VALPARAISO UNIVERSITY | **Office of Residential Life**

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Returning Student On-Campus Housing Application Guide

All Residential Life/Housing applications and forms are found in each student's Housing Self-Service. To log onto Housing Self-Service, first visit DataVU (datavu.valpo.edu).

On the homepage of the student menu of DataVU, you'll see the section labeled "Meal Plans, Housing & Parking" (pictured below).

To access any housing application available to you, you'll click on "Housing and Meal Plan Self-Service" and then you'll be asked to confirm that you would like to log into Housing and Meal Plan Self-Service.

Once your log in information is confirmed, you'll be taken to your "Housing Self-Service" homepage.


## Step 1: Updating your Personal Information and Living Preferences

First, you'll need to update your living preferences on On-Campus Housing Application. This application is found by clicking on the "Applications" tab. Then, select "On-Campus Housing Application (Fall 2022)".
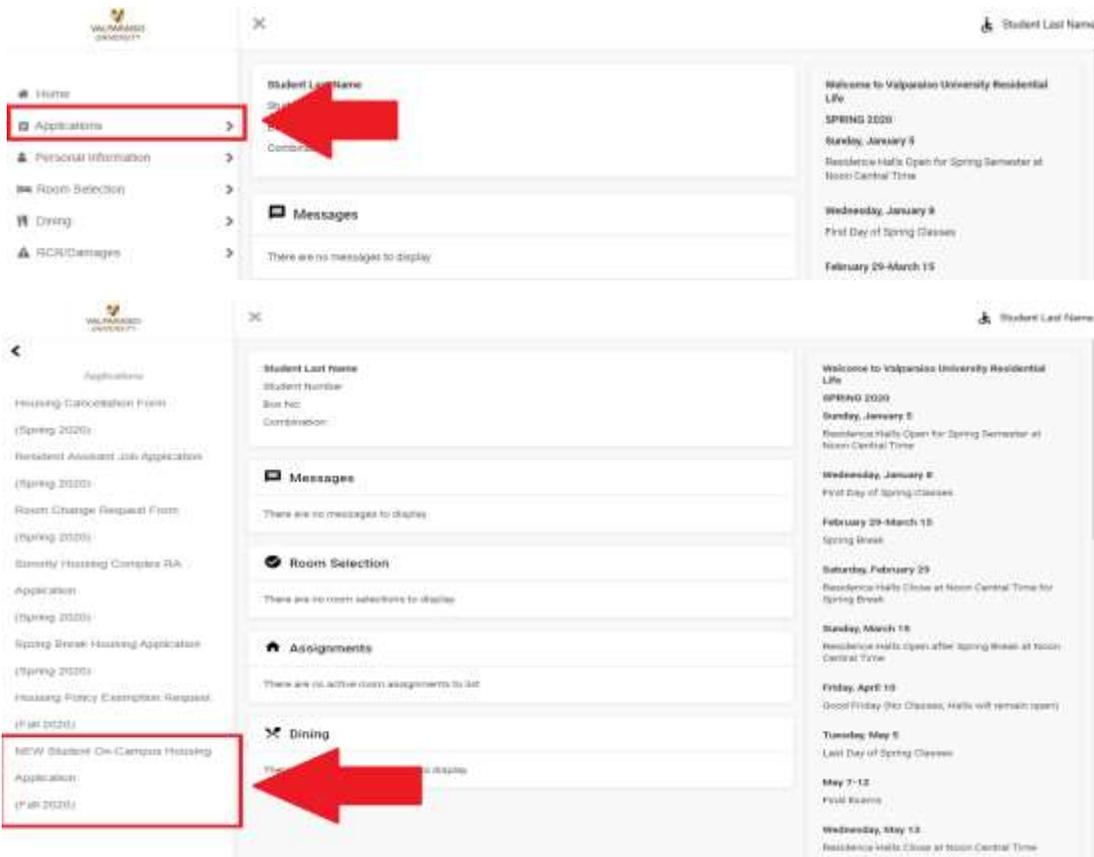
Upon entering the On-Campus Housing Application, you will see the Valparaiso University Office of Residential Life Housing Agreement. Read through this agreement, and scroll to the bottom and sign your name, and click **"CONTINUE"** to take you to the next step of the application.

