



KEY DATES FOR THE 2021-2022 ROOM SELECTION PROCESS

Monday, February 1	Students with indicated medical need in THD emailed On-Campus Application for Fall housing available in Housing Self-Service
Monday, February 15	Medical Accommodation Room Selection Appointment Scheduling Complete
Monday, February 15- Friday, February 26	Medical Accommodation Room Assignment Meetings French and German House Rosters In
Sunday, February 28 by 5pm	Deadline to apply for or cancel Fall housing to receive 100% housing deposit refund On-Campus Fraternity Rosters Due to Res Life
Tuesday, March 2	Instagram Tour- Promenade Apartments
Monday, March 8	Apartment Selection Online Appointment Date/Time sent via email
Tuesday, March 9- Thursday, March 11	Apartment Selection for Eligible Students
Tuesday, March 16	Room Selection Online Appointment Date/Time sent via email
Tuesday, March 16-Thursday, March 18	Instagram Tours <ul style="list-style-type: none"> Wehrenberg - Tuesday, March 16 GM- Wednesday, March 17 Beacon- Thursday, March 18 In Person In Hall Roommate Socials <ul style="list-style-type: none"> Lankenau, In Hall Social- Monday, March 15 @ 7:30 PM Brandt, In Hall Social- Tuesday, March 16 @ 7:30 PM
Friday, March 19- Thursday, March 25	General Online Room Selection Process

GUIDELINES & INSTRUCTIONS ON THE ROOM SELECTION PROCESS

All students who are currently living in campus housing must visit the Housing Self-Service (via DataVU) in order to indicate to the Office of Residential Life your intentions for the 2021-2022 academic year.

Students should indicate that they need on-campus housing by completing the On-Campus Housing Application for Fall 2021 in Housing Self-Service no later than **Sunday, February 28, 2021**. Online Room Selection will begin **Friday, March 19 and will end Thursday, March 25, 2021**. Students will be able to view their room selection date and appointment time in their Housing Self-Service the week of March 15.

Students who do not intend to live in campus housing for the 2021-2022 academic year (ex. transferring, studying abroad, graduation, etc.) should visit their Housing Self-Service and complete a Housing Cancellation Form for Fall 2021. To receive 100% housing deposit refund students, need to cancel their housing through HOUSING SELF-SERVICE no later than **Sunday, February 28, 2021 by 5pm**.

ALL STUDENTS WITH LESS THAN 6 SEMESTERS OF LIVING IN CAMPUS HOUSING BEFORE FALL 2021 ARE REQUIRED TO LIVE IN UNIVERSITY-OPERATED HOUSING. SUMMER HOUSING DOES NOT COUNT TOWARDS SEMESTERS ON-CAMPUS.

WHAT DO I NEED TO DO TO CHOOSE A ROOM FOR FALL 2021?

All students must complete an On-Campus Housing Application for Fall 2021 via their Housing Self-Service by **Sunday, February 28, 2021 to participate in the room selection process. Students who sign up after this date will be assigned housing but will lose their room selection priority.**

After completing an On-Campus Housing Application for Fall 2021, students must select a bed in on-campus housing through either the Apartment Selection Process or the General Room Selection Process. The Apartment Selection Process will be held Tuesday, March 9-Thursday, March 11, students wishing to be considered for the apartment selection process must have lived on campus for four (4) or more semesters and complete the On-Campus Housing application by Sunday, February 28 at 5pm. The General Room Selection will be held Friday, March 19-Thursday, March 25.

HOW DOES THE ROOM SELECTION PROCESS WORK?

Between **Monday, February 1 and Sunday, February 28** students will need to visit the Housing Self-Service to apply for on-campus housing or cancel their housing for Fall 2021. Roommates must be selected and confirmed by **Sunday, February 28** through Housing Self-Service. Students will be able to view their room selection date and appointment time in their Housing Self-Service Tuesday, March 16. An email will also be sent out at this time.

If a student has a roommate selected and confirmed, the person with the earliest appointment time can select the room once it is their appointment time. Students are only able to see available rooms that match their group size. For example, if a student is in a two-person grouping, they will only see vacant two-person spaces. At that point, all confirmed roommates will be “pulled” into the room as well. A student can pick their room any time after their appointment time.

