

# **Important Dates Regarding Application & Leasing**

## **GENERAL RESIDENTS**

[New 2018 Spring Residents](#)

[New 2018 Summer Residents](#)

[New/Returning 2018 Fall Residents](#)

[New 2019 Spring Residents](#)

[New 2019 Summer Residents](#)

## **STUDENT-ATHLETE RESIDENTS**

[New/Returning 2018 Fall Student-Athlete Residents: Men's Soccer/Women's Volleyball](#)

[New/Returning 2018 Fall Student-Athlete Residents: Men's Baseball/Women's Basketball/Women's Softball](#)

# *New 2018 Spring Residents*

*All terms in italics are defined in the “Glossary of Housing Terms” on [www.jeffco.edu/housing](http://www.jeffco.edu/housing)*

## **APPLICATIONS ARE AVAILABLE NOW (Fall 2017-Summer 2018)**

### **CLICK HERE TO APPLY**

Housing application fees are required at the time of online application. New *applicants* will be responsible for \$330 in housing application fees; \$300 security deposit is fully refundable prior to move in, however, the \$30 background check fee is non-refundable. Applicants must also submit clear image of the applicant’s state-issued photo ID (i.e. driver’s license, military ID, etc.) to [vikingwoods@jeffco.edu](mailto:vikingwoods@jeffco.edu).

## **DECEMBER 2017**

### **Room offers begin.**

*Applicants* with a *completed online housing application* on file and clear background check results will be offered a bed space pending availability. *Applicants* who accept a space will be notified they are a *selected applicant* via their [@jeffco.edu](mailto:@jeffco.edu) account with additional instructions to maintain their status. *Selected applicants* must still have a completed *Lease Contract* by a provided deadline to be guarantee a reserved space. *NEW selected applicants* must complete a Meningococcal Vaccination Compliance Form available on the [www.jeffco.edu/housing](http://www.jeffco.edu/housing) > “Apply Now”.

## **TO BE DETERMINED FOR EACH INDIVIDUAL APPLICANT**

### **Completed Lease Contract deadline.**

### **Meningococcal Vaccination Compliance Form deadline.**

*Selected applicants* with a *completed Lease Contract* by this deadline will now be considered *pending residents*. *Selected applicants* who fail to have a *completed Lease Contract* by this deadline may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **UPON LEASE CONTRACT COMPLETION**

### **Rent charges will be applied to student accounts.**

*Pending residents* can log in to their MyJeffco account and review charges under the Student Tab >Account Information > View Account Summary.

## **PRIOR TO ASSIGNED MOVE-IN DATE**

### **Financial arrangements deadline per Lease Contract agreement.**

*Pending residents* will have agreed to finalize financial arrangements at least 10 days prior to the Lease Contract Start Date. Financial arrangements may include paying all rent charges in full, enrolling in a payment plan, or having sufficient financial aid applied to the student account. Financial arrangements must be in place by this deadline or the *pending resident* may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **JANUARY 12**

### **Move-In Day**

*Pending residents* will be eligible to move in from 9 am – 2 pm. *Pending Residents* will check in at the Viking Woods Clubhouse: 806 Mel Carnahan Drive, Hillsboro, MO 63050. A mandatory Resident Orientation will be held at 3 pm in the Viking Woods Clubhouse.

## **JANUARY 16**

### **CLASSES BEGIN!**

# *New 2018 Summer Residents*

*All terms in italics are defined in the “Glossary of Housing Terms” on [www.jeffco.edu/housing](http://www.jeffco.edu/housing)*

## **APPLICATIONS ARE AVAILABLE NOW (Fall 2017-Summer 2018)**

### **CLICK HERE TO APPLY**

Housing application fees are required at the time of online application. New *applicants* will be responsible for \$330 in housing application fees; \$300 security deposit is fully refundable prior to move in, however, the \$30 background check fee is non-refundable. Applicants must also submit clear image of the applicant’s state-issued photo ID (i.e. driver’s license, military ID, etc.) to [vikingwoods@jeffco.edu](mailto:vikingwoods@jeffco.edu).

## **May 2018**

### **Room offers begin.**

*Applicants* with a *completed online housing application* on file and clear background check results will be offered a bed space pending availability. *Applicants* who accept a space will be notified they are a *selected applicant* via their [@jeffco.edu](mailto:@jeffco.edu) account with additional instructions to maintain their status. *Selected applicants* must still have a completed *Lease Contract* by a provided deadline to be guarantee a reserved space. *NEW selected applicants* must complete a Meningococcal Vaccination Compliance Form available on the [www.jeffco.edu/housing](http://www.jeffco.edu/housing) > “Apply Now”.

