



COMPLETING YOUR HOUSING APPLICATION



Step One:

Go to <https://newhub.nichols.edu/departments/residence-life> and Click below to access your housing portal


Residence Life

Departments / Residence Life

About Residence Life

At Nichols we believe that residential living offers students the chance to live and learn in a supportive environment. We believe that a student should develop into a responsible citizen capable of giving back to their community, and that every single person is important and critical to our collective success. Our staff is made up of both student Resident Assistants (RAs) and full-time professional Area Coordinators (ACs) as well as student programmers and community managers. Our staff and policies are in place to strive to make our residence halls safe, convenient, and welcoming. Nichols students take personal responsibility for their behavior and surroundings and set high expectations for civility and community.

Living on campus during this exciting time of your life is a privilege, and your time at Nichols will not last forever. Take advantage while you're here to make the most of it—leave your room, put down the cell phone, close that laptop, and engage with one



Contact Us

Contact Information
reslife@nichols.edu
508-213-2480

Office Hours
Mon-Fri: 8:30am-4:30pm

Summer Office Hours
Mon-Thu: 8:30am-4:30pm
Closed Friday

Location
Fels Student Center
3rd Floor
Suite 301

Click here for the Housing Portal

N

X

Home

Applications

My Nichols College Info

Roommate Selection

RCR/Damages

student photo

Susie Sunflower
0000001
reslife@nichols.edu

Helpful Links

Links

Messages

There are no messages to display

Room Selection

There are no room selections to display

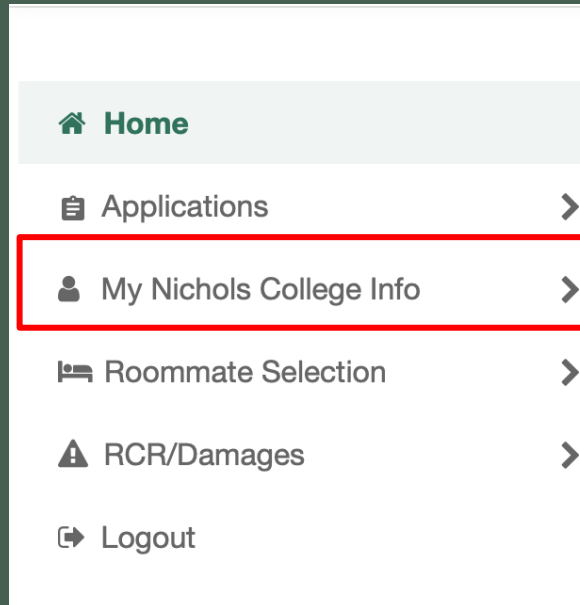
Assignments

There are no active room assignments to list



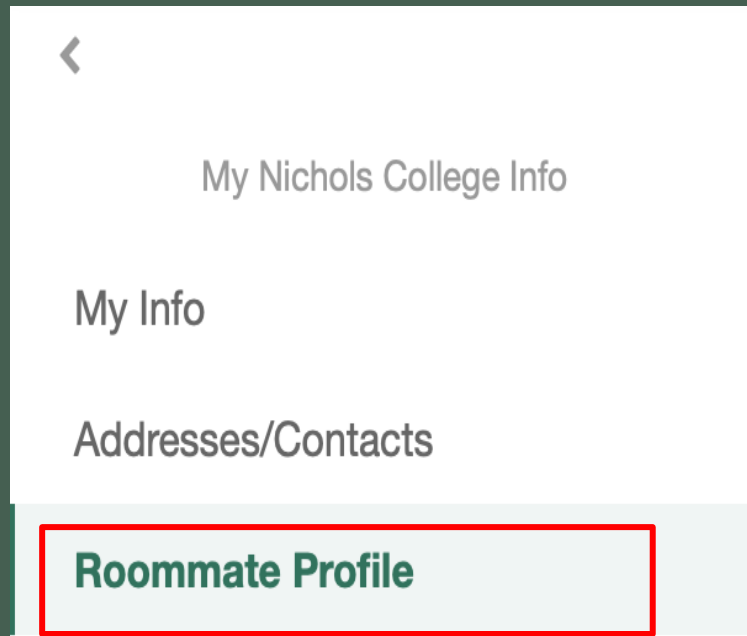
Step Two

- Select “My Nichols College Info”.



Step Three

- Select Roommate Profile.