Students wishing to live in the On-Campus Apartments must first be eligible to reside there (see specific details on page 3 of this booklet) AND they must complete their On-Campus Housing Application **Sunday, February 28 by 5pm. All roommates need to be selected and confirmed in Housing Self-Service by Sunday, February 28, 2021 by 5pm.** Eligible students will then be placed in the Apartment selection process occurring **Tuesday, March 9 through Thursday, March 11.** Apartment selection will be based on credit hours, meaning the person in the group with the most credit hours can pick the apartment and all confirmed roommates will be “pulled” into the apartment as well. Groups will only be eligible for a space if they can fill the entire apartment.

The Office of Residential Life will assign students who do not participate in the room selection process, and are required to live on-campus according to the University Housing Policy, to remaining rooms. In the event of a roommate change or cancellation, the Office of Residential Life may assign another student to the available space.

HOW AM I ASSIGNED A SELECTION DATE & TIME?

Students who apply for on-campus housing for Fall 2021 housing will have a selection date and time assigned to them based on total cumulative credit order, with the student with the highest number of credits receiving the highest priority. Cumulative GPA will be used to break ties. For example, a student with 72 credits and a GPA of 3.60 will receive higher priority than a student with 72 credits and a GPA of 3.58. Student housing deposit dates will be used in the event of a tie in GPA, with the earlier deposit date receiving higher priority. Once the list is arranged, students are then assigned a selection date and time.

Students currently participating in overseas programs who are not registered for classes and/or will not have equivalent credits posted to their academic record by **Sunday, February 28**, will have 15 credits added to their total for each semester for which it is appropriate. This applies to students in the Cambridge, Reutlingen, and Puebla programs, among others.

WHAT IF I CAN'T FIND MY DESIRED ROOMMATE IN THE ROOM SELECTION SYSTEM?

Students will only be able to search for and request a roommate after that person has also completed the [On-Campus Housing Application](#). If you cannot find your desired roommate, then they need to complete the On-Campus Housing Application.

To find your desired roommate(s) log into your “Housing Self-Service”. Under the Room Selection Tab, select Select Roommates, you will then be able to search your roommate(s) based on their name. When you find your roommate(s) you will request them which will send them an email notification. Your roommate(s) will need to log into their Housing Self-Service to confirm you as their roommate. All students must be mutually matched to be able to select a space.

WHAT IF I DON'T HAVE A ROOMMATE?

Priority in room selection will be given to individuals who can fill a complete room/suite/apartment. If you do not have a roommate in mind, you may search for one via the Advanced Room Selection Search function. **Roommate socials will be held throughout the residence halls Lankenau Hall March 15 and Brandt Hall March 17 from 7:30-9:30PM** to assist you in finding a roommate. Please see your RA or RLC for events occurring in your building.

If you do not have a roommate, you will not be able to select a room until all appointment times are complete. If single rooms are offered for the 2021-2022 academic year, you would be able to select from that inventory as well. At that time, the system will unlock and allow you to select a bed space in a room without a roommate.

WHAT IF I NEED BREAK HOUSING FOR 2021-2022?

Break Housing for 2021-2022 will be offered in Alumni Hall (subject to change, based on demand and bed space availability). If you need break housing at any point during the 2021-2022 academic year, as you are an international student, student-athlete, etc., you should select a room in the break housing building.

WHAT IF I HAVE A MEDICAL/SPECIAL ACCOMMODATION REQUEST?

If you have a Housing Special/Medical Accommodation or Access and Accommodations Resource Center (AARC) Accommodation, please go to your Housing Self-Service and complete an application to RESERVE a space in housing. You will also need to contact our office **as soon as possible** to schedule an appointment.

If you do not have a current Housing Special/Medical Accommodation or AARC Accommodation on file you will need to complete a Medical Accommodation Provider Supporting Information Form prior to Monday, February 15, 2021 and provide it to our office. We will then work with the AARC for the next steps of your accommodation.

The form can be found on our website and can be faxed to our office by your medical professional. Our fax number is 219-464-5256. Your medical professional can also send a scanned PDF of the document to reslife@valpo.edu.

Step 1	Step 2	Step 3
February 1-February 28	February 1- February 15	February 15-February 26
Go to your Housing Self-Service and complete an application to <u>RESERVE</u> a space in housing.	Call or email the Office of Residential Life to Schedule a 15-minute appointment to select your space.	The Office of Residential Life will assign you to a space during your scheduled meeting.

CAN I SEE A ROOM OR APARTMENT?