## **TO BE DETERMINED FOR EACH INDIVIDUAL APPLICANT**

### **Completed Lease Contract deadline.**

### **Meningococcal Vaccination Compliance Form deadline.**

*Selected applicants* with a *completed Lease Contract* by this deadline will now be considered *pending residents*. *Selected applicants* who fail to have a *completed Lease Contract* by this deadline may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **UPON LEASE CONTRACT COMPLETION**

### **Rent charges will be applied to student accounts.**

*Pending residents* can log in to their MyJeffco account and review charges under the Student Tab >Account Information > View Account Summary.

## **PRIOR TO ASSIGNED MOVE-IN DATE**

### **Financial arrangements deadline per Lease Contract agreement.**

*Pending residents* will have agreed to finalize financial arrangements at least 10 days prior to the Lease Contract Start Date. Financial arrangements may include paying all rent charges in full, enrolling in a payment plan, or having sufficient financial aid applied to the student account. Financial arrangements must be in place by this deadline or the *pending resident* may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **JUNE 7**

### **Move-In Day**

*Pending residents* will be eligible to move in from 9 am – 2 pm. *Pending Residents* will check in at the Viking Woods Clubhouse: 806 Mel Carnahan Drive, Hillsboro, MO 63050. A mandatory Resident Orientation will be held at 3 pm in the Viking Woods Clubhouse.

## **JUNE 11**

### **CLASSES BEGIN!**

# *New/Returning 2018 Fall Residents*

*All terms in italics are defined in the “Glossary of Housing Terms” on [www.jeffco.edu/housing](http://www.jeffco.edu/housing)*

## **JANUARY 16, 2018 (Fall 2018-Summer 2019)**

### **Online housing applications are available on [www.jeffco.edu/housing](http://www.jeffco.edu/housing)**

Housing application fees are required at the time of online application. New *applicants* will be responsible for \$330 in housing application fees: \$300 security deposit is fully refundable prior to move in, however, the \$30 background check fee is non-refundable. Spring/Summer 2018 returning *applicants* will be responsible for a \$30 non-refundable background check fee if the online application is submitted prior to June 1. Beginning on June 1, returning *applicants* will be responsible for \$280 in housing application fees: \$250 security deposit is fully refundable prior to move in, however, the \$30 background check fee is non-refundable.

## **APRIL 15**

### **Completed online housing application PRIORITY DEADLINE.**

*Applicants* with a *completed online housing application* by this date will be considered for a bed space based on a first-come-first-serve basis, pending availability, and clear background check results. *Applicants* who are not reserved a bed space may be added to a *wait list* based on housing application completion date.

## **MAY 1**

### **Online Lease Contract is available.**

Pending space availability and clear background check results, *selected applicants* will be notified in advance that a space has been reserved for them. *Selected applicants* must complete an *online Lease Contract* found on their *Housing Self-Service* home page > Important Forms. NEW *selected applicants* must complete a Meningococcal Vaccination Compliance Form available on the [www.jeffco.edu/housing](http://www.jeffco.edu/housing) > “Apply Now”.

## **MAY 21**

### **Completed Lease Contract DEADLINE.**

*Selected applicants* with a *completed Lease Contract* by this deadline will now be considered *pending residents*. *Selected applicants* who fail to have a *completed Lease Contract* by this deadline may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **JUNE 4**

### **Online Roommate & Apartment self-selection begins at 9 am.**

*Selected applicants* who have a *completed online Lease Contract* by the deadline above may begin choosing roommates and apartments on their *Housing Self-Service* home page > Room Selection.

## **JUNE 28**

### **Online Roommate & Apartment self-selection ends at 2 pm.**

*Selected applicants* who DO NOT self-select roommates or an apartment by this deadline will be auto-assigned roommates and an apartment by Housing Staff.

## **JULY 12**

### **Rent charges will be applied to student accounts.**

*Pending residents* can log in to their MyJeffco account and review charges under the Student Tab > Account Summary.

## **AUGUST 6**

### **Financial arrangements DEADLINE**

*Pending residents* will have agreed to finalize financial arrangements at least 10 days prior to the Lease Contract Start Date as part of their online Lease Contract. Financial arrangements may include paying all rent

charges in full, enrolling in a payment plan, or having sufficient financial aid applied to the students account. Financial arrangements must be in place by this deadline or the *pending resident* may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **AUGUST 16**

### **JC Student-Athletes Resident Move-In Day**

Residential Life staff may have limited availability on this busy day! If you have questions or concerns, please leave a message at our main office phone and we will return your call as soon as possible.

