February 14, 2011

Re: 2011 E-Lottery Process for Current Freshman (1st year) Residents

Dear Creighton Freshman Residence Hall Student,

Welcome to the 2011 Online Housing Recontracting Process in which you will sign up for next year’s hall and room! This process is also referred to as “E-Lottery.” For more information and to view our Frequently Asked Questions, please visit our website at www.creighton.edu/residencelife.

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 requests 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 form prior to July 15, 2011.

All current freshmen who will be returning to campus housing next year must complete the following steps BY 4:30 P.M. FRIDAY, FEBRUARY 25 in order to receive an E-Lottery time:

1. Log onto your NEST account.
   - Click on the link.
2. At the bottom of the Main Menu page, you will see a link for "Residence Life".
   - Click on the link.
3. You will then see a "Housing Re-contracting for Returning Students" link.
   - When you click on this link, a series of tasks will appear.
4. Pay $75.00 Reservation Fee
   * Please note: If you receive a full-ride scholarship that includes room and board, please contact the Housing Assignments Office at cisham@creighton.edu.
   - Click on this link to pay your non-refundable $75 apartment reservation fee.
   - If you wish to pay by credit card, you do NOT need to log on with a PayPal account or save your information with PayPal. Please enter your credit card information as directed.
   - If you wish to pay by E-check (funds are taken out of your bank account), you must have/create a PayPal account and log on accordingly.
   - When finished paying, click on the “Return to the NEST” button to complete the remaining steps.
   - You will receive an e-mail receipt once payment has been received.
   - This fee will be credited to your Fall tuition account when you return to campus housing.
   - Upon returning to the “Housing Re-contracting for Returning Students” page, you will notice a statement highlighted in yellow that says “Your payment was received!” In addition, the payment task will now show “Complete.”
5. Read and sign the Residence Hall and Food Service Agreement
   - Click on this link to access your 2011-12 Residence Hall and Food Service Agreement.
   - Read the agreement in its entirety and electronically sign the bottom exactly as your name appears.
   - Click the “Continue” button.
   - Upon returning to the “Housing Re-contracting for Returning Students” page, you will notice the “Residence Hall and Food Service Agreement” task will now show “Complete.”
   - You will receive an e-mail with your agreement attached once your Residence Hall & Food Service Agreement is signed online.
6. **Complete Campus Living Application**
   - Click on this link to complete your Housing Application.
   - Please complete the housing preferences, and click “Create.”
   - You will notice a statement at the top left-hand side of the screen that says “Action Processed.”
   - Click “Return to Menu.”
   - Upon returning to the “Housing Re-contracting for Returning Students” link, you will notice the “Campus Living Application” task will now show “Complete.”

7. If you are not 18 years old, you will see a link that says **“Submit Parental Signature for Residence Hall and Food Service Agreement.”** (If you are already 18 years old, you will NOT see this link.)
   - For those students not yet 18, your parent/guardian is required to read and sign the Residence Hall and Food Service Agreement.
   - Please forward the link provided to your parent or guardian and ask that the electronically-signed form be e-mailed to residencelife@creighton.edu.
   - It is YOUR responsibility to have your parent or guardian sign and e-mail the agreement.
   - You and your parent/guardian will receive an e-mail confirmation from Residence Life within 48 business hours after receipt of your parent/guardian’s signed agreement.

Freshman residents who have completed the above steps by 4:30 p.m. on Friday, February 25, 2011 will receive individual online E-Lottery sign-up times in order to select from space available in either Swanson, McGloin, Kenefick, or Heider Hall for next year. E-Lottery times are randomly assigned by a computer program. During your scheduled E-Lottery time, you will have these options (based on available space):

- You and 1 friend can choose a double-occupancy room in Kenefick or Heider Hall, using the earliest of your 2 allotted times.
- You and 3 friends can select a 4-person suite in Swanson or McGloin Hall, using the earliest of your 4 allotted times.

Regardless of the option chosen, the online E-Lottery system requires that you sign up with the appropriate number of residents to fill the entire suite/room. Should the suite/room not be filled accordingly, an error message will appear and your reservation will be considered invalid. If you do not know of someone with whom to live, a Roommate Search tool will soon be available by accessing your BlueLine account. This will also be available from our website. Please check back soon.

**If you are pulling in a student who presently lives off-campus or is transferring to Creighton in the Fall 2011, you must contact Carol Isham, in the Department of Residence Life at cisham@creighton.edu by 4:30 p.m. Friday, February 25, 2011** This is necessary so that your friend can receive the necessary authorization and pay their $100 housing damage deposit. Please be advised that your friend will not be able to go through the housing sign-up process without (a) being an admitted and deposited student with the University and (b) having completed the necessary online housing steps.**

Please note that, due to large class sizes anticipated for the 2011-12 academic year, we will be utilizing all available bed space in our sophomore buildings. Therefore, should a vacancy occur in your room after the lottery process concludes, you may be reassigned to an open vacancy in another room or will be assigned a new roommate. When reassigning students, those with the latest sign-up times will be consolidated first, using the student’s original and individual E-Lottery time.

**Your scheduled online E-Lottery sign-up time, 8-digit PIN, and instructions regarding the sign-up process will be e-mailed to your Creighton e-mail account by Friday, March 11, 2011**

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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, February 25, 2011, 4:30 p.m.</td>
<td>Online payment, application, and agreement must be completed.</td>
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<td>Notify Carol Isham at <a href="mailto:cisham@creighton.edu">cisham@creighton.edu</a> if you are pulling in a friend who presently lives off-campus or is transferring to Creighton in the Fall of 2011.</td>
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<tr>
<td>Mid-March 2011</td>
<td>Housing &amp; meal plan rates posted on the web</td>
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<td>Friday, March 11, 2011</td>
<td>Online housing sign-up time, 8-digit E-Lottery PIN, and instructions regarding the sign-up process will be e-mailed to freshman students who completed the online steps above.</td>
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<td>Thursday, March 17, 2011, starting at 5:00 p.m.</td>
<td>Freshman Female E-Lottery Housing Sign-up</td>
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<td>Tuesday, March 22, 2011, starting at 5:00 p.m.</td>
<td>Freshman Male E-Lottery Housing Sign-up</td>
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