Step Four

- 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

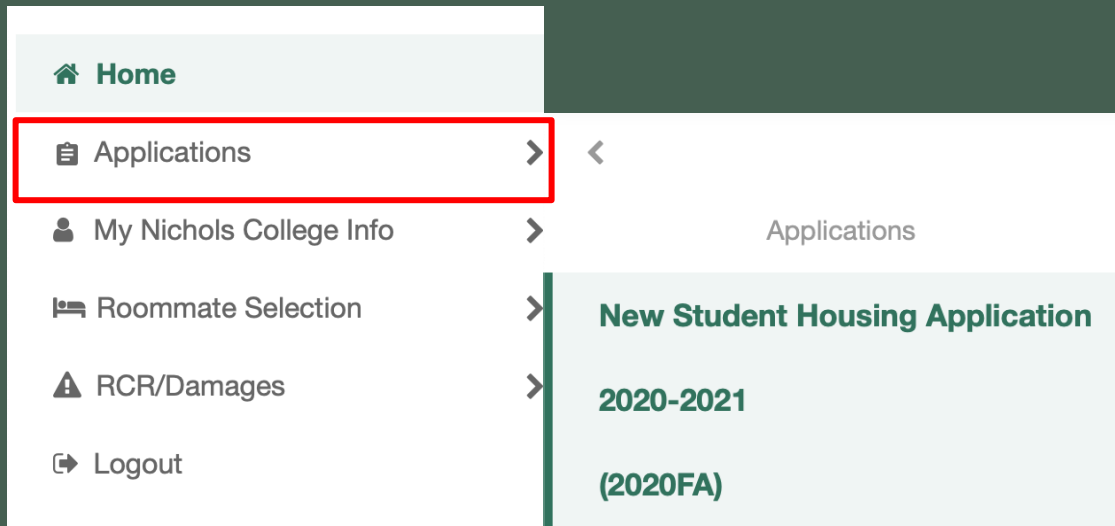
My Profile
I enjoy playing soccer, painting, cooking and dancing. //

Update Roommate Profile



Step Five

- Once the profile is complete, you will move on to the application. Click the menu bar and select Applications > Room Selection Lottery 2022



Step Six

- 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



Step Seven

- 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

My self identified gender is:

female

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






Step Eight

- 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@gard605551234605556789			
✗	✓	Emergency Contact/Guardian	Sarah Sunflower	Sibling	ower@gard605559878605559876			
✓	✓	Missing Person Contact	Stanley Sunflower	Father	lower@gard605551234605556789			

