

ROOM SELECTION LOTTERY

Office of Residence Life

APPLICATIONS/ROOMMATE MATCHES DUE

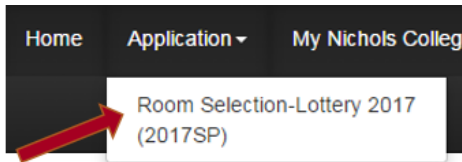
APRIL 1ST BY 11:59PM (HARD DEADLINE)

If you miss this deadline, you cannot participate in room selection with your friends, and your room will be assigned by ResLife after housing selection has been completed.

Step One- Filling Out Your Housing Application

To access the housing portal, go to hub.nichols.edu and find "Residence Life" under departments - click housing portal BLUE BUTTON (lower right)

Once you are logged into the Housing Portal then click "Applications" tab and choose "Room Selection-Lottery 2022"



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:* 01545

Phone Number:* 555-555-5555

Email Address: [Redacted]

Save This Address

Work Phone Number: [Redacted]

Mobile Phone Number:* 555-222-1111

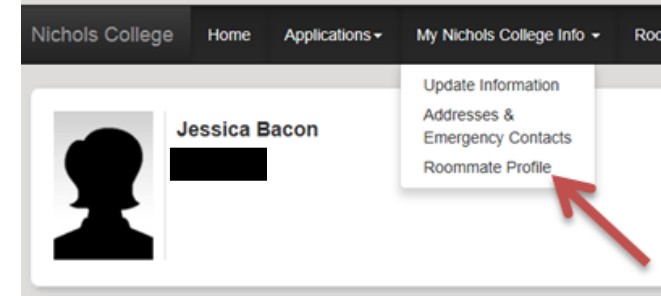
Email Address:* markbacon@email.com

Save This Contact

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:

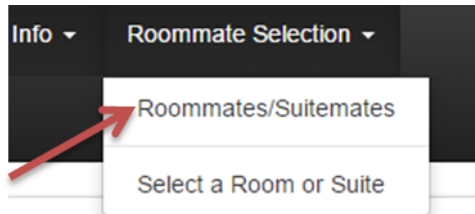
My Profile:

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 looking like myself

Update Roommate Profile

Step Four-Choosing a Roommate

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



Then Choose the Term "2022 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

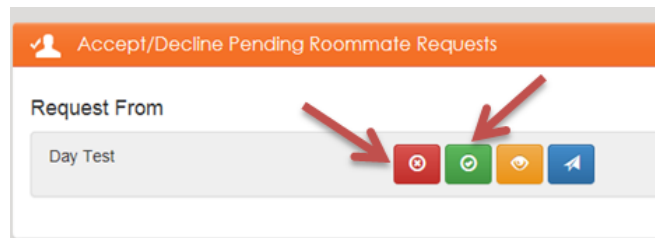
If you want to search for a roommate based on preferences or want to view their profile before sending them a request then use Advanced Search!

- ☐ 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 **April 1st** at 11:59 pm via online system
- Roommates must be chosen/matched by **April 1st** at 11:59pm via online system
- ADA Housing Accommodation Paperwork due by **March 21, 2022** at 4:30pm to Fels 301/ResLife Office
- Housing selection appointments take place **April 11-15**
- Students must clear SFS holds and be registered for Fall 2022 classes with a full academic coarse load (minimum of 12 credits) by **June 1, 2022** 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 2022 classes.

Upcoming Info Sessions

(Zoom links will be emailed)

- February 17th at 3:00pm, via Zoom
- February 21st at 4:00PM, via Zoom
- February 23rd at 4:00 PM, via Zoom