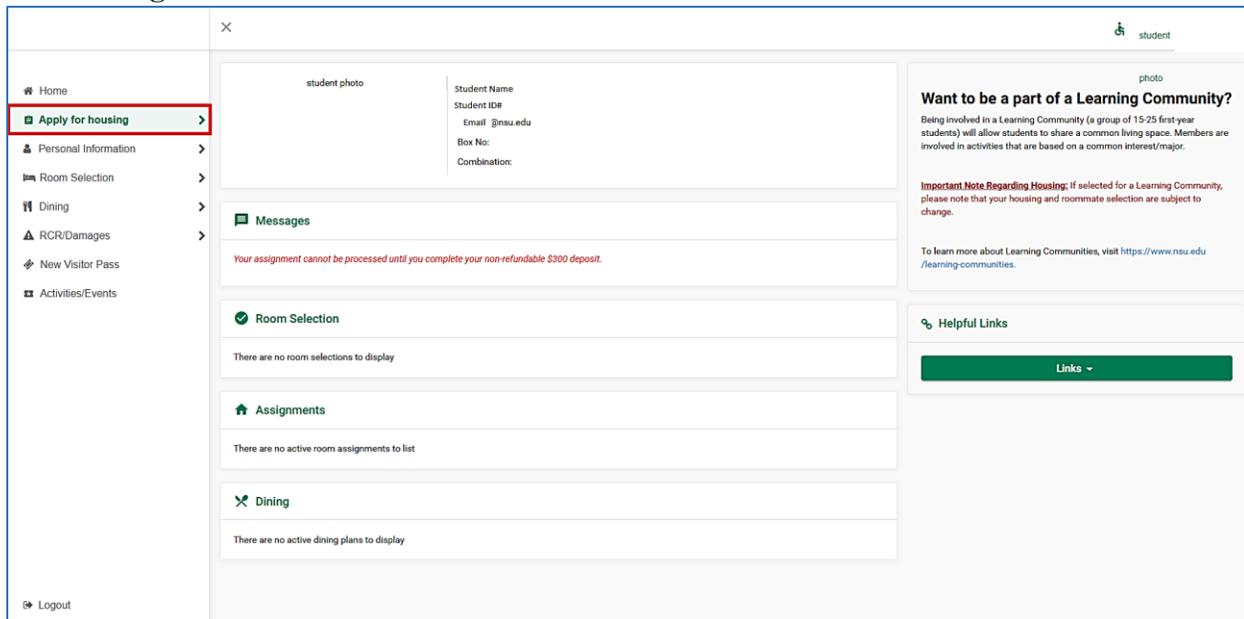


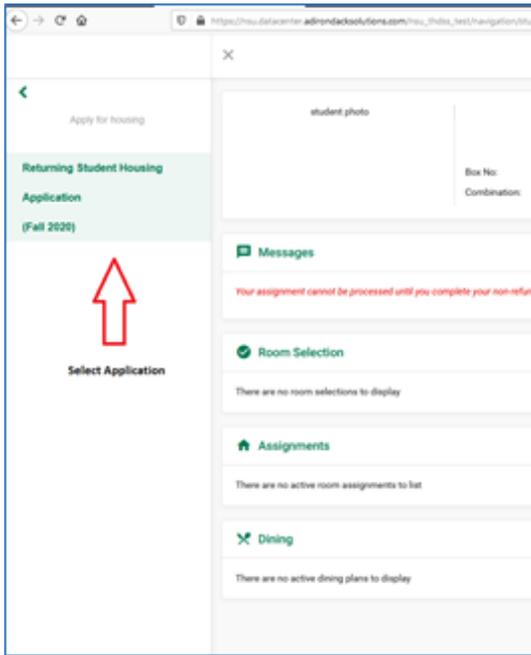
# How to apply for on-campus housing

## Step 1: Access the Application

1. Go to [https://nsu.datacenter.adironacksolutions.com/NSU\\_thdss\\_prod](https://nsu.datacenter.adironacksolutions.com/NSU_thdss_prod) and log-in using your NSU username & password.
  - Please ensure your browser's cookies are enabled. See <https://www.whatismybrowser.com/guides/how-to-enable-cookies/> on how to enable your browser's cookies.
2. You will then enter your student housing portal. On the left navigation menu, click on **Apply for Housing**.



