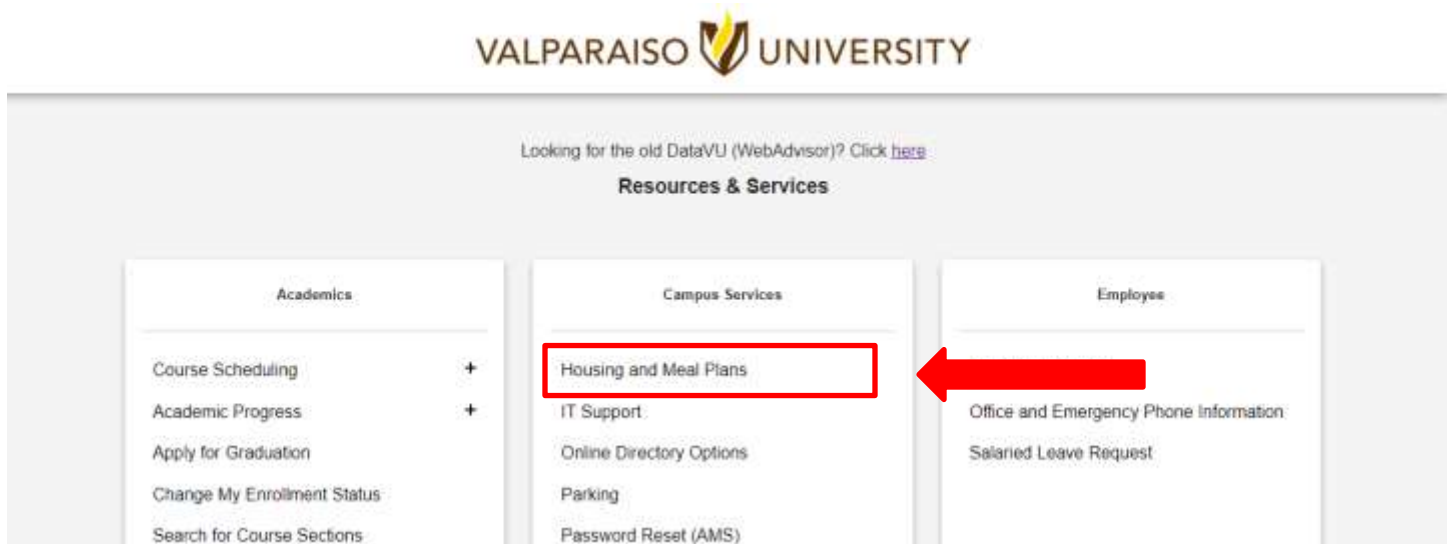


## NEW Student On-Campus Housing Application Guide

DataVU is the primary way that students access important records: registration, tuition bills, meal plans, and housing.

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 Campus Services and a sub-section labeled “Housing and Meal Plans” (pictured below).



To access any housing application available to you, you’ll click on “Housing and Meal Plans” and then you’ll be asked to log in with your Valpo user information and password. Once logged in you will need to click on the hyperlink to log into Housing and Meal Plan Self-Service.



