



2023 Summer Housing Contract Walk-Through for Extended Campus and Graduate Programs

Notes:

- This is the web Application that Students of Summer Extended Campus and Masters Programs will submit in order to live on campus during the dates the program is associated with.
- This application will be available beginning in March and only be accessible to students once programs have submitted a roster with student's Bear numbers to Housing and Residential Education.

Housing Portal

1. Students will go to the housing portal. They can find the link through their URSA account or by following this link: <https://studenthousing.unco.edu/Login.asp?TargetPage=Default.asp?>
2. Log in using the first portion of your Bear Email (do not need bears@unco.edu)
3. If you are receiving an error message, please follow the troubleshooting bullet points located on the housing portal log in page.
4. If the student can not log in to the housing portal, they may need to contact Technical Support Center to reset their URSA password.

If you have any questions please contact Housing & Residential Education at housing@unco.edu or 970-351-2721.

If you are experiencing problems trying to access the application, please try clearing your browser cache (Ctrl+F5). If you need assistance with that process, or continue to have problems, please contact the UNC Help Desk at 970-351-4357. Your priority date is set from the date you complete the application and pay the deposit, however it is not time stamped.

To complete the online Housing and Dining Contract:

- You must be an admitted UNC student before you can complete the housing contract.
- If you have not paid your Enrollment Confirmation Deposit with Admissions, or paid within the last 1-2 business days, you will not be able to complete the housing application.

For more information and to pay the Enrollment Confirmation Deposit please visit: <https://www.unco.edu/admissions/confirm.aspx>.

- You must set up your Ursa account prior to accessing the housing contract.
- When logging into the Housing Contract only use the FIRST part of your Bear Email. Example: klaw1889, DO NOT enter the @bears.unco.edu.
- If you are having issues logging into the Housing Contract, please try using Chrome, Firefox, or Edge.

If you need assistance with your Ursa account activation or you forgot your password, contact the Technical Support Center at 1-800-545-2331 or 970-351-4357.

Ready to get started on your online Housing and Dining Contract? Login below!

Login ID:

Password:

5. Once into the Housing Portal scroll to Summer 2023.
 - a. Select the “UNC Extended Campus and Graduate Programs for Summer 2023 Housing Contract”
 - b. There will be an additional application under the Summer 2023 title for general student summer housing.
 - c. Students applying to stay on campus for the Extended Campus and Graduate programs will need to use the Extended Campus housing application in order to access the correct contract that is specifically geared toward them.

Summer 2023 - May 7, 2023 - August 10, 2023

- UNC Extended Campus and Graduate Programs for Summer 2023 Housing Contract

Housing Contract

- Students will fill out the housing contract, pay the deposit, and submit the housing contract in order to stay on campus during their program dates.
 1. **Terms and Conditions**
 - a. This portion of the housing contract is where students are made aware of the Terms and Conditions to living in on campus housing.
 - b. There is a PDF copy of these terms and conditions located here: <https://www.unco.edu/living-on-campus/forms.aspx#housing>

Terms & Conditions

Bob test1

Meningitis Acknowledgement -

Please review this information before proceeding with the application. For an electronic copy of the Meningitis information please [click here](#). Additional information about Meningococcal disease is available online at the [CDC](#) website, and the [UNC Student Health Insurance Program](#) website, or contact your family physician for advice.

Medical Acknowledgement - The State of Colorado requires the meningitis vaccine for freshmen living in student housing. You must acknowledge that you have received the vaccine. If you have elected not to have the vaccine, you must still read and acknowledge that you understand the risks of this deadly disease. Meningococcal disease is a highly contagious, but a largely preventable infection of the spinal cord fluid and the fluid that surrounds the brain. Scientific evidence suggests that college students living in dormitory facilities are at a modestly increased risk of contracting Meningococcal disease. Immunization against Meningococcal disease decreases the risk of contracting the disease. Additional information about Meningococcal disease is available online at the CDC website or contact your family physician for advice.

Housing & Residential Education - Contract Terms & Conditions

This document and the documents, policies, rules and regulations attached and/or referred to within it constitute the University of Northern Colorado Department of Housing & Residential Education Terms and Conditions for residence halls and dining services (collectively “Terms & Conditions”). You may also save or print the electronic version by [clicking here](#).

