

welcome home

NORTH DAKOTA STATE UNIVERSITY NORTH DAKOTA STATE UNIVERSITY NORTH DAKOTA STATE UNIVERSITY



Housing Sign-Up 2015-2016

We're Saving Your Place!



Instructions for reserving housing for Fall 2015-Spring 2016

This document contains detailed information about choosing housing options for the 2015-2016 academic year.

Please review these instructions carefully and save for future reference.

Consider the advantages of living on-campus:

- Convenient locations
 - Close to University services
 - Close to faculty, staff, and other students
 - Close to dining options
- Great rates
- Excellent services and amenities
- Great grades! On average, on-campus students have higher GPAs than their off-campus counterparts.



More information is available at www.ndsu.edu/reslife.

Where will you live next year?

NDSU Apartments

- **Bison Court**
- **University Village**
- **Niskanen Expansion**

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NDSU Residence Halls

Available to Returning Students

- **Pavek**
- **Niskanen Hall**
- **Mathew Living Learning Center East and West**

If you'd like to see these halls prior to Housing Sign-Up, remember to attend open houses on Wednesday, February 25 from 6-9 PM. Go directly to the hall(s) you'd like to see.

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TO APPLY FOR AN APARTMENT

(Bison Court, Niskanen Expansion, or University Village)

Submit an application AT ANY TIME – **the sooner, the better.**

- Visit: www.ndsu.edu/reslife/apartment_applications to download an application.
- **Paper** applications may be submitted at the Residence Life Central Office in West Bison Court. (Only paper applications will be accepted for the apartments)

Apartment FAQs

Can you tell me a little about each apartment complex?

The most detailed apartment information, including floor/room diagrams, rates, and amenities, can be found on the Residence Life website at www.ndsu.edu/reslife. Brief details are listed below.

Niskanen Expansion- Located across University Drive from the Fargodome, the three Niskanen Expansion buildings are the newest apartment structures on campus.

Apartment options include: 3 bed/2 bath and 2 bed/2 bath units.

Current rates: 3 bed \$1060/month, 2 bed \$900/month.

Rent includes: cable, electricity, internet, heat, water/sewer/garbage.

Amenities include: dishwasher, coin-op laundry (each floor), air conditioning, carpet, recreation rooms, study lounges and community center.

University Village- Located across from the Fargodome, University Village apartments are the least expensive on campus.

Apartment options include: 2 bed/1 bath and 1 bed/1 bath units.

Current rates: 2 bed \$570/month, 1 bed \$495/month.

Rent includes: internet, heat, water/sewer/garbage.

Amenities include: coin-op laundry (central locations).

Bison Court (East and West)- Located on the corner of University Drive and 15th Ave, Bison Court apartments are the most centrally located on campus.

Apartment options include: 2 bed/1 bath, 1 bed/1 bath, and studio units.

Current rates: 2 bed \$800/month, 1 bed \$600/month, studio \$470/month.

Rent includes: cable, internet, electricity, heat, water/sewer/garbage.

Amenities include: coin-op laundry (central locations), central air, carpet, recreation room and study lounge.



Who is eligible to live in an NDSU apartment?

Students who are at least 20 years of age OR who have completed at least two semesters of college level course work (post high school graduation) may live in NDSU apartments. Apartments are only available to NDSU students and their spouses/dependents. Students at other institutions are not eligible.

Are the rates listed per apartment, or per person?

The rates listed are per unit. The total cost per unit is split by the number of occupants and billed to each individual.

How do I apply for an NDSU apartment?

Complete the application (downloadable from ndsu.edu/reslife) and turn it in at the Residence Life Central Office in West Bison Court. Applications must be accompanied by a \$200 reservation fee (which goes toward first month's rent after moving in). The reservation fee may be paid by cash or check in the Residence Life Office, or by credit card via the link at ndsu.edu/reslife/apartment_applications.

Is the \$200 room reservation fee refundable?

Absolutely. The \$200 is held until an apartment assignment is made. Then, the money goes toward the first month's rent payment. The reservation fee is fully refundable if a student does not get an apartment or changes his/her mind and wants to be removed from the waiting list. *Note: Non-refundable if you don't respond to an apartment assignment notice or you accept an apartment assignment but don't move in.

How do I pay rent, and when is it due?

Rent is due within the first ten days of each month. If not paid within the first ten days, a \$35 late fee is assessed. Rent can be paid at Bison Connection in Memorial Union or online via Campus Connection.