3. Select the application you want to complete.



Important: You can only complete one housing application per semester. If you will be staying on campus for the fall and spring semesters, only one application is necessary.

- Review and sign the housing contract with your signature.

The screenshot shows a web interface for signing a housing contract. At the top right, the user's name "Jane Doe" is displayed. The main content area is titled "Consent - Returning Student Housing Application". It features a large preview of the "University Housing Contract" document from the "Office of Housing & Residence Life" at Norfolk State University. The document text states that signing the contract is a legally binding agreement. Below the preview, there are instructions: "If you do not agree, exit the application here." and "If you agree, sign your name in the box below." A signature box contains the handwritten name "Jane Doe" and a "clear signature" link. A green "Continue" button is at the bottom left. On the right side, there is a red warning: "Please review the contract's terms prior to signing." and a "Helpful Links" section with a "Links" button.

- After signing the Housing Contract, you will be directed to the housing application form.
- Fill in the questions. Please answer honestly and complete all required questions marked with an asterisk (\*).

**My Information - Returning Student Housing Application**

01. What will your major be for the Fall 2020 term? \*  
Biotechnology and Biomedical Sciences

02. Are you an athlete? \*  
 Yes  No

03. How would you describe yourself? \*  
Average Person

04. Which answer best describes your sleeping habits? \*  
At Night

05. Which answer best describes your study habits? \*  
Evening

06. What is your preferred study location? \*  
Library

07. Which answer best describes your cleaning habits? \*  
Every Three Days

08. Do you smoke? \*  
 Yes  No

09. Please enter the mobile phone number to be used to receive important messages. \*  
555-555-5555  
12 of 300 characters

10. What is your Mobile Carrier for your phone? \*  
AT&T

11. What is your t-shirt size? \*  
Medium

12. By submitting this application, you certify that the aforementioned information is accurate and has been completed to the best of your knowledge. \*  
Yes

13. I understand the requirements for obtaining student housing with special accommodations. (see Disclosures on Special Accommodations) \*  
Yes

**Continue**

7. Then press continue after you've completed the questions.

## Step 2: Enter Your Address & Contact Info

1. On this page you will be required to fill out your address and contact information. To make changes, click on the pencil icon  .

Addresses <span style="float: right;">^</span>						
Required ↑	Type	Street	City	State	Zip Code	
✓	Primary					
	Secondary					

Contacts <span style="float: right;">^</span>								
Required	Type	Name	Relationship	Email	Mobile	Home	Work	
✗	Guardian 1							
	Guardian 2							

2. Address information. Enter the primary address you use. Fields marked with an asterisk (\*) are required.

The screenshot shows a web interface for managing addresses. At the top, there is a header 'Addresses' with an upward arrow. Below it is a table with columns: 'Required', 'Type', 'Street', 'City', 'State', and 'Zip Code'. The table contains one row with a checkmark in the 'Required' column, 'Primary' in the 'Type' column, and a pencil icon in the 'Street' column. To the right of the table is a 'Clear' button. Below the table is a modal form titled 'Edit Address: Primary'. The form has two columns of fields: 'Address \*' (123 Fake St), 'Address 2' (#555), 'Address 3', 'Address 4', 'City \*' (Norfolk), 'State \*' (Virginia), 'Zip Code \*' (23504), 'Country \*' (United States), 'Email' (j.doe555555@gmail.com), and 'Mobile Phone' (757-555-5555). At the bottom of the modal are 'Save' and 'Cancel' buttons.