Sign your name and click Continue with your mouse
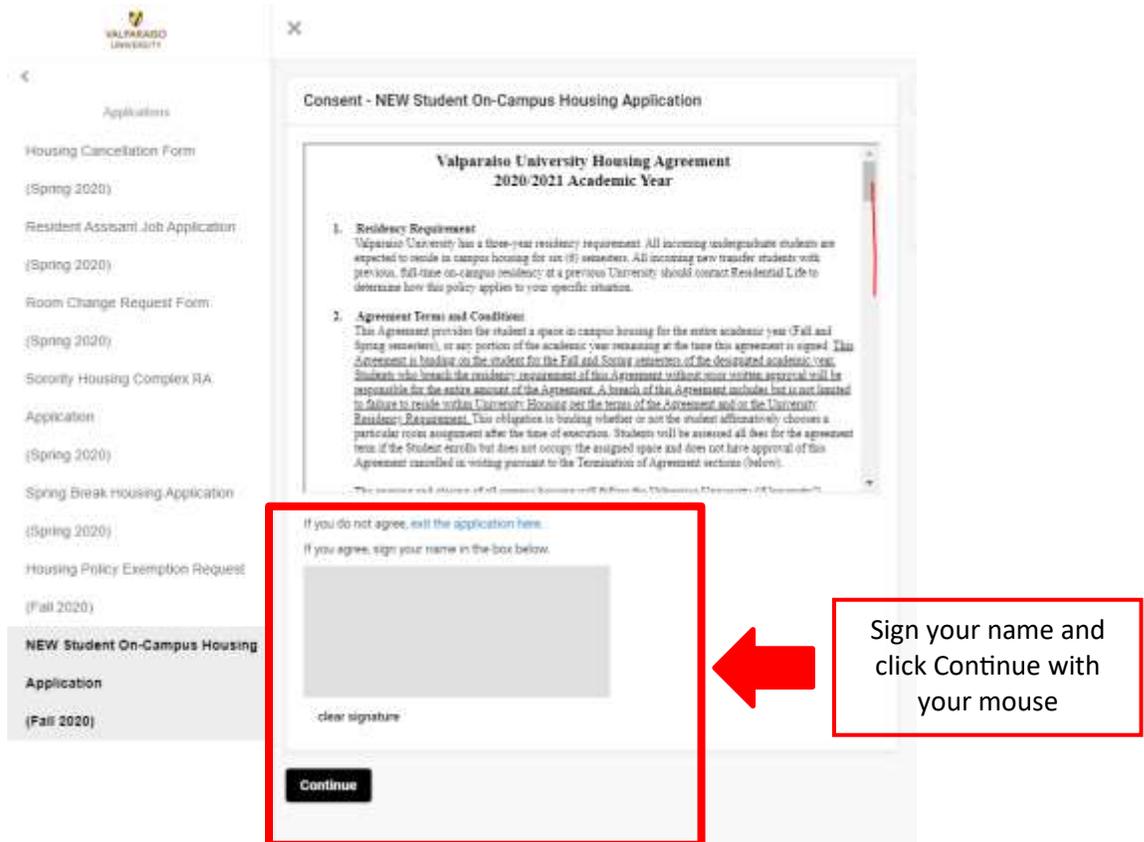
You will then be sent to a screen that will collect your personal information, that will help you match with a roommate in the event that you do not have a specific roommate request. If you have a roommate in mind, you will still need to complete this section. When you complete this page click "**CONTINUE"** at the bottom.
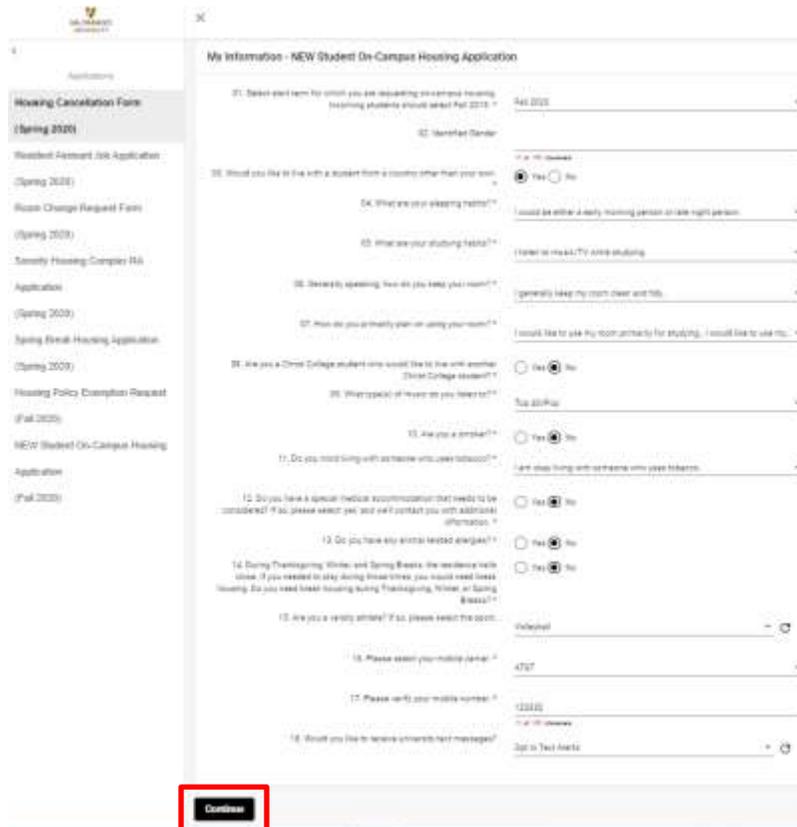
Parental/Emergency Information
You will then be asked to provide the information of a parent and emergency contact. Your parent and emergency contact can be the same if you would like. Click on the pencils to the right of each contact type and fill in the appropriate information for each and click **"SAVE". Make sure that both contacts are complete** *BEFORE* clicking **"CONTINUE".**

