



Residence Life

Eaglesnest Housing | 2021-22 Room Selection Instructions

**For Lee Wicker, Margaret Nance, Phelps, Thomson, & Richardson.
You will only be able to sign up once.**

Overview

Room selection for the 2021-22 academic year will take place in Eaglesnest Housing. Please take some time to visit the Residence Life website (winthrop.edu/reslife/eaglesnest) where you can find detailed instructions & other resources.

Please remember that our staff is available to help!

Office of Residence Life (237 DiGiorgio Campus Center)
Regular Office Hours | Monday-Friday, 8:30AM-5PM.
803-323-2223
residencelife@winthrop.edu

There are two phases during Eaglesnest room selection.
You must complete Phase One before attempting room selection in Phase Two.

Phase One - Application

- Read the 2021-2022 Residence Hall Contract/Lease, available online. Please remember to pay close attention to Article II, Housing Fees regarding cancellations.
- In *Phase One* you will establish PIN, update roommate preferences, select a meal plan, and sign contract.
- Do not wait until the day you are selecting a room to complete *Phase One*.

Phase Two - Select Room

- Access Eaglesnest Housing through the link in Wingspan. Log in and select EAGLESNEST HOUSING under STUDENT TOOLS. Then click on the link under the *Eaglesnest Room Selection* tab.
- You may select a room only once during *Phase Two*.
- Members of your roommate/suitemate group need to be eligible for Eaglesnest.
- Richardson, Phelps, and Lee Wicker are available for break housing. Special approval is required on a case-by-case basis (not available for winter break)

Phase One - PIN and Roommate/Suitemates

Once logged in, click on the appropriate *Phase One* button. Follow the instructions on the screen.

PIN:

Establish a PIN. Keep it simple and brief (we suggest limiting to no more than 4 characters). The PIN is used for the logged in member of a roommate/suitemates group to pull in the others during room selection in *Phase Two*.

Important Note for Roommate/Suitemates:

- If you are planning to select a room with a roommate or suitemates, only one person in that group logs in during *Phase Two*. The roommate/suitemates will be pulled in by the person who logged in.
- Members of the roommate/suitemates group must have each other's PIN plus either ID number (recommended) or first and last name (exact spelling).

Phase Two - Room Selection, Four Options

There are four different ways to select a room in Eaglesnest. Use the option that works best for your situation. Each option occurs on a different date. See "*Important Dates*" on the back for details. Remember, you may only select a room once.

Same Room: You may select the room in which you currently reside. Only you and your current roommate are eligible to select your current room.

Roommate Pull-In: Available to residents who want to pull in a roommate to the room they are currently assigned to. Please make sure that your currently assigned roommate has not chosen to keep their same room for next year.

Suite Fill-All: For suites in Lee Wicker, Thomson, or Phelps. Available if you have a group of 4 who can fill all four beds in the suite. If you do not have a group of 4, you will not be able to complete the Eaglesnest process during Suite Fill-All. Space is limited. If you log on to Eaglesnest during Suite Fill-All and you cannot fill a suite, some full suites will be available during General Room Selection.

General Room Selection: You can select from available rooms in Lee Wicker, Margaret Nance, Phelps, Richardson, or Thomson. You can select individually or with a roommate and/or suitemates.

Phase Two (continued)

Important Dates

Week of Mar. 8th - Current residents will receive an email in their Winthrop email account with Eaglesnest Information and General Room Selection individual access time.

Beginning on the week of Mon, Mar. 8th - (Phase One) Application, establish PIN, select a meal plan, and sign contract.

- **Mon., Mar. 22 - Wed., Mar. 24:** Same Room

- **Thu., Mar. 25th - Fri. Mar. 26th:** Roommate Pull-In

- **Tue., Mar. 30th - Wed. Mar. 31st:** Women Suite Fill All. Starts at 9:30 **PM**.

- **Thu., Apr. 1st - Fri. Apr. 2nd:** Men Suite Fill-All. Starts at 9:30 **PM**.

- **Tue., Apr. 6th - Wed., Apr. 7th:** Women General Room Selection. *Starts at 9:30 **PM**.

- **Wed., Apr. 7th - Thu., Apr. 8th:** Men General Room Selection. *Starts at 9:30 **PM**.

*Check your university email for General Room Selection individual access time.

Check List | Eaglesnest Housing Room Selection

Complete Phase One

- Create PIN
- Roommate Preferences
- Select a Meal Plan
- Digitally Sign 2021-22 Residence Hall Contract/Lease and COVID-19 Pandemic Contract Addendum

Make sure to be prepared for Eaglesnest room selection. Review all of the relevant categories to make the choice that best fits your needs. Please be aware that your first choice of room and residence hall may not be available. Be ready with a variety of options for room selection.

Complete Phase Two (you can only choose and complete one)

- Same Room
- Pulled-In as a Roommate
- Suite Fill-All
- General Room Selection

If you are planning to go through Phase Two with roommate/suitemates, make sure all members of your group have completed Phase One. Decide in advance who will be the person pulling everyone else in. That person will need to know all of the group members' PIN.

Make sure all members have completed Phase One.

For help, call the Office of Residence Life during regular office hours, 8:30am-5:00pm, at (803) 323-2223.

Office of Residence Life
237 DiGiorgio Center Rock
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803/323-2223

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