

**WINTHROP UNIVERSITY
DIVISION OF STUDENT AFFAIRS
RESIDENCE LIFE**

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

If you need assistance in completing any of the steps outlined in this document, please call Residence Life - 803-323-2223.

Applying 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. New Student Applications are processed in order of the date the mandatory \$300 Enrollment Deposit is paid (Go to your Admit Portal and complete your Decision Reply Form to pay your Enrollment Deposit).

All new students who submit the mandatory \$300 Enrollment Deposit and the completed housing forms outlined in this document by May 1st will either receive an assignment or be notified of their status by July 1st. Students who submit completed housing forms and/or pay the mandatory \$300 Enrollment Deposit after May 1st are assigned as space becomes available.

Submitting completed forms and completing the mandatory \$300 Enrollment Deposit early increases your chances of receiving your preferred housing 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 and addendum become 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, you decide not to live on campus or attend Winthrop University, **you must notify Residence Life in writing** as stipulated under *Article II, Housing Fees* of the Residence Hall Contract.

Requests for refunds of housing fees, meal plans, and deadlines to avoid cancellation fees are stipulated in the Residence Hall Contract under *Article II, Housing Fees*.

2023-24 HOUSING AND MEAL PLAN RATES PER SEMESTER*

Residence Hall	Private	Double
<i>Margaret Nance</i>	\$4,031	\$3,149
<i>Thomson, Lee Wicker, Phelps</i>	\$4,144	\$3,237
Meal Plans		
Meal Plans	Description	Cost
<i>All Access</i>	Unlimited Access to Eagle Eatery +80 Eagle Meals +\$100 Café Cash	\$2,204
<i>All Access Plus</i>	Unlimited Access to Eagle Eatery +80 Eagle Meals +\$200 Café Cash	\$2,310

*Rates for 2024-25 have not been established.

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.

Eaglesnest Online Housing Application:

1. Go to www.winthrop.edu and hover over *Quick Links*, on the top right of the screen, and click on *Wingspan*. Use your Winthrop username and password (If you do not have a Winthrop University email and password, go to www.winthrop.edu/mychecklist and follow the directions to create a Winthrop account).
2. Click on *Eaglesnest Housing* under the Student Tools section.
3. On the Home page, click on *Housing Request* and then *New Student Application*. Then click on *New Student Housing Application and Contract*.
4. Please check your student information. If it is incorrect, contact your Admissions counselor at 800-946- 8476 (but proceed with this application).
5. **Emergency Contact Information:** At least one emergency contact is required. Please fill in the information.
6. **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. If you plan to request a roommate(s), both/all roommates must select the same residence hall(s).
7. **Lifestyle Preferences:** Answer all lifestyle preference 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.

8. **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 must follow the established Residence Life application procedures (as described herein) and meet the established 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). Contact the Office of Accessibility for more information. All requests are reviewed on a case-by-case basis. For further information, contact the Office of Accessibility at 803-323-3290.
9. **Select a meal plan:** This is required.
10. **Summary:** Please check to make sure all the information that you provided is correct and then click Sign Residence Hall Contract (or Previous Step to make changes)
11. **2024-25 Residence Hall Contract acceptance:** Please read the contract! You may download or email it to yourself. Once you agree to the terms and conditions of the contract, check the boxes indicating so, and digitally sign by entering your Winthrop ID and click I Agree.
12. **If you are under 18,** after you click I Agree, click Submit Application for Processing and 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 housing contract. In order to receive a housing assignment, the contract must be co-signed by a parent or legal guardian. Your contract and application are complete only after the contract [havehas](#) been co-signed.
13. **Acknowledgement:** Once your Enrollment Deposit is paid, your Residence Hall Contract and your Contract Addendum are both complete, and your Housing Application is submitted, we will send you an email acknowledging that your application is complete.
14. **Roommate Request:** If you have a specific roommate preference, log back on to *Wingspan* and go to *Eaglesnest Housing*. Click on *New Student Application* and then *New Student Roommate Group*. There, you will find detailed instructions on how to request a roommate. Roommates must select the same Residence Hall in order for your request to be valid. Requests can be made until May 25, 2024.
15. **Private Room Request:** If you wish to contract for a private room and agree to pay the additional cost, log back on to *Wingspan* and go to *Eaglesnest Housing*. On the Home page click on *Housing Request* then *Waitlist*. There you will find detailed instructions on how to request a Private Room.
16. **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 Home page, click on *New Student Application*. Then click on *Change General Preferences*. Changes can be made until May 25, 2024.