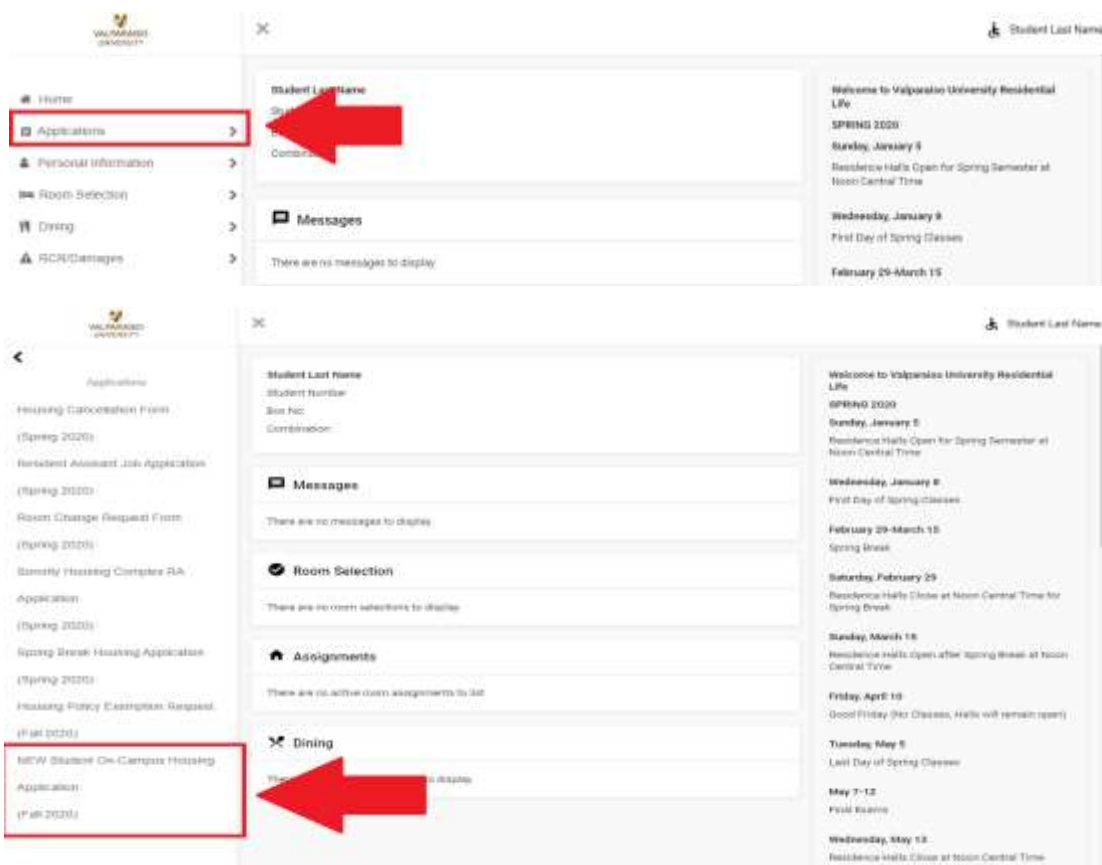
Once your log in information is confirmed, you'll be taken to your "Housing Self-Service" homepage.



As a new student, you'll have the ability to update your NEW Student On-Campus Housing Application with living preferences, building preferences, and have the option to select a specific roommate.

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

First, you'll need to update your living preferences on your NEW Student On-Campus Housing Application. This application is found by clicking on the "Applications" tab. Then, select "NEW Student On-Campus Housing Application (Fall 2023)".



Upon entering the NEW Student On-Campus Housing Application, you will see the Valparaiso University Office of Residential Life Housing Agreement. Read through this agreement, scroll to the bottom and sign your name, and click “**CONTINUE**” to take you to the next step of the application.

You will then be sent to a screen that will collect your personal information, which will help us match you 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.

Consent - On-Campus Housing Application

Valparaiso University Housing Contract  
2022/2023 Academic Year

1. **Residency Requirement:**  
Valparaiso University ("University") has a three-year residency requirement. All incoming undergraduate students are expected to reside in campus housing for six (6) semesters. All incoming new transfer students who previously full-time on-campus residency at a previous University should contact Residential Life to determine how this Contract applies to your specific situation.

2. **Terms and Conditions:**  
This Contract provides the student a space in campus housing for the entire Academic Year which shall mean the Fall and Spring semesters in any portion of the academic year remaining in the term this contract is signed. This contract is subject to the student for the year and Spring semesters of the academic calendar year. Students who break the residency requirement of this contract without their written approval may be responsible for the entire semester at the completion of this contract. Students who are not eligible to move to off-campus housing must remain in the contract until the end of the academic year. This contract is binding whether or not the student automatically chooses a particular room. Students who do not wish to be bound by this contract until the student accepts the assigned space and does not have approval of this Contract cancelled in writing pursuant to Sections 9 and 10 of this Contract.

