet Explorer

https://mercury.tnstate.edu/RunFeature/RunFeature?ftl=Xba344174-f6d6-4d53-954c-5c31527dedda

TENNESSEE STATE UNIVERSITY

First Time Freshmen Housing Portal

The Fall 2018 Housing Application for First-Time Freshmen opens March 1!

The Housing Application is a 3 Step Process.
In order for your housing application be complete you must:

1. Complete your housing preferences
2. Pay your \$100 non-refundable housing prepayment online
3. Sign your Housing Agreement

All steps are to be completed through the "Apply" button below!

Apply March 1!

Follow Us on Facebook!

What to Bring!

Meal Plan Information

Orientation Registration

Follow Us on Instagram!

Frequently Asked Questions

Residence Hall Information

Immunization Requirements

Cancel My Housing (Prepayment is non-refundable)

Return to Main Menu

We want you to eventually look through all of the icons, as they will help you prepare for move-in and on-campus life. **However, for this tutorial please click on the "Apply" button!**

You are now about to begin the Freshmen Housing Application.

Remember, the Housing Application is a 3-Step Process. Your application is not complete until all of the steps are complete. All are to be completed online through the “Apply” button.

- 1. Complete your housing preferences**
- 2. Pay your \$100 non-refundable housing prepayment online.** At this time we do not accept mailed payments for the housing application.
- 3. Sign your Housing Agreement.**

Before you begin, you will be asked to read the following information.



Run Feature - Google Chrome

Secure | <https://mercury.tnstate.edu/RunFeature/RunFeature?ftl=Xe4622abe-a9bf-40a0-8df4-2ae0aa39c724>

 **TENNESSEE STATE UNIVERSITY**

Welcome to the Fall 2018-Spring 2019 Housing Application!



Please read the following before completing the Fall 2018-Spring 2019 General Housing Application.

The Housing Application is a 3-Step Process. Your application will not be looked at until all three steps are complete.

Step 1: Housing Application Preferences.
Step 2: \$100 non-refundable prepayment. This payment must be made online and cannot be paid in person.
Step 3: Sign your Fall 2018 Housing Agreement.

This application will take approximately 10-15 minutes to complete.

In order to complete this application you will need:

- 1. Your T Number**
- 2. The T Number of any roommates you wish to request**
- 3. A Credit/Debit Card (Visa, Mastercard, American Express) OR your Bank Account and Bank Routing Numbers (for an electronic check)**

Once you are prepared with the above items, please click on the button below.

Click Here When You Are Ready

When you are ready, click the button at the bottom of the page.

This PDF is an abbreviated version of the Housing Application Preferences. If you have specific questions about pages not included in this PDF, please email reslife@tnstate.edu

Housing Application Preferences: Emergency Contact Information

Please note that all fields with an asterisk are required. If your emergency/missing contact person does not have a middle name, you can write the first or last name twice.

The screenshot shows a web browser window titled "Run Feature - Google Chrome" with the URL <https://mercury.tnstate.edu/RunFeature/RunFeature?ftl=Xe4622abe-a9bf-40a0-8df4-2ae0aa39c724>. The page content is as follows:

First-Time Freshmen Housing Application

Fall 2018-Spring 2019

The information below is on file with the University. If it is incorrect, please contact the Office of the Registrar at 615-963-5300.

Your Contact Information

Your campus email is listed below. All communication will be sent to this email address. If you would like communication to be sent to a personal email in addition to your campus email, please enter a personal email in the space provided.

knaylor@tnstate.edu

This is the cell phone number on which you wish to be contacted by the university. If at all possible, this should be the student's phone number, NOT a parent or guardian.

Cell Phone

Emergency/Missing Person Contact Information

All students must submit contact information for an Emergency Contact and a Missing Person's contact. You may submit the same person for both, if you wish. Usually the Emergency contact is a parent or guardian.

