**STEP 1: Enroll For Spring 2013 Classes**
If you do not select classes for the spring, you will not be able to reserve housing. See your academic advisor if you have problems.

Oct. 22 - Nov. 2: Academic Advising
Nov. 5 - Nov. 16: Course Selection

**STEP 2: Pay Room Deposit ($150)**
Make sure $150 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](http://www.umes.edu/auxiliary).

Students can use a credit card or debit card with a VISA logo on Hawkville to pay room deposits.

**STEP 3: HAWKVILLE INSTRUCTIONS**
Log on to Hawkville (6am-10pm daily) to complete the appropriate housing contract. Remember, contracts can only be completed once students have selected classes for spring 2013 and have the appropriate funds or qualify for a room deposit deferment.

**November 5th-16th** 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 spring room assignment.

**November 26th- December 7th** is for students who wish to RESERVE A DIFFERENT ROOM for the spring 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 if applicable. You will need your desired roommate’s last name and full UMES email address. In order for roommate requests to be considered, both students have to select each other.

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 December 7th until all spaces have been filled.

All students must have a 0-0 balance on their student account by January 1st to be assured of housing for the spring 2013 semester. Be sure to check your student account and financial aid posting regularly. Academic dismissal will result in the immediate cancellation of your room assignment.