

WINTHROP UNIVERSITY
DIVISION OF STUDENT AFFAIRS
DEPARTMENT OF RESIDENCE LIFE

EAGLESNEST ONLINE HOUSING APPLICATION & RESIDENCE HALL CONTRACT/LEASE INSTRUCTION SHEET

HOW TO APPLY FOR HOUSING

Room assignments are made on a first-come, first-served basis. Continuing students who have been living on campus receive first priority in the Spring to reserve rooms for the Fall. The next groups to be considered for assignment are new freshmen and new transfer students. Applications are processed in order of the date the *Eaglesnest* Online Application and Residence Hall Contract/Lease are submitted to the Department of Residence Life. If you need assistance in completing the *Eaglesnest* online application and contract/lease, please call the Department of Residence Life - 803-323-2223. To apply for housing, you need to:

STEP 1: Read the detailed instructions for the Eaglesnest Online Housing Application on the reverse side of this document.

STEP 2: Go to www.winthrop.edu and then click on the *Wingspan* link on the top left of your screen. Login to Wingspan using your Winthrop username and password. (If you do not have a Winthrop username and password yet, go to www.winthrop.edu/mychecklist to create a computer account.). Once logged in, click on *Eaglesnest Housing* under the Student Tools section. Complete all sections of the application and digitally sign the Residence Hall Contract/Lease. *If you do not have access to the internet or are not able to complete the online application, contact the Department of Residence Life at 803-323-2223 and we will gladly send you a paper application.*

Under 18: If you are under 18, your parent or legal guardian will automatically be notified via email to co-sign the contract/lease. Your application to receive a housing assignment will not be complete until we receive the co-signed contract/lease.

All new students who submit completed housing forms by May 1st will either receive an assignment or be notified of their status in mid-June. Students who submit completed housing forms **after May 1st** are assigned as space becomes available. **Submitting completed forms early** increases your chances of receiving your preferred assignment. First and second year students are guaranteed housing. While students other than first and second year are not guaranteed housing, nearly all students requesting housing are assigned by Fall opening. The Residence Hall Contract/Lease becomes effective and binding

the day after the Fall fee payment deadline.

STIPULATIONS REGARDING REFUNDS OF HOUSING FEES, CANCELLATION FEES, AND MEAL PLANS

Cancellation Fee - If, after submitting your Eaglesnest Online Housing Application and accepting your Residence Hall Contract/Lease, you decide not to live on campus or attend Winthrop University, ***you must notify the Department of Residence Life in writing*** as stipulated under *Article II, Housing Fees* of the Residence Hall Contract. Please note the dates by which cancellation requests must be received by the Department of Residence Life in order to avoid a cancellation fee.

Requests for refunds of housing fees, meal plans, and deadlines to avoid cancellation fees are stipulated in the Residence Hall Contract/Lease under Article II, Housing Fees. A copy of the Residence Hall Contract/Lease is enclosed in your packet. It is also available online at <http://www.winthrop.edu/reslife/forms>.

2017-18 HOUSING AND MEAL PLAN RATES PER SEMESTER*

	Double	Private
Margaret Nance, Richardson, Wofford	\$2,645	\$5,290
Lee Wicker, Phelps, Thomson	\$2,720	\$5,440
All Access- Unlimited access to Thomson Cafeteria + 80 Eagle Meals + \$100 Café Cash		\$1,725
All Access Plus- Unlimited access to Thomson Cafeteria+ 80 Eagle Meals + \$200 Café Cash		\$1,808

*Rates for 2018-19 have not been established.

PLEASE SEE OTHER SIDE FOR EAGLESNEST ONLINE APPLICATION INSTRUCTIONS

PLEASE KEEP THIS INSTRUCTION SHEET FOR FUTURE REFERENCE REGARDING VARIOUS HOUSING DEADLINES

INSTRUCTIONS FOR EAGLESNEST ONLINE HOUSING APPLICATION

FOR ACCURATE PROCESSING TO OCCUR, THE EAGLESNEST ONLINE HOUSING APPLICATION MUST BE COMPLETED CAREFULLY AND ACCORDING TO THESE INSTRUCTIONS. IF YOU DO NOT HAVE INTERNET ACCESS OR ARE NOT ABLE TO COMPLETE THE ONLINE PREFERENCE FORM, PLEASE CONTACT THE DEPARTMENT OF RESIDENCE LIFE FOR A PAPER APPLICATION.

Eaglesnest Online Housing Application:

1. Go to www.winthrop.edu and click on Wingspan on the top right of the screen. Use your Winthrop username and password (If you do not have a Winthrop University username and password, go to www.winthrop.edu/mychecklist and follow the directions to create a computer account.).