Missing is same as Emergency

Emergency Contact		Missing Person	
First Name	<input type="text" value=""/>	First Name	<input type="text" value=""/>
Middle Name	<input type="text" value=""/>	Middle Name	<input type="text" value=""/>
Last Name	<input type="text" value=""/>	Last Name	<input type="text" value=""/>
Cell Phone	<input type="text" value=""/>	Cell Phone	<input type="text" value=""/>
Home Phone	<input type="text" value=""/>	Home Phone	<input type="text" value=""/>
Work Phone	<input type="text" value=""/>	Work Phone	<input type="text" value=""/>
Email	<input type="text" value=""/>	Email	<input type="text" value=""/>
Relation	<input type="text" value=""/>	Relation	<input type="text" value=""/>

Facility Preferences and Meal Plan

Be sure to add your preferences by clicking the **green plus sign!**

Preview Feature - Google Chrome

Secure | <https://mercury.tnstate.edu/RunFeature/RunFeature?ftl=Xb6eec7db-d4b3-47f9-a3c2-ae587b59c013>

TENNESSEE STATE UNIVERSITY

Room/Building Preferences

Please choose your preferred housing facility(s). You can list up to three. Certain qualifications and credentials may be needed, so please be sure you meet these requirements prior to submitting a housing application. Discuss these options carefully with anyone who helps you make your financial decisions, as some buildings/room types are more expensive than others. Photos are available on [our website](#). Click the green "+" button to add a preference.

- Incoming Freshmen students requesting Hale Hall must be admitted into the University Honor's College by May 1 in order to be placed in this facility.
- Incoming Freshmen Students requesting Wilma Rudolph Residence Center should apply early and meet a minimum 3.2 High School GPA and a 20 ACT. For more information, visit our website at www.tnstate.edu/housing (you will be redirected away from the Housing Application).

Type	Preference	Room Type
Building	Wilson Hall	Wilson Hall Double Room
Building	Eppse Hall	Eppse Hall Double Room

Select Your Meal Plan

All First-Time Freshmen Students residing on campus must have the 7 Day Unlimited + \$300 Dining Dollars meal plan. This plan will be assigned automatically to all students completing this version of the Fall 2018 Housing Application. Rates for the Fall 2018-Spring 2019 Academic Year will be released on or around July 1, 2018 by the Tennessee State University Board.

You can check [our website](#) for updated rates around this time.

Cancel **Previous** **Next**

This PDF is an abbreviated version of the Housing Application Preferences. If you have specific questions about pages not included in this PDF, please email reslife@tnstate.edu

Roommate Matching Questions

Be sure to answer these questions to the BEST of your ability, as they help us to match roommates. Parents- if you are completing the rest of the housing application, please have your STUDENT complete these questions!

Run Feature - Google Chrome

Secure | <https://mercury.tnstate.edu/RunFeature/RunFeature?ftl=X72497ede-b4ab-4477-a6a4-f24d44bef69c>

Roommate Information

Answer all of the questions below as accurately as possible. They will be used now or in the future to match you with a roommate. These answers are important, even if you have a preferred roommate, as it is possible you will need to be matched with other roommates or suitemates.

Question	Answer
I like quiet while studying.	<input checked="" type="radio"/> Yes <input type="radio"/> No
I am ok with visitors.	<input checked="" type="radio"/> Yes <input type="radio"/> No
I wake up early.	<input type="radio"/> Yes <input checked="" type="radio"/> No
I stay up late.	<input type="radio"/> Yes <input checked="" type="radio"/> No
I am neat and tidy	<input type="radio"/> Yes <input type="radio"/> No
I am a social smoker.	<input type="radio"/> Yes <input checked="" type="radio"/> No
My conflict style is compromising.	<input type="radio"/> Yes <input type="radio"/> No
I stand my ground.	<input type="radio"/> Yes <input type="radio"/> No
My conflict style is avoidance.	<input type="radio"/> Yes <input type="radio"/> No

Preferred Roommate Information

If you have a person you would like to room with, you should search them using their T Number in the search box below.

To optimize your chances of being roomed together:

- 1) BOTH TSU Students should apply by May 1, 2018
- 2) Roommates should discuss their preferred facility in advance and request the same facility(s) in the same order of preference.
- 2) Roommate requests must be MUTUAL. This means both applicants are required to submit their requested roommate on the application. If one person does not request the other (or requests someone else) on the housing application, the request is not mutual and you will not be placed together.
- 3) If your requested roommate has not yet been admitted (or does not have a T number) please wait to submit your housing application. As long as both parties apply by May 1, this will not affect your assignment. If your roommate still has not been admitted as of May 1, you should apply for housing. If space permits we can try and place you both together, but roommate requests are no longer guaranteed if one or both parties apply after May 1.
- 4) **BE SURE YOU CLICK THE GREEN (+) BUTTON ONCE YOUR ROOMMATE HAS BEEN FOUND!**

Please search your preferred roommate below. If you are having issues finding your preferred roommate, leave the first and last names blank, and search using the T Number ONLY. T Number must be in format T00123123. Do not include any spaces, dashes, or an "s" at the end.

