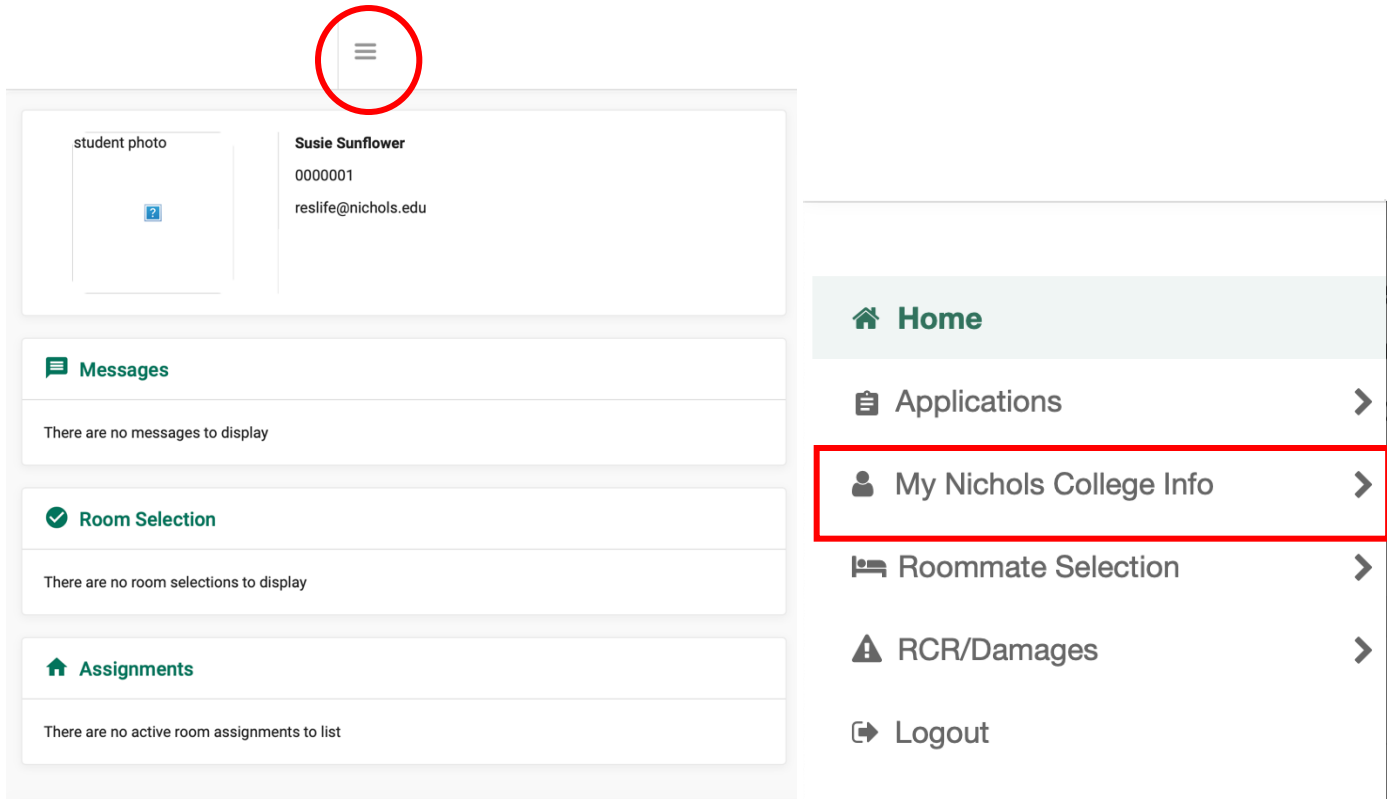


# Office of Residence Life

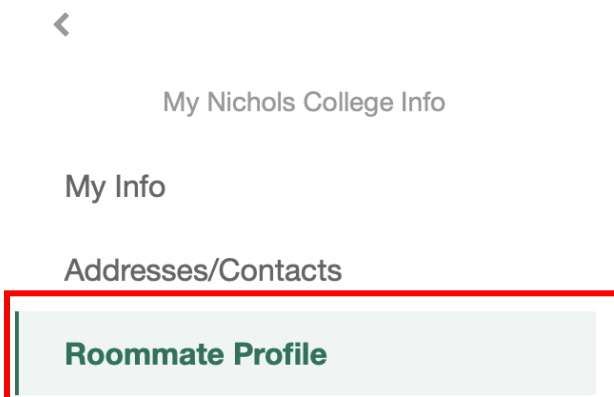
## How to Complete the Housing Application

1. Click the Menu Bar, 3 lines at top left of the screen, select My Nichols College Info.



The screenshot shows a user profile page for Susie Sunflower. At the top left, a menu icon (three horizontal lines) is circled in red. Below the profile information, there are four sections: Messages, Room Selection, and Assignments, each with a status message indicating no items to display. On the right side, a vertical menu bar is shown with the following items: Home, Applications, My Nichols College Info (highlighted with a red box), Roommate Selection, RCR/Damages, and Logout.