Students who enter into a contract are committed for the entire summer academic session in which they are enrolled at the University of Northern Colorado. This contract is available only for students taking the 6, 8, or 12 week sessions during the summer 2022 session. Students enrolled in extended campus programs or graduate courses may live on campus for the duration of their program or course. Dates of stay will be coordinated by program/department. Please contact Housing & Residential Education to see if your program qualifies. The summer sessions begins May 15, 2022 and ends on August 5, 2022.

By selecting “**I Agree**” you have legally acknowledged that you have received the above information and you accept the terms outlined there within. If I am **under 18 years of age**, my Parents/Legal Guardians have read and agree to uphold the Term and Conditions of the contract. You acknowledge the residence hall contract via the Housing Application you are about to complete. By clicking the “I agree” button you also acknowledge that you will enter into a legal and binding contract with UNC and that the residence halls contract is binding for the entire academic year and includes a meal plan, with the exception of Lawrenson Hall. Residence hall contracts are issued for the full academic year and cancellations will not be accepted after the residence halls open, except from those students who decide not to attend UNC.

By selecting “**I Do Not Agree**” you will not be able to complete the contract.

2. Step 1: Verify personal information.

- a. This information I directly fed from Banner. If student information is incorrect on this page, they will need to click the URSA link (yellow box) to make sure their personal information is correct
- b. Students can also include their cell phone and an alternate email address. UNC will correspond with students via their bearmail. (Red Box)

This page will also ask students for an emergency contac

Step 1 of 6 - (Verify personal & address information)

[Bob test1 > Terms & Conditions](#)

If your personal information is incorrect, please update it using the **URSA** link in the Menu.

Only your Name In Use, UNC Email Address, and University Classification will be visible to roommates/suitemates.

Please read carefully:

The following questions are your preferences only and are never guaranteed. Housing assignments are made on a first-come, first-serve basis. This information will be used by our office to assist in the roommate matching process. Roommate requests must be mutual. If the Housing & Residential Education office does not receive notification from both parties, indicating the roommate request your requested roommate might not be honored. Roommate requests will be granted and assigned based on availability and are never guaranteed.

All future communication from Housing and Residential Education will be sent to your UNC Bear e-mail account, please check this account regularly.

Click here for Summer Housing Rates For Extended Campus and Gradute Programs Residence Hall Rates are subject to change at any time pending approval by the Board of Trustees. Meal Plan options and rates are also subject to change at any time pending approval by the Board of Trustees.

Student Information

This will help identify who you are. Only your Name In Use, UNC Email Addresss, and University Classification will be visible to roommates/suitemates.

Last Name:	test1
Name In Use:	Bob
Legal First Name:	cbord
Middle:	
Gender:	Male
Date of Birth:	3/14/1995
Email Address:	lindsay.kohles@unco.edu
University Classification:	IUNIOR

*Student Cell Phone Number: (If you do not have a cell phone, please type NOT APPLICABLE.)	<input type="text" value="555-555-5555"/>
*Student Alternate e-mail address: (DO NOT list your Bear email address)	<input type="text" value="n/a"/>

3. Step 2: Gender Inclusive Housing

- a. This is the portion of the contract that allows students of different genders to live together in the same room.
 - 1.) If the student answers yes to question 1 our office will not assign them to a gender inclusive space and will only assign them with students who share the same biological sex marker as you.
 - 2.) If the student answers yes to questions 2 and 3, our staff will assign you to a gender inclusive space.
 - 3.) Example
 - Yes, No, No = only being assigned to a room or suite with students of the same biological sex marker.
 - No, Yes, Yes = open to assignments with persons of the opposite biological sex marker.
- b. Please note: Housing will use the responses of this portion of the contract, in combination with the roommate requests portion of the contract, to correctly assign students together who would like to live together.
- c. The Example below would inform housing staff that this student wants to live with students who DO NOT share the same biological sex marker.

Step 2 of 6 - (Gender Inclusive Housing)

Bob test1 > Step 1 of 6 - (Verify personal & address information)

Please read carefully:

The following questions are your preferences only and are never guaranteed. This information will be used by our office to assist in the roommate matching process if you don't assign yourself to a space. Roommate requests must be mutual. If the Housing & Residential Education office does not receive notification from both parties, indicating the roommate request your requested roommate might not be honored. Roommate requests will be granted and assigned based on availability and are never guaranteed.

All future communication from Housing & Residential Education will be sent to your UNC @bears.unco.edu e-mail account, please check this account regularly.

