

ROOM SELECTION LOTTERY

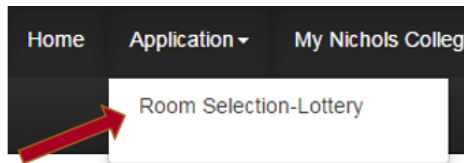
Office of Residence Life

5 Easy Steps to the Housing Portal

Step One- Filling Out Your Housing Application

Once you are logged into the Housing Portal

Then click "Applications" Tab and choose "Room Selection-Lottery 2020"



Next View and Sign the Housing Contract, sign your name in box and click "Continue"

If you agree, sign your name in the box below.
If you do not agree, [click here](#) to exit the application.



You will then be brought to Update Your "Personal Information". Once completed, click "Continue"

Personal Information

Questions marked with an asterisk (*) are required.

01. Do you plan on entering room selection as a group of one? (by yourself)
02. What size group are you planning on entering room selection as?

Step Two- Address/Emergency Contacts

After Personal Information is updated, you will then be directed to update your Address/Emergency Contact Info. You must click on "Save Address" or "Save Contact" after every entry.

Zip Code:*

Phone Number:*

Email Address:

Work Phone Number:

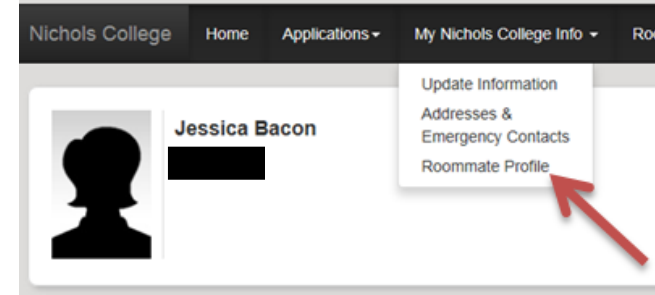
Mobile Phone Number:*

Email Address:*

You are required to fill in RL Primary Address, at least one Emergency Contact and your Missing Persons Contact.

Step Three-Roommate Profile

Click "My Nichols College Info" Tab and choose "Roommate Profile" .



The Roommate Profile is how possible roommates can find you. If you make your profile private, no one can search for you! Fill out your Roommate Profile and click the "Update Roommate Profile " button at the bottom of the page.

Contact Preference Type:

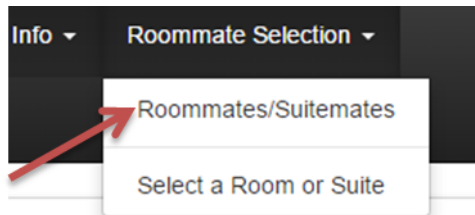
Contact Information:

My Profile:

I am a very outgoing person, I like to spend time going to 1 but I don't go to bed until 11pm on a weeknight. I am looki like myself

Step Four-Choosing a Roommate

Click "Roommate Selection" tab and choose "Roommates/Suitemates".



Then Choose the Term "2020 FA".

Roommates/Suitemates

Select a Term:

Submit

If you know who you want to be your roommate, put their name in the Simple Roommate Search, and it will automatically send them a request.

Simple Roommate Search

Note: You do not need to fill in all fields.

Last Name:

First Name:

Middle Initial:

Email Address:

Begin Search

Choosing a Roommate Continued

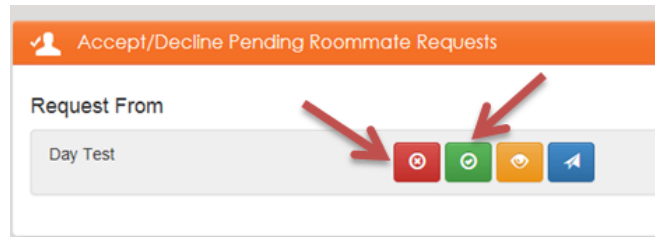
If you want to search for a roommate based on preferences or want to view their profile before sending them a request then use Advanced Search!

- Room must
- I do not min
- I am a light :
- I am a heav
- I need total
- I don't mind

Begin Search

Step Five- Accept/Deny Request

To Accept a Roommate Request choose the Green Box, to Deny and roommate a request, choose the Red Box.



To view their profile, click the Yellow Box and to write them a message, click the Blue Box.



Questions??

If you have a question or would like more detailed instructions on how to complete the housing process:

Please email reslife@nichols.edu or stop by Fels 301

Important Dates to Remember

- Housing Application must be completed by February 24, 2020
- Roommates must be chosen/matched by February 24, 2020 at 4pm
- Must clear any SFS holds by February 25, 2020 at 4pm
- ADA Housing Accommodation Paperwork due by February 19, 2020 at 3pm to Health Office
- Students must be registered for Fall 2020 classes with a full academic course load (minimum of 12 credits) by May 11, 2020 at 4pm or they will be removed from their housing assignment, with no guarantee that their original chosen assignment will be available once they are registered for Fall 2020 classes.

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