The opening and closing of all campus housing will follow the University academic calendar in accordance with a schedule published by the Registrar. The halls are closed at Thanksgiving and Spring breaks and the time between Fall and Spring academic terms. This Contract does not entitle students to the use of their room in the residence hall during the time when the Office of Residential Life has designated the residence halls closed for breaks or vacations. Students seeking housing during these closed periods may request special Break Housing. If approved for Break Housing, students may be required to temporarily occupy a room other than regularly assigned housing. In addition, an additional fee for staying in the residence hall at times when the halls are ordinarily closed may be assessed depending on the reason for the Break Housing request.

3. **Occupancy:**  
Students will pay room charges for the academic year specified above according to the University payment schedule. Students may not sublet or rent their room, and may not permit another person to share their room assignment. Valparaiso University will make every effort to assign accommodations to student preference, but the University does not guarantee assignment to a particular residence hall, type of accommodation, specific rooming, or a single room. Students with appropriate documentation of a condition that requires special accommodations should contact the Office of Disability Services. Students who do not have written approval will be assigned a room of 1100 sq ft or if approved

If you do not agree, exit the application here.  
If you agree, sign your name in the box below.

Enter your full name to give consent (hand drawn signature will be auto-generated)  
 Use the signature pad to draw your signature

Enter your full name

Clear signature

Sign your name and click Continue with your mouse

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



Addresses/Contacts - NEW Student On-Campus Housing Application

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

### Addresses

Required	Completed	Type	Street	City	Zip Code
There are no Addresses to list					

### Contacts

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work		
✓	✓	Parent Contact	ffff	Parent/Guardian	sss	sss	sss	sss	sss	
✓	✓	Emergency Contact	dfgs	Pa						

**Continue**

First click on the pencils to edit the contact information. The Screens below will populate.

#### Edit Contact: Parent Contact

Name: Kelly  
Relationship: Parent/Guardian  
Email: kelly@gmail.com  
Mobile Phone: 123456789  
Home Phone: 123456789  
Address 1: 123 street  
Address 2: 123 street  
Address 3: 123 street  
Address 4: 123 street  
City: 123  
State: Louisiana  
Zip Code: 12345  
Country: United States

**Save** **Cancel**



#### Edit Contact: Emergency Contact

Name: Kelly  
Relationship: Parent/Guardian  
Email: kelly@gmail.com  
Mobile Phone: 123456789  
Home Phone: 123456789  
Address 1: 123 street  
Address 2: 123 street  
Address 3: 123 street  
Address 4: 123 street  
City: 123  
State: Louisiana  
Zip Code: 12345  
Country: United States

**Save** **Cancel**

Once contact information is updated click **“CONTINUE”**.

### Contacts

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work	
✓	✓	Parent Contact	Kelly	Parent/Guardian	kelly@gmail.com	123456789	123456789	123456789	
✓	✓	Emergency Contact	Small	Parent/Guardian	kelly@gmail.com	123456789	123456789		

**Continue**

## Living Preferences

After clicking “**CONTINUE**”, you’ll then be able to make **THREE** living preferences. You can also remove existing preferences. Please do not select the same living preference more than once.