## **AUGUST 17**

### **General Resident Move-In Day**

*Pending residents* who are NOT members of designated JC Athletic teams will be eligible to move in from 9 am – 2 pm. *Pending residents* will check in at the Viking Woods Clubhouse: 806 Mel Carnahan Drive, Hillsboro, MO 63050. A Parent/Guarantor Orientation will be held at 3 pm in ASI-119. A MANDATORY Resident Orientation will be held at 4 pm in ASI-119.

## **AUGUST 20**

### **CLASSES BEGIN!**

# *New/Returning 2018 Fall JC Student-Athlete Residents* *Men's Soccer/Women's Volleyball*

All terms in italics are defined in the "Glossary of Housing Terms" on [www.jeffco.edu/housing](http://www.jeffco.edu/housing)

## **JANUARY 16, 2018 (Fall 2018-Summer 2019)**

### **Online housing applications are available on [www.jeffco.edu/housing](http://www.jeffco.edu/housing)**

Housing application fees are required at the time of online application. New *applicants* will be responsible for \$330 in housing application fees: \$300 security deposit is fully refundable prior to move in, however, the \$30 background check fee is non-refundable. Spring/Summer 2018 returning *applicants* will be responsible for a \$30 non-refundable background check fee if the online application is submitted prior to June 1. Beginning on June 1, returning *applicants* will be responsible for \$280 in housing application fees: \$250 security deposit is fully refundable prior to move in, however, the \$30 background check fee is non-refundable.

## **JUNE 17**

### **Completed online housing application PRIORITY DEADLINE.**

*Applicants* with a *completed online housing application* by this date will be considered for a bed space.

## **JULY 2**

### **Online Lease Contract & Online Lease Contract \*Addendum are available.**

Pending space availability and clear background check results, *selected applicants* will be notified in advance that a space has been reserved for them. *Selected applicants* must complete an *online Lease Contract* found on their *Housing Self-Service* home page >Important Forms. NEW *selected applicants* must complete a Meningococcal Vaccination Compliance Form available on the [www.jeffco.edu/housing](http://www.jeffco.edu/housing) > "Apply Now".

\*Soccer/Volleyball student-athletes may also have access to an *online Lease Contract Addendum*. This form must be completed by the deadline below if the student-athlete plans to move in prior to August 16. Note: move in dates/times different than those assigned must be arranged at least 24-hours in advance with the Office of Residential Life.

## **JULY 9 (Men's Soccer/Women's Volleyball)**

### **Completed Lease Contract deadline.**

### **Online Lease Contract Addendum deadline.**

*Selected applicants* with a *completed Lease Contract* by this deadline will now be considered *pending residents*.

*Selected applicants* who fail to complete the *online Lease Contract Addendum* may not be able to move in prior to August 17.

## **JULY 12 (Men's Soccer/Women's Volleyball)**

### **Rent charges will be applied to student accounts.**

*Pending residents* can log in to their MyJeffco account and review charges under the Student Tab > Account Summary. Soccer/Volleyball student-athletes who choose to complete an *online Lease Contract Addendum* may notice two charges for fall rent: standard rent and early move in rent.

## **JULY 21 (Men's Soccer/Women's Volleyball)**

### **Financial arrangements deadline per Lease Contract agreement.**

*Pending residents* will have agreed to finalize financial arrangements at least 10 days prior to the Lease Contract Start Date. Financial arrangements may include paying all rent charges in full, enrolling in a payment plan, or having sufficient financial aid applied to the student account. Athletic Letters of Intent with "Housing" specific awards will be considered as payment. Financial arrangements must be in place by this deadline or the *pending resident* may no longer be guaranteed to move in on the scheduled day/time assigned.

**JULY 31** (*Men's Soccer/Women's Volleyball*)

**JC Men's Soccer/Women's Volleyball Resident Move In Day**

*Pending residents* who are student-athletes on our Men's soccer and Women's volleyball teams will be eligible to move in from 9 am – 2 pm. *Pending Residents* will check in at the Viking Woods Clubhouse: 806 Mel Carnahan Drive, Hillsboro, MO 63050. A mandatory Resident Orientation will be held at 3 pm in ASI-115.

**NOTE: MOVE IN DATES/TIMES DIFFERENT THAN THOSE ASSIGNED MUST BE ARRANGED AT LEAST 24-HOURS IN ADVANCE WITH THE OFFICE OF RESIDENTIAL LIFE.**

**AUGUST 16**

**JC Men's Baseball/Women's Basketball/Women's Softball Resident Move-In Day**

Residential Life staff may have limited availability on this busy day! If you have questions or concerns, please leave a message and we will return your call as soon as possible.

