



New Student Housing Sign-Up/Commuter Release Instructions & Information

Deadline: June 30, 2020

A. How do I sign-up for on campus housing?

1. Log into my.drake.edu using your Drake ID number and Drake password.
2. Click on the fork & knife icon.
3. Housing & Meal Plan Selection Portal will open. Read through the home page and then click on the “Apply Here” in the upper left hand side.
4. Click on Academic Year 2020-2021.
5. If desired, complete the Housing Deposit for On Campus Students.
6. Click on the Final Confirmation and your application is completed.

B. How do I change my request to single room preference if I already completed the housing contract?

1. If you have requested or accepted a roommate request and no longer wish to have a roommate, please follow the steps in Section A. Once in your application you will click the tab “roommate selection” to decline this roommate request.
2. Send an email to housing@drake.edu noting your change to a single room.

C. How do I request a Commuter Application for fall 2020 if I already completed the housing contract?

1. Email housing@drake.edu noting that you would like to complete the off campus request for fall 2020.
2. An email will be sent to you when the Commuter Fall 2020 Application is open for your review and completion.
3. The Office of Residence Life will consider housing release exceptions based on the criterion in the next section. You will receive a notification from the Office of Residence Life regarding whether or not your commuter release has been approved.

Housing Release Information

Drake has a two-year residential requirement post-high school unless you live within 45 miles of campus and you reside with a parent(s) and/or legal guardian. In order to reduce the density of our residence halls, new students can apply for a housing release by June 30. Here are the criteria that will be considered for first-year releases:

- Students are able to reside with an older sibling or extended family—not just a parent/legal guardian;

- Students with immunocompromised conditions that are unable to live in a residence hall*; or,
- Students select to complete their fall semester coursework via remote delivery.

IMPORTANT: Students requesting a commuter release in order to take all courses online this fall must also submit the [Request for Online Course Delivery](#) form. The Registrar's Office will confirm participation in online courses.

*For students with immunocompromised conditions that are unable to live in a residence hall, your Commuter Release Application will be reviewed once the attached [Disability Documentation Form Regarding University Housing](#) has been completed by the student's medical provider and submitted to Michelle Laughlin, Director of Student Disability Services, at Michelle.Laughlin@drake.edu.

For all questions and/or concerns, please contact the Office of Residence Life at housing@drake.edu.