Office of Residence Life: Residence Hall Application Instructions for New Students

If you have questions, please contact:

Becky Doubet- Assignments Coordinator
(308)865-8519
housing@unk.edu

To apply for a room on campus (Residence Halls):

1. Go to: www.unk.edu
2. Move down to the bottom of your screen and click on “My Blue” under Resources.
3. Log in using your NUID and password

![Login Screen](image)

4. Click on the Tools icon:

![Tools Icon](image)
5. Click on Campus Housing:

6. Follow the instructions to log into your Housing Portal. Be sure to click the "save and/or continue" button at the bottom of each page of the application.

7. Select application: Select 2019-2020 Academic Year Application. This is the Residence Hall Application for housing from August 2019- May 2020.

8. Begin Application: Click "Continue"

9. Personal & Contact Details
   a. Confirm that your information is correct. If it is not correct, you will need to change your information via MyBLUE.
   b. **Missing Person's Contact Information:** Enter the contact information of the person we should contact if you cannot be found. This should be someone who knows your routine.

10. Profile/Lifestyle Questions
    a. Answer these questions honestly. Other students will see these results when they are looking for a room or a roommate. Don't live with your mom's best friend... YOU need to fill out your own profile and search for your roommate!

11. Your Profile for Roommate Matching: This is the page where you can tell potential roommates and suitemates about yourself.
    a. Click the box if you wish to participate in roommate matching
    b. In the description box type in a paragraph about yourself. Introduce yourself to potential roommates and use key words that describe your interests and hobbies such as “sports”, “music”, and “theater”. You can also describe groups
that you plan to participate in such as "sorority", "fraternity" or "spiritual/religious events".

c. Click Save and Continue

12. Roommate Requests: You can use this page to view and search for potential roommates.

a. By details
   i. Search for a friend by the Screen Name
   ii. Search for key words in the Description box—Honors, Athlete, Video Games...

b. By Profile – use the roommate matching questions to find a roommate who will get up early or likes to keep the room at a cool temperature.

c. View Suggested Roommates – the Best Matches rise to the top.

13. How to communicate with potential roommates:

a. When you have found a potential roommate. Send them a message and introduce yourself. Ask if they still need a roommate or suitemate. These emails are sent to the email account that you used when you applied to UNK. This can be changed in your MyBLUE profile.

b. When you have both agreed to the roommate match send a request to the roommate.

c. If you receive a request, you can accept or decline it.

d. Completed roommate matches will appear under accepted roommates.

14. ROOMMATE SEARCH TIPS:

a. Students have until June 30th to search for a room and a roommate. In early July, Residence Life will make roommate assignments for any students without a roommate.

b. Don't be too shy. Reach out to many potential roommates, as they could become future friends.

c. Consider options for future suitemates in CTE or CTW.

d. This is not the movies or a 'Friends' sitcom. Have realistic expectations of a roommate.

e. Best friends do not necessarily make for best roommates – expand horizons and keep your options open.

f. Check out their social media sites.

g. Meet up in person, or at least Skype - not just Snapchat.
h. It’s only a year. You may end up as friends. Challenge yourself to communicate and embrace the experience!

15. Meal Plan
   a. Select your meal plan.
   b. Once you have selected a meal plan you will not be able to change it through the housing portal. To make a meal plan change please send an email housing@unk.edu or call Dining Services: 308-865-8428.

16. Online Payment
   a. UNK requests a $50 payment to process your application. This is not refundable.
   b. After you have made your payment log back into your Housing Portal to complete your application.

17. Background Information
   a. Please answer the questions. (If you answer YES, you will be directed to the Upload Documentation page. Your application will need to be approved before you continue.)

18. Online Contract
   a. Click on the Terms and Conditions link and read the contract first.
   b. You may be asked to type in the name of your parent or legal guardian and your NUID number if you are under the age of 19.
   c. Check the “I agree” box. Stating that you agree to follow the terms and conditions of your contract.
   d. Sign the contract with your full legal name
   e. Enter in your parent’s email address

19. Room Selection (Available February, 2019)
   a. Click on Room Search
Room Selection

For cost information, please see our Room and Meal Plan Rates

Please select 'Save and Continue' once you have reserved your room.

You are not assigned to a room for this term. You can search for one using the options above.

b. Click on the hall you would like to reserve a room in.

Room Selection - Room Search

The selections below will change as you progress through the room search process.

- Building - click on the building name.
- Floor - choose a suite or floor, scroll to bottom of the page and click "Save & Continue"
- Rooms - select the beds and then click "Save & Continue"
- 4"

Men's Hall is reserved for students in the Honors Program

Antelope/Nester North/Nester South assignment priorities are returning residents first and then new upperclassmen students. First-Time Freshman are NOT eligible for Antelope, Nester North or Nester South.

Antelope Hall
- Suite Style/Upperclass only / Break Hall
- Centennial Towers East
  - Suite Style/ Break Hall

Centennial Towers West
- Suite Style/ Break Hall

Mantor Hall
- Break Hall

Men's Hall
- Honors Program Only
- Nester North
  - Suite Style/ Upperclass only / Break Hall
c. Now you will see a list of all the
   i. suites when viewing CTE and CTW
   ii. wings when viewing Mantor
   iii. floors when viewing Men’s, Randall, URN or URS

d. The chart will show you several different types of rooms you can sign up for.
   i. Standard double rooms will show up as a 1 or a 2 in the double-beds column. These rooms will show up as a 2 if the double room has no students currently assigned to the room and a 1 if one student is assigned to the room.
   ii. Standard Triple Rooms will show up as a 1, 2, or 3 in the Triple Beds Column. These are all located in Men’s Hall. These rooms will show up as a 3 if the triple room has no students currently assigned to the room and a 1 or a 2 if the room is partially full.
   iii. The Single –Beds and the Quad Beds are only for upper classmen housing options.

   e. Highlight the room you wish to reserve, then scroll to the bottom and select save and continue.