[Click here for Rates for Extended Campus and Graduate Programs.](#)

Gender Inclusive housing at the University of Northern Colorado:

The Gender Inclusive Housing Program allows students of different genders to live together in the same room. Housing & Residential Education wants all students, regardless of gender identity, to have the option to choose a space in a hall that best meets their needs.

If you answer yes to question 1 our office will not assign you to a gender inclusive space and will only assign you with students who share the same biological sex marker as you.

If you answer yes to question 2 or 3, our staff will assign you to a gender inclusive space (student who may or may not share the same biological sex marker as you).

Gender Inclusive Housing:

- *1. I only want to be placed with students who share the same biological sex marker as me (ie. males placed only with other males, females placed only with other females) ▾
- *2. I would like to live in a gender inclusive space, and I know who my roommates will be. Their full legal name and bear number must be listed in the Roommate Request section of the Housing Contract. ▾
- *3. I would like to live in a gender inclusive space and be assigned with anyone who also answered yes to this question. ▾

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4. Step 3: Roommate Requests, Room Type, & Program Selection

a. Roommate Requests.

- 1.) If students have a specific person(s) they wish to live with, they must provide their Bear Number and the @bears.unco.edu email address.

Step 3 of 6 - (Roommate Requests, Room Type, & Program Selection)

Bob test1 > Step 2 of 6 - (Gender Inclusive Housing)

The following questions are your preferences only and are never guaranteed. This information will be used by our office to assist in the roommate matching process. Roommate requests must be mutual. If the Housing & Residential Education office does not receive notification from both parties, indicating the roommate request your requested roommate might not be honored. Roommate requests will be granted and assigned based on availability and are never guaranteed.

[Click here for Rates for Extended Campus and Graduate Programs.](#)

If you have a specific person(s) you wish to live with, you must provide their Bear Number and the @bears.unco.edu email address. If you exclude one of these items, you may not be assigned with your roommate preference.

Roommate requests must be mutual. If the Housing & Residential Education office does not receive notification via this contract from both parties indicating the roommate request, your requested roommate will not be honored. Roommate requests are assigned on a first-come, first-serve basis and will be granted and assigned based on availability and are never guaranteed.

Roommate Requests:

Roommate Choice #1:	<input type="text"/>
Roommate Choice #2:	<input type="text"/>
Roommate Choice #3:	<input type="text"/>

b. Single Rooms and Room Buyouts

- 1.) We will ask students if they prefer to have a single room, or to buyout a room.
 - **Single Room: Room in a suite up to three other students, but in a room that is intended for only one student.**
 - **Room Buyout: allows students the opportunity to buyout the other space in a 2-person room.**
- 2.) This is based on availability and is not guaranteed.

Single Rooms and Room Buyouts

The below questions provide an opportunity for you to make Housing & Residential Education aware of any preference you may have regarding the type of room you would like to be assigned to.

Single room in South or North Hall will be in a suite up to three other students, but in a room that is intended for only one student.

Room Buyout allows you the opportunity to buyout the other space in a 2 person room.

Both a single room and a room buyout will have an additional cost associated with the base cost of summer housing.

You can see the rates for each room type based on the dates of your program's stay here: [Room Rates Extended Campus and Graduate Programs](#)

Single Rooms and Room Buyouts:

- *1. If available, I would like to be assigned to a single room for an additional fee:
- *2. If available, I would like to buyout my bedroom for an additional fee:

c. Extended Campus and Graduate Program selection

1.) Students will select which Extended Campus or Graduate Program they are participating in

Please select what Extended Campus or Graduate Program you are enrolled in.

If you do not see the program you are enrolled in, please reach out to Housing by calling 970-351-2721 or emailing at housing@unco.edu

Program	Dates of Stay
ASLIS	June 25-July 22
TASL	July 2-July 22
MAT-PEPAL	July 9-July 22
MA-Dance Education	July 9-July 22
MA-Theater Education	July 2-July 22
MA-Music Education	June 11-July 1
EDSE 547	June 4-July 1

Extended Campus/Graduate Programs:

*Summer Extended Campus and Graduate Program Housing

- ASLEI (BA ASL)
- Dance Education MA
- EDSE 547
- MAT- PEPAL
- Music Education MA
- TASL (MA Teaching ASL)
- Theater Education MA

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5. Step 4: Roommate Matching Survey & Accommodations

a. Lifestyle Information for Roommate Matching

- 1.) This is the portion of the contract that we ask Lifestyle information.
- 2.) Housing will use the information in this section to assign students to the same room or suite, if the student did not include any roommate requests.

