Housing Sign-up Process
Fall 2021 - Spring 2022

The returning student Housing Sign-up process is designed to help students select the room they will occupy for the 2021-2022 academic year. On this page you will find information regarding the steps and criteria required for each stage of the housing assignments process.

Notes:
- You are responsible for completing the online process in the Covenant Portal by the dates listed in the timeline below including those wanting off-campus living arrangements.
- Failure to follow the process or complete the online process by the listed dates below will result in you being moved to the next available stage.
- You will not be able to sign-up for an assignment until you pre-register for the Fall 2021 classes.
- We want to provide information for the differing cost between room sizes. Use this information to make your choice for the upcoming year. Here is the Tuition and Fees for the academic year 2020-2021. (This is last years. The Tuition and Fee schedule is subject to change.)
- The room you reserve must be filled to full capacity.
- Conflicting housing preferences within each stage will be decided based on seniority of aggregate credit hours as of Spring 2021
- All requests submitted during each day will be considered equally
- Here is a link to the roommate finder sheet.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Housing Desire</th>
<th>Application Opens</th>
<th>Application Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Apartments</td>
<td>To move to the apartments</td>
<td>Monday April 26, 2020</td>
<td>Wednesday April 28, 2020</td>
</tr>
<tr>
<td>Off-campus</td>
<td>To move off-campus</td>
<td>Monday April 26, 2020</td>
<td>Wednesday April 28, 2020</td>
</tr>
<tr>
<td>1</td>
<td>To stay in current room</td>
<td>Monday April 26, 2020</td>
<td>Wednesday April 28, 2020</td>
</tr>
<tr>
<td>2</td>
<td>To stay on current hall</td>
<td>Friday April 30, 2020</td>
<td>Monday May 3, 2020</td>
</tr>
<tr>
<td>3</td>
<td>To stay in current building</td>
<td>Wednesday May 5, 2020</td>
<td>Wednesday May 5, 2020 at 11:59pm</td>
</tr>
<tr>
<td>4</td>
<td>General sign-up (Move buildings or if an earlier stage was missed)</td>
<td>Friday May 7, 2020</td>
<td>Friday May 7, 2020 at 11:59pm</td>
</tr>
</tbody>
</table>
STAGE 1

Applies to you if (at least one applies)...

1. You want to stay in your current room next year.
2. You will be an RA next year who will be moving to a new hall.
3. You are planning to room with someone who fits into 1 or 2.

Notes:

- You can only reserve your room if you can fill your room to max capacity.
- You cannot reserve your “suite”; just your current room.
- If you want to move to another hall, during Stage 1, the room you desire to move to must have a spot for you, and the current resident(s) of the room must be reserving the room and requesting you as a roommate.

What should I do if Stage 1 applies to me?

- Fill out the housing sign-up online form at https://portal.covenant.edu (every person must fill out his/her own form), if the room or roommate requests don’t match, we will be unable to honor those requests.
- You must complete the online application no later than Wednesday, April 28 at 11:59pm.
STAGE 2

Applies to you if (at least one applies)...

1. You want to move into an open room on your current hall next year.
2. You are planning to room with someone who fits into the above category.

Notes:

- Not every request will be granted due to reserving rooms on each hall for freshmen.
- You can only reserve a room if you can fill your room to max capacity.
- You cannot reserve your “suite”; just your current room.
- You can request a different room on your current hall if the desired room has not been filled by the current occupant with his/her roommate preference.
- In the event multiple students request the same room, decisions will be based on seniority by anticipated aggregate credit hours as of Spring ‘21.
- If you want to move to another hall, during Stage 2, the room you desire to move to must have a spot for you, and the current resident(s) of the hall must be reserving the room and requesting you as a roommate.

What should I do if Stage 2 applies to me?

- Fill out the housing sign-up online form at https://portal.covenant.edu (every person must fill out his/her own form), if the room or roommate requests don’t match, we will be unable to honor those requests.
- You must complete the online application no later than Monday, May 3 at 11:59pm.
**STAGE 3**

**Applies to you if (at least one applies)…**

1. You want to move to a room on a different hall in your current building.
2. You want to room with someone who fits into the above category.

**Notes:**

- Not every request will be granted due to reserving rooms on each hall for freshmen.
- In the event multiple students request the same room, decisions will be based on seniority by anticipated aggregate credit hours as of Spring ‘21.
- If you want to move to another hall, during Stage 3, the room you desire to move to must have a spot for you, and the current resident(s) of the hall must be reserving the room and requesting you as a roommate.

**What should I do if Stage 3 applies to me?**

- Fill out the housing sign-up online form at [https://portal.covenant.edu](https://portal.covenant.edu) (*every person must fill out his/her own form*), if the room or roommate requests don’t match, we will be unable to honor those requests.
- You must complete the online application **no later than Wednesday, May 5 at 11:59pm.**
STAGE 4

Applies to you if...

1. You want to move to a different building
2. Or have not already been assigned a room through any of the previous Stages.

Stage 4 Notes:

- Not every request will be granted due to reserving rooms on each hall for freshmen.
- In the event multiple students request the same room, decisions will be based on seniority by anticipated aggregate credit hours as of Spring ’21.

What should I do if Stage 4 applies to me?

1. Fill out the housing sign-up online form at https://portal.covenant.edu (every person must fill out his/her own form), if the room or roommate requests don’t match, we will be unable to honor those requests.
2. You must complete the online application no later than Friday, May 7 at 11:59pm.
STUDENT APARTMENTS

Applies to you if...

You desire to live in the Student Apartments.

Notes:

- Anyone can apply to live in the Student Apartments.
- In the event of multiple complete groups request the same apartment, decisions will be based on seniority by anticipated aggregate credit hours as of Spring ‘21.
- Due to a limited number of units, preference will be given to those applications that represent a full apartment.
- Apartment 7 and 8 is an 8 person apartment.
- No new freshman students will be permitted to stay in the student apartments.

What Should I Do?

- Fill out the housing sign-up online form at https://portal.covenant.edu (every person must fill out his/her own form), if the room or roommate requests don’t match, we will be unable to honor those requests.
- You must complete the online application no later than Wednesday, April 28 at 11:59pm.
OFF-CAMPUS HOUSING

Applies to you if...

You desire to live off-campus.

Notes:

- To live off campus (e.g. not in the Student Apartments) you must be in good standing with all college departments and be one of the following:
  a. Senior (90+ credits)
  b. Junior (who has lived on-campus for at least 6 semesters)
  c. Married
  d. 25+ years old
  e. Part-time status
  f. Living with your parents
- Every person moving off-campus needs to fill out this form to provide the address that they will be occupying off-campus.

What Should I Do?

- Fill out the housing sign-up online form at https://portal.covenant.edu.
- Make sure to provide the address you will be occupying off-campus.
- Tell us which meal plan you would like: No meal plan, 65-meal, 130-meal, or Full. This selection will be for the entire academic year.
- You must complete the online application no later than Wednesday, April 28 at 11:59pm.
Additional Information

To include a freshman/transfer/returning student in your request, they must have deposited to confirm their enrollment and they need to email their preferences to Jonathan Wylie and the Resident Director before the deadline of the stage applicable to the current returning student.

If you have questions, please contact:

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