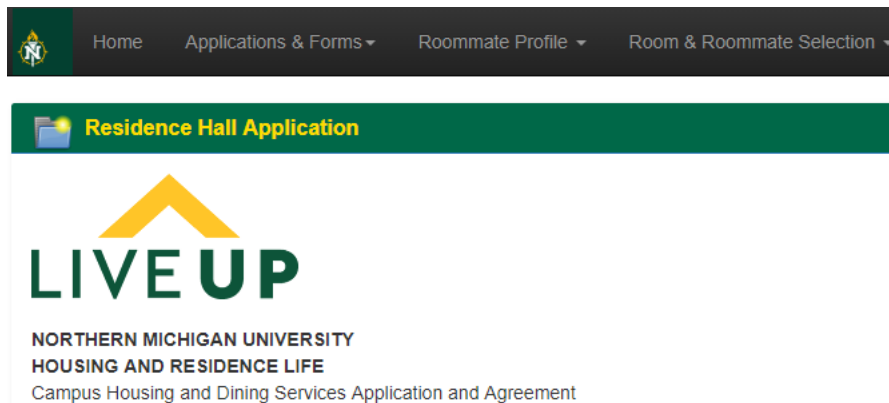




Housing and Residence Life Application and Roommate Selection Guide

This document serves as a guide for students who are new to NMU for Fall of 2019.

- I. Once you are admitted to NMU, activate your MyNMU account using the instructions in your admissions packet.
- II. Log in to mynm.nmu.edu and select the “Admitted to NMU” or “Student Services” tab. At the bottom of the screen you will see a section labeled, “Housing and Residence Life.” Click the link. This will take you to the housing portal.
- III. Once into the portal, select the “Applications and Forms” tab, then “Residence Hall Application (2019 Fall).” Returning students should choose the “Room Reservation Form (2019 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.



- 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.

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? *

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

The screenshot shows a form titled "Addresses/Emergency Contacts" with a green header. Below the header, it says "Please save one address/emergency contact at a time and click the Continue button when you are done." The form includes a dropdown menu for "Emergency Contact Type" set to "Confidential Contact". There are three input fields: "Contact Name" with the placeholder "Contact Name", "Relationship" with a dropdown menu set to "Mother", and "Street Address 1" with the placeholder "Street".

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.

The screenshot shows a form titled "Add a New Living Request" with a green header. It includes a "Choice #" dropdown set to "1" and a "Request Type" dropdown set to "Hall and House Theme". Below these is a list of options: "Birch - Private", "Birch - Private", "Birch - Shared" (highlighted in blue), "Cedar - Private", "Cedar - Shared", "Hunt Hall - Coed", and "Magers Hall - Coed". There are "Continue >>" and "Add Request" buttons.

VIII. The next page asks for payment of the \$50 Application Fee. This must be paid on a debit card, or with an electronic check.

The screenshot shows the "NORTHERN MICHIGAN UNIVERSITY | PAYMENTS" page. It has a green header with the university logo. The main content area says "Please select a payment method and enter an amount". Below this, it indicates "* Indicates required information". There are two fields: "Please pay this amount:" set to "\$ 50.00" and "* Payment method:" with 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.

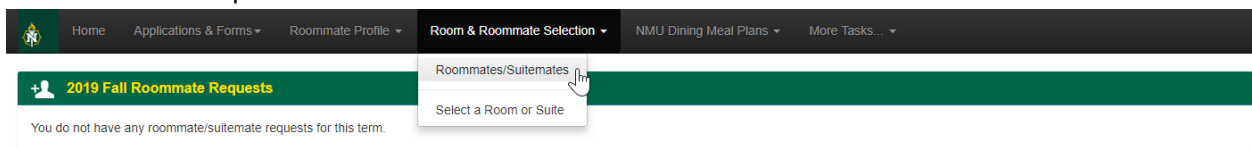
IX. The final page of the application asks you to select a meal plan. This will be charged to your student account later, not put on the card or electronic check you submitted on the previous page. More information about meal plans can be found at: http://meet.nmu.edu/dining/?page_id=4510.

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. You will also now be able to view the Advanced Payment application in your housing portal.

XI. You are required to pay a \$200 advance payment before you can self-select your residence hall room. This payment will be released to your student account in the fall semester if you attend NMU. To make this payment, log in to the Housing Portal and choose the "Advance Payment (2019 Fall)" under the "Applications and Forms" tab. Please note, students who do not complete their advance payment will still be assigned a room on campus, based upon their living preferences in their application.

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 and Roommate Selection” at the top of the portal, then select, “Roommates/Suitemates”, and choose the term, “2019 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 “2019 Fall Roommate Requests”.

A screenshot of the 'Simple Roommate Search' form. It features a search icon and the title 'Simple Roommate Search'. A note states: 'Note: You do not need to fill in all fields.' Below the note are four input fields: 'Last Name:', 'First Name:', 'Middle Initial:', and 'Email Address:'.

- 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.

A screenshot of the 'Advanced Roommate Search' form. It includes a search icon and the title 'Advanced Roommate Search'. The form contains a paragraph of introductory text, followed by a section for 'Basic Attributes' with three input fields: 'First Name:', 'Middle Initial:', and 'Last Name:'. Below this is the 'Other Attributes' section, which contains five dropdown menus with the following questions: '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?', and 'Do you prefer to keep your room neat and clean?'. The final dropdown menu is labeled 'Do you prefer your room to be a fairly private place?'. A 'Begin Search' button is located at the bottom of the form.

- V. To complete a roommate profile that can be viewed by other students participating in the Advanced Search, click on “Roommate Profile” 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.

Home Applications & Forms Roommate Profile Room & Roommate Selection NMU Dining Meal Plans

Roommate Profile

Make Profile Private

Update Information
Addresses & Emergency Contacts
Roommate Profile

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: None

Contact Information: username, email, etc.

My Profile:

Update Roommate Profile

- VI. 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 Kyle Lannon, the Assistant Director of Housing Operations (KLannon@nmu.edu).

Room Selection Notes

- Room selection for returning students begins during the week of March 19. Room selection for new students begins during the week of May 14.
- Before students can participate in room selection, they must first complete their housing application (Room Reservation Form for returning students, and Residence Hall Application for new students), **AND** their \$200 Advance Payment. Students wishing to reserve a room in The Woods must also be up to date with their student account payment plan, or have a balance of less than \$500.
- More information about room selection will be sent to your NMU email prior to your room selection date.