**Fall 2013 Room Reservation Process**

Students will be logging onto Hawkville to complete room reservations. Be sure to follow the steps below in order to secure housing for next semester.

**Step 1.** Enroll in classes for the fall 2013 semester. If you do not select classes for the fall, you will not be able to reserve housing. Check the UMES academic calendar (www.umes.edu) for the enrollment dates. You must see your academic advisor to be eligible to enroll in classes.

**Step 2.** Make sure $300 is on your room deposit account if you are using your Hawkcard. If you have the funds on your HAWK Express or Holding Account, transfer the funds to your Room Deposit Account by visiting the HAWK CAMPUS Center at www.umes.edu/auxiliary. Students can use a credit card or debit card with a VISA logo on Hawkville to pay your room deposit.

**Step 3.** Log on to Hawkville (8am-8pm) daily to complete the appropriate housing contract. Remember, contracts can only be completed once students have selected class for Fall 2013 and have the appropriate funds on the room deposit account or receive a room deposit deferment.

April 8th-19th is for students who wish to reserve the same room in which they currently reside. Students must complete the “RECLAIM YOUR SAME ROOM HOUSING CONTRACT”. If you do not reserve the same room during these weeks, do not expect to receive it later as your fall room assignment.

April 29th-May 10th is for students who wish to reserve a different room for the fall semester and commuting students who wish to reside on campus. Students must complete a “RETURNING STUDENT HOUSING CONTRACT”. Be sure to include your building preferences and roommate request (for Murphy Annex and Hawks Landing only) if applicable. You will need your desired roommate’s last name and full UMES email address. Residence Life will try to honor selected building preferences and roommate requests but it is not guaranteed.

*Room assignments will be automatically generated according to your preferences and will be posted on your Hawkville account. The room reservation period will remain open after May 10th until all spaces have been filled.

**NEW POLICY! ALL STUDENTS MUST HAVE A -0- BALANCE ON THEIR STUDENT ACCOUNT BY JUNE 1ST TO BE ASSURED OF HOUSING FOR THE FALL 2013 SEMESTER.**

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