Roommate Preferences

Roommate

If you are requesting a specific roommate, **be sure hit SELECT** to add them to your application

Roommate Preferences

Roommate

+ Roommate Search Criteria

First Name

Last Name

T Number

Found: Ashley

Cancel Search **Select**

Cancel Previous Next

Once they are added, their name will appear similar to below. Once you have your preferred roommate(s) added, then hit "Next"

Roommate Preferences

Roommate

✖

Cancel Previous Next

Last question of Application Preferences (Step 1 of 3)

If you will need special housing accommodation due to a disability or other condition, please know that you MUST contact 615-963-7400 to register with the Office of Disability Services. You will not receive special accommodation until you have been processed accordingly by this office

Preview Feature - Google Chrome

Secure | <https://mercury.tnstate.edu/RunFeature/RunFeature?ftl=Xb6eec7db-d4b3-47f9-a3c2-ae587b59c013>

 **TENNESSEE STATE UNIVERSITY**

Special Housing Needs

Do you have a physical disability, condition or registered service animal that warrants special consideration for making your housing assignment? If YES, you must register with the Office of Disability Services by May 1, 2018. Please contact them at 615-963-7400 as soon as possible. Please note that certain accommodation styles may be limited, so the earlier you register and apply for housing, the more likely you are to be accommodated.

No, I do not need special housing consideration ▼ *

If you will register with Disability Services, read this part thoroughly!

Because Tennessee law (TCA 40-39-211) prohibits sex offenders required to register under Tennessee law (TCA Title 40, Chapter 39, Part 2) from knowingly establishing a primary or secondary residence or any other living accommodation within one thousand feet (1,000') of the property line of any public school private or parochial school, licensed day care center, other child care facility, public park, playground recreation center or public athletic field available for use by the general public, registered sex offenders are not eligible for housing at Tennessee State University.

Are you required to register as a sex offender?

