

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 “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.



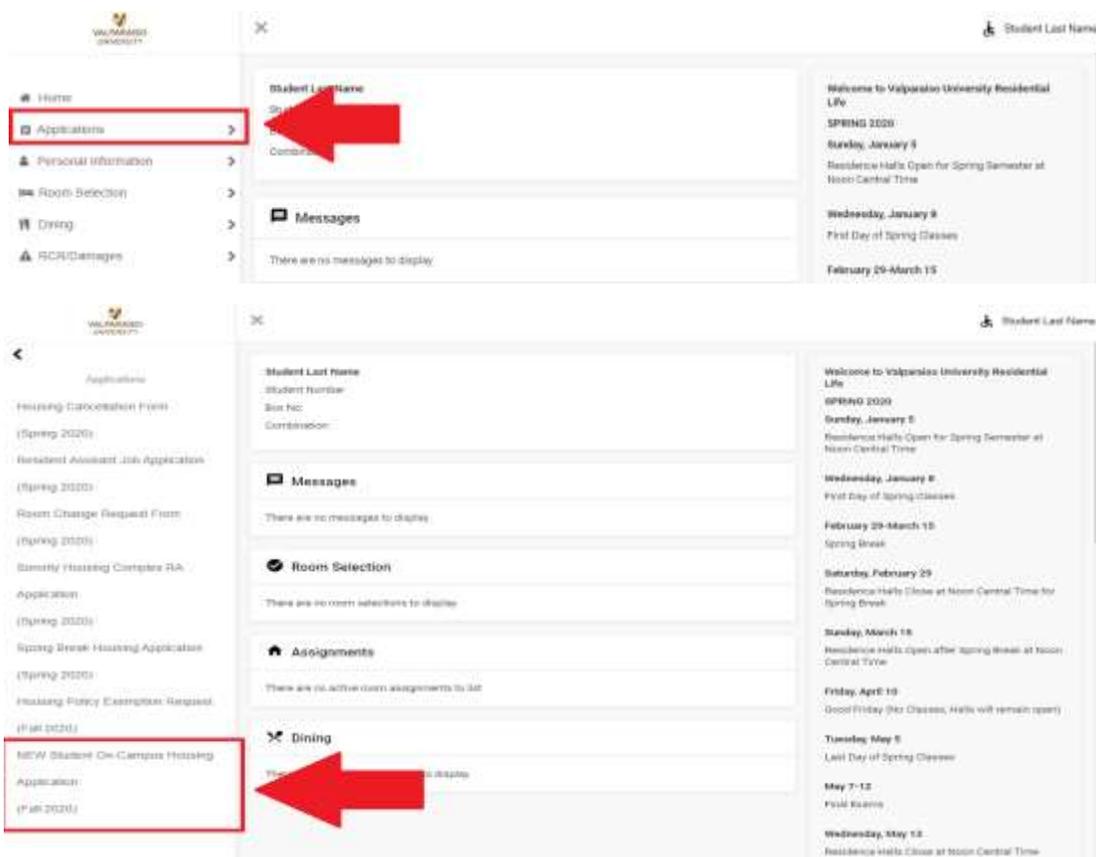
Once your log in information is confirmed, you'll be taken to your "Housing Self-Service" homepage.



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 2022)".



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	fff	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

Clear

Name*	Kelly	Relationship*	Parents/Guardian
Email*	kelly@gmail.com	Mobile Phone*	123456789
Home Phone*	123456789	Work Phone*	123456789
Address 1*	123 street	Address 2*	123 street
Address 3*		Address 4*	
City*	AAA	State*	Louisiana
Country*	USA	United States*	United States

Save **Cancel**

Edit Contact: Emergency Contact

Clear

Name*		Relationship*	Parents/Guardian
Email*	karen.nell@ulabco.edu	Mobile Phone*	123456789
Home Phone*	123456789	Work Phone*	123456789
Address 1*	1234 street	Address 2*	1234 street
Address 3*		Address 4*	
City*	AAA	State*	Louisiana
Country*	USA	United States*	United States

Save **Cancel**

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

Contacts

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work	
✓	✓	Parent Contact	Kelly	Parents/Guardian	kelly@gmail.com	123456789	123456789	123456789	
✓	✓	Emergency Contact	Small	Parents/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">• Brandt Double• Brandt Single• Lankenau Double• Lankenau Single	<ul style="list-style-type: none">• Beacon (suite-style with semi-private bathroom)• Guild (women-doubles, triples, and quads community bathroom)• Memorial (men-doubles, triples, and quads community bathroom)• Wehrenberg (singles and doubles, community bathroom)• Promenade Apartments (4 semesters on-campus & above)- May not be available

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.