3. Once you're done, click on **Save** to complete your address information.
4. Update your contacts by providing the contact info of your parent(s)/legal guardian. This information will be used in the event of an emergency. To make changes, click on the pencil icon.  .

The screenshot shows a web application interface for managing contacts. At the top, there's a 'Contacts' header with a dropdown arrow. Below it is a table with columns: Required, Completed, Type, Name, Relationship, and Mobile. A row for 'Guardian 1' is highlighted, showing a checkmark in the 'Required' column, an 'X' in the 'Completed' column, and a pencil icon in the 'Mobile' column. A 'Clear' button is located to the right of the table. Below the table is a modal form titled 'Edit Contact: Guardian 1'. The form has two columns of fields:

- Name \*: Jill Doe
- Relationship \*: Sister (dropdown)
- Email \*: JillDoe0045@gmail.com (with a 'not a valid email' error message)
- Mobile Phone \*: 555-555-5555
- Home Phone \*: 555-555-5555
- Work Phone: 0100
- Address \*: test
- Address 2: (empty)
- Address 3: (empty)
- Address 4: (empty)
- City \*: test
- State \*: AP (dropdown)
- Zip Code \*: 555555
- Country \*: United States (dropdown)

At the bottom of the form are 'Save' and 'Cancel' buttons. At the bottom of the screen is a 'Continue' button.

5. After you've entered the required information correctly, press **Save**.
6. Upon completing the address and contact information, press **Continue**.

**Important:**

If the student applicant is under the age of 18, they will need to enter the correct contact information for parent/legal guardian to receive the parental verification form via email.

## Step 3: Add a Living Request

1. To add a living request, you will need to select at least 1 choice for the Request Type and what hall.
2. Select the hall you want for the upcoming term. Please note that the halls are separated by gender and some are co-ed. Those details are included in parentheses by the name of the residence hall.

Returning Student Housing Application - Existing Living Requests for Fall 2020 (0)

photo

Helpful Links

Links

**Add a New Living Request**

Choice # 1 Request Type Hall Preference Retur... = Lee Smith Hall (Female) Add

Charles Smith Hall (Male)

Rosa Alexander Hall (Female)

Samuel Scott Hall (Male)

Continue

3. You can select up to 3 choices for your desired residential community.

Returning Student Housing Application - Existing Living Requests for Fall 2020 (2)

Request Name	Value	
Hall Preference Returning Student	Lee Smith Hall (Female)	
Hall Preference Returning Student	Rosa Alexander Hall (Female)	

**Add a New Living Request**

Choice # 2 Request Type Hall Preference Retur... = Rosa Alexander Hall (Female) Add

Continue

4. After you've selected one or two hall preference choices, you're then ready to select your Meal Plan.

## Step 4: Select Your Meal Plan

1. Please select a dining plan and then click Submit.

**Select a Meal Plan** ^

19 Meal Plan  


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*19 Meal Plan w/ \$150 Dining Dollars*  
 Dining Plan Fee: \$0.00  
**Total Fee : \$0.00**

14 Meal Plan  


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*14 Meal Plan w/ \$275 Dining Dollars*  
 Dining Plan Fee: \$0.00  
**Total Fee : \$0.00**

10 Meal Plan  


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*10 Meal Plan w/ \$325 Dining Dollars*  
 Dining Plan Fee: \$0.00  
**Total Fee : \$0.00**

**Changing a Meal Plan:**

Students may change their Meal Plan only two more times before the deadline. To change your Meal Plan, please click on menu, then select Dining, Dining Plans, and then Change my Meal Plan. Please note that the deadline to change your Meal Plan for the Fall 2020 term is due no later than **August 21, 2020**.