First Year Choices	Transfer Choices
<ul style="list-style-type: none"><li>• Brandt Double</li><li>• Brandt Single</li><li>• Lankenau Double</li><li>• Lankenau Single</li></ul>	<ul style="list-style-type: none"><li>• Beacon (suite-style with semi-private bathroom)</li><li>• Guild (women-doubles, triples, and quads community bathroom)</li><li>• Memorial (men-doubles, triples, and quads community bathroom)</li><li>• Wehrenberg (singles and doubles, community bathroom)</li><li>• Promenade Apartments (4 semesters on-campus &amp; above)- May not be available</li></ul>

### Selecting Living Preferences

- In the Choice # Select 1 for your first choice.
- In the Request Type, select Hall 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.***

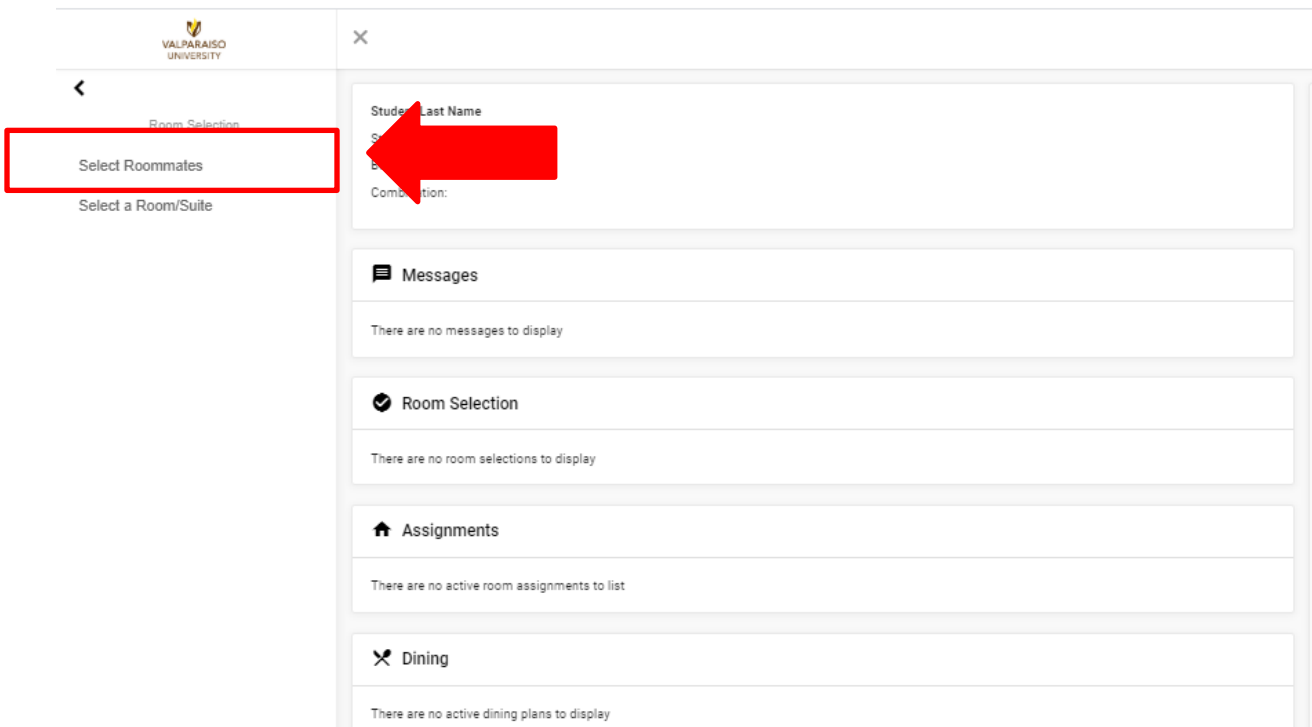
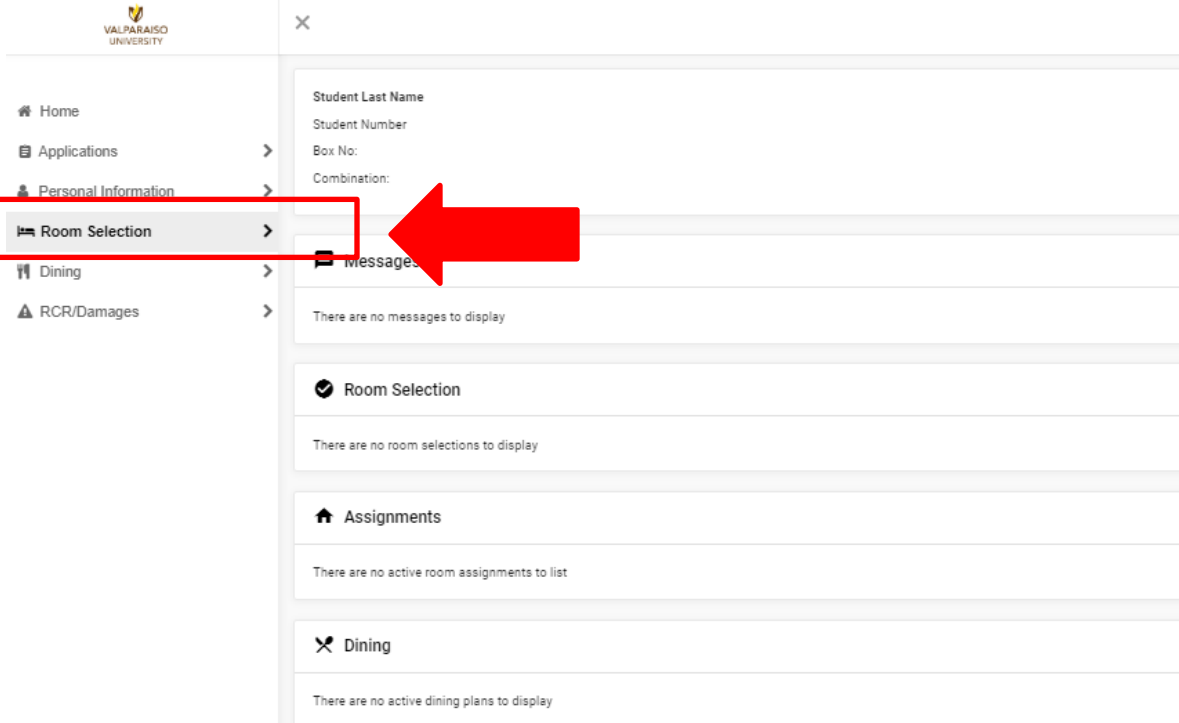
The screenshot shows a web application interface for housing requests. At the top, there is a title bar: "NEW Student On-Campus Housing Application - Existing Living Requests for Fall 2021 (1)". Below this is a table with three columns: "Choice #", "Request Name", and "Value". The table contains one row: Choice # 1, Request Name "Hall Choice", and Value "Lankenau Hall - Double". Below the table is a section titled "Add a New Living Request". This section contains three dropdown menus: "Choice #" with the value "2", "Request Type" with the value "Hall Choice", and a value field containing "Lankenau Hall - Double". To the right of these fields is a black "Add" button. A red box highlights the entire "Add a New Living Request" section. Below this section is a "Continue" button, also highlighted with a red box. A red arrow points from the "Add" button to a text box that says "Living Requests will show here after they are added from the drop-down menu below".

