



Housing and Residence Life Application and Roommate Selection Guide

This document serves as a guide for students who are new to NMU for Fall of 2017.

- I. Once you are admitted to NMU, activate your MyNMU account using the instructions in your admissions packet.
- II. Log into www.mynmu.nmu.edu and select the “Admitted to NMU” tab. At the bottom of the screen you will see a section labeled, “Housing and Residence Life.” Click on the first link. This will take you to the housing portal.
- III. Once into the portal, select “Application,” then “2017-2018 Residence Hall Application – Fall”. As you work through the application, there are Information boxes on the right side of the screen that provide additional information or links to webpages that may help you complete that segment of the application.
- IV. The first screen you see is the Housing Contract. Signing the box at the bottom indicates that you agree to the terms and conditions of the contract. Be sure to read this document thoroughly. You will receive an electronic copy of the terms and conditions in your email once you have completed the application.

A screenshot of the "2017-2018 Residence Hall Application - Fall" page. The page has a dark grey navigation bar at the top with links for "Home", "Application", "Roommate", and "More Tasks...". Below the navigation bar is a green header with a document icon and the text "2017-2018 Residence Hall Application - Fall". The main content area is white and contains the following text: "Click here to view the contract (Adobe Reader required)", "If you do not have Adobe Reader, click here to download it.", "If you agree, sign your name in the box below.", "If you do not agree, click here to exit the application." Below the text is a large empty rectangular box for signing. To the right of the bottom of this box is a "Clear" link. At the bottom left of the page is a "Continue >>" button.

- V. The second page of the application will ask you for some personal information. The roommate preference questions will help us to match you with a roommate if you do not request someone by July 14.

Personal Information

Questions marked with an asterisk (*) are required.

A. Do you prefer a roommate who smokes? *

B. Do you prefer to go to bed before midnight? *

C. Do you prefer it to be quiet when you study? *

D. Do you prefer your room to be a fairly private place? *

E. Do you prefer a roommate who does NOT drink alcohol? *

F. Do you prefer to keep your room neat and clean? *

G. What is your identified gender? Applicants who indicate gender non-binary will be contacted by a Housing and Residence Life professional to discuss specific placement options to help identify

- VI. The next page asks for an emergency contact. This step is optional.

Addresses/Emergency Contacts

Please save one address/emergency contact at a time and click the Continue button when you are done.

Emergency Contact Type: Confidential Contact

Contact Name:

Relationship:

Street Address 1:

Street Address 2:

City:

State:

Zip Code:



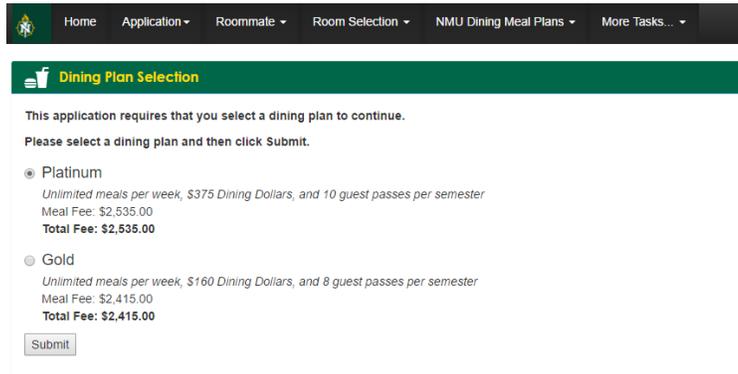
VII. The fourth page asks for your living preferences. You may select up to three preferences. This will allow us to assign you to a building if you do not participate in room selection during the week of July 18. If you select “The Woods”, you will be entered into a lottery and will be notified if you are selected before July 18. If you have a roommate match, and are selected in the lottery, you will both be selected for The Woods.

This screenshot shows a web interface for managing living requests. At the top, a green banner reads "Existing Living Requests for 2017 Fall". Below it, a white box states "You have not entered any living requests for this term." A second green banner says "Add a New Living Request". Underneath, there are two dropdown menus: "Choice #" with the value "1" and "Request Type:" with the placeholder "(select a request type...)". A "Continue >>" button is located at the bottom left of the form area.

VIII. The next page asks for payment for the \$50 Room Reservation Fee. This must be paid on a debit card, or with an electronic check. If you need to pay this fee with a paper check, please call our office at (906) 227-2620 to make arrangements.

This screenshot shows the payment interface for Northern Michigan University. The header is a dark green bar with the university's logo and the text "NORTHERN MICHIGAN UNIVERSITY | PAYMENTS". Below the header, the instruction "Please select a payment method and enter an amount" is displayed. A red asterisk indicates required information. The form shows "Please pay this amount:" followed by "\$ 50.00" and "Payment method:" followed by a dropdown menu labeled "Select a Payment Method". At the bottom, there are two buttons: a green "Continue" button and a red "Cancel this transaction." button.

