Northampton Community College

HOUSING & RESIDENCE LIFE

Housing Check List

Please follow the steps below in order to apply for on campus housing at NCC.

☐ Apply to Northampton Community College. The application is available [here](#).

☐ Complete the Housing Application. The application is available [here](#).
  - Submit the $25 application fee (non-refundable)
  - Submit the $200 security deposit for damages (refundable)*
  - Submit the [Disciplinary Check Form](#) (required)**

Students are eligible for a refund of their $200 security deposit if they cancel their application before signing a housing agreement before July 1st if the student is applying for the Academic Year. For applicants applying for just the Spring Semester, the $200 security deposit is not refundable after a housing contract is signed.

Once you have completed the steps above, Housing & Residence Life will review your application and offer you housing. Please follow the steps below to ensure a smooth transition in order to move on campus.

☐ Log back into the Housing Portal and sign your housing contract. *You will receive an email in your NCC email account once you have been offered housing and your contract is available.*

☐ Print the required [Health Form](#) and have it completed by your doctor.**

☐ Create your My Record Tracker account. *You will receive an email in your NCC email account after signing your housing contact with instructions for how to setup your account.*

☐ Upload your completed Health Form and other medical documentation into your My Record Tracker account. *Do NOT fax or spend physical copies. All documentation must be uploaded to your My Record Tracker account.*

☐ Log into your My Record Tracker account after uploading your documentation and keep checking your account to ensure that all required documents have been approved. *Students will not be able to move into the Residence Hall Commons or Apartments without all pre-approved health forms and documentation.*

☐ Sign up for an NCC New Student Orientation Session (ask Admissions for info).

☐ Attend Orientation and register for at least nine (9) credits for the upcoming semester.

☐ Contact the Financial Aid Office to make sure that all documents have been signed and received to ensure that all aid is in place prior to the tuition due date. You can also access this information by logging into your Student WorkDay account.

☐ Log into your Student WorkDay account to view your tuition bill and remaining balance.

☐ Sign up for a payment plan or pay the remaining balance by the tuition due date.

☐ Complete the online New Resident Orientation. A link to the orientation will be sent to your NCC email address prior to move-in.

**All resident student applicants are required to complete the Recommendation Form and the Health Form, which can be downloaded in the housing application, on the Housing & Residence Life website, or by using the links above.