Continue



Step Nine

- 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

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

Home





SEARCHING AND MATCHING WITH A ROOMMATE

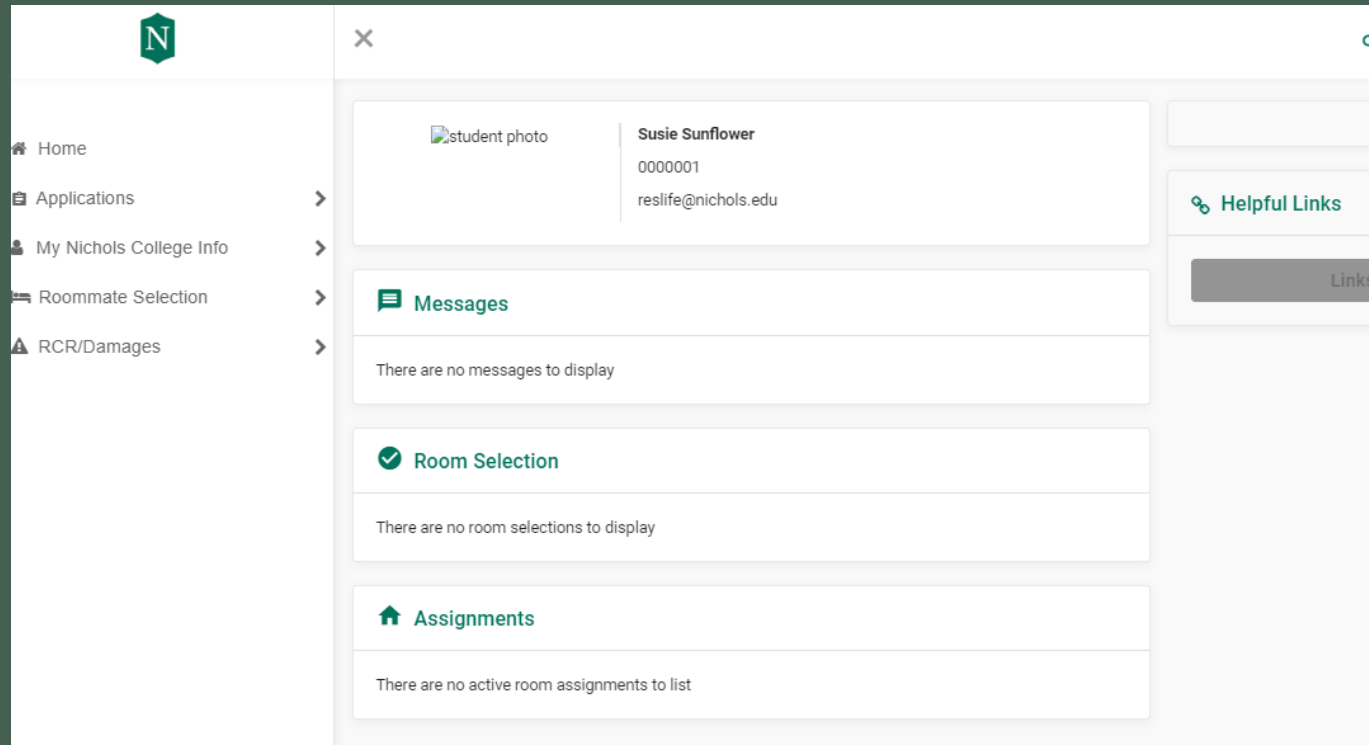
Roommate Search
Portal Opens
JUNE 1ST



Step One

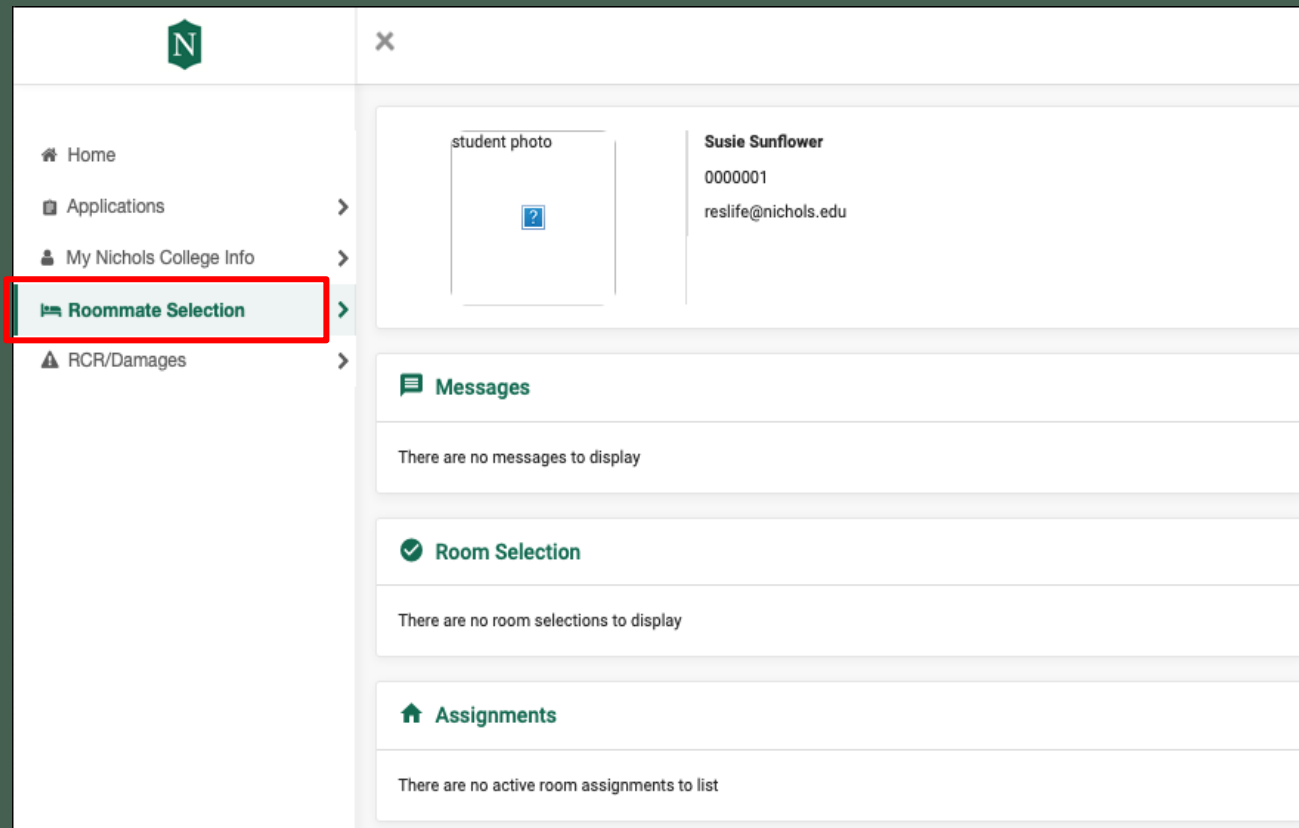
Log onto the Housing Portal and complete your Housing Application

