



Spring 2018 Room Reservation Process

Students will need to log onto Hawkville for room reservation completion. It is important to follow the steps below in order to secure housing for next semester.

STEP 1

Enroll For Spring 2018 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.

STEP 2

Secure Room Deposit Funds (\$150)

The deposit to reserve Spring semester Housing is \$150 and is needed in order to complete the housing application.

Room assignments are automatically generated and will be posted on your Hawkville account. Time of completion and preferences does not guarantee room selections. The room reservation period will remain open until all spaces have been filled.

ALL STUDENTS MUST HAVE A -0- BALANCE ON THEIR STUDENT ACCOUNT BY JAN 1ST TO BE ASSURED OF HOUSING FOR THE SPRING 2018 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.

Reclaim Same Room: November 13-17th

These dates are for students that wish to keep their current room.

Reserve a Different Room: November 27th

For students that wish to reserve any available spaces after the Reclaim period.

Payment Options

HawkCard Payment

Students using HawkCard funds must purchase the “Spring 2018 Room Deposit” event ticket to prepay the room deposit. You can purchase room reservation tickets from **November 1st - November 23rd**. If the room deposit ticket is not purchased by Nov. 23rd, credit card payments will be the only option by which room deposit can be paid.

Log into MyUMES > Click “Auxiliary Enterprises” > Click “Hawk Campus Center”

Select “Go To My Account” > Select “Purchase” > Select “Events” > Click “Spring 2018 Room Deposit”.

Purchasing your event ticket does not reserve a room. You must complete your “Hawkcard (Pre-paid)” housing contract on the appropriate dates listed above to reserve a room for Spring 2018.

Credit Card Payment

Students using Credit/Debit card option may pay for the room deposit at the end of the appropriate “Pay with Credit Card” housing contract.