

Department of Housing and Residence Life

2008 Room Sign-Up Procedures - Nike and Hercules Apartments

All current residents who have received a space in Nike/Hercules apartments through the lottery should follow the instructions below for room sign-up.

February 11, 2008 4:30pm: Roommate Pull Deadline

Students who received the offered housing email may pull with them one person who received the waiting list email to be his/her roommate. The pulled student must have still applied by 5 p.m. on Friday, February 1, 2008, and have received the waiting list email. Students who have Florida Prepaid Dormitory Plan may also pull up one student who received the waiting list email. This is not a requirement. This has been designed for students who have a friend they want to live with. If four people want to live together they will still be able to sign up together during room selection. Both the offered student and waiting list student must come together to the Housing Administration Building to complete the pull request. Once the request is completed, the student on the waiting list will be placed on the offered list. The deadline to complete the pull request is Monday, February 11, 2008, by 4:30 p.m.

February 12, 2008: Email

You will receive an email with the instructions included in this document.

February 15, 2008: Memo

You will receive a personalized memo under your door with room sign-up instructions (residents who received a lottery space) and a form to return to indicate you want to keep the same room (current Hercules/Nike apartment residents only). If you do not receive a memo, please email housing@mail.ucf.edu as soon as possible.

February 18-21, 2008: Same Room Sign-Up

Current Hercules/Nike apartment residents who received a lottery space wishing to stay in their same room must fill out the form on the memo distributed February 15 and turn it in to the Hercules Office, Nike Office or the Housing Administration Building by 5pm on Thursday, February 21.

February 26 & 27, 2008: Different Room Sign-Up

Current Hercules/Nike apartment residents wishing to select a different room and other on-campus residents moving to the Nike/Hercules apartments will sign up for a specific room in-person on February 26 and 27. **You must bring the instruction memo and a photo ID with you when you come for Different Room Sign-Up.** Residents who have turned in the same-room form are not eligible for different room sign-up.

Tuesday, February 26, 2008: Different Room Sign-Up – 3 & 4 person roommate groups

10am-12pm, 1pm-4pm, Nike Programming Center

Groups of 3 and 4 residents who want to be roommates may come to the Nike Programming Center during this time to sign-up for a different room. All residents in the roommate group must be present or must have signed a proxy slip for another person to sign them up.

Wednesday, February 27, 2008: Different Room Sign-Up – 1 person & 2 person roommate groups

10am-12pm, 1pm-4pm, Nike Programming Center

Groups of 2 residents who want to be roommates and single residents may come to the Nike Programming Center during this time to sign-up for a different room. All residents in the roommate group must be present or must have signed a proxy slip for another person to sign them up.

Proxy Slip: If you are unable to attend room sign-up, you may give permission for someone else to sign you up for a room. You must come by the Housing Administration Building and pick up a proxy slip which you both must sign in order for someone else to sign you up for a room. You may also email housing@mail.ucf.edu to request that a proxy slip be emailed to you. The person you authorize must bring the signed proxy slip with them to room sign-up in order to choose your room.

Note: If you have received a space in the Nike/Hercules apartments through the lottery and do not participate in one of the room sign-up procedures and have not contacted us by March 5, 2008 we will cancel your housing agreement and refund \$150 of your \$250 prepayment. If you have missed room sign-up, please contact us immediately at 407-823-4663 and ask to speak with an assignments representative.

**For any questions regarding room sign-up,
please send an email to housing@mail.ucf.edu.**