2. Under the applications tab, select Roommate Profile.



The screenshot shows the 'My Nichols College Info' page. At the top left, there is a back arrow. Below it, the text 'My Nichols College Info' is displayed. Underneath, there are three menu items: 'My Info', 'Addresses/Contacts', and 'Roommate Profile'. The 'Roommate Profile' item is highlighted with a red box.

3. Fully complete the questions in this section, as indicated below, then select Update Roommate Profile.

### Roommate Profile

Profile Privacy  
Display my information and my profile

Contact Preference Type  
Personal Email

Contact Information  
susie.sunflower@gardenmail.com

My Profile  
I enjoy playing soccer, painting, cooking and dancing.

**Update Roommate Profile**

4. Once the profile is complete, you will move on to the application. Click the menu bar (3 lines at the top left) and select Applications. Under Applications, select New Student Housing Application 2020-2021

**Home**

**Applications**

My Nichols College Info

Roommate Selection

RCR/Damages

Logout

Applications

**New Student Housing Application**

**2020-2021**

**(2020FA)**

5. Electronically sign your name and press continue to enter the application.


### Consent - New Student Housing Application 2020-2021

Please review the contract available here (Adobe Reader required)

If you do not have Adobe Reader, it may be downloaded here.

If you do not agree, exit the application here.

If you agree, sign your name in the box below.



clear signature

**Continue**

6. Fill out all questions on the application fully and honestly, to match best with potential roommates. Once fully filled out, select continue at the bottom of the screen.

My Information - New Student Housing Application 2020-2021

Please indicate your preference: \*  
I prefer to shower at night

I usually go to bed : \*  
10PM-Midnight

What is your personal non-campus email address? \*  
susie.sunflower@gardenmail.com  
30 of 300 characters

My self identified gender is:  
female  
6 of 300 characters

Would you be open to living in a gender inclusive room? \*Gender Inclusive: welcoming of all, regardless of gender identity and/or expression. This means regardless how someone identifies you may live together.  
Yes

Would you live with a smoker? \*  
No

Will you be pursuing Medical Accommodations for your living space? Housing Accommodation Paperwork- Due July 1st Contact reslife@nichols.edu for more information. \*  
No

My room tends to be: \*  
Moderately Clean

I consider myself to be a(n): \*  
In Between

I prefer my room to be: \*  
Occasionally Social/ Loud

My preference on room temperature is: \*  
I like the room to be warm

When I go to sleep I : \*  
Need the room to be dark

Are you a smoker? This includes both tobacco and marijuana products. Please note that this info is only used for roommate matching purposes. Marijuana & drug paraphernalia are not permitted on campus. \*  
No

My preferences when studying are: \*  
With the TV on

Please choose any interests you may have: \*  
Movies, Crafting, Clubs/ Organizations, Watching Sports, Cooking/Baking, Going Out to Eat, (none)

I consider myself to be a(n) : \*  
Between 7 AM and 9 AM

Are you a Freshman or a Transfer Student from another university/college? \*  
1st Year Freshman Student

Please list any hobbies you have: \*  
soccer, cooking, dancing  
24 of 300 characters

Please indicate how often you plan on leaving campus: \*  
Approximately 2 weekends per month

Continue

7. You will then be prompted to complete your contact and emergency contact information, this must be filled out to move on, please fill this out completely before moving on. Select the pencil on the side of each set required information to add fill it out. Once complete, select continue.

### Addresses ^

Required	Completed	Type	Street	City	Zip Code	
✓	✓	RLPrimary	123 Gardeners Way	Greenville	06000	

### Contacts ^

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work
✓	✓	Emergency Contact/Guardian	Stanley Sunflower	Father	lower@gard60555123460555678!			
✗	✓	Emergency Contact/Guardian	Sarah Sunflower	Sibling	ower@gard60555987660555987!			
✓	✓	Missing Person Contact	Stanley Sunflower	Father	lower@gard60555123460555678!			

Continue

8. Your application is now complete! You will be brought to a thank you screen and the thank you will also be sent to your email with the 2020-2021 Housing License attached.

Application Complete - New Student Housing Application 2020-2021

## Thank You for completing your Housing Application for 2020-2021

Please make sure that you have **selected and fully matched your ENTIRE roommate group by July 1st at 4:00pm**. Failure to have a FULLY matched group of roommates will result in you not receiving the roommates of your choice.

### Important Dates to Remember

- 1<sup>st</sup> Year, Transfer, or Readmitted Nichols Student ADA Housing Accommodation Paperwork - Due July 1<sup>st</sup> at Noon, Contact [reslife@nichols.edu](mailto:reslife@nichols.edu) for more information
- Online Roommate Selection- Open June 1<sup>st</sup> through July 1<sup>st</sup>
- Housing Assignment - Emailed no later than the 3<sup>rd</sup> week in July.

Home