



**COVENANT**  
COLLEGE

**Housing Sign-up Process  
Fall 2019 - Spring 2020**

The returning student Housing Sign-up process is designed to help students select the room they will occupy for 2019-2020 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 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 a housing assignment until you pre-register for the Fall 2019 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 2019-2020](#). (The Tuition and Fee schedule is subject to change.)*
- *The room you reserve must be filled to full capacity.*

**TIMELINE**

<u>Stage</u>	<u>Housing Desire</u>	<u>Application Opens</u>	<u>Application Closes</u>
<a href="#">Student Apartments</a>	To move to the apartments	Monday March 25, 2019	Wednesday March 27, 2019
<a href="#">Off-campus</a>	To move off-campus	Monday March 25, 2019	Wednesday March 27, 2019
<a href="#">1</a>	To stay on current hall	Monday April 1, 2019	Wednesday April 3, 2019
<a href="#">2</a>	To stay in current building	Friday April 5, 2019	Monday April 8, 2019
<a href="#">3</a>	General sign-up (Move buildings or if an earlier stage was missed)	Wednesday April 10, 2019	Friday April 12, 2019

## STAGE 1

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

1. You want to stay in your current room next year.
2. You want to move into an open room on your current hall next year.
3. You will be an RA next year who will be moving to a new hall.
4. You are planning to room with someone who fits into one of the three categories above.

### 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.
- 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 ‘19.
- 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 hall 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 3 at 11:59pm.**

## STAGE 2

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

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

### Notes:

- If a situation arises in which multiple students request the same room, the students with the most anticipated aggregate credit hours as of Spring 2019 will take priority.
- Not every request will be granted due to reserving rooms on each hall for freshmen.

### 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, April 8 at 11:59pm.**

## STAGE 3

### Applies to you if...

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

### Stage 3 Notes:

- If a situation arises in which multiple students request the same room, the students with the most anticipated aggregate credit hours as of Spring 2019 will take priority.

### What should I do if Stage 3 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, April 12 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.
- If multiple complete groups apply for the same apartment, the group with the most aggregate credit hours as of Spring 2019 will be given priority.
- Due to a limited number of units, preference will be given to those applications that represent a full apartment.

### 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, March 27 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, March 27 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 ([jon.wylie@covenant.edu](mailto:jon.wylie@covenant.edu)) before the deadline of the stage applicable to the current returning student.

If you have questions, please contact:

Jonathan Wylie, Associate Dean of Students

Daniel Mouw - Carter Hall

Hannah Bloomquist - Founders Hall

Andrea Lopez - Maclellan/Rymer Halls

Hannah Bloomquist- Andreas Hall/Student Apartments