- IX. The final page of the application asks you to select a meal plan. This will be charged to your student account later, not put on the card or electronic check you submitted on the previous page. More information about meal plans can be found at: http://meet.nmu.edu/dining/?page_id=4510.



The screenshot shows a navigation bar with links: Home, Application, Roommate, Room Selection, NMU Dining Meal Plans, and More Tasks... Below the navigation bar is a green header for "Dining Plan Selection". The main content area contains the following text:

This application requires that you select a dining plan to continue.
Please select a dining plan and then click Submit.

Platinum
Unlimited meals per week, \$375 Dining Dollars, and 10 guest passes per semester
Meal Fee: \$2,535.00
Total Fee: \$2,535.00

Gold
Unlimited meals per week, \$160 Dining Dollars, and 8 guest passes per semester
Meal Fee: \$2,415.00
Total Fee: \$2,415.00

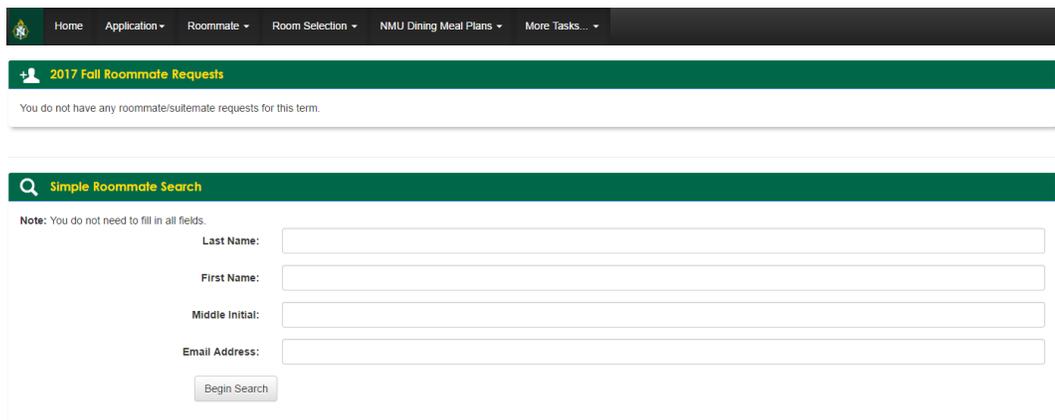
At the bottom of the selection area is a "Submit" button.

- X. Once you've submitted the application, you will receive a confirmation email and a copy of the terms and conditions you have agreed to.
- XI. You are required to pay a \$200 advanced payment by June 1. If you apply after June 1, you will need to complete this payment as soon as you have submitted your application. This payment will be released to your student account in the Fall semester if you attend NMU. To make this payment log into your MyNMU account, select the "Admitted to NMU" tab, and click the second link in the Housing and Residence Life section. At the top of the page, choose eDeposits, Fall 2017, Residence Hall.

Roommate Selection

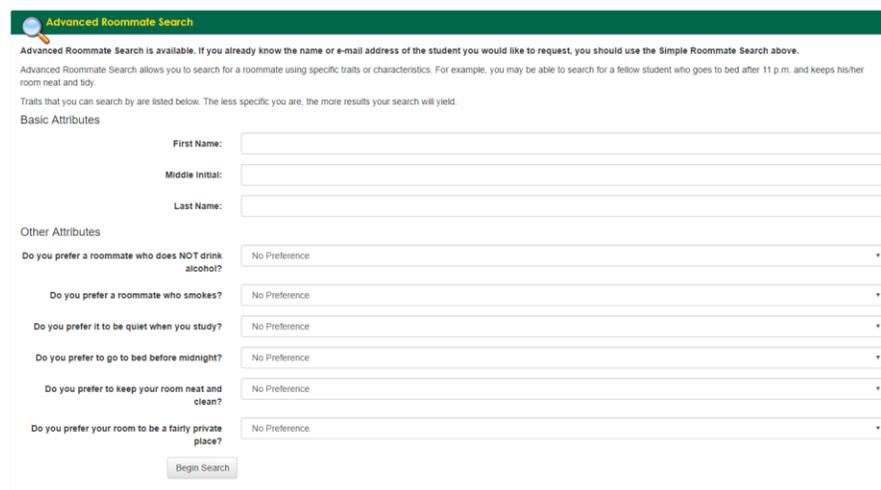
- I. Whether you know who you want to live with in the Fall, or not, there are options for you to make a roommate request.
- II. To start, click on "Room Selection" at the top of the portal, then select, "Roommates/Suitemates", and choose the term, "2017 Fall".