**AUGUST 17**

**General Resident Move-In Day**

Residential Life staff may have limited availability on this busy day! If you have questions or concerns, please leave a message and we will return your call as soon as possible.

**AUGUST 20**

**CLASSES BEGIN!**

# *New/Returning 2018 Fall JC Student-Athlete Residents*

## *Men's Baseball/Women's Basketball/Women's Softball*

*All terms in italics are defined in the "Glossary of Housing Terms" on [www.jeffco.edu/housing](http://www.jeffco.edu/housing)*

### **JANUARY 16, 2018 (Fall 2018-Summer 2019)**

#### **Online housing applications are available on [www.jeffco.edu/housing](http://www.jeffco.edu/housing)**

Housing application fees are required at the time of online application. New *applicants* will be responsible for \$330 in housing application fees: \$300 security deposit is fully refundable prior to move in, however, the \$30 background check fee is non-refundable. Spring/Summer 2018 returning *applicants* will be responsible for a \$30 non-refundable background check fee if the online application is submitted prior to June 1. Beginning on June 1, returning *applicants* will be responsible for \$280 in housing application fees: \$250 security deposit is fully refundable prior to move in, however, the \$30 background check fee is non-refundable.

### **JUNE 17**

#### **Completed online housing application PRIORITY DEADLINE.**

*Applicants* with a *completed online housing application* by this date will be considered for a bed space.

### **JULY 2**

#### **Online Lease Contract is available.**

Pending space availability and clear background check results, *selected applicants* will be notified in advance that a space has been reserved for them. *Selected applicants* must complete an *online Lease Contract* found on their *Housing Self-Service* home page >Important Forms. NEW *selected applicants* must complete a Meningococcal Vaccination Compliance Form available on the [www.jeffco.edu/housing](http://www.jeffco.edu/housing) > "Apply Now".

### **JULY 16 (Men's Baseball/Women's Basketball/Women's Softball)**

#### **Completed Lease Contract deadline.**

*Selected applicants* with a *completed Lease Contract* by this deadline will now be considered *pending residents*.

*Selected applicants* who fail to complete the *online Lease Contract Addendum* may not be able to move in on the scheduled day/time assigned.

### **JULY 23 (Men's Baseball/Women's Basketball/Women's Softball)**

#### **Rent charges will be applied to student accounts.**

*Pending residents* can log in to their MyJeffco account and review charges under the Student Tab > Account Summary.

### **AUGUST 6 (Men's Baseball/Women's Basketball/Women's Softball)**

#### **Financial arrangements deadline per Lease Contract agreement.**

*Pending residents* will have agreed to finalize financial arrangements at least 10 days prior to the Lease Contract Start Date. Financial arrangements may include paying all rent charges in full, enrolling in a payment plan, or having sufficient financial aid applied to the student account. Athletic Letters of Intent with "Housing" specific awards will be considered as payment. Financial arrangements must be in place by this deadline or the *pending resident* may no longer be guaranteed to move in on the scheduled day/time assigned.

### **AUGUST 16**

#### **JC Student-Athlete Move-In Day**

#### **Men's Baseball, 9 – 11:30 AM**

#### **Women's Basketball/Women's Softball, 11:30 AM – 2 PM**

*Pending residents* who are student-athletes on our Men's baseball, Women's basketball, or Women's softball teams will be eligible to move in during assigned times. *Pending Residents* will check in at the Viking Woods



Clubhouse: 806 Mel Carnahan Drive, Hillsboro, MO 63050. A mandatory Resident Orientation will be held at 3 pm in ASI-115. NOTE: MOVE IN DATES/TIMES DIFFERENT THAN THOSE ASSIGNED MUST BE ARRANGED AT LEAST 24-HOURS IN ADVANCE WITH THE OFFICE OF RESIDENTIAL LIFE.

**AUGUST 17**

**General Resident Move-In Day**

Residential Life staff may have limited availability on this busy day! If you have questions or concerns, please leave a message and we will return your call as soon as possible.

**AUGUST 20**

**CLASSES BEGIN!**

# *New 2019 Spring Residents*

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## **APPLICATIONS ARE AVAILABLE NOW (Fall 2018-Summer 2019)**

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## **DECEMBER 2018**

### **Room offers begin.**

*Applicants* with a *completed online housing application* on file and clear background check results will be offered a bed space pending availability. *Applicants* who accept a space will be notified they are a *selected applicant* via their [@jeffco.edu](mailto:@jeffco.edu) account with additional instructions to maintain their status. *Selected applicants* must still have a completed *Lease Contract* by a provided deadline to be guarantee a reserved space. NEW *selected applicants* must complete a Meningococcal Vaccination Compliance Form available on the [www.jeffco.edu/housing](http://www.jeffco.edu/housing) > “Apply Now”.

