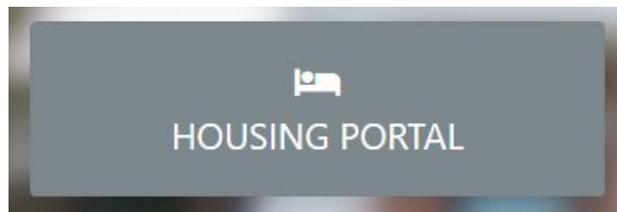


How To: Completing Your Returning Student Housing & Meal Plan Application

1. Open your web browser and go to the [Office of Residential Living Website](#).
2. On the welcome page of the website, click the housing portal button on the left-hand side. *Pictured below:*



3. Once you click the Housing Portal button on the website, it will take you to the myNichollsID login page. Remember, your myNichollsID username is **NOT your N Number**, it is the first part of your Nicholls email address* before the @nicholls.edu. *Example: the myNichollsID username for the Nicholls email colonels1@nicholls.edu is just colonels1.
4. Once logged in, click the Housing Portal button with the bed icon. *Pictured below.* You will then be able to fill out the housing application for your applicable year by following the instructions listed at the top of the welcome page.



5. Congratulations, you're now logged into the housing portal! Once inside, you'll see our homepage. To continue to the application, click the "Application" button shown below:



- Next, click the correct term that you are looking to fill out the application for.

Academic Year 2021- 2022

(8/14/2021 - 5/11/2022)

Select this term ONLY if you are moving into housing in August 2021

Apply

- Once you've clicked 'Apply' in the correct application term, you will be taken to the "Process Selection" page of the application. From here, you will select the dropdown that is applicable to your situation. If you would like to fill out the 'Housing Application', select that option. If you would like to fill out an 'Exemption form', please select that option.

Process Selection

Please select the process for which you wish to apply. You may select our Housing Application or Exemption Form. Only one form may be selected.

1. Housing Application- If you are interested in living on-campus, please select Housing Application from the drop down menu below.

2. Exemption- Learn more about housing exemption requirements [here](#). If you meet one of the criteria for exemption, please select the Exemption Form from the drop down menu below. Keep in mind that:

Nicholls State University requires that all students live on campus unless exempted by the University.

All first-time Nicholls freshmen are required to live on campus or complete a housing exemption form.

If you are interested in living at home with your family within a commutable distance, please select the Exemption Form from the drop down menu below.

Please Select

Housing Application

- Review your personal information. If any information needs changing, please log in to your Banner account to change that information.
- Update your Emergency Information and be sure that your emergency contact information is correct. On this page, you will also select your evacuation plan in case of a hurricane evacuation.

Evacuation Plan

In the case of a severe weather emergency such as a hurricane, please select your evacuation plans:

Evacuation Plans

Evacuation Plans



I will leave campus by my own means of transportation and will not remain in my room or apartment.
I will remain in the campus Temporary Emergency Housing but will leave by my own means of transportation should the campus be forced to evacuate.
I will remain in the campus Temporary Emergency Housing and will need to evacuate with the University if the campus is forced to evacuate.

10. The next page in the application will prompt you to answer whether or not you will need a housing accommodation of some kind through the Student Access Center. Please check the box below the accommodation section if you wish to be contacted for assistance.

Accommodation Need

If you have a medical or disability requirement that you believe requires a housing accommodation, please check the box below.

In addition to selecting this option, students must complete paperwork with the Student Access Center before receiving housing accommodations. Not contacting the Student Access Center and/or providing medical documentation in a timely manner, may delay or limit the accommodations that can be reasonably provided. For additional information about ADA Accommodations, click [here](#).

*Please do not send medical documentation to the Office of Residential Living. All medical documentation must be submitted in a timely manner to the Student Access Center.

**Accommodations include but are not limited to first floor or wheelchair accessible rooms.

Request for Additional Information

11. On the same page as the accommodation need prompt, will be a Break Housing question. Select the box shown below if you will need to remain on campus through the breaks listed in the Fall and Spring.

Break Housing

Please check the box below if you will need housing during Thanksgiving, Mardi Gras, or Easter/Spring Break.

Many out-of-state and international students select this option.

Meals are not provided during break periods.

There is an additional charge associated with Break Housing. Please visit this [link](#) to learn more about Break Housing charges.