Yes, we will host virtual open houses on our Instagram [valporeslife](https://www.instagram.com/valporeslife) as follows:

- On-Campus Apartments: Tuesday, March 2
- Wehrenberg Hall: Tuesday, March 16
- Guild/Memorial: Wednesday, March 17
- Beacon Hall: Thursday, March 18

Please note previous years tours for Wehrenberg, Guild/Memorial and Beacon Hall are available on our account.

WANT TO LIVE IN THE ON-CAMPUS APARTMENTS- Promenade East and West?

Step 1	Step 2	Step 3
February 1-February 28	February 1-February 28	March 9-March 11
Go to your Housing Self-Service and complete an application to <u>RESERVE</u> a space in housing.	Go to your Housing Self-Service to <u>SELECT AND CONFIRM</u> your roommate(s) and apartment-mates.	All students eligible for On-Campus Apartments, who have reserved a place in housing, will be placed in the Apartment Selection Process. Appointment times will be provided on Mon., March 8.

- **On-Campus Apartments are offered to students who will have lived on campus for 4 semesters (students who studied abroad during the academic year, your time away will count as semesters lived on-campus) or above upon the completion of the Spring 2021 semester.**
 - Promenade East and West Apartments are 2 story townhouses with 2 bedrooms and 2.5 bathrooms. Each apartment holds 4 students in shared bedrooms.
- Students interested in living in the on-campus apartments need to complete the On-Campus Housing Application in Housing Self-Service by 5 pm Sunday, February 28, 2021. All roommates and apartment-mates need to be selected and confirmed in Housing Self-Service by 5 pm Sunday, February 28, 2021, as well. Only students who are eligible for the Promenade East and West Apartments, who have reserved a place in housing by Sunday, February 28 will be added to the Apartments Selection process and provided an appointment time based on credit hours on Monday, March 8, 2021.

- The Apartment Selection Process will occur on **Tuesday, March 9 - Thursday, March 11, 2021.**
- During your designated appointment time, you may select from the available apartments for you and your confirmed roommate(s).
 - The person with the earliest appointment time can select the apartment. At that point, all confirmed roommates will be “pulled” into the room as well. Students will only be able to select an apartment if their group can fill the entire apartment. As all Promenade East and West spaces are four-person, all groups will need to have four people.
- The number of students interested in the apartments will determine the likelihood of a group receiving one. **Not all groups will receive an apartment.**
- If all apartment spaces have been filled, you will be able to pick an on-campus space during the General Room Selection Process Friday, March 19-Thursday, March 25, 2021. General Room Selection appointment times will be sent Tuesday, March 16.
- If you do not receive an apartment through the Apartment Selection Process, an Apartment Waitlist will be available in April. You will receive an email about how to put your group on that waitlist.

Tune into the On-Campus Apartment Open House on Tuesday, March 2, 2021 on Instagram at valporeslife

WANT TO LIVE IN BEACON HALL?

Step 1	Step 2	Step 3
February 1-February 28	February 1-February 28	March 19-March 25
Go to your Housing Self-Service and complete an application to <u>RESERVE</u> a space in housing.	Go to your Housing Self-Service to <u>SELECT AND CONFIRM</u> your roommate(s) and suitemates.	Select a suite for the size of your group. You will need to fill an entire suite during the initial portion of General Room Selection.

- Beacon Hall will be part of General Room Selection, which will occur March 19- March 25. During the General Room Selection Process, groups who wish to reside in Beacon Hall must fill an entire suite.
 - Beacon Hall consists of 4-, 6-, and 8-person suites.
- Complete the On-Campus Housing Application in Housing Self-Service by Sunday, February 28, 2021.
- Select and confirm all roommates in Housing Self-Service by Sunday, February 28, 2021.
- During your designated appointment time, you may select from the available suites for you and your confirmed roommate and suitemates.
 - The person with the earliest appointment time can select the suite. At that point, all confirmed roommates will be “pulled” into the suite as well. **Students will only be able to select a suite if their group can fill the entire suite.**
 - Please note groups will only be able to see available suites for their group size. There are limited amounts of each size suite. Beacon has the largest inventory of 8-person suites, followed by 6-person, and then 4-person suites.
 - The individual selecting the suite for the group will need to place each individual in a room within the suite, so please have this information ready during your selection time.

Tune into the Beacon Open House on Thursday, March 18, 2021 on Instagram at valporeslife

WANT TO LIVE IN ON-CAMPUS FRATERNITY HOUSING?