## **TO BE DETERMINED FOR EACH INDIVIDUAL APPLICANT**

### **Completed Lease Contract deadline.**

### **Meningococcal Vaccination Compliance Form deadline.**

*Selected applicants* with a *completed Lease Contract* by this deadline will now be considered *pending residents*. *Selected applicants* who fail to have a *completed Lease Contract* by this deadline may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **UPON LEASE CONTRACT COMPLETION**

### **Rent charges will be applied to student accounts.**

*Pending residents* can log in to their MyJeffco account and review charges under the Student Tab >Account Information > View Account Summary.

## **PRIOR TO ASSIGNED MOVE-IN DATE**

### **Financial arrangements deadline per Lease Contract agreement.**

*Pending residents* will have agreed to finalize financial arrangements at least 10 days prior to the Lease Contract Start Date. Financial arrangements may include paying all rent charges in full, enrolling in a payment plan, or having sufficient financial aid applied to the student account. Financial arrangements must be in place by this deadline or the *pending resident* may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **JANUARY 11**

### **Move-In Day**

*Pending residents* will be eligible to move in from 9 am – 2 pm. *Pending Residents* will check in at the Viking Woods Clubhouse: 806 Mel Carnahan Drive, Hillsboro, MO 63050. A mandatory Resident Orientation will be held at 3 pm in the Viking Woods Clubhouse.

## **JANUARY 14**

### **CLASSES BEGIN!**

# *New 2019 Summer Residents*

*All terms in italics are defined in the “Glossary of Housing Terms” on [www.jeffco.edu/housing](http://www.jeffco.edu/housing)*

## **APPLICATIONS ARE AVAILABLE NOW (Fall 2018-Summer 2019)**

### **CLICK HERE TO APPLY**

Housing application fees are required at the time of online application. New *applicants* will be responsible for \$330 in housing application fees; \$300 security deposit is fully refundable prior to move in, however, the \$30 background check fee is non-refundable. Applicants must also submit clear image of the applicant’s state-issued photo ID (i.e. driver’s license, military ID, etc.) to [vikingwoods@jeffco.edu](mailto:vikingwoods@jeffco.edu).

## **May 2019**

### **Room offers begin.**

*Applicants* with a *completed online housing application* on file and clear background check results will be offered a bed space pending availability. *Applicants* who accept a space will be notified they are a *selected applicant* via their [@jeffco.edu](mailto:@jeffco.edu) account with additional instructions to maintain their status. *Selected applicants* must still have a completed *Lease Contract* by a provided deadline to be guarantee a reserved space. *NEW selected applicants* must complete a Meningococcal Vaccination Compliance Form available on the [www.jeffco.edu/housing](http://www.jeffco.edu/housing) > “Apply Now”.

## **TO BE DETERMINED FOR EACH INDIVIDUAL APPLICANT**

### **Completed Lease Contract deadline.**

### **Meningococcal Vaccination Compliance Form deadline.**

*Selected applicants* with a *completed Lease Contract* by this deadline will now be considered *pending residents*. *Selected applicants* who fail to have a *completed Lease Contract* by this deadline may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **UPON LEASE CONTRACT COMPLETION**

### **Rent charges will be applied to student accounts.**

*Pending residents* can log in to their MyJeffco account and review charges under the Student Tab >Account Information > View Account Summary.

## **PRIOR TO ASSIGNED MOVE-IN DATE**

### **Financial arrangements deadline per Lease Contract agreement.**

*Pending residents* will have agreed to finalize financial arrangements at least 10 days prior to the Lease Contract Start Date. Financial arrangements may include paying all rent charges in full, enrolling in a payment plan, or having sufficient financial aid applied to the student account. Financial arrangements must be in place by this deadline or the *pending resident* may be moved to the bottom of the *wait list* and no longer guaranteed a space.

## **JUNE 6**

### **Move-In Day**

*Pending residents* will be eligible to move in from 9 am – 2 pm. *Pending Residents* will check in at the Viking Woods Clubhouse: 806 Mel Carnahan Drive, Hillsboro, MO 63050. A mandatory Resident Orientation will be held at 3 pm in the Viking Woods Clubhouse.

## **JUNE 10**

### **CLASSES BEGIN!**