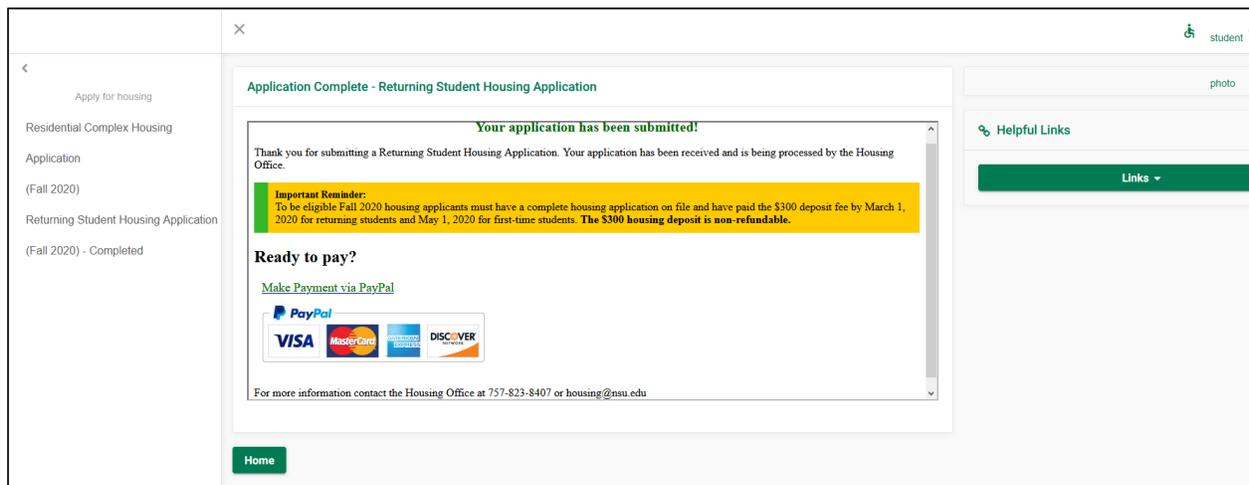
**Meal Plans for Students:**

- Meal Plan eligibility is determined by the student’s enrollment and criteria.
- All students can select either the 19, 14, 10 Meal Plan.
- Upperclassmen can select the 130 Block & 160 Block Plans.
- Residents that are eligible and submit a request for Spartan Suites can apply for the 07 Meal Plan. This eligibility requires a student to meet a 2.5 or higher GPA, and have met 60 credits or be at least 20 years of age.

## Step 5: Pay the Housing Deposit

After you’ve completed your Meal Plan selection, you will directed to pay your housing deposit. Accepted methods of purchase include Visa, MasterCard, American Express, and Discover credit cards.

1. After completing the application form you will then be presented with a page on how to pay your housing deposit payment. A new window/tab (based on web browser settings) will open for you to make the deposit payment. Please do not exit out the application until the new tab closes and they are returned to application.



### When paying your deposit

Please do not refresh the page or press the submit button multiple times. Wait until the payment process is completed and the confirmation appears.

