

Saint Michael's College

New Student Housing Application Process ~ Spring 2023

General Information

Below you will find step-by-step instructions on how to complete and submit a housing application through the Saint Michael's College Residence system. Please make sure to read all of the instructions before you begin.

About a week after students deposit and commit to attending Saint Michael's, they should be able to complete their housing application. Housing applications will be available on November 15, 2022 and should be submitted as soon as possible.

Housing assignments will be available in Residence during the week of January 9, 2023 for those students who have submitted their housing application. Students will receive an email to their Saint Michael's College email address notifying them when their housing assignment is available.

Please feel free to contact the Student Life Office if you have questions about the process or application via Housing@smcvt.edu.

For login or password questions, please contact our IT Helpdesk. They can be reached at ITHelp@smcvt.edu.

Step-by-Step Housing Application Directions

► Step 1: Go To The New Student Website and Select "Forms + Critical Dates"

Welcome to Saint Michael's College!

As a residential college, Saint Michael's is dedicated to making the entire college experience rewarding, engaging, and filled with learning – both inside and outside the classroom. We welcome you to our learning community and look forward to helping you make your four years of college memorable and transformative.

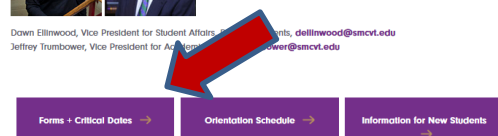
This page contains the information you need during your first year as a student at St. Mike's. More items will be added as the information becomes available.

Please click on the boxes below for important information for you and your families.

Best wishes for an exceptional spring, and a relaxing and productive summer. We look forward to meeting you at Fall Orientation. Welcome!



Dawn Ellinwood, Vice President for Student Affairs, dellinwood@smcvt.edu
Jeffrey Trumbower, Vice President for Academic Affairs, jtrumbower@smcvt.edu



► Step Two: Access The Housing Application

Click on "Housing Application" which will bring you to the Residence (our Housing Software) landing page.

Additional Forms – Required for Everyone

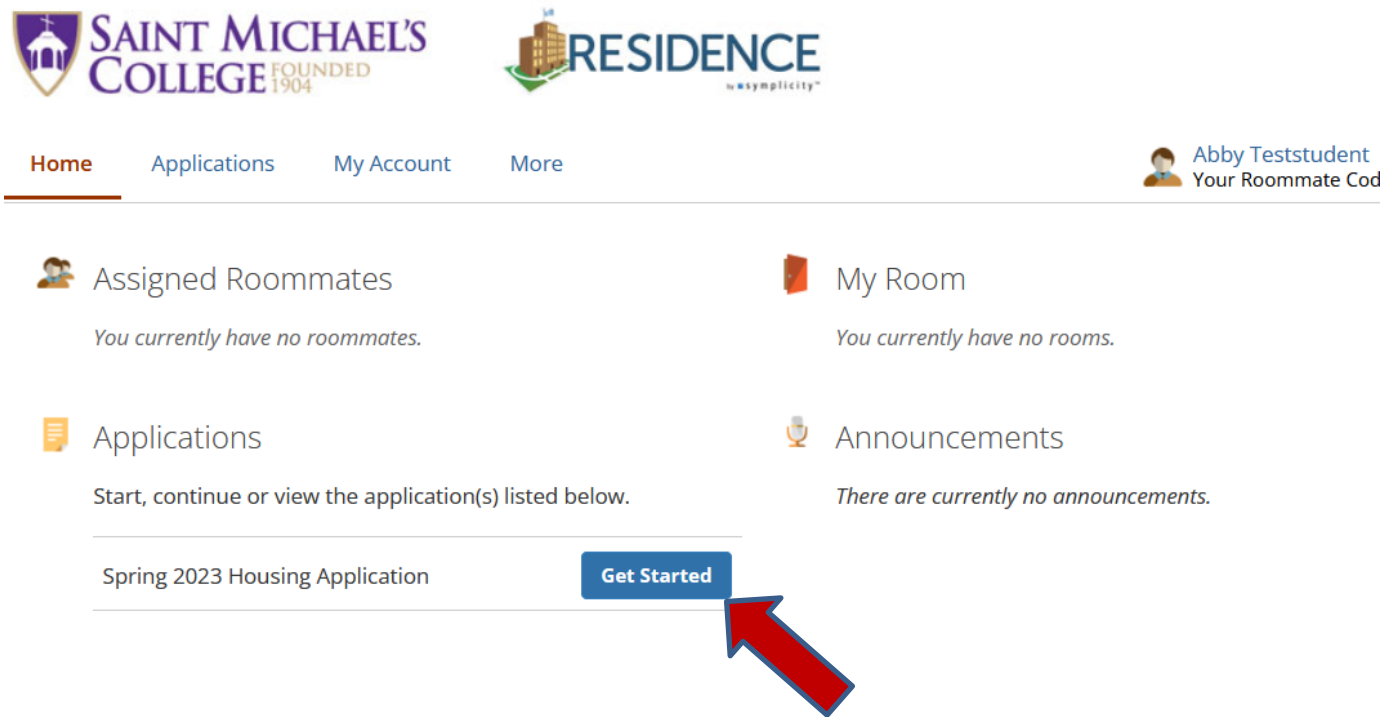
Immunization Record	Print and give to your healthcare provider. Healthcare providers should submit based on form instructions.	As soon as possible	Return by Mail	Return by Email
Health History Form	Print and complete.	As soon as possible.	Return by Mail	Return by Email
Housing Application	Applications will be available on November 15th. Complete online. (We are a residential campus, but if you plan to live at home, please submit an email to housing@smcvt.edu).	January 9, 2023	Submit Online	Submit Online
Knight Card (Student ID) Application	Print and complete. (If you do not plan to live on campus, please see instructions.)	Drop off when you get on campus	Submit in person	Submit in person
Picture Submission for Your Knight Card	Please upload a photo (see instructions) online.	As soon as possible	Submit Online	Submit Online
Implicit Bias Training	Please send completed work to OfficeofStudentLife@smcvt.edu	January 12, 2023	Submit Online	Submit Online

Click on "Resident" and log in using your MIKENET credentials.



► Step Three: Complete Your Application

Click on "Get Started" to begin filling out your application



There are three steps to the housing application.

Click "Next" at the bottom each page to proceed.

At any time, you may select "save as draft" and return to your application at a later date. If you do select "save as draft", please make sure to "submit" it when you are finished.

1. Applicant Information

(Personal Information, Current Status, Housing Preferences, & Special Accommodations)



2. Contract (Review the Residential Contract & Policies and click “I Agree” at the bottom).



3. Review (Review Your Application – This Is Your Last Chance To Make Changes).

► **Step Three: Submit Your Application**

When you are finished, click “Submit Application”.



You should then see a screen similar to this:

Application Type	Application Status	Actions
Spring 2023 Housing Application <i>Deadline: 12:00 AM, Jan 9, 2023</i>	Submitted	View Application

IMPORTANT NOTE:

Once you click “submit”, your application will become final and will be unable to be changed. However, you can “view” your application at any time by logging in using the directions above and clicking “view application”. You should also receive an email in your SMC account that acknowledges the receipt of your application.