

# APPLICATION PROCESS

## How do I apply to live on campus?

It's simple, follow these steps for new students admitted to the university:

1. Log on to my.northwood.edu portal with your assigned username and password
2. Click on WebAdvisor tab (upper right hand corner)
3. Select Prospective Students folder
4. Select Online Housing Preferences located beneath Admissions Information
5. Complete Housing Application by following the questions asked truthfully
6. Be sure to click the submit button to accept your Housing contract

Follow these steps for returning students to housing:

1. Log into my.northwood.edu
2. Click on WebAdvisor tab
3. Under Academic Profile Tab, select Online Housing Sign Up
4. Select your room based on the available options you see
5. Submit and receive a tentative email confirmation of your housing selection

## How do I request to live off campus?

If a student meets the eligibility requirements to reside off campus, then a student may complete a housing waiver request form. This form once received may take up to two weeks to process.

## Can I be guaranteed the room of my choice?

No, you aren't guaranteed the room of your choice, but we will do our best to facilitate your requests. If we can accommodate them we will gladly do so.

## Are freshmen allowed to live off campus?

Off-campus approval is only given to students who:

- are married and/or have children
- live with a family member within commuting distance of the Florida Campus (proper documentation is required)
- are beyond their sophomore year of academic standing (Junior status or higher)
- are 21 years of age or older
- are veterans of the US Military

## Is a room deposit required to reserve a space?

Before you can be assigned a room you must:

- Make your deposit of \$100 – Note: this will be refunded provided that when you move out of the residence hall proper notification of intention to move out is given, proper check-out procedures are followed, there are no damages to the apartment unit, and the keys are returned.
- New students must complete the Housing Agreement and Housing Application

**How do I find out who my roommate(s)/suite(s) is?**

The Residential Life Department will send out email correspondence to confirm the housing placement and information pertaining to who the respective roommate(s)/suite(s) are for a particular living space. It is then strongly encouraged that the individuals of that space make contact with one another prior to arriving to campus to determine who is bringing what so that no items get duplicated.

**How long is my housing contract term?**

When a contract is signed, it is for the full academic year 2010-2011 (Fall and Spring Semesters). If a resident signs up for housing during the Spring Semester only, they would then only carry the remainder of the year on their contract/agreement with the university.

**Do I have to purchase a meal plan?**

Yes. All residents are expected to buy a meal plan as it is automatically assigned to them when room assignments are made. A resident can select from various options:

- 19 Meals per week plus \$65 in flex dollars
- 225 Meals per semester plus \$105 in flex dollars
- 180 Meals per semester plus \$160 in flex dollars

**How do I change roommates, if necessary?**

For the first two weeks of each semester, no one is able to change roommates (unless by the discretion of the Director of Housing). This is to make sure that everyone that has signed up for a room is accounted for. After that, the Director will work with you to make all rooms and residents comfortable. Room changes can only be made with the Director's approval and with all parties involved agreeing to the change.