---

**Room Selection - Room Search**

The selections below will change as you progress through the room search process.

- Building - click on the building name.
- Floor - choose a suite or floor, scroll to bottom of the page and click "Save & Continue"
- Rooms - select the beds and then click "Save & Continue".
- Verify your room assignment on the application status page.
- If you have a confirmed roommate, be sure to assign both you and your roommate to a bed.

---

**Centennial Towers East**

<table>
<thead>
<tr>
<th>Floor</th>
<th>Single - Beds</th>
<th>Double - Beds</th>
<th>Triple - Beds</th>
<th>Quad - Beds</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE 144/145</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CTE 218/219</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CTE 220/221</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CTE 224/225</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CTE 228/227</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CTE 228/229</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
f. Now highlight the room you wish to reserve a bed in.
g. You can click on the spy glass and view the profile of the student who is currently assigned to that room. (If there is a student assigned to the room)
h. Click Save and Continue

**Room Selection - Room Search**

The selections below will change as you progress through the room search process.

- **Building** - click on the building name.
- **Floor** - choose a suite or floor, scroll to bottom of the page and click "Save & Continue"
- **Rooms** - select the beds and then click "Save & Continue".
- Verify your room assignment on the application status page.
- If you have a confirmed roommate, be sure to assign both you and your roommate to a bed.

**Centennial Towers East - CTE 218/219**

You must be a current Honors student to reserve a bed in Men's Hall.

<table>
<thead>
<tr>
<th>Available Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE 218/219</td>
</tr>
<tr>
<td><strong>CTE 218 - D - 2/2</strong></td>
</tr>
<tr>
<td>CTE 219 - D - 2/2</td>
</tr>
</tbody>
</table>

**Key:** Room - Gender (M: Male, F: Female, N: Neutral, D: Dynamic, C: CoEd) - Available Beds/Total Beds

Select the Building, Floor, Room, and Bed.

- You may only hold a room for 5 minutes before it is released for others to search.
- Selecting a room is not a guarantee. Residence Life reserves the right to make and change assignments as needed.
- Please note that if you cancel a room, that does not mean you are canceling your housing contract; please send an email to resilife@unk.edu.
- If you would like to make a specific request please contact the Office of Residence Life at: resilife@unk.edu

**Save & Continue**
i. Click on the box next to My Bed: and select the Bed you wish to reserve.

j. Click on Reserve Beds

**Room Selection - Room Search**

The selections below will change as you progress through the room search process.

- Building - click on the building name.
- Floor - choose a suite or floor, scroll to bottom of the page and click "Save & Con
- Rooms - select the beds and then click "Save & Continue".
- Verify your room assignment on the application status page.
- If you have a confirmed roommate, be sure to assign both you and your roomma

**Centennial Towers East - CTE 218/219**

Time remaining for bed selection: 04:55

Select the bed you would like to have.

My Bed: CTE 218 A

Select the Building, Floor, Room, and Bed.

- You may only hold a room for 5 minutes before it is released for others to search
- Selecting a room is not a guarantee. Residence Life reserves the right to make a
  needed.
- Please note that if you cancel a room, that does not mean you are canceling your
  please send an email to reslife@unk.edu.
- If you would like to make a specific request please contact the Office of Residenc
k. Congratulations! You have reserved a room. You can now view the room reservation information on the Room Selection Page and on the Application Status Page at the upper right hand corner of your screen.

Room Selection

For cost information, please see our Room and Meal Plan Rates

Please select 'Save and Continue' once you have reserved your room.

Your selected room is detailed below. To confirm this room, please continue the application process using the options above.

Room: CTE 218
Room Type: Double
Location: Centennial Towers East
Floor: CTE 218/219

Available Terms:
- Academic Year

Available To:
- New
- New-Freshmen
- Returning

Mandatory Housing Profiles:
None

Occupancy Information

<table>
<thead>
<tr>
<th>Beds</th>
<th>Occupants</th>
<th>View Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE 218 A</td>
<td>Rebecca Ondrovic (8/19/2016 - 12/16/2016)</td>
<td></td>
</tr>
</tbody>
</table>
20. **Viewing Roommate/Suitemate Profile:** Under Occupancy Information you can view the room number for you and your roommates/suitemates, your roommates/suitemates name and their profile information. This will include roommate/suitemate cell phone number and mail address information. If this information is not listed then it is information that we have not been provided. Because of FERPA regulations that protect student information we are not able to provide student email information.
21. **Making a room Change**: Students can make changes to their room assignment at any time until Thursday June 30th at 11:59 PM. To make a change go to your room assignment go to the Room Selection Page in your portal and select Remove Room Reservation. **Removing your room reservation does not cancel your contract.** To cancel your contract please send us an email: housing@unk.edu.

![Room Selection](image)

22. **Application Status Link** *(located above step 8)*
   a. This page will show whether or not your application is complete.
   b. Once you self-select a room or are assigned to a room, more information will appear here about your room, roommates and/or suitemates. You can check the status of your application at any time.

23. Please be sure to check your email regularly.

**Questions?**

**Please contact the UNK Office of Residence Life**

(308)865-8519

housing@unk.edu