Re: Reminder—E-lottery Pre-Process due 3/14/2011

Dear Creighton Sophomore Residence Hall Student:

Welcome to the 2011 Online Housing Recontracting Process, also referred to as “E-Lottery.” For more information, you can also visit our website at www.creighton.edu/residencelife, where you’ll find Sophomore Housing E-Lottery information and Frequently Asked Questions (FAQs).

As a current on-campus sophomore, you are eligible to request an individual E-Lottery time in order to sign up for available space in Davis Square, Opus Hall, or Heider Hall for the upcoming year. The University provides on-campus housing for 540 juniors and seniors in Davis Square, Heider Hall, and Opus Hall. Should space be available in other halls for juniors and seniors, they will be made available after all current freshman students are accommodated, but we cannot guarantee housing to students after their sophomore (2nd) year.

Davis Square and Opus Hall feature 2, 3, and 4-bedroom furnished apartments. While multiple roommates share the same apartment, each bedroom is single-occupancy. It's important to note that both Davis Square and Opus Hall require a year-long, 12-month agreement which runs from May 18, 2011 to May 13, 2012 (both Davis and Opus will remain open during all breaks.) Summer rent can not be deferred until the Fall semester and subleasing is not permitted. The Apartment Living Agreement, once signed online during the E-Lottery process, is valid for the entire 12-month term of the agreement.

Heider Hall features efficiency and one-bedroom apartments. All apartments in Heider Hall are double-occupancy. A limited number of 9-month agreements, which run from August 21, 2011 – May 5, 2012, will be available for juniors and seniors who wish to reside in Heider Hall. Heider Hall will not remain open during Christmas Break for those with a 9-month agreement.

**Please note: If you are pulling in a roommate who presently lives off-campus, is studying abroad this semester, or is transferring to Creighton in the Fall 2011, you must contact Carol Isham at cisham@creighton.edu by Monday, March 14, 2011, in order for your roommate to 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 this authorization and paperwork.**

If you are interested in requesting an E-Lottery sign-up time, you must complete the following steps BY 4:30 P.M. ON FRIDAY, MARCH 18, 2011.

Due to the structure of the E-Lottery system, Residence Life is unable to provide an E-Lottery sign-up time to those who have not completed the required steps by FRIDAY, MARCH 18, 2011.

E-Lottery Sign-Up Steps:

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
Click on this link to pay your non-refundable $75 room 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.
If you receive a full-ride scholarship that includes room and board, please contact the Housing Assignments Office at cisham@creighton.edu.
When finished paying, click on the “Return to 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.

5. Submit Apartment Living Housing 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.”

Sophomore residents who have completed the above steps by 4:30 p.m. Friday, March 18, 2011 will receive individual online sign-up times in order to be eligible to participate in the E-Lottery, selecting from available apartments in Davis Square, Heider Hall, or Opus Hall. E-Lottery times are randomly assigned.

Due to the structure of the E-Lottery system, Residence Life is unable to provide an E-Lottery sign-up time to those who have not completed the required steps by FRIDAY, MARCH 18, 2011

The online E-Lottery system requires that you sign up with the appropriate number of residents to fill the entire apartment. Should the apartment 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, we suggest using our Apartment Living Roommate Search Tool by accessing your BlueLine account.

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, Opus Hall, or Heider Hall.

**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 Thursday, March 24, 2011.**
## Sophomore Apartment Living E-Lottery Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-March</td>
<td>Housing &amp; meal plan rates posted on the web</td>
</tr>
<tr>
<td>Monday, March 14, 2011</td>
<td>Contact Carol Isham at <a href="mailto:cisham@creighton.edu">cisham@creighton.edu</a> if you are pulling in a roommate who presently lives off-campus, is studying abroad this semester, or is transferring to Creighton in the Fall 2011.</td>
</tr>
<tr>
<td>Friday, March 18, 2011</td>
<td><strong>Online payment and application must be completed.</strong> Due to the structure of the E-Lottery system, Residence Life is unable to provide an E-Lottery sign-up time to those who have not completed the necessary steps by this date.</td>
</tr>
<tr>
<td>Thursday, March 24, 2011</td>
<td>Online housing sign-up time, 8-digit E-Lottery PIN, and additional information will be e-mailed to sophomore residents who have completed the online steps above. Instructions regarding the E-Lottery sign-up process will be included in this email.</td>
</tr>
<tr>
<td>Tuesday, March 29, 2011, starting at 5:00 p.m.</td>
<td><strong>Apartment Living E-Lottery Sign-Up for Current Sophomores.</strong></td>
</tr>
<tr>
<td>May 18, 2011</td>
<td><strong>Davis Square &amp; Opus Hall New Residents Move-In Day</strong> (begins at 1:00 pm). New residents will have access to their apartment on this day.</td>
</tr>
</tbody>
</table>