You will not be able to access the Roommate Match portion of the Portal until you have filled out your Housing Application



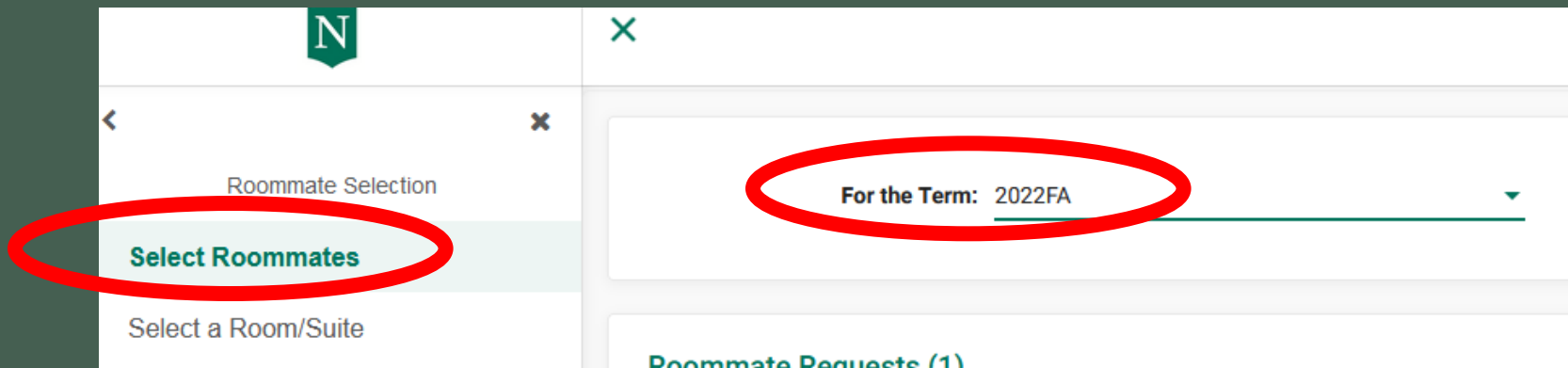
Step Two

- Select the Roommate Selection tab on the left side of the screen.



Step Three

- On the Menu bar, select “Roommate Selection” tab, and click “Select Roommates”
- Click the dropdown next to the Term and select 2022FA



Step Four

- Then utilize the Search for a Roommate section. From here you can search in a variety of ways, quick search and advanced search.
- Keep in mind, the only students that will appear in the Roommate Search are those that have filled out their housing application. If you cannot find the person you are looking for, that means they did not fill out their application yet. Follow up with them to ensure it is completed.

Search for Roommate ^

Last Name	First Name
Bedtime	Live with Smoker
Messy or Clean	Room Atmosphere
Wake Up Time	Interests
Hobbies	Gender Inclusive housing

Begin Search



Quick Roommate Search

To quickly search for another student who you wish to room with, search by their name

Search for Roommate

Last Name
Bacon

First Name

Bedtime

Live with Smoker

Messy or Clean

Room Atmosphere

Wake Up Time

Interests

Hobbies

Gender Inclusive housing

Begin Search



Quick Roommate Search

This will then pull up anyone with the name typed in, once you have found who you searched for, click Request Roommate

Search Results (1)

Last Name : Bacon
First Name : Jessica
Bedtime : 10PM-Midnight
Live with Smoker : No
Messy or Clean : Sometimes Messy,
Sometimes Clean
Room Atmosphere : Social/ Loud
Wake Up Time : Before 7 AM
Interests : Watching
Sports;Cooking/Baking;Going Out to Eat;
(none)
Hobbies : Swimming
Gender Inclusive housing :
Contact: Twitter: @NicholsNewKid
Profile: blah blah blah

Request Roommate



Advanced Roommate Search

When searching for roommates based on factors important to you, use the categories to search. Choose one category at a time to search for potential roommates.