What is the length of the apartment contract?

The license agreement is in effect from June 1 to May 31 each year. However, students may vacate an apartment at any time without penalty by providing a 60 day vacating notice. Students living in apartments can choose to stay from year to year, so long as an updated license agreement is completed each time.

**Can I live in the apartment over the summer even if I'm not registered for summer classes?**

Yes. A student may reside in the apartments over the summer as long as he or she is registered for the following fall semester.

When should I apply for an apartment?

Students may apply at any time. However, since assignments are made based on application received date, the sooner a student applies, the better chance he or she has of receiving the preferred apartment type by the requested move-in date.

Can I submit my application online?

Online applications are only available for residence halls. Apartment applications must be submitted in person at the Residence Life central office in West Bison Court.

Are NDSU apartments considered to be on campus or off?

NDSU apartments are on campus. Therefore, all NDSU policies, procedures, and conduct expectations apply.

What if I need help finding a roommate?

Residence Life offers online apartment roommate listings that may be used by students. Visit www.ndsu.edu/reslife, and choose "Looking for a Roommate" under the apartment menu.

How will I be notified of my apartment assignment?

An email will be sent to you at your NDSU email address.

TO LIVE IN A RESIDENCE HALL

(Pavek, MLLC East/West, or Niskanen Residence Hall)

- Participate in the **Online** Housing Sign-Up process.
The process takes place March 2-13, 2015 and is noted below.

**As a REMINDER, the 2015-2016 Residence Hall License Agreement is in effect for the full academic year (August 22, 2015 – May 13, 2016).*

Important Housing Sign-Up Dates:

Phase One – License Agreement Submission	March 2-3
Phase Two – Current Room Reselection	March 4
Phase Three – Roommate Selection	March 5-11
Phase Four – Room Selection	March 9-11
Phase Five – Waiting List Submission	March 11-13

Phase One – Online License Agreement Submission

Start Time: 9:00 AM Monday, March 2
End Time: 11:59 PM Tuesday, March 3

The first step is the most important! If you wish to live in a residence hall next year, you *must* complete Phase One during the allotted time frame. During Phase One, you may submit a license agreement for next year online, which will allow you to complete the rest of the Housing Sign-Up steps later in the process.

It's easy! Log on to Campus Connection and select *Self Service* and *On-Campus Housing*. Choose *Apply Online*, and follow the instructions to submit your license agreement for the 2015-2016 academic year.



Please note: Phase One does not complete the entire process. **Phase One is a prerequisite for the other three phases.**

Phase Two – Current Room Reselection (MLLC and Niskanen)



Start Time: 9:00 AM Wednesday, March 4
End Time: 11:59 PM Wednesday, March 4

In order to participate in Phase Two, you must have completed Phase One during the appropriate time. **Phase Two is only available for one day, so students wishing to reselect their current room should make sure to do so during the allotted time.**

Students living in Mathew Living Learning Center East/West or Niskanen Residence Hall are able to reselect their current rooms for next year. Other students will not be able to reselect

their current space, but they will be able to select from all remaining spaces during Phase Four.

Log on to Campus Connection and select *Self Service* and *On-Campus Housing*. Choose *MyHousing*. You may then reselect your current room as your assignment for next year.

Please Note: You will not be able to pull a new roommate into your room with you during this time. **Students who participate in Phase Two are finished with Housing Sign-Up after selecting their same room for next year.**

Phase Three – Roommate Selection

Start Time: 9:00 AM Thursday, March 5
End Time: 11:59 PM Friday, March 11

If you do not reselect your current room during Phase Two, you are eligible to select a roommate during Phase Three. Log on to Campus Connection and select *Self Service* and *On-Campus Housing*. Choose *MyHousing*. Under the roommate section, enter the information requested and select the individual(s) with whom you would prefer to live. In order to “match” and be confirmed as roommates, you and your preferred roommate must mutually request one another online. **You are not required to select a roommate during Phase Three, but have that opportunity if you so choose.**



Please Note: Only current NDSU students who have submitted a license agreement for next year are eligible to be selected as roommates during New Room Selection. Students who will be new to NDSU next fall may not be selected at this time.