Step 1	Step 2	Step 3
February 1-February 28	February 1-March 5	After Rosters Provided
Go to your Housing Self-Service and complete an application to <u>RESERVE</u> a space in housing.	Chapter presidents will make room assignments for chapter members who signed up for on-campus fraternity housing.	The Office of Residential Life will assign your members to the spaces provided on the roster.

Fraternity men in Kappa Alpha Psi, Lambda Chi Alpha, Phi Delta Theta, Pi Kappa Alpha, and Sigma Chi who wish to reside together will receive information from their chapter president or designee about the room selection process. On-

Campus fraternity housing will be located on the 4th Floor of Memorial Hall.

- Complete the [On-Campus Housing Application](#) in Housing Self-Service by **Sunday, February 28, 2021**.
- Your chapter president will then be in contact with you about your placement.
- Rosters from Chapter Presidents are due to the Office of Residential Life on **Wednesday, March 3, 2021 by 5pm**.
 - Once rosters are received the information will be organized by the Office of Residential Life. We will then share housing placement information with Chapter presidents who will make room assignments for the chapter. **Housing placement information (rooms provided to chapters) will be shared on Thursday, March 4, 2021. Housing placement information will be due by 5 pm Friday, March 5.**
 - For example, a chapter president provides a roster of six men who wish to reside in on-campus fraternity housing by February 3. Residential life would identify a two-person and a four-person room. The chapter president would then work with chapter members to assign the six men to the two rooms by February 5.
- The Office of Residential Life will assign you to the space designated by your chapter president, so you will **NOT** need to pick a room March 19-25.

WANT TO LIVE IN ON-CAMPUS SORORITY HOUSING (Sorority Housing Complex)?

Step 1	Step 2	Step 3
February 1-February 28	February 1-February 28	After Rosters Provided
Go to your Housing Self-Service and complete an application to <u>RESERVE</u> a space in housing.	Go to your Housing Self-Service to <u>SELECT AND CONFIRM</u> your roommate(s).	The Office of Residential Life will assign your members to the spaces provided on the roster.

Sorority women requiring housing in the sorority houses will receive information from their chapter president or designee about the room selection process.

- Complete the [On-Campus Housing Application](#) in Housing Self-Service by **Sunday, February 28, 2021**.
- Select/Confirm Roommate(s) by **Sunday, February 28, 2021**.
- Your chapter president will then be in contact with you about your placement.
- Rosters from Chapter Presidents are due to the Office of Residential Life on **Friday, March 5, 2021**.
- The Office of Residential Life will assign you to the space designated by your chapter president so you will **NOT** need to pick a room March 19-25.

WANT TO LIVE IN THE BRO or SIS LIVING LEARNING COMMUNITY?

Step 1	Step 2	Step 3
February 1-February 28	February 1-February 28	After Rosters Provided
Go to your Housing Self-Service and complete an application to <u>RESERVE</u> a space in housing.	Go to your Housing Self-Service to <u>SELECT AND CONFIRM</u> your roommate(s).	The Office of Residential Life will assign your members to the spaces provided on the roster.

- Complete the [On-Campus Housing Application](#) in Housing Self-Service by **Sunday, February 28, 2021**.
- Your BRO/SIS coordinator will then be in contact with you about your placement.
- The Office of Residential Life will assign you to the space designated by your coordinator, so you will NOT need to pick a room March 19-25.
- If you have questions, contact your BRO/SIS coordinator.

LIVING IN THE KADE DUSENBERG GERMAN HOUSE?

Step 1	Step 2	Step 3
February 1-February 28	February 1-February 28	March 19- March 25
Go to your Housing Self-Service and complete an application to <u>RESERVE</u> a space in housing.	Go to your Housing Self-Service to <u>SELECT AND CONFIRM</u> your roommate(s).	The Office of Residential Life will assign your members to the spaces provided by the roster from the German House Faculty.

- Complete the [On-Campus Housing Application](#) in Housing Self-Service by February 28, 2021.
- The German House Program Director will then be in contact with you about your placement.
- The Office of Residential Life will assign you to the space designated by your program director, so you will NOT need to pick a room March 19-25.
- If you have questions, contact the German House Program Director Timothy Malchow.
 - Applications for the German House are available on the Foreign Languages and Literatures website and are due late January.

DON'T PLAN ON LIVING IN ON CAMPUS HOUSING?

If you are...