**Once you’ve set your building 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.** If your desired roommate is coming to FOCUS after you, they will need to request you as a roommate, as you will have completed your housing application and you will need to log back in and confirm them as a roommate.



After selecting the appropriate semester (**Fall 2023**), 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.

The screenshot shows a search interface with three main sections. At the top, a dropdown menu is set to "For the Term: Fall 2023". Below this are three buttons: "Roommate Requests (0)", "Pending Roommate Requests (0)", and "Search for Roommate". To the right of each button is a red arrow pointing to a dropdown menu. The first dropdown is labeled "View MATCHED Roommate requests", the second is "View the status of Roommate requests", and the third is "Search for Roommate based on Name or Criteria".

To search for a roommate by name or criteria click on "Search for Roommate". **If you know your roommate's 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".**

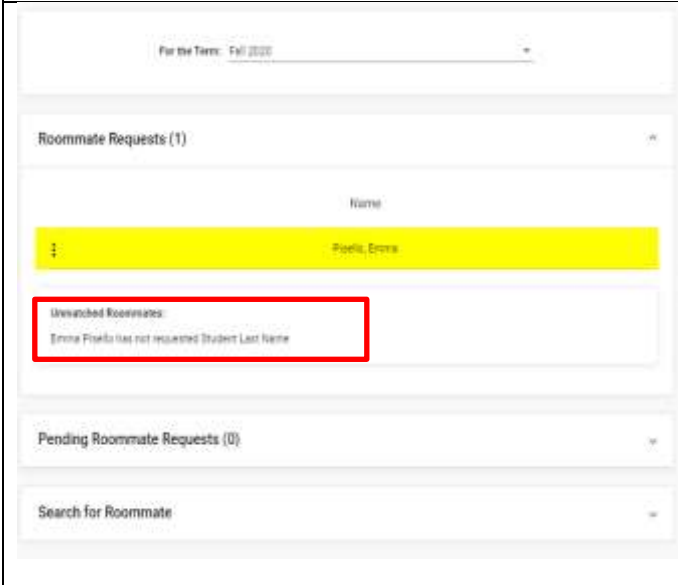
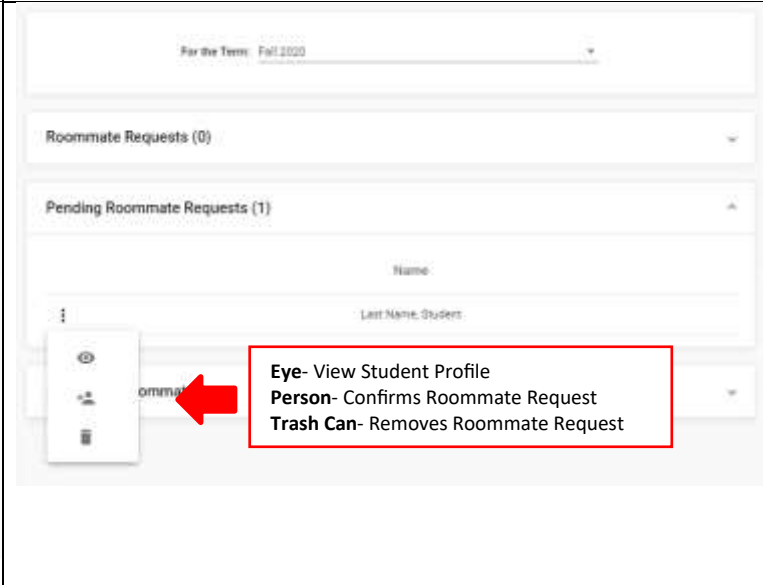
**\*\*If your roommate has not yet completed the housing application you will not be able to search for them, as they are not yet in our system.\*\***

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.