Phase Four – New Room Selection

Start Time: 9:00 AM Monday, March 9
End Time: 11:59 AM Wednesday, March 11

Phase Four of Housing Sign-Up allows students to select any room on campus that is still available. You will be given a start time based on the date that your housing license agreement was first received (NOT when it was received during Phase One, but when it was *originally* received upon first applying for housing). In other words, the longer you have lived on campus, the earlier your start time will be.



Log on to Campus Connection and select *Self Service* and *On-Campus Housing*. Choose *MyHousing*. You will be able to view all empty spaces for which you are eligible. Select the one that is preferred by you and your roommate(s).

Please Note: Only the spaces that are still available at the time of your login (and for which you are eligible) will be listed online during Phase Four. If you are paired with a roommate, when one of you selects a room the other is automatically assigned to that same room. If you have an “unmatched” roommate request, you will not be able to select a room. The roommate request must be matched or withdrawn prior to selecting a room.

Phase Five – Waiting List Submission

Start Time: 12:00 noon Wednesday, March 11
End Time: 5:00 PM Friday, March 13

It is anticipated that all available spaces will fill during Phase Four. However, many students who participate in Housing Sign Up will cancel between Phase Four and the beginning of Fall 2015. As such, we maintain a waiting list of those wanting housing so that we can make assignments as space becomes available.

To be added to one or more waiting lists, you should visit the Residence Life office in West Bison Court during Phase Five- Waiting List Submission.

Please note that waiting lists are only available for the following:

- Pavek Hall (five day or seven day meal plan required)
- Pavek Hall Single (five day or seven day meal plan required)
- Mathew Living Learning Center (any space-cannot specify studio, quad, east/west, etc.)
- Niskanen Hall (any space-cannot specify North, South, Middle, etc.)

FAQ - Frequently Asked Questions

Where do I log on?

To access the online features, log into Campus Connection, select *Self Service*, and *On-Campus Housing*.

Why do I get a “cannot display page” or “timed out due to inactivity” error in Campus Connection?

If you get an error message, read the instructions listed on the page just before selecting your institution (the page immediately after selecting *On-Campus Housing*). Your browser needs to be set to accept cookies. Follow the instructions on the web page and it should correct the issue.

Where can I live next year?

Residence Halls – Mathew Living Learning Center East or West, Niskanen Residence Hall, or Pavek Hall Apartments – Niskanen Expansion, Bison Court, or University Village (Apartments often have waiting lists, so the earlier you apply, the better your chances of living in the halls. Remember, applications may be submitted at any time. Students do not have to wait for the Housing Sign-Up process to apply for an apartment.)

Why can't I live on all floors of Pavek next year?

Since the university continues to grow each year, and first year students are required to live on campus, some floors will be used for first year student housing. These floors will be held for the projected first year student increase next year.

Am I eligible for Mathew LLC East or West?

Yes, as long as you 20 years old by August 22, 2015 (the first day of the fall semester) OR have completed two semesters of college level course work post high school graduation. This policy was changed to be more consistent with our apartment eligibility requirements, and to expand the number of people who qualify for MLLC.

Is the Residence Hall license agreement for fall semester only?

The license agreement is made for the academic year (August 22, 2015 to May 13, 2016), unless leaving campus for an internship, co-op, study abroad program, or graduation.

What if I'm not sure I want to live on campus next year?

Go ahead and participate in Housing Sign-Up anyway. You still have until June 1 to cancel your license agreement without penalty.

What if I need to cancel my residence hall license agreement later?

If you so decide, you may cancel your residence hall license agreement. Prior to June 1 there will be no cancellation fee. After June 1 and before August 22, a \$50 late cancellation fee is assessed. Cancellations are not permitted once a student moves in next year.

Can my off-campus friend go through Housing Sign-Up if he/she is a current NDSU student?

Yes. Current NDSU students not living on campus should stop by the Department of Residence Life office in West Bison Court during Phase One (March 2-3). They will be added to the Housing Sign-Up process so they may participate in selecting a roommate and/or residence hall.

**What if I want to room with someone who is not yet an NDSU student?**

It is not possible to select an incoming student during this process. Additionally, it is anticipated that all available residence hall spaces will fill during Housing Sign-Up. Wait until the new student receives a housing assignment this summer. Then, contact the Residence Life central office (701.231.7557 or ndsu.residence.life@ndsu.edu) to see if we are able to move student assignments to accommodate your request. Please know that the odds of being able to room with someone who is not currently an NDSU student are quite small.