Break Housing

12. The next page will contain the Housing and Meal Service Contract. Read this contract thoroughly and note that the contract is valid for the full academic year (Fall and Spring). Once you have completed perusing this contract, enter your N Number when prompted at the bottom of the page and click 'Save & Continue'.
13. Next, you will be asked to rank your Room Preferences. This will only be used if you do not select a room or if we must place you in a room administratively. You will need to rank all building/room types. Once complete, hit Save & Continue.
14. On this page, you will select your meal plan for the upcoming semester. Don't worry if you're unsure which one you want, choose one for now and you'll be able to change this up to the 10th day of class of the Fall semester.

15. Next is the Roommate Matching Survey. This will be used by potential roommates to provide a good match if you do not already have a roommate in mind that you'd like to live with. You'll answer questions regarding your Web Screen Name (so students can find you), living habits, and smoking habits. In order to be found by a potential roommate in the roommate searching process, be sure to have the box below checked. If you do not wish to be found by others and would prefer a random roommate, uncheck the box.

Display in Roommate Search results

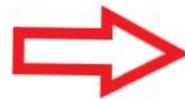


16. After completing the previous step, you will be taken to the Roommate Selection page. From here, you can search for roommates for the next year via three different ways. Click whichever way you'd prefer to search for a roommate (if you are unsure of who you'd like at this time, you may always skip this step for now:

Roommate Selection (Returning)

You have not selected any roommates

Roommate searching options are below to the right.



[Search for Roommates by Details](#)
[Search for Roommates by Roommate Profiles](#)
[Suggest Roommates](#)

17. If you have a specific roommate in mind, click the "Search for Roommates by Details" option. You should be able to find them by entering their first name or their screen name in the search field.



Roommate Search By Details

First Name:

Roommate Search Screen Name:

Exclude results that cannot be added or joined

[Roommate Management Page](#)

[Search](#)

[Search for Roommates by Roommate Profiles](#)
[Suggest Roommates](#)

18. Once you find the student that you're looking to live with, you will see the options below. If they have already created a group, you can join their group, send them an individual roommate request, send them a message, or view their profile.

The screenshot shows a student profile card for a student named 'Tillou'. The card includes the following information:

- Name:** -- Tillou
- Group:** -- (In Group: Nicholls#1, Tillou's Table)
- Classification:** Returning
- Gender:** Female
- Description:** (empty field)

To the right of the profile information is a circular progress indicator showing a '50% Match'. Below the match indicator is a vertical stack of four buttons:

- Send Roommate Request** (red button)
- Join Group** (red button)
- Send Message** (light blue button)
- View Profile** (light blue button)

a. Note that your roommate (or group leader) must accept your request. If you are the one who is the group leader, you must accept the students into your group for them to save as your roommate. Once accepted, you will be able to view the roommate group in the Roommate Selection tab.

19. After joining your roommate group or starting one yourself, you will click save and continue. You will then wait on the 'Application Status' page (shown below) until you receive a timeslot to go and choose a room, or have one chosen for you by your group leader. From here, you should click save and continue. Note that it will save, but leave you on this page.



Application Status

You do not have a Timeslot at this time.

20. When your roommate accepts your request to join their group. You will get a notification in the top left corner:



21. Click the three stacked bars and select the 'Messages' tab. From here, you can see the most recent messages that you have in your portal. Click any that are unread and you should have received the confirmation below:

Portal Email: Joined Nicholls#1 Group

StarRez Portal to Me

2/11/2021 3:48:46 PM



Hi Colonels1,

Your request has been accepted and you have been successfully added to Nicholls#1 roommate group.

22. From this point forward, you will await your lottery time slot that is based on credit hours earned. We will notify you via email and once times have been assigned, they will appear on your portal.
23. To ensure that you have completed the application, click the application tab in the top left and verify that your application status is complete. It should read the same as the snapshot below:

Academic Year 2021- 2022

(8/14/2021 - 5/11/2022)

You started your application for Academic Year 2021- 2022 on 2/11/2021, and have signed the contract as of 2/11/2021.

You have not paid the Application Fee and Deposit.

The status of your application is Complete.

****WE WILL UPDATE THIS PDF ONCE LOTTERY TIMES HAVE BEEN ASSIGNED WITH A TUTORIAL ON HOW TO SELECT A ROOM -- OFFICE OF RESIDENTIAL LIVING****