If you are student under the age of 17, you will need to provide your parent email address. Your parent will then be sent a parental verification link and special code to enter.

Once contact information is updated click **"CONTIUE"**.

Living Preferences

After clicking **"CONTINUE"**, you'll then be able to make 3 living preferences. These living preferences should be one of the upper-class choices listed below. Please do not select the same living preference more than once. This does not guarantee your placement in any of these areas. It is important to have a back-up plan in case there is no availability in your preferred hall once your selection time arrives.

Upper-Class Choices
Hall Choices for Transfer Students • Alumni- SINGLE • Beacon (suite style with semi-private bathroom) • Guild (women-doubles, triples and quads community bathroom) • Memorial (men-doubles, triples and quads community bathroom) • Promenade Apartments (4 semesters on-campus & above) • Wehrenberg- DOUBLE (doubles, community bathroom) • Wehrenberg- SINGLE (doubles, community bathroom) • Sorority Housing Complex

Selecting Living Preferences
- In the Choice # Select 1 for your first choice.
- In the Request Type, select Hall Choice-Upperclass for residence hall options.
- From the list of options that populate, select your preference of Hall.

Once you select a living preference from the drop-down menu, you must click **"ADD"** for the living preference to be saved. You will then be prompted to add additional living preferences and you'll need to click "ADD" after for each new living preference.

You will need to provide us with three living preferences.

Click "CONTINUE" to submit your application. You will then receive a confirmation page and your application is complete,
Click on the "HOME" button at the bottom of the confirmation page to take you to the main page where you can complete your roommate preferences.