When will I find out my room selection time?

By the end of the day on Friday, March 6, you will be able to see your designated Phase Four start time at the bottom of the page when logging into MyHousing. Remember, your room selection time is based on when your **original** housing application was **first** received not when it was received during Phase One (2015). Phase Four starts at 9:00 AM on Monday, March 9, and your specific selection time will be some time after that.

Could you explain Niskanen?

The Niskanen Area consists of Niskanen Residence Hall (three buildings) and Niskanen Expansion Apartments (three buildings). The current residence hall buildings will be used as residence halls again in 2015-2016, so students may select these locations during Housing Sign-Up. The Niskanen Expansion Apartments require an apartment application, which students may submit at any time.

What if I want to keep my current room but select a new roommate?

If you want to keep your current room in Niskanen or Mathew LLC, you may reselect it during Phase Two. Upon reselecting your current room during Phase Two, your Housing Sign-Up process is complete, and you will not be able to participate in Phase Three or Phase Four.

If you want to room with another student, you have some choices to make. You may reselect your current room during Phase Two and then the student you wish to live with may try to select the other empty space in that room during Phase Four. However, in doing this you take the chance that someone else with an earlier selection time will sign up for that empty spot before your preferred roommate is able to do so. Alternatively, you may choose not to reselect your current room during Phase Two but participate instead in roommate pairing during Phase Three. This will help ensure that you are able to live with the student of your choice, but you may not have the option to return to your current location, depending upon selection times and popularity of that particular room.

I'm requesting a single room. How can I get one?

There are limited single rooms available on campus. They are popular, and are often the first rooms selected. Due to space limitations, double rooms cannot be reserved as singles.

Can I select more than one roommate?

Yes, but keep the following in mind: If you are matched with more roommates than a room or suite can hold, you will not be able to select that location without dropping the extra roommate(s). Suite-style living spaces (like Pavek or Niskanen Hall) can be selected as two double rooms or an entire four-person suite. An individual may select one bed in a four-person suite, two matched roommates may select one of the two double rooms in a four-person suite, or four matched roommates may select the entire suite. If one space in the four-person suite is taken, though, then the suite will not be selectable by four-person roommate matches when choosing a new room. Roommate matches will need to be dropped to three or fewer people, depending upon the number of available beds in the suite. The fewer roommate matches you have, the more available spaces you have to choose from.

After I am matched with a roommate, which one of us should select the room?

When one matched roommate selects a room, the other matched roommate(s) is/are automatically assigned. Therefore, to have the best opportunity to select a desired location, the roommate with the earliest selection time should log in and select a room.

What if I miss a deadline but still want to participate in Housing Sign-Up?

Contact the Department of Residence Life immediately. Some accommodations may be made so that you can still participate. However, you may find that you do not have as many options for room selection as those who met the listed deadlines.

I'm logged in, but why can't I see (or select) any rooms for a particular hall?

If you are unable to see any rooms in a hall, it is for one of several reasons: there are no rooms left to select, you are matched with more roommates than the remaining rooms can accommodate, or you do not meet the necessary requirements to live in that particular location (e.g. restrictions for MLLC). Additionally, you will be unable to choose a room if your designated selection time has not yet arrived.

Can I get on a waiting list for Mathew Living Learning Center, Niskanen Hall, or Pavek?

Yes. If you were not able to select the Living Learning Center, Niskanen Hall, or Pavek Hall, you may stop by the Department of Residence Life to be added to a waiting list for those halls. Waiting list priority will be established based on *original* application date (just like room selection priority was established). If a space becomes available in your requested location before next fall, you will automatically be reassigned there. Waiting lists do not carry over to the fall semester, so if you do not get your requested (re)assignment, contact the hall director in that hall upon returning to campus in August.

Will you run out of residence hall space for returning students?

Yes and no. Though we typically fill all available residence hall spaces during Room Sign Up, we have traditionally been able to accommodate everyone on our waiting list by the time the halls open the following year. Between Housing Sign Up and the start of the fall semester, many students with residence hall assignments make alternate living arrangements. This opens space for those on the waiting lists to be assigned. If you are not able to select a space during Housing Sign-Up, just add yourself to a waiting list (Phase Five). Though not guaranteed, the odds of eventually getting a residence hall assignment are quite high.

Notes:

Department of Residence Life
West Bison Court
701.231.7557
www.ndsu.edu/reslife

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