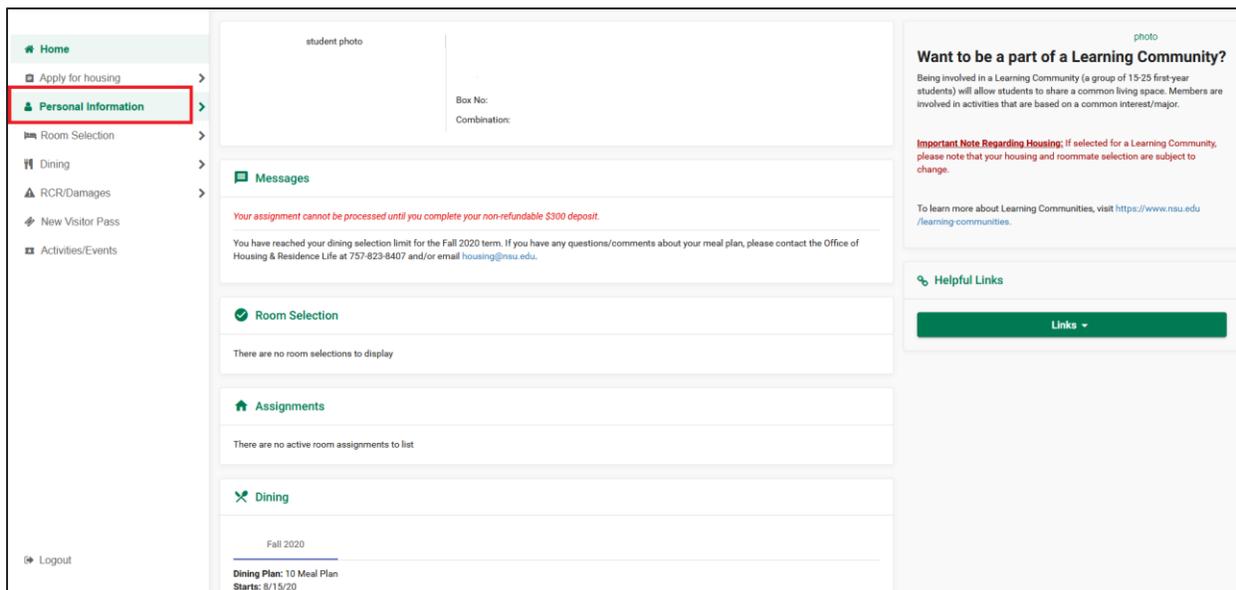
Do not close this window or click the Back button on your browser.

## Step 5a. Parent/Guardian Signature

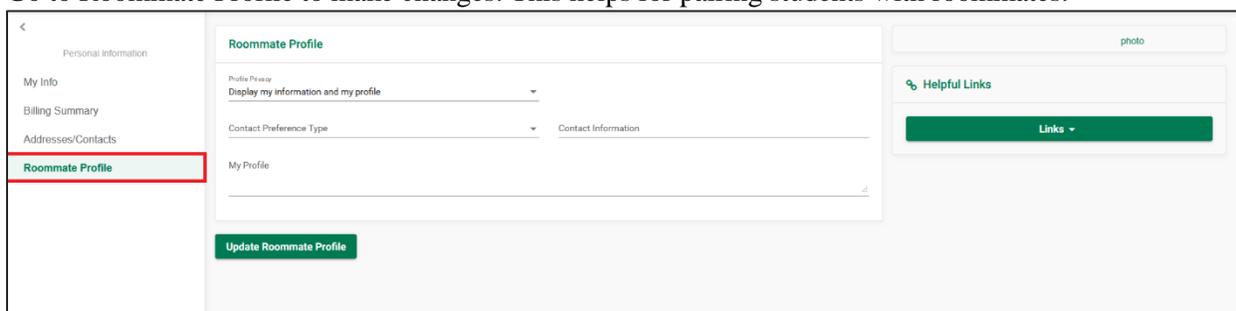
Upon completion of the housing application, if the student is under the age of 18 they will need to receive the parent/guardian verification signature to complete the application process. This is automatically sent to the email of the Guardian contact information.

## Step 6. Review/Update your Student Housing

1. Go to Personal Information on the left navigation menu.
2. Here is where you can adjust your personal information and contact data.



3. Go to Roommate Profile to make changes. This helps for pairing students with roommates.



## Step 7. Select Your Roommate

1. Select the Term
2. On Search for roommate enter the criteria of the student(s) you like as your roommate. This will include fields such as first name, last name, study habits, sleeping habits, cleaning habits, etc.
  - a. Note: All fields are optional.
3. After selecting the information you want to search by, click on Search and a list of available names that match your preference(s) will appear.
4. Select the roommates you like. Please note that you can select up to 2 roommates maximum for the traditional halls and 3 roommates maximum for Spartan Suites (they provide a 4 bedroom suite).

### Important Note:

Please note that roommate requests are not guaranteed and the preferred roommates must have applied and paid for housing in order for them to appear in your search.