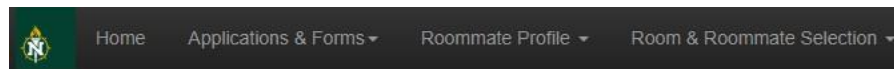




Housing and Residence Life Application and Roommate Selection Guide

This document serves as a guide for students who are new to NMU for the Fall semester.

1. Once you are admitted to NMU, activate your MyNMU account using the instructions in your admissions packet.
2. Log in to mynmu.nmu.edu and select the “Admitted to NMU” or “Student Services” tab. At the bottom of the screen you will see a section labeled, “Housing and Residence Life.” Click the link. This will take you to the housing portal.
3. Once into the portal, select the “Applications and Forms” tab, then “Residence Hall Application (2021 Fall).” Returning students should choose the “Room Reservation Form (2021 Fall).” As you work through the application, there are Information boxes on the right side of the screen that provide additional information or links to webpages that may help you complete that segment of the application.
4. The first screen you see is the Housing Contract. Signing the box at the bottom indicates that you agree to the terms and conditions of the contract. Be sure to read this document thoroughly. You will receive an electronic copy of the terms and conditions in your email once you have completed the application.



5. The second page of the application will ask you for some personal information. The roommate preference questions will help us to match you with a roommate if you do not request someone.

A screenshot of a form titled "Personal Information" with a green header. Below the header, it says "Questions marked with an asterisk (*) are required." There are three questions, each with a dropdown menu set to "No":
A. Do you prefer a roommate who smokes? *
B. Do you prefer to go to bed before midnight? *
C. Do you prefer it to be quiet when you study? *

6. The next page asks for an emergency contact. This step is optional.

- The fourth page asks for your living preferences. You may select up to three preferences. This will allow us to assign you to a building if you do not participate in room selection.

- The next page asks for payment of the \$50 Application Fee. This must be paid by debit/credit card, or with an electronic check.

- The final page of the application asks you to select a meal plan. This will be charged to your student account later, not put on the card or electronic check you submitted on the previous page. More information about meal plans can be found at: http://meet.nmu.edu/dining/?page_id=4510.
- Once you've submitted the application, you will receive a confirmation email and a copy of the terms and conditions you have agreed to. You will also now be able to view the Advanced Payment application in your housing portal.
- You are required to pay a \$200 advance payment before you can participate in roommate match or self-select your residence hall room. This payment will be released to your student account in the fall semester if you attend NMU. To make this payment, log in to the Housing Portal and choose the "Advance Payment (2021 Fall)" under the "Applications and Forms" tab.

Roommate Selection

- Whether you know who you want to live with in the fall, or not, there are options for you to make a roommate request.
- To start, click on "Room and Roommate Selection" at the top of the portal, then select, "Roommates/Suitemates", and choose the term, "2021 Fall".

3. If you know who you want to select as a roommate, enter the last name of the person who you wish to request and choose, "Begin Search". If you enter too much information or have a spelling error, the system cannot find your requested roommate. Both students must have completed their application, advanced payment, and related fees before they will appear in this search. Once you request a roommate, they will have to log into the portal to confirm your request. If someone has requested you, you would see it at the top of this page under "2021 Fall Roommate Requests".

Home Applications & Forms Roommate Profile Room & Roommate Selection NMU Dining Meal Plans More Tools

Fall Roommate Requests Roommates/Suitemates Select a Room or Suite

You do not have any roommate/suitemate requests for this term.

Simple Roommate Search

Note: You do not need to fill in all fields.

Last Name:

First Name:

Middle Initial:

Email Address:

4. If you do not know who you wish to live with, you may use the "Advanced Roommate Search" at the bottom of the page. Choose your roommate preferences under "Other Attributes" and complete the search. You can then view the profiles of other students who selected the same answers as you.

Advanced Roommate Search

Advanced Roommate Search is available. If you already know the name or e-mail address of the student you would like to request, you should use the Simple Roommate Search above. Advanced Roommate Search allows you to search for a roommate using specific traits or characteristics. For example, you may be able to search for a fellow student who goes to bed after 11 p.m. and keeps his/her room neat and tidy. Traits that you can search by are listed below. The less specific you are, the more results your search will yield.

Basic Attributes

First Name:

Middle Initial:

Last Name:

Other Attributes

Do you prefer a roommate who does NOT drink alcohol? No Preference

Do you prefer a roommate who smokes? No Preference

Do you prefer it to be quiet when you study? No Preference

Do you prefer to go to bed before midnight? No Preference

Do you prefer to keep your room neat and clean? No Preference

Do you prefer your room to be a fairly private place? No Preference

Begin Search

5. To complete a roommate profile that can be viewed by other students participating in the Advanced Search, click on "Roommate Profile" at the top of the page, then select "Roommate Profile". Here you can choose how you would like potential roommates to contact you. You may also write a profile about yourself for others to read. Many students include what they plan to study, where they are from, what activities they plan to be involved in at NMU, and what they like to do in their free time.

The screenshot shows a web application interface for managing a roommate profile. At the top, there is a navigation bar with the following items: Home, Applications & Forms, Roommate Profile (selected), Room & Roommate Selection, and NMU Dining Meal Plans. Below the navigation bar, the main content area has a green header with the text "Roommate Profile". A dropdown menu is open under the "Roommate Profile" header, showing options: Update Information, Addresses & Emergency Contacts, and Roommate Profile (which is highlighted by a mouse cursor). Below the dropdown, there is a section titled "Make Profile Private" with a warning message: "Setting your profile to private will exclude you from the advanced roommate searching system. If another student wishes to select you as their roommate, they will have to know your name or e-mail address." Below this warning, there are two input fields: "Contact Preference Type:" with a dropdown menu set to "None", and "Contact Information:" with a text input field containing "username, email, etc.". Below these fields is a large text area labeled "My Profile:". At the bottom of the form, there is a button labeled "Update Roommate Profile".

6. The system will only allow students of the same gender (the gender indicated on their admissions application) to pair as roommates. If you have concerns regarding gender restrictions, please contact Dave Barrette, the Assistant Director of Housing Operations (dabarret@nmu.edu).

Room Selection Notes

- Room selection for returning students will be March 15th – March 19th. Room selection for new students begins during the week of May 18th.
- Before students can participate in room selection, they must first complete their housing application (Room Reservation Form for returning students, and Residence Hall Application for new students), **AND** their \$200 Advance Payment. Students wishing to reserve a room in The Woods must also be up to date with their student account payment plan, or have a balance of less than \$500.
- More information about room selection will be sent to your NMU email prior to your room selection date.