Residency Information

All students, living on or off campus, MUST provide residency information to the Center for Student Development. New Students who have been admitted to Trevecca Nazarene University and paid their $200 Enrollment Deposit will be eligible to complete the online Residential Information. You must have your TNU network account set up to proceed. The Office of Admissions has sent you information on how to do this. If you have questions about your TNU network account, contact our ITS office at 615-248-1223. Keep these instructions for future reference.

IMPORTANT DATES AND INFORMATION

1. Housing information and instructional video links can be found in the attached letter.
2. **Once you have completed the housing application**, your next step is to select a roommate! If you have not found a roommate yet, you can use our student profile option to match with other students. Residential Life recommends waiting until May 15 to select a roommate as students fill out their application as they deposit. If you know who you would like to room with but do not see them in the database, they have not completed their Residency Application. If you would like to search the database for possible roommate options, please use only one or two filters.
3. The room selection process is determined by the order in which deposited students complete their residency application. Priority room selection will begin on Wednesday, June 23, 2021, and end on Saturday, June 26, 2021. Priority housing applications close on Sunday, June 20, 2021, at midnight. To select a priority room, you must be matched with a roommate. On Monday, June 21, 2021, you will receive an email indicating your specific time to select your residence hall and room. If you have not matched with a roommate by June 20, 2021, you will select your room after June 26, 2021.

RESIDENCY INFORMATION PROCEDURE

**IF YOU PLAN TO LIVE ON-CAMPUS FOLLOW THESE STEPS:**

Priority for room selection is based on when you complete this housing application. Set up your TNU network password first so that you can easily access the Student Development Gateway. To access your Student Development Gateway screen you may need to use your first initial, middle initial and last name.

1. Set up your TNU network password in order to access the Student Development Gateway.
2. Go to TNU4U.trevecca.edu > WebAdvisor for Students > Student Development Gateway.
3. Go to Personal Information tab > My Info --complete questions
4. Go to Personal Information tab > Address & Contacts – complete all required fields
5. Go to Applications tab > Choose the Residential application that best fits your living arrangements—either First Year Freshman (includes those with dual enrollment credit) OR Residential – Transfer Student. Complete the application in its entirety and submit.
   *Tip: Make sure that you have selected the correct term associated with your housing application – Fall 2021.
6. All residential students are required to be on the 20 Meal Plan. If you qualify to apply for the 10 Meal Plan you may complete the appropriate application on the Dining tab.
7. If your housing plans change, please contact housing@trevecca.edu

**IF YOU PLAN TO LIVE OFF-CAMPUS FOLLOW THESE STEPS:**

Set up your TNU network password first so that you can easily access the Student Development Gateway. To access your Student Development Gateway screen you may need to use your first initial, middle initial and last name.

1. Set up your TNU network password in order to access the Student Development Gateway.
2. Go to TNU4U.trevecca.edu > WebAdvisor for Students > Student Development Gateway.
3. Go to Personal Information tab > My Info --complete questions
4. Go to Personal Information tab > Address & Contacts – complete all required fields
5. Go to Applications tab > Choose the Commuter application. Complete in its entirety and submit.
6. You will receive a confirmation through your TNU email if you are approved to live off-campus. Once approved, you may select an optional dining plan by returning to the Student Development Gateway. Meal plans are not required for commuting students.
7. If your residency address changes, please contact us at housing@trevecca.edu

TRANSFER STUDENTS

If you have earned at least 50 transferable hours and would like to live in the apartments, please contact us at housing@trevecca.edu and let us know so that we can confirm your eligibility with Admissions and give you permission to sign up for an apartment.

Questions?

Contact the Center for Student Development at housing@trevecca.edu or 615-248-1245