

# Everywhere You Want To Be

## Apartment Living

February 1, 2011

**Re: 2011 Apartment Renewal Process**

Dear Creighton Junior or Senior Resident:

We hope your spring semester is off to an excellent start! This e-mail is being sent to all current junior and senior (3<sup>rd</sup> and 4<sup>th</sup> year) residents regarding the [2011 Apartment Living Lottery Process](#) in which you will sign up for next year's apartment!

All current junior and senior residents who wish to live on campus next year must complete the following:

1. Log onto your **NEST** account.
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](mailto: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" link, you will notice a statement highlighted in yellow that says "Your payment was received!" In addition, the payment task will now show "Complete."
5. **Complete Apartment Living Application**
  - Click on this link to complete your Apartment Living 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 that the payment task will now show "Complete."
6. **Print, sign, and return 2011-12 Apartment Living Agreement**
  - Click on this link to view your Apartment Living Agreement.
  - Print and sign the agreement and bring with you to your housing recontracting session.

**You will NOT be allowed to sign up for an apartment without completing these steps! No exceptions!**

Please understand that the \$75.00 apartment reservation fee is nonrefundable unless the Department of Residence Life cannot provide you with housing. In the Fall semester the reservation fee will be applied to your tuition account. Failure to attend any apartment renewal date will result in a forfeiture of your apartment reservation fee.

Juniors and seniors are housed in Davis Square, Heider Hall and Opus Hall. If you plan to live on campus as a Junior or Senior, there are **FOUR options/scenarios available to you**. Please read the next page to be sure you understand what you are selecting and how to confirm your housing for next year.

If you do not hold a Bachelor's Degree but will be completing coursework in a professional program (i.e. Pharmacy or Health Professions), you **are eligible** to live in Davis Square, Heider Hall or Opus Hall.

There will NOT be an apartment lottery for current juniors and seniors. Residents wishing to switch apartments will do so on a first-come, first-served basis on "Change Apartment Renewal" day. All residents must fill their apartments with eligible roommates of their choosing (students who will be juniors or seniors next year), who also complete the above steps to get their application stamped and attend the appropriate apartment sign-up time. **If you are pulling in a roommate who presently lives off campus or is a current sophomore, you MUST contact the Housing Assignments Office by 4:30 p.m. on Thursday, February 17, 2011.** If you do not know of someone with whom to live, a Roommate Search posting tool is available by accessing your BlueLine account.

**Please note that apartment living agreements for Davis Square and Opus Hall will be a 12-month agreement, running from May 18, 2011 to May 13, 2012. Summer rent can not be deferred until the Fall semester. Sub-leasing for the summer is not permitted. 9-month agreements for Heider Hall run from August 21, 2011 – May 5, 2012. Heider Hall will not remain open during breaks, including Christmas break, for those with a 9-month agreement.**

Should you have any questions, please contact your Apartment Coordinator or the Assistant Director of Residence Life for Apartment Living, or visit the Department of Residence Life website at <http://www.creighton.edu/ResidenceLife>.

Sincerely,

Cindy Fendrick  
Assistant Director of Residence Life for Apartment Living  
[cfendrick@creighton.edu](mailto:cfendrick@creighton.edu)

Carol Isham  
Housing Assignments Coordinator  
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### 2011 Apartment Renewal Process: Important Dates

February 22, 2011 Tuesday	<b>Same Apartment Renewal for current Davis, Heider, and Opus residents</b> Davis Square/Heider Hall/Opus Hall Apartment Living Offices, 1:30 – 4:30 p.m.
February 24, 2011 Thursday	<b>Change Apartment Renewal for current Junior &amp; Senior residents</b> Harper Center 2066, 7:00 a.m. – 9:00 a.m.
Mid-March 2011	<b>Housing &amp; meal plan rates posted on the web</b>
May 16, 2011 Monday	<b>Davis Square &amp; Opus Hall Residents Change Apartment Day</b> (begins at noon) If you elected to change apartments, you will move to your new apartment on this date.

#### OPTIONS/SCENARIOS for Apartment Renewal in Davis, Heider and Opus

**Please note:** All roommates must complete the online pre-process steps prior to their Same Apartment/Change Apartment housing sign-up session. One roommate may act as the representative for the group, presenting all signed Apartment Living Agreements at the sign-up time. **If you are pulling in a roommate who presently lives off campus or is a current sophomore, you MUST contact the Housing Assignments Office by 4:30 p.m. on Thursday, February 17, 2011.**

**1. You and all of your roommates choose to stay in your current apartment.**

In this case, you and/or your roommates simply bring your signed Apartment Living Agreement to the “Same Apartment Renewal” time at your applicable building on Tuesday, February 22, between 1:30 – 4:30 p.m.

**2. You wish to stay in your current apartment, but there will be vacancies as some of your roommates graduate, change apartments, or leave campus.**

In this case, in order to remain in your apartment, you must bring other students in to fill all vacancies. You can select your roommate(s) from any current student who will be a Junior or a Senior next year (NOT by credits, but by years enrolled). You will attend the “Same Apartment Renewal” time on Tuesday, February 22 between 1:30 – 4:30 p.m.

**3. You currently reside in junior/senior housing and wish to move to a different apartment in Davis, Heider or Opus.**

In this case, you and/or your roommates for next year will simply need to bring your signed Apartment Living Agreement to the “Change Apartment Renewal” time, Thursday, February 24, from 7:00 a.m. – 9:00 a.m in Harper 2066 Apartment selection will occur on a first-come, first-served basis, based on what is available. The Harper Center opens at 6:30am; students may begin forming a line at that time. For everyone’s safety and security, camping outside the building overnight will not be allowed.

**4. You wish to move into another apartment that will have an open vacancy, and the current residents have selected you as their roommate.**

In this case, you and/or your roommates simply bring your signed Apartment Living Agreement to the “Same Apartment Renewal” time at your applicable building on Tuesday, February 22, between 1:30 – 4:30 p.m.