Step 2: Requesting/Confirming a Roommate

To request or confirm a roommate request, click on "Select Roommates" under the "Room Selection" tab on the Housing Self-Service homepage. **However, you'll only be able to select your roommate AFTER your desired roommate has also completed the On-Campus Housing Application**. After requesting your roommate, they will need to log back in and confirm you as a roommate.
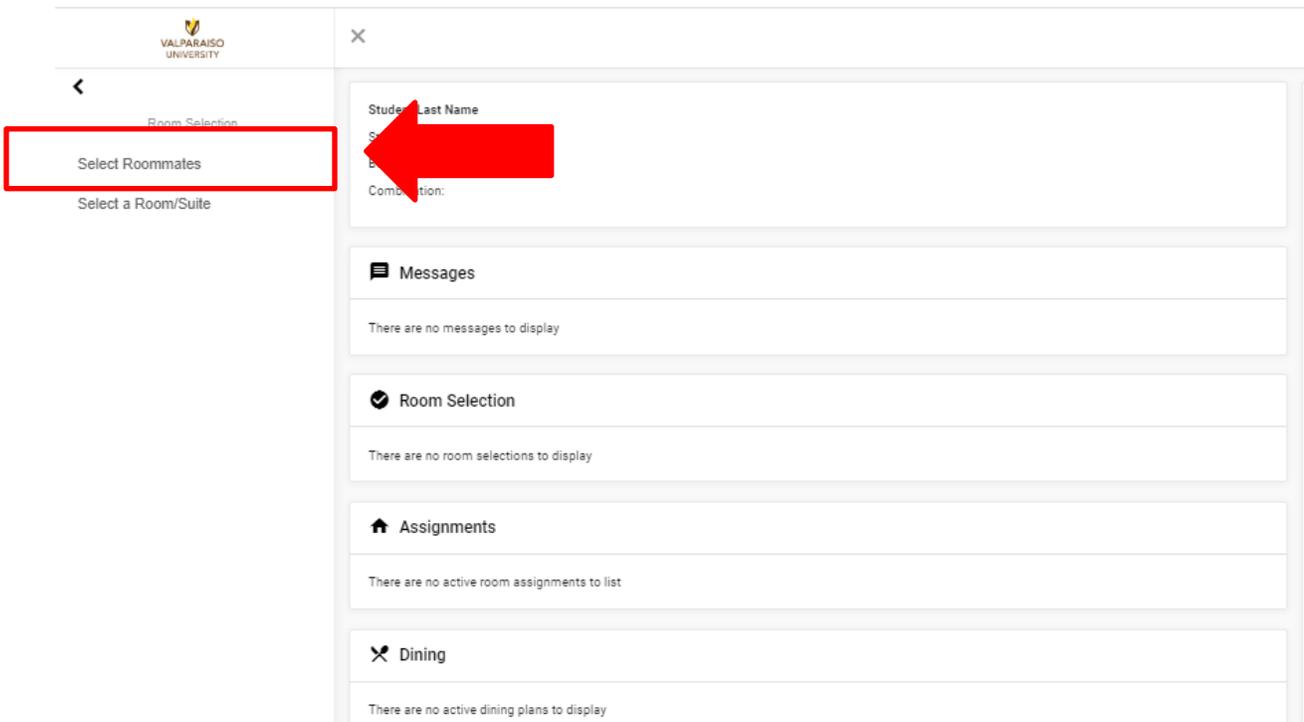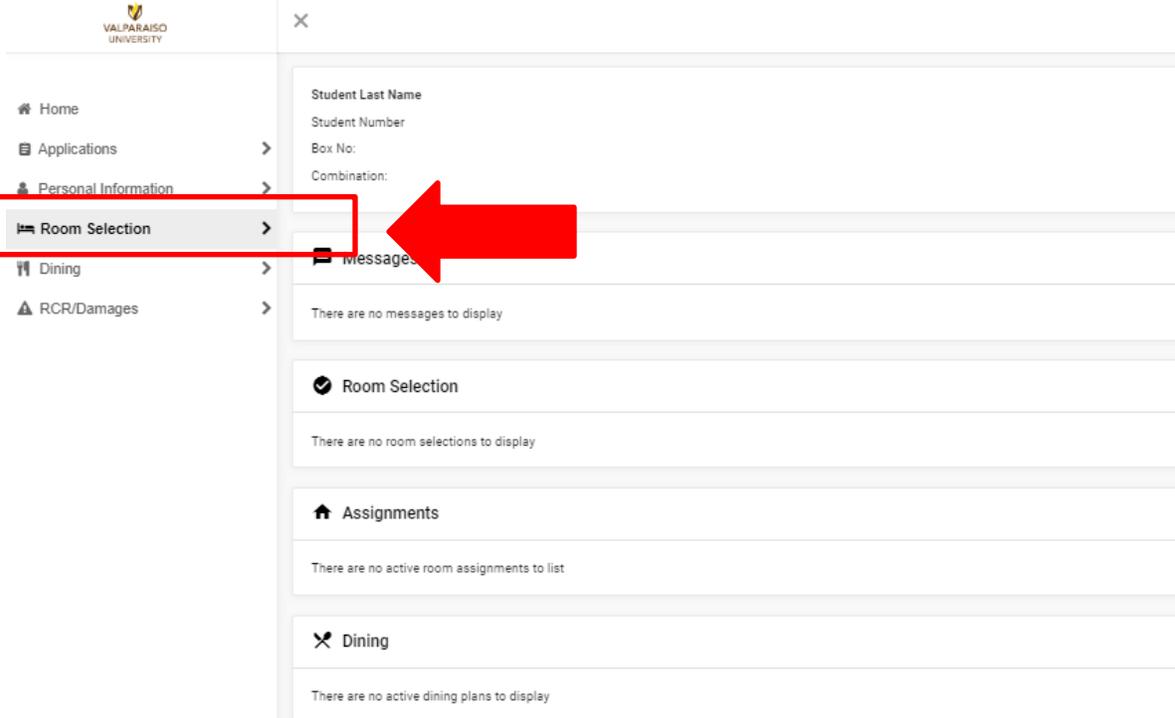
After selecting the appropriate semester (Fall 2022), you'll be able to search for a desired roommate. If you have a roommate in mind you can search by their name. If you don't have a roommate in mind you can search based on criteria.