Step 4 of 6 - (Roommate Matching Survey & Accommodations)

Bob test1 > Step 3 of 6 - (Roommate Requests, Room Type, & Program Selection)

Please read carefully:

The following questions are your preferences only and are never guaranteed. This information will be used by our office to assist in the roommate matching process. Roommate requests must be mutual. If the Housing & Residential Education office does not receive notification from both parties, indicating the roommate request your requested roommate might not be honored. Roommate requests will be granted and assigned based on availability and are never guaranteed.

All future communication from Housing and Residential Education will be sent to your UNC Bear e-mail account, please check this account regularly.

Lifestyle Information

This information will be visible to potential roommates/suitemates during the self-assign process.

*I prefer to stay up until:	11pm
*I prefer to sleep until:	7am
*I expect my room to be kept:	Organized
*Do you smoke?	No
*Do you have a preference for room temperature?	Cool
*Are you ok living with an animal?	No

b. ADA Required Accommodations

- 1.) We acknowledge that given the nature of some of our Extended Campus and Graduate programs, some participants may answer yes to this question below. We will continue to work with the Disability Resource Center for students who require the AlertMaster product.
- 2.) Students working with the DRC who only need require accommodation with the AlertMaster product will need to inform the DRC know when submitting their application and the accommodation approval can be fast tracked and approved quickly.

ADA Requirements (American Disabilities Act) - Required Accommodations

Special Accommodations:

*Do you have a disability or medical condition that requires specific ADA HOUSING accommodations?

Yes

If you answered "YES" to this question, you are REQUIRED to follow the link shown below to the University's Disability Support Services website. You MUST complete the questionnaire and submit documentation to request an accommodation in housing.

To complete the questionnaire and submit documentation to request an accommodation in housing please click the link shown below.

The Disability Resource Center (DRC) will assist you to determine the required accommodations.

Disability Resource Center (DRC) website:

<https://www.unco.edu/disability-resource-center/>

Please note: This application does not apply to academic/classroom related accommodations. If you need academic/classroom related accommodations please visit the Disability Resource Center's website.

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6. Step 5: Meal Plan Options

- a. Dining options will be available soon, and students can find information on the Dining Website, which is linked on this portion of the contract.

Step 5 of 6 - (Meal Plan Options)

Bob test1 > Step 4 of 6 - (Roommate Matching Survey & Accommodations)

Please read carefully:

Meal Plan options and rates are subject to change at any time pending approval by the Board of Trustees.

Meal Plan Options will be available soon.

Please check [The Dining Contract Portal](#) in early May to sign up for a meal plan that works best for you.

What do you need to do now?

We recommend you look at the meal plans that are offered and see what will work best for you. It's also a good idea to look at the hours for the dining locations so you know what is available when.

- [Meal Plan Options](#)
- [Hours of Operation](#)

Who can I contact if I have questions?

If you can't find your answers on our website [Here](#) please reach out to us by email at diningservices@unco.edu or by phone at 970-351-2652.

Student Initials and Today's Date

*Please enter your initials and today's date

[Next >](#)

7. Apply Signature

- a. Students must click this last page for their contract to be submitted and to be placed in housing.

Step 6 of 6 - (Apply Signature)

Bob test1 > Terms & Conditions > Step 5 of 6 - (Meal Plan Options)

You acknowledge the residence hall contract via the Housing Application you just completed. By clicking the "I agree" button you also acknowledge that you have now entered into a contract with UNC and that the residence halls contract is binding for the entire academic year and includes a meal plan. Residence hall contracts are issued for the full academic year and cancellations will not be accepted after the residence halls open, except from those students who decide not to attend UNC.

If you click the "I Do Not Agree" button you will be returned to the My Home page, your contract will not be processed any further and you will not be able to assign yourself to a space.

The questions you answered are your preferences only and are never guaranteed. This information will be used by our office to assist in the roommate matching process; we will do our best to match you based off of your preferences and availability. Please keep in mind this does not guarantee placement in a specific hall, RLC, Housing Option or roommate request(s). Roommate and hall preference requests will be granted and assigned based on availability.

All future communications will be sent to your UNC Bear e-mail account, please check this account regularly.