No. ▼ *

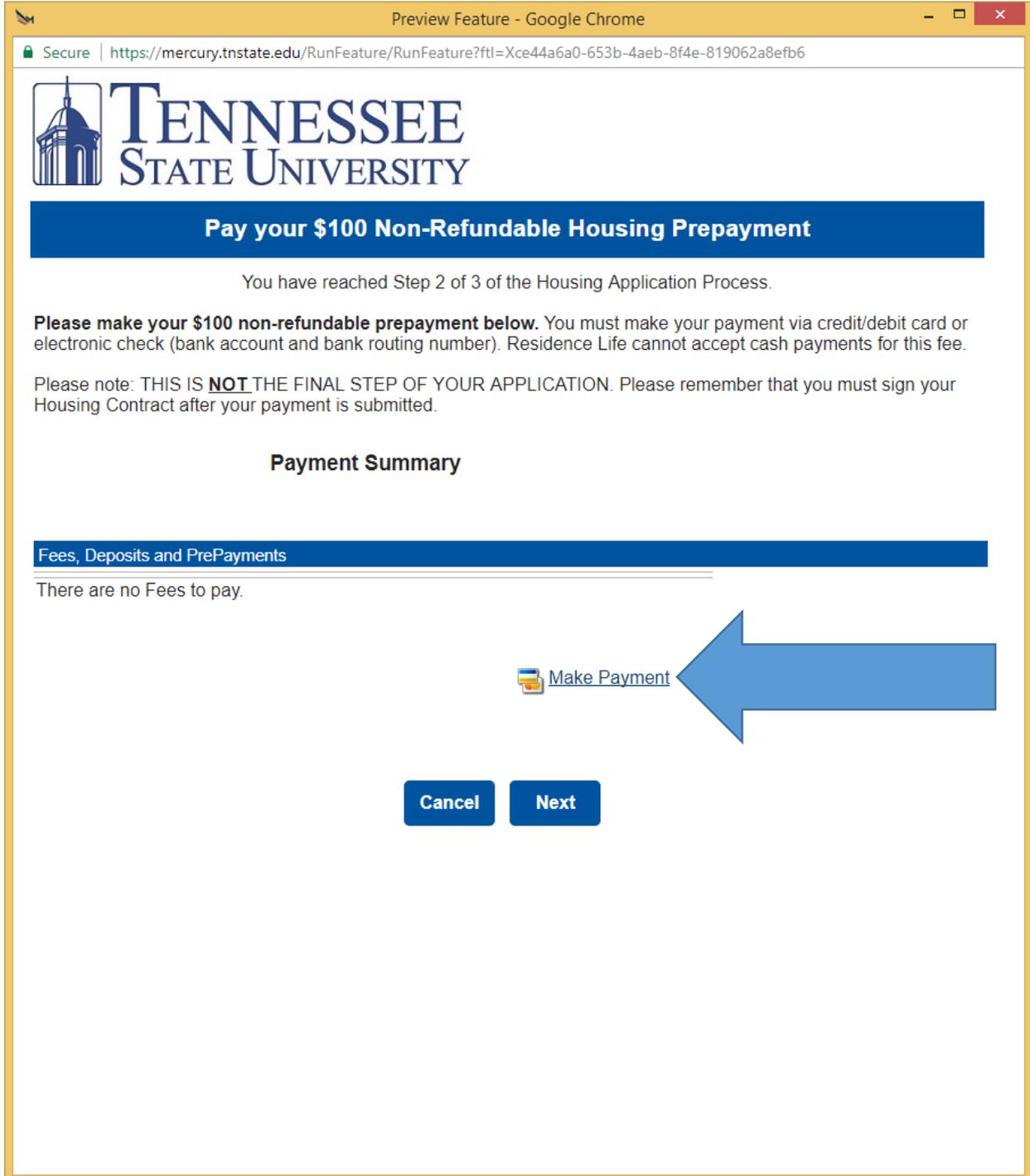
Cancel Previous Next

This is the end of the Step 1: Housing Application Preferences portion of the Fall 2018 Application.

Step 2: Making your \$100 Non- Refundable Prepayment.

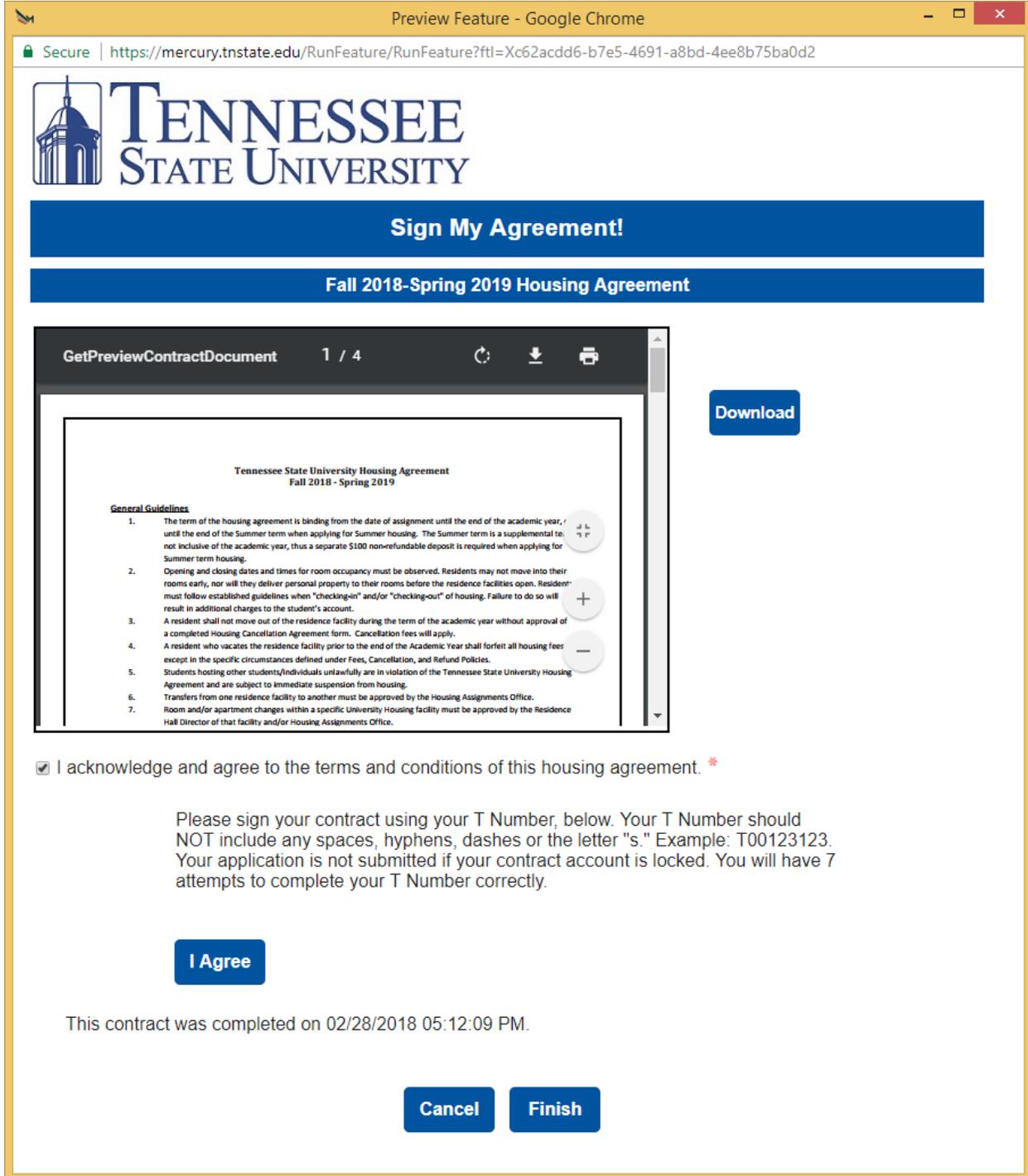
If you have not yet paid your \$100 non-refundable prepayment, the \$100 fee will show below. To make the payment, they will hit “make payment.”

