The housing selection process is an online process like class registration. When you enter the system (Self Service), you will be able to choose from all currently available buildings. **When you complete the online selection process, you will immediately know your assignment for 2017-2018.**

**Juniors/Seniors Go FIRST:** Juniors and seniors can apply to return to their current assignment in the Station at Mill Point or Park Place on February 26, apply for the Station at Mill Point on February 28 (for those who do not currently live there), apply for Park Place on March 2, return to their current apartment (other than Station at Mill Point or Park Place) on March 3, or apply for a different space on March 6 (until the junior/senior cap is reached).

**Housing Priority Number:** Every junior/senior receives a Housing Priority Number (HPN), which is based on GPA and years in housing (you receive one point for each semester lived on campus). Transfer students are assigned based on academic standing. The person in your group with the highest HPN should be designated to log-in and fill out the application for the group at the scheduled time. HPN is not used when returning to your apartment.

**Sophomores:** Each sophomore is given a random sign up time (priority is not determined by the HPN). The person with the earliest sign in time will sign up for housing for their entire group. Once the junior/senior limit has been reached, sophomores cannot pull in juniors/seniors.

**Seniors/Juniors** — Juniors and seniors sign up for housing first; however, **there is a limit to the number of juniors and seniors who can live on campus each year.** Once we have reached the junior/senior limit, those juniors and seniors without housing can go on a waitlist—sophomores will not be able to pull them in.

**Sophomores** — Sophomores are required to live on campus. Students must apply to live off campus. Applications can be picked up in Residence Life (Global C 103) or downloaded from the Residence Life website. Remember, submitting an off-campus application is not a guarantee that you will receive permission and students are advised not to sign a lease until they have received notice that their request has been approved.

**Cancellation Policy** — Elon University housing can be cancelled for the following reasons: study abroad, withdrawal (medical and academic), transfer, graduation, and rising juniors and seniors who wish to move off campus. The exceptions are for students who have signed leases in university owned apartments.

If cancelling based on the above requirements, you must complete a Housing Cancellation Form in Self Service.

**Late cancellation** of a housing assignment after the cancellation deadline will result in a cancellation fee. See our website for deadlines and applicable fees.

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**In a Nut Shell...**

1. **READ** the materials.
2. **Pay** your $125 reservation fee.
3. **Sign** your housing agreement online.
4. **Decide** who you want to live with and match in Self Service.

**THEN EITHER:**

1. **Apply** for a Living Learning Community by Feb 10 or Fraternity and Sorority Housing
   OR
   1. **Sign up** to return to your current apartment
   OR
   1. **Check** your eligibility and sign up time.
   2. **Apply** online during your selection time slot.

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**Have Questions?**
**Visit our website**
*www.elon.edu/residencelife*
Important Dates

- Jan 4: Begin paying housing reservation fee and signing agreement
- Feb 20: Housing Reservation Fee and Agreement Due
- Feb 22: Check Registration Time in Self Service (Juniors and Seniors)
- Mar 15: Check Registration Time in Self Service (Sophomores)

Steps to Follow

1. Read/review housing materials
2. Pay the $125 housing reservation fee. This fee can be paid over the phone (336.278.5300), online, or through the Bursar’s office (Alamance 113) by check or credit card. No receipt is needed. If you do not select a housing assignment during the process, complete a housing reservation fee refund form in Self Service for a full refund. Cancellation fees are assessed after June 1.
3. Students must sign the housing agreement online in Self Service.
4. Talk to staff and attend an information session.
5. Decide who you want to live with and consider your top choices for where you would like to live. Match with your roommate in Self Service.
6. Check your registration time: Feb 22 for juniors and seniors. March 15 for sophomores.
7. When it is your time to apply, one member of your team will log in to sign up for housing (the person in your group with the earliest time). Based on your group size you will be shown a complete list of only the CURRENTLY AVAILABLE buildings. If a building has been filled prior to your selection time, it will not be shown.

You will then select which building and room(s) you want for your group. Once you select the assignment and click submit, you are guaranteed this assignment.

Follow us on Facebook (Residence Life @ Elon University) for updates and reminders!

Additional Info.

All applications will be available through your Self Service link. This link is also in Ontrack under the Residence Life section.

If you have medical conditions that require special consideration, please see the Residence Life website for instructions on how to make a housing request. Requests must be submitted to Disability Services in Duke 108 by February 10, 2017.

If you have questions, please email residencelife@elon.edu, stop by Global C 103, or call 336.278.7300.