2. Click on *Eaglesnest Housing* under the Student Tools section.

3. Click on *New Student Housing Application and Residence Hall Contract* under the *Newly Admitted Students* section.

Please note that all fields marked with “*” are required.

4. Please check your student information. If it is incorrect, please contact your Admissions counselor at 800-946-8476 (but proceed with this application). When you are done checking and updating your record, click “Next Step”.

5. **Emergency Contact Information:** One emergency contact is required. Please fill in the information. Details are in *Eaglesnest*. When complete, click *Next Step*.

6. You are strongly encouraged to select an **Academic Success Community**. If no selection is made, you will be assigned one based on the other preferences you make within this form. If you plan to request a roommate, **both** roommates **must** select the **same** Academic Success Community. Please note that an Academic Success Community preference may supersede a residence hall preference. Your preference for an Academic Success Community will be honored as long as space is available.

7. **Residence Hall Preferences:** If you have a residence hall preference, click the green “+” and the dropdown will appear. Add your residence hall preferences **one at a time**. Select *Building* as your *Preference Type* and the specific residence hall in the *Preference* drop down list. Click *Select*. You can change the order of your preferences and delete preferences. Repeat this procedure for all residence hall preferences. Your preferences will be honored if a space is

available and does not conflict with an Academic Success Community Preference. When you are finished adding residence hall preferences, click *Next Step*.

8. **Lifestyle Preferences:** Please answer all questions honestly. This information will be used in making your room assignment as well as your roommate assignment, if needed. *Parents/Guardians should not fill out this section for students. Your preferences in this section can only be honored if suitable space is available.*

9. **Restrictive Visitation:** If you wish to reserve a room with the most restrictive visitation plan, please indicate your preference. Restrictive visitation preference will supersede other preferences, such as residence hall preference. Visitation options are described in the *Advantage* brochure and at www.winthrop.edu/reslife/forms.

10. **Private Room Request:** If you wish to contract for a private room and agree to pay the additional cost, please indicate your preference. A private room request can be honored only if space is available.

11. **Special Accommodations or Accessibility Needs:** If you need special accommodations, please indicate so and READ the following: Residence hall rooms with varying degrees of accessibility are available. Reasonable efforts are made to accommodate students with disabilities who wish to live in a residence hall. Students with disabilities, asthma, etc., must follow the established Department of Residence Life application procedures (as described herein) and meet the established Department of Residence Life deadline of May 1st in order for requests to be considered. Students must also complete the Request for Housing Accommodation Form (due to accessibility/medical need). The form is at www.winthrop.edu/reslife/forms. Click on *Request for Housing Accommodation Form*. Send completed form plus documentation to the Office of Accessibility – 307 Bancroft Hall. All requests are reviewed on a case-by-case basis. For further information, contact the Department of Residence Life at 803-323-2223 or Office of Accessibility at 803-323-3290.

12. **Select a meal plan.** This is required.

13 **Summary:** Please check to make sure all the information that you provided is correct and then click *Sign Residence Hall Contract/Lease* (or *Previous Step* to make changes)

14 **2018-19 Residence Hall Contract/Lease acceptance.** Please read the contract/lease! You may download it or email it to yourself. A copy was also inserted in your *Advantage Magazine*. Once you agree to the terms and conditions of the contract/lease, check the boxes indicating so, and digitally sign by entering your Winthrop ID and click *I Agree*.

If you are under 18, after you click *I Agree*, an email will automatically be sent to your parent/legal guardian (email you entered in *Emergency Contact* section) instructing him/her to co-sign the contract/lease. In order to receive a housing assignment, the contract/lease must be co-signed by a parent or legal guardian. Your contract and application are complete only after the contract has been co-signed.

15. **Acknowledgement:** Once your Residence Hall Contract/Lease is complete and your Housing Application is submitted, we will send you an email acknowledging that your application is complete. Letters will be mailed if requested.

16. **Roommate Request:** If you have a specific roommate preference, log back on to Wingspan and go to *Eaglesnest Housing*. Click on *Roommate Group*. There, you will find detailed instructions on how to request a roommate. Roommates must select the same Academic Success Community in order for your request to be valid. Requests can be made until May 27, 2018.

17. **Change in Preference:** If you need to make any changes to your housing preferences, such as roommate request, meal plan, or Academic Success Community, please log back into Wingspan, click on *Eaglesnest Housing* and then on the appropriate update button under *Newly Admitted Students*. Changes can be made until May 27, 2018.