

**Subject:** 2016 Sophomore Living Lottery Process  
**Date:** Thursday, February 11, 2016 at 9:32:57 AM Central Standard Time  
**From:** Department of Residence Life <ResidenceLife@creighton.edu>  
**To:** Bluejay, Billy  
**CC:** ResidenceLife <residencelife@creighton.edu>



February 11, 2016

Dear Billy Bluejay,

We hope your spring semester is off to an excellent start! This e-mail is regarding the **2016 Re-Contracting Lottery Process** in which you will sign up for next year's housing. **The pre-process will start today, Thursday, February 11, 2016.**

*All Creighton students from outside the immediate Omaha area (as defined by the University) are required to live on-campus their first two years. Only students from Omaha and the immediate area may live at home with their parents and/or guardians. A request to be exempt from this requirement must be made in writing to the Associate Vice President for Student Services-Residence Life and request are only granted for extenuating circumstances. This request form is available in the Housing Assignments Office, 139 Swanson Hall. If you intend to request a release from our housing requirements, you must complete this for prior to July 15, 2015.*

*All residents who wish to go through Re-Contracting must complete the following Pre-Process steps by **Friday, March 4, 2016 at Noon.***

**You will NOT be allowed to sign up for Re-Contracting without completing these steps! No exceptions!**

**Step #1: PAY YOUR \$75 RE-CONTRACTING FEE** (Note: If you receive a full scholarship that includes room and board, your Re-Contracting Fee may be waived. Please contact [ResidenceLife@creighton.edu](mailto:ResidenceLife@creighton.edu) for information)

- Log onto your NEST account.
  - At the bottom of the Main page, click the link for "Residence Life"
  - Click the "Housing Re-Contracting for returning students" link and complete the QuickPay steps outlined below.
    - Pay your \$75.00 Reservation Fee
      - Click on this link to pay your non-refundable \$75 re-contracting fee.
      - A QuickPay webpage will launch in a new window or tab depending on your browser
      - Select your payment preference from the drop down box, and enter your payment information. Click "Submit" when finished
      - Review your payment information and click "Confirm", then close or log off the QuickPay webpage.
      - Return to the NEST screen & click on the link "Click here after making your payment". You must click this link in order for the system to acknowledge your payment.

You will receive an e-mail receipt once payment has been received. Please understand that the \$75.00 reservation fee is non-refundable. In the Fall 2016 semester, the reservation fee will be applied to your room account.

**Step #2: STARREZ PORTAL PROCESS: CREATE OR JOIN A ROOMMATE GROUP**

*This process opens **February 22, 2016** and is contingent on a successful \$75 re-contracting fee payment.*

- The StarRez Portal is the Department of Residence Life's online housing management tool. With this tool, you will manage the process to find roommates, form roommate groups, and create housing preferences. *More information will be provided to your Creighton email about how to complete the Roommate Selection process and be eligible for the Housing Lottery through the StarRez Process. Please check your Creighton mail regularly as updates about the process are provided.*
- When the portal is opened on February 22nd, visit the NEST to login to StarRez.
  - Click on the Residence Life link on the main page, and select the link to direct you to the Housing Portal.
  - Create and complete a housing application for the 2016-2017 Academic Year.
  - After your application is complete, you will be asked to create a group, join a group or search for roommates. Please follow the prompts inside the portal to complete your roommate group formation. Additional information is available on our website as well as in the Portal to explain this process
- **IMPORTANT - MUST COMPLETE VERIFIED ROOMMATE GROUPS BY MARCH 4TH @ NOON TO RECEIVE LOTTERY TIME.**

**Step #3: SELECT YOUR ROOM FOR THE 2016-2017 YEAR**

- Verified Roommate Groups will receive a lottery time. During your lottery time, visit the StarRez portal, and make your housing selection. *Note: The group leader will be responsible for selecting the housing option for the group.*
- Read the housing agreement and terms. This is a legally binding Agreement between you and the University and you will be held to the conditions written therein. Please review it carefully before accepting the conditions of this Agreement.
- Sign the agreement in the portal
- Until you sign the housing agreement, your housing for the 2016-2017 year is not guaranteed.

**Note: Rising Sophomore re-contracting lottery: March 15-17, 2016**

Should you have any questions, please contact the Department of Residence Life at 402.280.2717 or at [ResidenceLife@creighton.edu](mailto:ResidenceLife@creighton.edu)

DEPARTMENT OF RESIDENCE LIFE