Your Housing Application and Contract is the third step to the Room Re-Application process. Completing the Application and Contract by noon on February 15 will ensure that you get to participate in the lottery.

To access your Housing Application and Contract log in to LOCUS and click on “Residence Life” on your Enterprise Menu.
Click on “Apply for Housing” to access the list of available applications. Choose the one that matches your class year (Rising Second Year, Rising Junior/Senior, etc.).
Dear Lu Wolf,

Thank you for your interest in on-campus housing for the 2016-2017 Academic Year. Completing this application/contract and submitting the $500 non-refundable/non-transferable housing prepayment by **February 16, 2016** will allow you to receive a lottery number and select your on-campus housing assignment for the 2016-2017 Academic Year.

**Next Step**
On the second page, students will enter Building/Room Type and Meal Plan Preferences.

Students will need to click the green plus sign to open the **Room Type** Selection Tool. They will then select and save 3-5 room preferences.

To select their **Meal Plan**, students simply select their desired plan from the drop down menu.

Once Building/Room Type Preferences and a Meal Plan Preference have been selected, the student clicks ‘Next Step’.
On the third page, the student will select their **Roommate PIN**. The PIN will be used during Room Selection for students to “pull-in” a desired roommate. **If a student forgets their PIN, they may reset it in LOCUS.**

Students are encouraged to add a **Roommate Preference**, students need to click the green plus sign. They will need to know the student’s last name and LID.

Students are also encouraged to answer the **Roommate Matching Preferences**. This information will be used in the event that a student doesn’t select their own room during room selection and is assigned by the HAT staff.

Once the roommate related questions have been completed, the student clicks ‘**Next Step**’. 
On the final page, students will need to read through the terms and conditions of the contract and agree by entering their LID (including zeros) and clicking ‘I agree’.

The student may use the ‘Email’ or ‘Download’ buttons to save a copy of the contract for their records. The contract is also available in PDF format on our website.

The Housing Application and Contract are not submitted until the student clicks ‘Finish’.