

NEXT STEPS

OUR STAFF WILL ASSIST YOU IN THE COMPUTER LAB (CIS ROOM 1003)
WITH THE FOLLOWING:

- PAY YOUR \$100 ENROLLMENT DEPOSIT (credit or debit card only)

You must pay your enrollment deposit PRIOR to arriving at Seahawk Preview Day in order to register for orientation.

- REGISTER FOR YOUR REQUIRED ORIENTATION
- SIGN-UP FOR ON-CAMPUS HOUSING

ADDITIONALLY, YOU MAY TURN IN YOUR COMPLETED “Immunization & Medical History” FORMS TO STAFF FROM THE ABRON’S STUDENT HEALTH CENTER AND/OR REQUEST INFORMATION ON HEALTH INSURANCE FROM THE UNIVERSITY.

We recommend you bring your UNCW Student ID # and MySeaport login information with you to Seahawk Preview Day. This information can be found on the second page of your decision letter.

You must pay your enrollment deposit PRIOR to registering for orientation.

ENROLLMENT DEPOSIT

ENROLLMENT DEPOSITS MAY ONLY BE MADE USING A VISA OR MASTERCARD.

CASH, CHECKS, MONEY ORDERS, & OTHER CARD TYPES ARE NOT ACCEPTED AT SEAHAWK PREVIEW DAY.

THE \$100 ENROLLMENT DEPOSIT IS NON-REFUNDABLE.

1. LOG IN TO MYSEAPORT

- visit <https://myseaport.uncw.edu>
- input your UNCW E-Mail ID and UNCW Password
- click "Submit"

2. CLICK ON "Teal Ticket Tab"

- click on "Pay your \$100 Enrollment Deposit"

3. FOLLOW THE PROMPTS TO COMPLETE PAYMENT

ORIENTATION

YOU WILL NEED TO DECIDE IF ONE OR MORE FAMILY MEMBERS WILL BE ATTENDING WITH YOU, AS THERE IS AN EXTRA FEE. EXTRA CHARGES ALSO APPLY IF YOUR PARENT WILL BE STAYING ON-CAMPUS AND/OR YOU OPT-IN FOR EARLY ARRIVAL.

1. LOG IN TO MYSEAPORT

- visit <https://myseaport.uncw.edu>
- input your UNCW E-Mail ID and UNCW Password
- click "Submit"

2. CLICK ON "Teal Ticket Tab"

- click on "Register for your Required Orientation"

3. FOLLOW THE PROMPTS TO SELECT YOUR ORIENTATION DATE AND MAKE YOUR ONLINE PAYMENT VIA VISA OR MASTERCARD

IF A SESSION IS FULL, YOU WILL NOT BE ABLE TO SELECT IT. ONLY PUT YOUR PARENT(S) NAME(S) IN YOUR REGISTRATION IF THEY ARE ATTENDING.




HOUSING APPLICATION

2019-2020 academic year

NEXT STEPS SESSION

910-962-3241 housing@uncw.edu

***YOU MUST TURN OFF POP-UP BLOCKERS* Additionally, the HRL OFFICE recommends using GOOGLE CHROME or MOZILLA FIREFOX**

1. Log in to MySeaport – <https://myseaport.uncw.edu>
2. CLICK on the “Teal Ticket Tab” [APPLY FOR ON-CAMPUS HOUSING](#)
NOTE: You must have paid your enrollment deposit in order to access the housing application. This can take up to 72 hours to import you into our system.
3. CLICK this button ->  to START the application
4. 1st section - Contact Preferences Section. To proceed to the next section, you must do the following:
 - a. Confirm student identity information
 - b. Fill out required or all campus preferences, privacy preferences, and parent/guardian contract information
5. CLICK “Next” on the bottom of the screen to continue
6. 2nd section - Housing Agreement Terms. To proceed to the next section, you must do the following:
 - a. Review your academic year agreement by scrolling down through the text
 - b. Once you have read the agreement, click on each “assertion box” to demonstrate you understand the agreement terms
 - c. Sign the agreement by entering your UNCW Email **without** @UNCW.edu (Ex. ABC1234)
 - i. If you are under the age of 18, your parents will be sent a co-signature email that must be signed for your application to be complete
7. CLICK “I Agree” to submit the Housing Agreement portion of the application
8. CLICK “Next” at bottom of page to continue
9. 3rd section – Payment Section
10. READ payment instructions then CLICK “Make Payment” icon to enter payment information
 - a. Students may pay with Visa, MasterCard, or American Express
 - b. A window will pop-up – You must confirm your payment. Then, your receipt will be displayed
 - c. You will receive an email to your UNCW email account confirming your successful payment
11. **CLICK “SUBMIT”** to submit the Housing Agreement portion and continue the application.
****This does NOT complete the application process. You MUST continue the application in order to complete the process****
12. 4th section – Select your “Building or Community Preferences”
 - a. Under “Building or Community Preferences” CLICK green plus + icon to add a selection.
 - b. Choose Preference Type drop down (building or community) THEN specific area from drop down menu
 - c. BUILDING = specified building (University Suite R), COMMUNITY = entire Building Community (University Suites as a whole).
PLEASE NOTE: If selecting a specific building vs community, your preference chances will be limited
 - d. You may select up to three (3) buildings/communities

If you are interested in being a part of one of the University’s Living Learning Communities, please check the box on this page! All Learning Community assignments will be given priority consideration for applications received prior to May 15th.
13. CLICK “Next” to continue to the “Lifestyle Questionnaire” page - [Roommate Preference Section](#)
 - a. You must choose either Yes, No, or No Preference for each question in order to continue
 - b. CLICK “Next” to continue Roommate Preferences to [Optional: Roommate Selection](#)
 - i. If requesting a specific roommate, CLICK **CREATE GROUP** to create a roommate group as the “leader”
 - CLICK green plus + icon to search for a specific roommate by either name or email ID
 - When your requested roommate comes up, CLICK “Select” to confirm your choice
 - *You may only request ONE roommate*
 - ii. If you have been INVITED to a ROOMMATE GROUP instead of creating your own
 - i. CLICK the green **ACCEPT** to join the group OR CLICK the red **DECLINE** to decline the group request
 - ii. *You may make modifications to these preferences through midnight on May 7th*
14. Once you have completed this section, **CLICK SUBMIT** at the bottom of the page to complete and fully submit your Housing Agreement
15. CONGRATULATIONS! You have now completed your 2019-2020 Academic Year housing agreement!

*****Due to space restrictions, Housing & Residence Life *does not* guarantee specific community or roommate requests*****