To search for a roommate by name or criteria click on "Search for Roommate". If you know your roommates name type it in the appropriate areas and click on "Begin Search" it will then populate your roommate based on their name. If you would like to live with that individual click "Request Roommate".

If you are unsure of who you would like to live with you can select a few items that you would like to find in a roommate. We suggest only selecting 1-3 living preferences that are really important to you so that you may have better results in finding a roommate.

Pending Roommate Requests

If a person has requested you as a roommate, you need to accept or deny that request (similar to a Facebook friend request). If you remove a roommate, they will also receive that information in an email. First year students are only able to request one individual as a roommate.
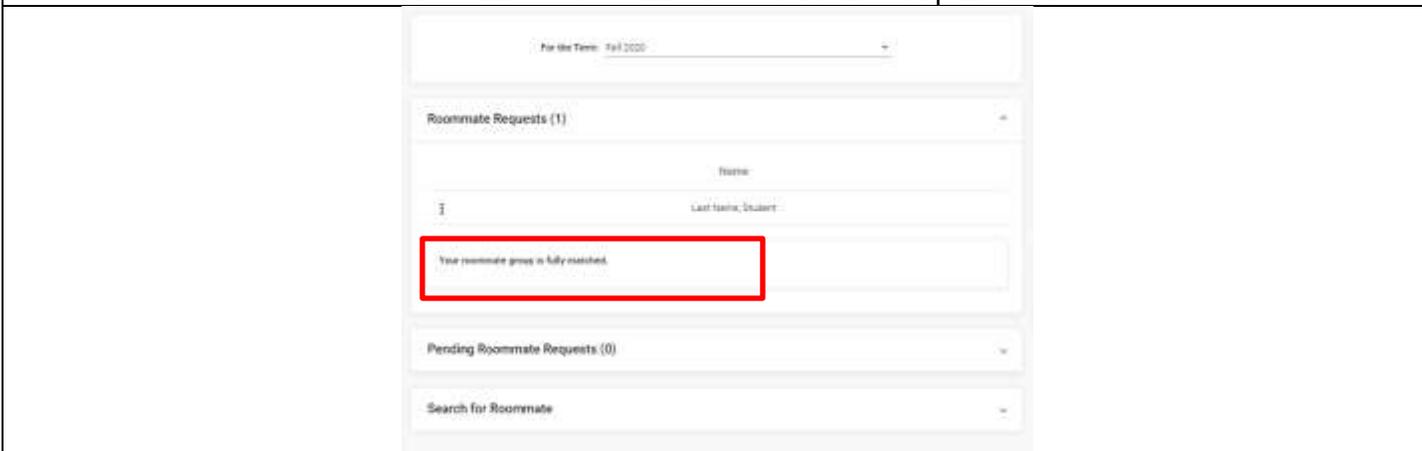
What the REQUESTOR Sees	What the REQUESTEE Sees
For the Term: Fall 2020	For the Term: Fall 2020
Roommate Requests (1)	Roommate Requests (0)
Name	Pending Roommate Requests (1)
Psaila, Emma	Name
Emma Psaila has not requested Student Last Name	Last Name, Student
