



Residence Life Check List

- Residence Life Application and \$25 fee
 - Follow the link to the residence life application. Return the form along with the \$25 application fee to Residence Life at Northeast Community College.
<https://neccwebstorage.blob.core.windows.net/documents/campus-housing/Residence-Life-Application.pdf>
- Residence Life and Meal Plan Contract Packet
 - Residence Life and Meal Plan Contract and \$150 administrative fee.
 - After Northeast Residence Life receives your application and fee, you are placed on a list to receive a contract packet. Contract packets will be emailed in March for Fall applicants and October for Spring applicants.
 - ***Please read this contract carefully. When you sign this document, you are liable for housing and meal plan charges.*** Take note of our contract cancellation policy and any charges that accompany the cancellation process.
 - Read the Residence Life Handbook BEFORE signing your housing contract.
<https://neccwebstorage.blob.core.windows.net/documents/campus-housing/ResidenceLifeHandbook.pdf>
 - Student Health and Meningococcal forms along with an official record of immunizations from your doctor's office or the state Health Department.
 - Immunization requirements are outlined in the Residence Life and Meal Plan contract under section 2, Eligibility; item (b).
 - Residence Life Questionnaire. Mark your dorm and roommate preferences.
 - Consent for Treatment of a Minor and Permission for Student Health and Counseling Services form.
- Once Residence Life has received your signed contract and administrative fee, you will be sent your room and suitemate assignments and your check in date/time. These items will be sent in July for those arriving to campus for fall semester and in November for those arriving to campus for spring semester.
 - Please check the website for items to bring to campus.
<https://northeast.edu/campus-housing/things-to-bring>
 - Please check the website for prohibited items to bring to campus.
<https://neccwebstorage.blob.core.windows.net/documents/campus-housing/ResidenceLifeHandbook.pdf> Page 16 items 6.14.3 Prohibited Items.
 - Move-In instructions will be emailed two weeks before your scheduled check-in date.
- Complete the My Student Body modules. The three modules required BEFORE checking into your dorm are Alcohol, Drugs, and Sexual Violence.
- Pay your housing and meal plan fees BEFORE checking into your dorm room.
- Go online to your student account and update your personal information. Make sure you include an emergency contact.