- III. If you know who you want to select as a roommate, complete the Simple Roommate Search at the top of the page. Enter the last name of the person who you wish to request and choose, “Begin Search”. If you enter too much information or have a spelling error, the system cannot find your requested roommate. Both students must have completed the application before they will appear in this search. Once you request a roommate, they will have to log into the portal to confirm your request. If someone has requested you, you would see it at the top of this page under “2017 Fall Roommate Requests”.



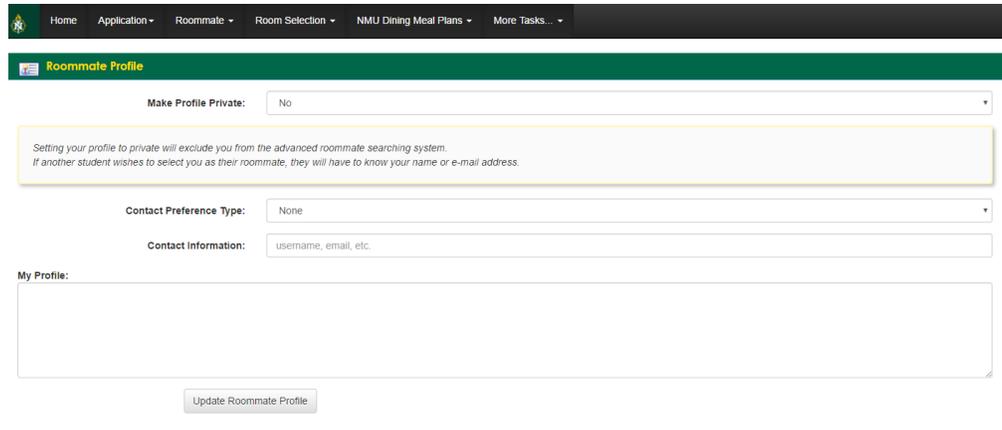
The screenshot shows the top navigation bar with links: Home, Application, Roommate, Room Selection, NMU Dining Meal Plans, and More Tasks... Below this is a green header for "2017 Fall Roommate Requests" with a message: "You do not have any roommate/suitemate requests for this term." Below that is the "Simple Roommate Search" section, which includes a note: "Note: You do not need to fill in all fields." and a form with fields for Last Name, First Name, Middle Initial, and Email Address, along with a "Begin Search" button.

- IV. If you do not know who you wish to live with, you may use the “Advanced Roommate Search” at the bottom of the page. Choose your roommate preferences under “Other Attributes” and complete the search. You can then view the profiles of other students who selected the same answers as you.



The screenshot shows the "Advanced Roommate Search" section. It includes a note: "Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above." Below this is a section for "Basic Attributes" with fields for First Name, Middle Initial, and Last Name. Under "Other Attributes", there are several dropdown menus for preferences: "Do you prefer a roommate who does NOT drink alcohol?", "Do you prefer a roommate who smokes?", "Do you prefer it to be quiet when you study?", "Do you prefer to go to bed before midnight?", "Do you prefer to keep your room neat and clean?", and "Do you prefer your room to be a fairly private place?". A "Begin Search" button is located at the bottom.

- V. To complete a roommate profile that can be viewed by other students participating in the Advanced Search, click on “Roommate” at the top of the page, then select “Roommate Profile”. Here you can choose how you would like potential roommates to contact you. You may also write a profile about yourself for others to read. Many students include what they plan to study, where they are from, what activities they plan to be involved in at NMU, and what they like to do in their free time.



The screenshot shows the "Roommate Profile" form. At the top, there is a navigation bar with links: Home, Application, Roommate, Room Selection, NMU Dining Meal Plans, and More Tasks. Below this is a green header with the text "Roommate Profile". The form contains several fields: "Make Profile Private:" with a dropdown menu set to "No"; a yellow warning box stating "Setting your profile to private will exclude you from the advanced roommate searching system. If another student wishes to select you as their roommate, they will have to know your name or e-mail address."; "Contact Preference Type:" with a dropdown menu set to "None"; and "Contact Information:" with a text input field containing "username, email, etc.". Below these fields is a large text area labeled "My Profile:" and a button at the bottom labeled "Update Roommate Profile".

- VI. If you are matched with a roommate group, whoever goes into the portal first will make all of the assignments. Please talk with your roommate group to decide who will log into the portal.
- VII. The system will only allow students of the same gender (the gender indicated on their admissions application) to pair as roommates. If you have concerns regarding gender restrictions, please contact Alexandra Marshall, the Assistant Director of Residence Life (amarshal@nmu.edu).