For instance, if Bedtime is very important to you, select the time you go to bed, then click Begin search to find roommates who have the same bedtime

Search for Roommate

Last Name	First Name
Bedtime 10PM-Midnight	Live with Smoker
Messy or Clean	Room Atmosphere
Wake Up Time	Interests
Hobbies	Gender Inclusive housing

Begin Search



Advanced Roommate Search

All potential roommates will then appear. Review the potential roommates and their preferences, when you find someone who would be a great match, select Request Roommate

Search Results (1) ^

Last Name : Bacon
First Name : Jessica
Bedtime : 10PM-Midnight
Live with Smoker : No
Messy or Clean : Sometimes Messy,
Sometimes Clean
Room Atmosphere : Social/ Loud
Wake Up Time : Before 7 AM
Interests : Watching
Sports;Cooking/Baking;Going Out to Eat;
(none)
Hobbies : Swimming
Gender Inclusive housing :
Contact: Twitter: @NicholsNewKid
Profile: blah blah blah

Request Roommate



Roommate Request Sent

Once you make a roommate request through Quick roommate search or Advanced roommate search the below message will appear in your menu.

Roommate Requests (1) ^

Name
<div><div></div><div>Bacon, Jessica</div></div>

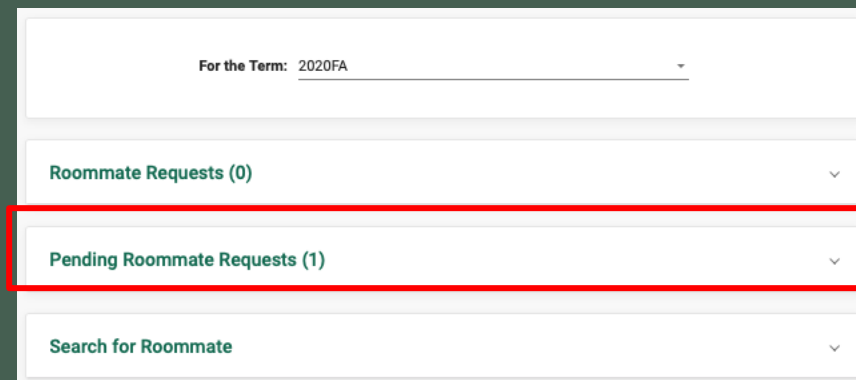
Unmatched Roommates:
Jessica Bacon has not requested Susie Sunflower



Accepting or Declining a Request

In order to be placed together as roommates all roommates need to match by confirming each other.

To confirm or deny the request, you will need to log into the housing portal and go to the Roommate Selection tab, where you will find your Pending Roommate Requests



The screenshot shows a web interface for roommate selection. At the top, there is a dropdown menu labeled "For the Term:" with "2020FA" selected. Below this is a list of options, each with a downward arrow. The options are "Roommate Requests (0)", "Pending Roommate Requests (1)", and "Search for Roommate". The "Pending Roommate Requests (1)" option is highlighted with a red rectangular box.