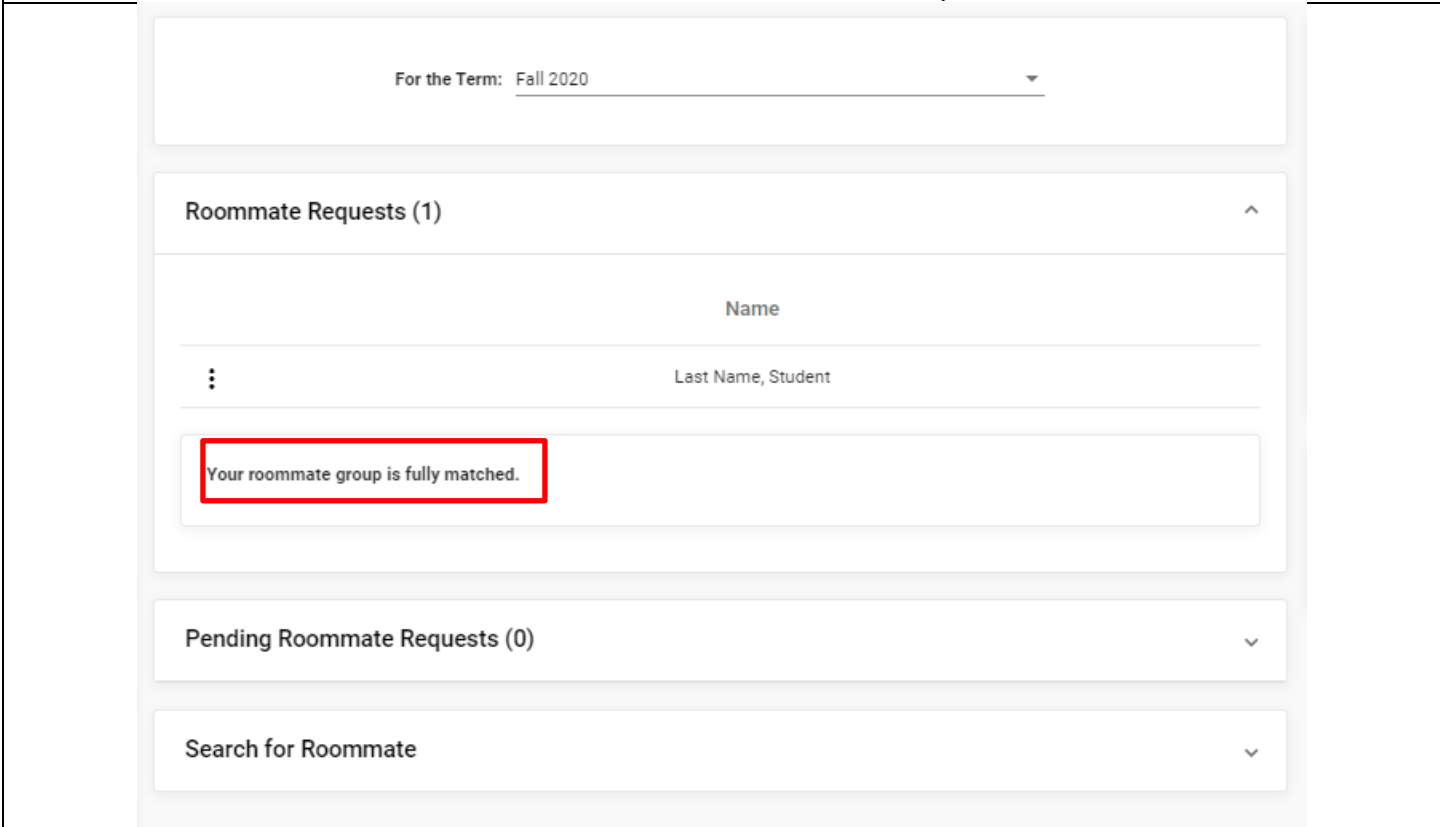
The screenshot shows the "Search for Roommate" form. The form has two columns of questions. The first column contains questions 01 through 10, and the second column contains questions 02 through 10. A red box highlights the first two questions in the first column: "01. What is the FIRST NAME of your desired roommate?" and "02. What is the LAST NAME of your desired roommate?". The first question is empty, and the second question has "Pisello" entered. Below the form is a "Begin Search" button, which is also highlighted with a red box. Below the search form is a "Search Results (1)" section. The results section shows a list of questions and answers, including the first two questions from the search form. A red box highlights the "Request Roommate" button at the bottom of the results section.

### **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
	

### **What a FULLY MATCHED ROOMMATE Group Looks Like**


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### **Housing Information Deadline**

All living preferences, including building preferences, and roommate requests must be complete by the required deadline.



If students do not appropriately select and confirm roommates they will be assigned with a random roommate.

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.

**Housing Assignment Information**

Housing assignments, including building, room, and roommate information will be sent to your Valpo email address. New student Move-In Appointments will then be sent late July.

**Questions**

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