Once your \$100 housing prepayment has been made and processed, a confirmation screen will appear and you can hit the “Next” button.



Step 3: Sign your Agreement.

The last step is to sign the housing agreement. This must be done using the T number in the format T00123123. *DO NOT use any dashes, hyphens, spaces or additional letters in signing your contract. FYI: your T Number DOES NOT have an "s" at the end.*



Preview Feature - Google Chrome

Secure | <https://mercury.tnstate.edu/RunFeature/RunFeature?ftl=Xc62acdd6-b7e5-4691-a8bd-4ee8b75ba0d2>

TENNESSEE STATE UNIVERSITY

Sign My Agreement!

Fall 2018-Spring 2019 Housing Agreement

GetPreviewContractDocument 1 / 4

Download

Tennessee State University Housing Agreement
Fall 2018 - Spring 2019

General Guidelines

1. The term of the housing agreement is binding from the date of assignment until the end of the academic year, or until the end of the Summer term when applying for Summer housing. The Summer term is a supplemental term, not inclusive of the academic year, thus a separate \$100 non-refundable deposit is required when applying for Summer term housing.
2. Opening and closing dates and times for room occupancy must be observed. Residents may not move into their rooms early, nor will they deliver personal property to their rooms before the residence facilities open. Residents must follow established guidelines when "checking-in" and/or "checking-out" of housing. Failure to do so will result in additional charges to the student's account.
3. A resident shall not move out of the residence facility during the term of the academic year without approval of a completed Housing Cancellation Agreement form. Cancellation fees will apply.
4. A resident who vacates the residence facility prior to the end of the Academic Year shall forfeit all housing fees except in the specific circumstances defined under Fees, Cancellation, and Refund Policies.
5. Students hosting other students/individuals unlawfully are in violation of the Tennessee State University Housing Agreement and are subject to immediate suspension from housing.
6. Transfers from one residence facility to another must be approved by the Housing Assignments Office.
7. Room and/or apartment changes within a specific University Housing facility must be approved by the Residence Hall Director of that facility and/or Housing Assignments Office.

I acknowledge and agree to the terms and conditions of this housing agreement. *

Please sign your contract using your T Number, below. Your T Number should NOT include any spaces, hyphens, dashes or the letter "s." Example: T00123123. Your application is not submitted if your contract account is locked. You will have 7 attempts to complete your T Number correctly.

I Agree

This contract was completed on 02/28/2018 05:12:09 PM.

Cancel **Finish**

Once your contract is accepted, you will see your confirmation page!

NEXT STEPS:

1. Submit your Immunization Records to Student Health Services.

Call 615-963-5291 for more information or visit
http://www.tnstate.edu/campus_life/healthservices.aspx

2. Register for Destination TSU (Orientation)

Visit <http://www.tnstate.edu/orientation/> to register online!

3. Review your Application before May 1

We will lock all existing applications on May 1, as we begin to work on room assignments. This means you will not be permitted to make any changes to your application after May 1. **We strongly suggest logging back in to myTSU a week or so before May 1 to review your responses. This will be your last chance to add a roommate if you have not already added one.** If you change any responses, your application submission date WILL NOT be affected as long as the change is made prior to May 1.

4. View your Assignment!

Assignments will begin to be released on or before the Memorial Day Weekend. To find out your assignment, log in through MyTSU to the housing portal and look for a “View My Assignment” icon on the Landing Page. You may not have a roommate assigned right away, but continue to check back in “View My Assignment” for updates.