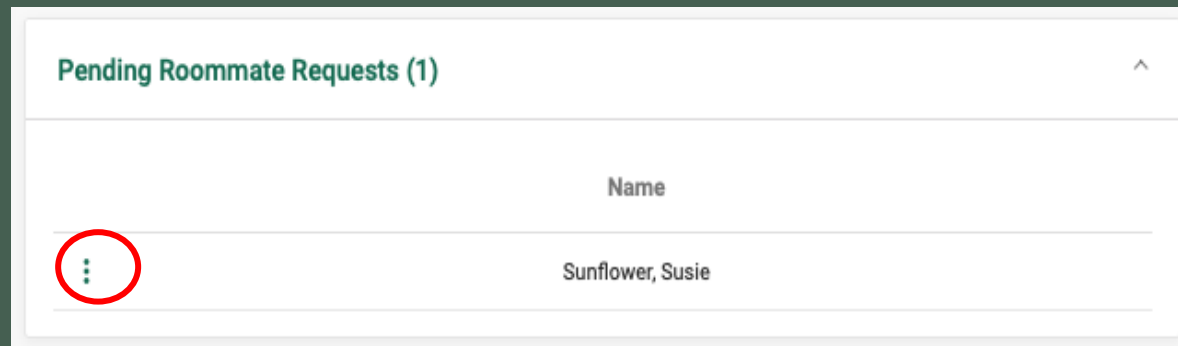
For the Term:
2020FA

Roommate Requests (0)	▼
Pending Roommate Requests (1)	▼
Search for Roommate	▼



Accepting or Declining a Request

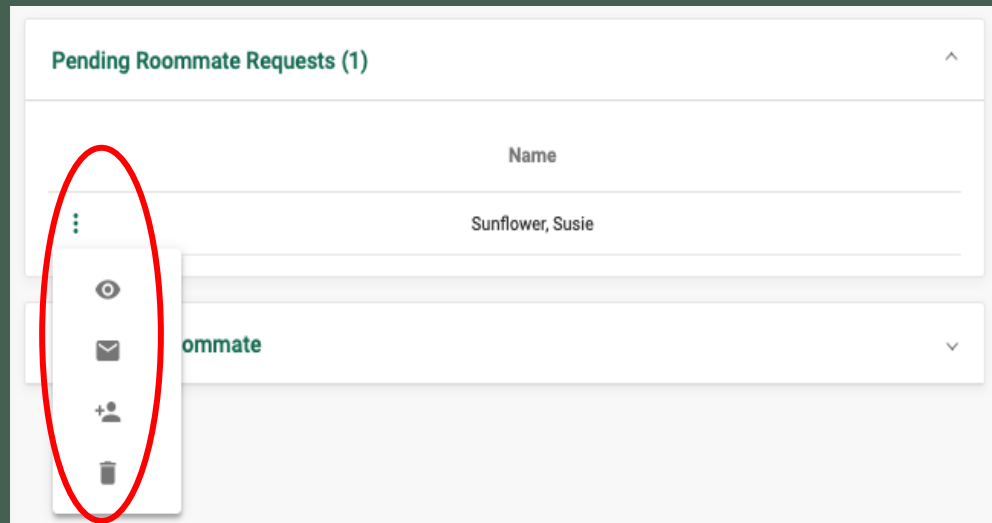
Once you click on the Pending Roommate Requests tab, all names of those who have requested you will appear. To approve or deny, click the 3 vertical dots to the left of the requestors name.



Accepting or Declining a Request

To respond to your roommate request you will choose from the menu

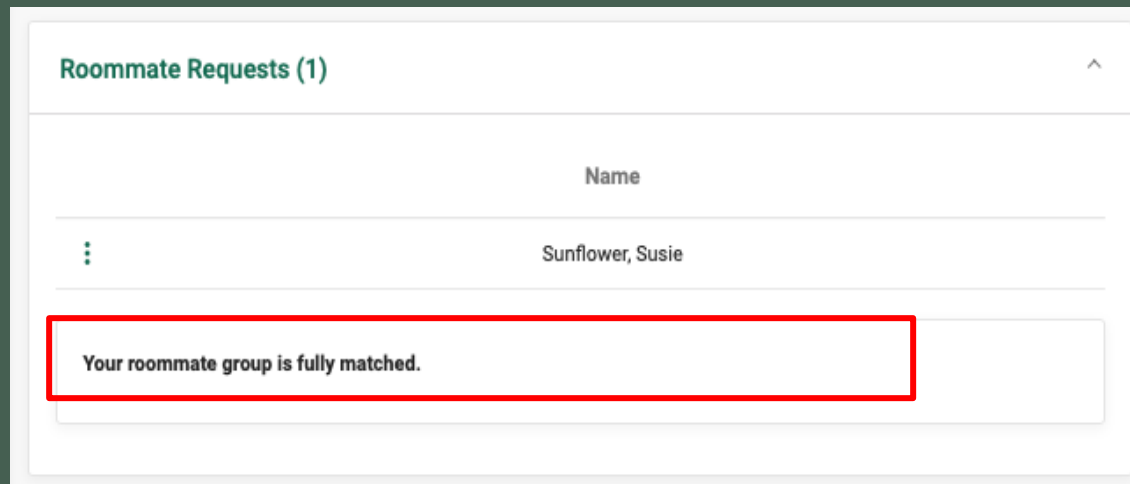
- Picture of the eyeball allows you to view the profile of your roommate request
- Picture of the envelope allows you to message the roommate request
- Picture of the person with plus sign, approves the roommate request
- Picture of the trash can, declines the roommate request



Fully Matched Group

Once you have accepted your roommate request, a message will appear letting you know that your roommate group is fully matched.

All roommate groups must be fully matched by July 5th





QUESTIONS?

Visit <http://reslife.nichols.edu> for more information

Email reslife@nichols.edu

Phone 508-213-2480