Pending Roommate Requests (0)	**Eye**- View Student Profile **Person**- Confirms Roommate Request **Trash Can**- Removes Roommate Request
Search for Roommate	
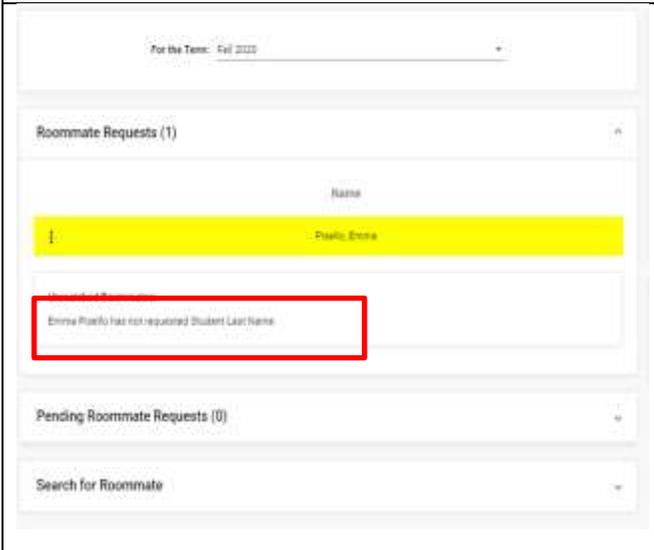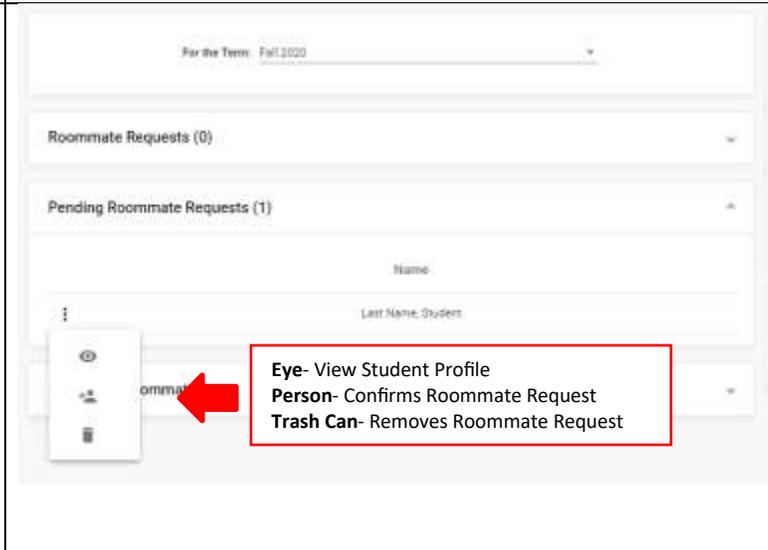
What a FULLY MATCHED ROOMMATE Group Looks Like
For the Term: Fall 2020
Roommate Requests (1)
Name
Last Name, Student
Your roommate group is fully matched.
Pending Roommate Requests (0)
Search for Roommate

Housing Information Deadline

Roommate requests must be complete **by Monday, February 28, 2022, at 5 pm for those interested in the On-Campus apartment selection process**. Students participating in the **General Room Selection Process should complete them by Monday, February 28, 2022.**

If you have a medical/special accommodation, please notify our office so we can provide you with the appropriate steps to take, to assist in accommodating your need.

Please note, to select a space a group must be able to fill it to capacity. So, to select an eight-person suite in Beacon students must all be mutually matched with their seven other desired suitemates.

Questions

If you have any questions or experience issues with the On-Campus Housing Application, please do not hesitate to contact us at ResLife@valpo.edu or 219-464-5413.