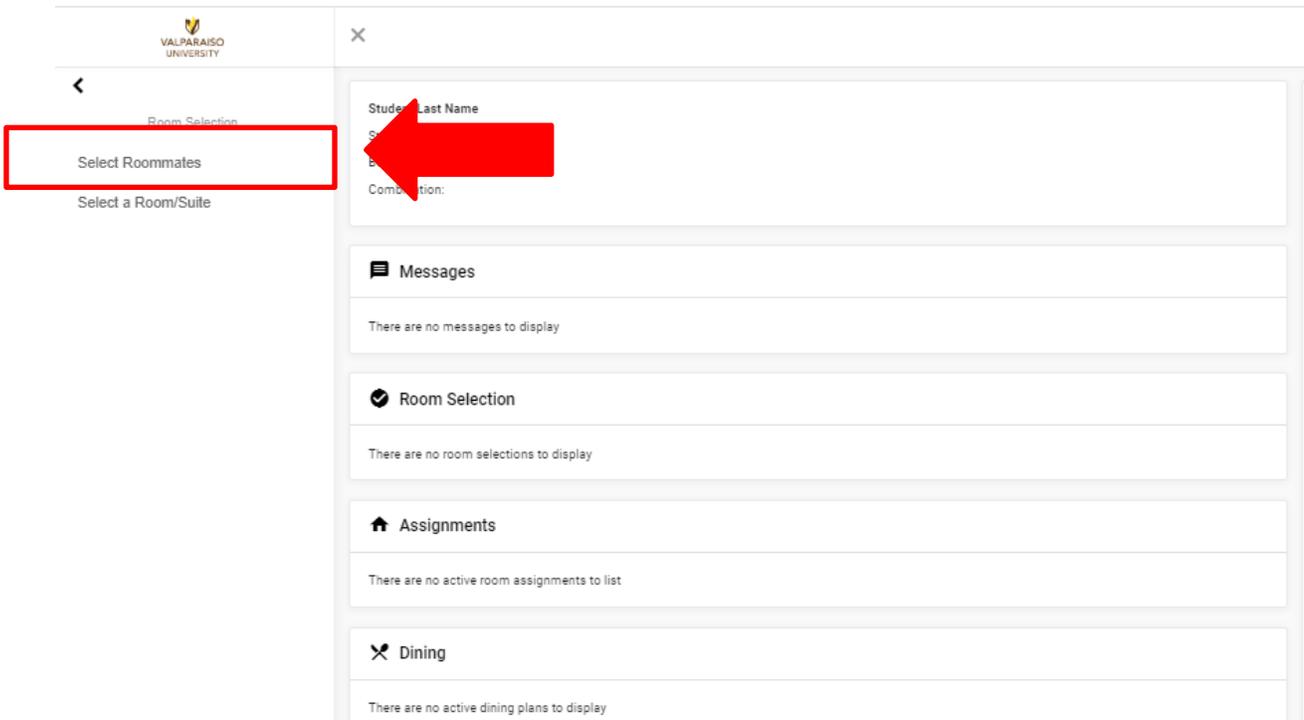
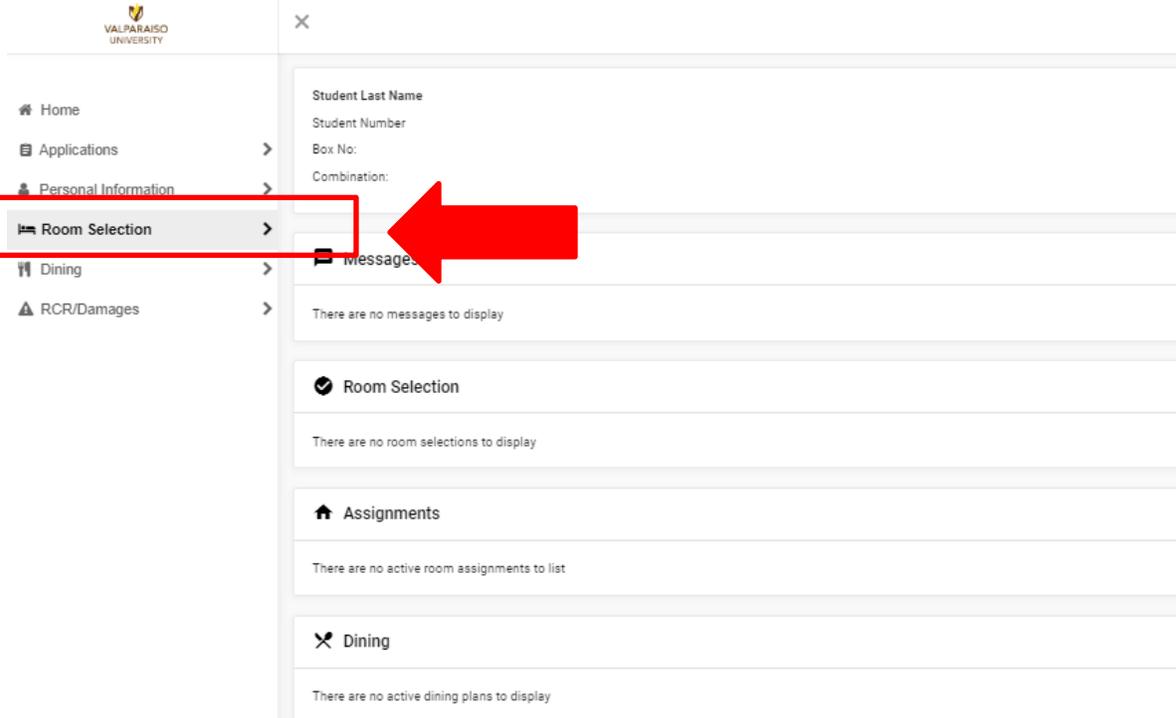
The screenshot shows a web interface for a housing application. At the top, it says 'NEW Student On-Campus Housing Application - Existing Living Requests for Fall 2021 (1)'. Below this is a table with columns 'Choice #', 'Request Name', and 'Value'. The first row shows '1', 'Hall Choice', and 'Lankenau Hall - Double'. Below the table is a section titled 'Add a New Living Request'. This section contains three dropdown menus: 'Choice #' with '2' selected, 'Request Type' with 'Hall Choice' selected, and a third dropdown with 'Lankenau Hall - Double' selected. An 'Add' button is to the right of these dropdowns. A red box highlights the entire 'Add a New Living Request' section. Below this 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 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.

The screenshot shows a search interface with three main sections. At the top, a dropdown menu is set to "For the Term: Fall 2022". 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 or 219-464-5413.