- Graduating in May 2021
- Transferring Schools
- Withdrawing from or Not Returning to the University
- Moving to a Recognized Off-Campus Fraternity House
- Going Abroad/Interning in the Fall of 2021
- Eligible to Live Off Campus According to the Housing Policy
 - Six (6) semesters of living in campus housing before the Fall 2021 semester or 22 years of age by September 1, 2021

Follow these simple steps...

Step 1	Step 2
February 1-February 28	February 1-February 28
Go to your Housing Self-Service and complete an application to <u>CANCEL</u> your space in housing.	Fill out any additional paperwork as listed below.

Students who are graduating, transferring schools, not returning to the University, moving into recognized fraternity housing, participating in a University recognized off-campus program for the Fall semester or are eligible to live off-campus according to the University Housing Policy, must complete a [Housing Cancellation Form](#) via the Housing Self-Service by **Sunday, February 28, 2021**. Failure to do so could result in additional cancellation fees. To check your eligibility, please see the official University Housing Policy on our website, or the *Student Guide to University Life*. If you have questions regarding your eligibility to cancel your housing, please contact the Assistant Director of Residential Life, or the Office of Residential Life at 219-464-5413.

CANCELLATION FEE SCHEDULE

Cancellation of Agreement by Returning Student Prior to the Official Opening Date of Residence Halls

- February 28 - If student provides written notice of cancellation to Residential Life on or before this date, the Agreement shall terminate with no penalty and will receive a 100% refund of their housing deposit (if applicable).
- March 1 – April 30 - If student provides written notice of cancellation to Residential Life between these dates, a \$200 late cancellation fee shall be charged against student's account if student continues to be enrolled. Student will receive a 50% refund of their housing deposit (if applicable).
- May 1 – The Day Prior to the Official Opening Date of the Residence Halls - If student provides written notice of cancellation to Residential Life between these dates, a \$400 late cancellation fee shall be charged against student's account if student continues to be enrolled. Student will receive no refund of their housing deposit (if applicable).
- Official Opening Date of the Residence Halls – On and after this date, student shall pay full room charges if enrolled. If student is enrolled, this Agreement may only be cancelled by going through the appeals process.

Students Requesting Housing for Spring Semester Only

- If students cancel housing AFTER the Official Opening Date of the Residence Halls for the Spring Semester, the student shall pay the full room charges for the spring semester if the student remains enrolled at the University.

WHAT IF I AM GOING TO LIVE IN OFF-CAMPUS FRATERNITY HOUSING?

Step 1	Step 2
February 1-February 28	February 1-February 28
Go to your Housing Self-Service and complete an application to CANCEL your space in housing.	ALL members complete a new Fraternity House Agreement if they plan to live in the house at any time during the 2021-2022 academic year.

Sophomore and junior men who are members of Phi Kappa Psi, Phi Sigma Kappa, Phi Mu Alpha, Sigma Pi and Sigma Phi Epsilon who currently reside on-campus and plan to live in off-campus fraternity houses should visit Housing Self-Service to cancel their Fall 2021 semester on-campus housing by **Sunday, February 28, 2021** and will need to complete the Fraternity House Agreement found in Housing Self-Service by **Sunday, February 28, 2021**.

Fraternity presidents will provide a House Roster to the Office of Residential Life by Friday, March 5, 2021 by 5 pm. **Fraternity Housing Agreements need to be completed by all members living in their respective houses.** See your Fraternity President for more information.

WHAT IF I AM STUDYING ABROAD/INTERNING IN THE FALL OF 2021?

Students who will be off-campus on a University recognized program for the Fall 2020 semester must cancel their housing with the University via Housing Self-Service **by Sunday, February 28, 2021**. If students intend to return to campus housing for the Spring 2022 semester they should indicate on the cancellation form that they wish to have their housing deposit transferred to the Spring 2022 semester. All sophomore and junior students (at the beginning of the Fall semester) who return from off-campus programs at the conclusion of the Fall semester will be required to live in University operated housing during the Spring 2022 semester.

Students participating in an internship or co-op must also provide The Office of Residential Life verification of their off-campus program.

Housing information for the Spring 2022 semester will be emailed in October to all students in international study programs, co-op, and other University off-campus study programs.

If you will be a sophomore or junior next Fall, but plan to attend a University recognized off-campus program for the Spring 2022 semester, you are required to live on campus for the Fall 2021 semester as per the University Housing Policy.

HAVE QUESTIONS?

Visit Harre Union 250 • Call (219) 464-5413 • E-mail reslife@valpo.edu • Visit www.valpo.edu/reslife