

# ROOM SELECTION LOTTERY

## Office of Residence Life

APPLICATIONS/ROOMMATE MATCHES DUE

**MARCH 8th 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](http://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 2024"

Applications

Room Selection-Lottery 2023

(2023SP)

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 the application. Once completed click "Continue".

#### My Information - Room Selection-Lottery 2023

Are you a CURRENT Commuter or Remote Learner?  No

Do you plan on living on campus for both the Fall 2023 and Spring 2024 semesters?  Yes

Will you be passing Medical Accommodations for your living space? The Medical Accommodations Form is due by March 10th by 4pm to Office of Student Life.  No

Including yourself, how many people do you plan on having in your lottery group?  4 Person Group

Would you be open to living in a gender inclusive room?  Prefer not to answer

\*Gender inclusive: welcoming of all, regardless of gender identity and/or expression. This means regardless how someone identifies you may live together.\*

### Step Two- Address/Emergency Contacts

From the menu button, click "My Nichols College Info", and then click "Addresses/Contacts"

Home

Applications

My Nichols College Info

Roommate Selection

Logout

My Nichols College Info

My Info

Addresses/Contacts

Roommate Profile

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

Confirm your information is up to date, if you need to make any updates, click the pencil to edit your information.

#### Contacts

Required	Type	Name	Relationship	Mobile	
✓	Emergency Parent/Guardian 1	Stanley Sunflower	Father	8605551234	
✗	Emergency Parent/Guardian 2	Sarah Sunflower	Sibling	8605559876	
✓	Missing Person Contact	Stanley Sunflower	Father	8605551234	

### Step Three- Profile

Click "My Nichols College Info" tab and choose "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.

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.

**Update Roommate Profile**



## Step Four-Choosing a Roommate

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

Roommate Selection

Select Roommates

Select a Room/Suite

Then Choose the Term "2024 FA"

For the Term: 2023FA

If you know who you want to be your roommate, put their name in the "Search for Roommate", and click "Begin Search"

Search for Roommate

First Name First Name

Last Name Last Name

Once you find your roommate, click "Request Roommate"

Search Results (1)

First Name : Susie  
Last Name : Sunflower  
Wake Up Time : Between 9 AM and 11 AM  
Room Atmosphere : (none)  
Messy or Clean : Very Clean  
Live with Smoker : Yes  
Bedtime : 10PM-Midnight  
Contact : Personal Email:  
susie.sunflower@gardenmail.com  
Profile: I enjoy playing soccer, painting, cooking and dancing.

Request Roommate

## 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 search by category! You may want to only use a few search criteria, putting in too many may not yield as many results.

## Step Five- Accept/Deny Request

To accept or decline a roommate request, click the 3 dots to the left of their name.

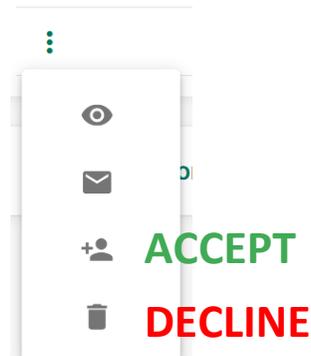
To accept a request, click the person with the plus sign.

To decline a request, click the trash can.

Pending Roommate Requests (1)

Name

Karalus, Abigail



## Questions??

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

Please email [reslife@nichols.edu](mailto:reslife@nichols.edu) or stop by Fels 301

### Important Dates to Remember

- Housing Application must be completed by **March 8th** at 11:59 pm via online system
- Roommates must be chosen/matched by **March 8th** at 11:59pm via online system
- ADA Housing Accommodation Paperwork due by **February 23** at 4:30pm to Fels 301/ResLife Office
- Housing selection appointments take place **March 25 - 29** Students must clear SFS holds and be registered for Fall 2024 classes with a full academic coarse load (minimum of 12 credits) by **June 1, 2024** 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 2024 classes.

