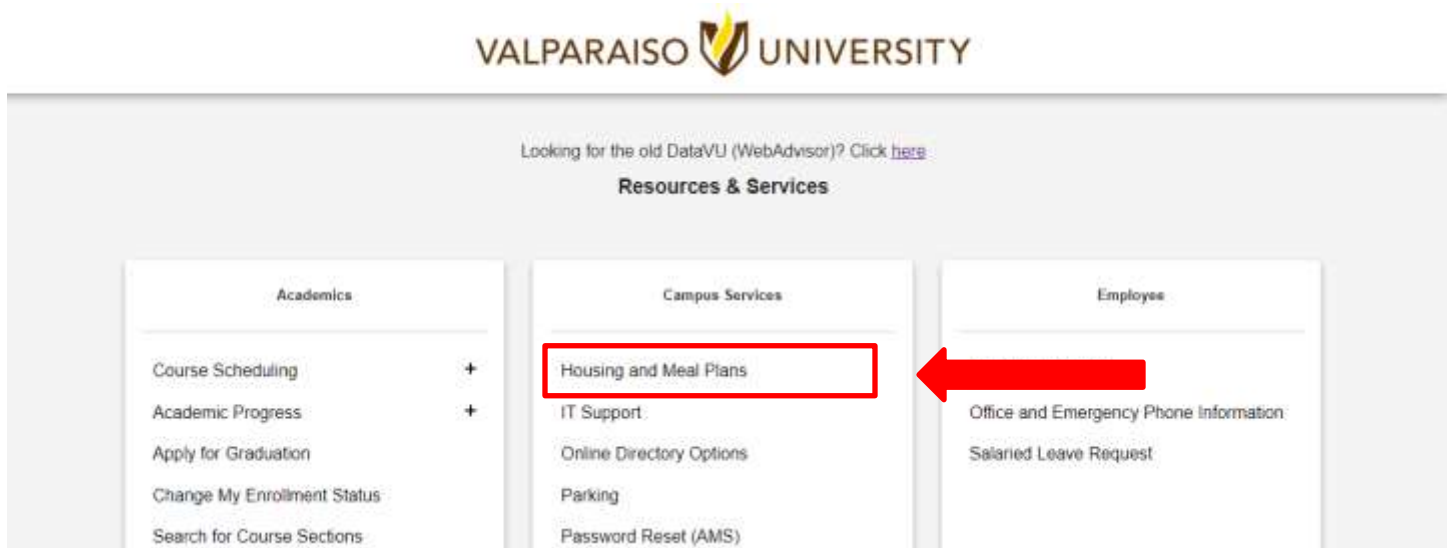


## Returning Student On-Campus Housing Application Guide

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).

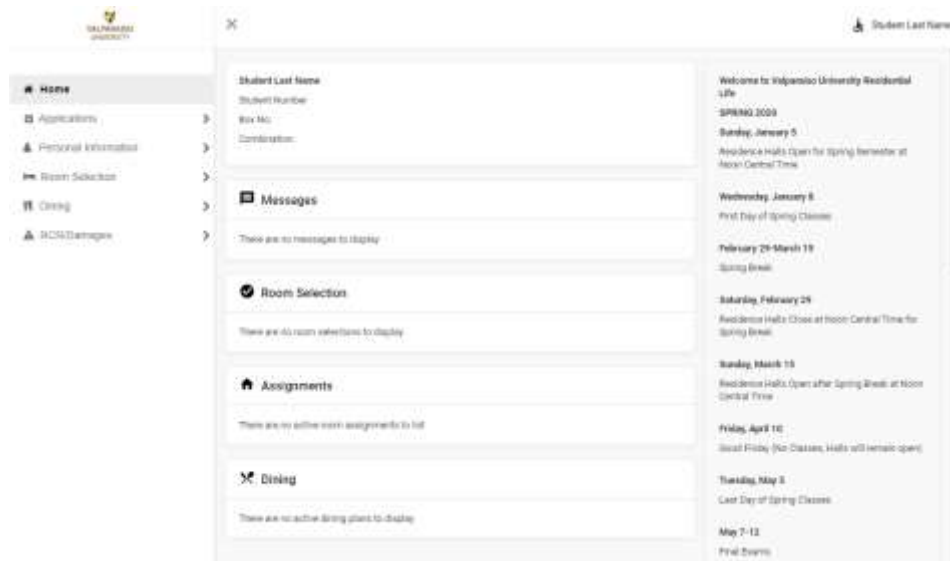
On the homepage of the student menu of DataVU, you’ll see the section labeled Campus Services and a sub-section labeled “Housing and Meal Plans” (pictured below).



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.

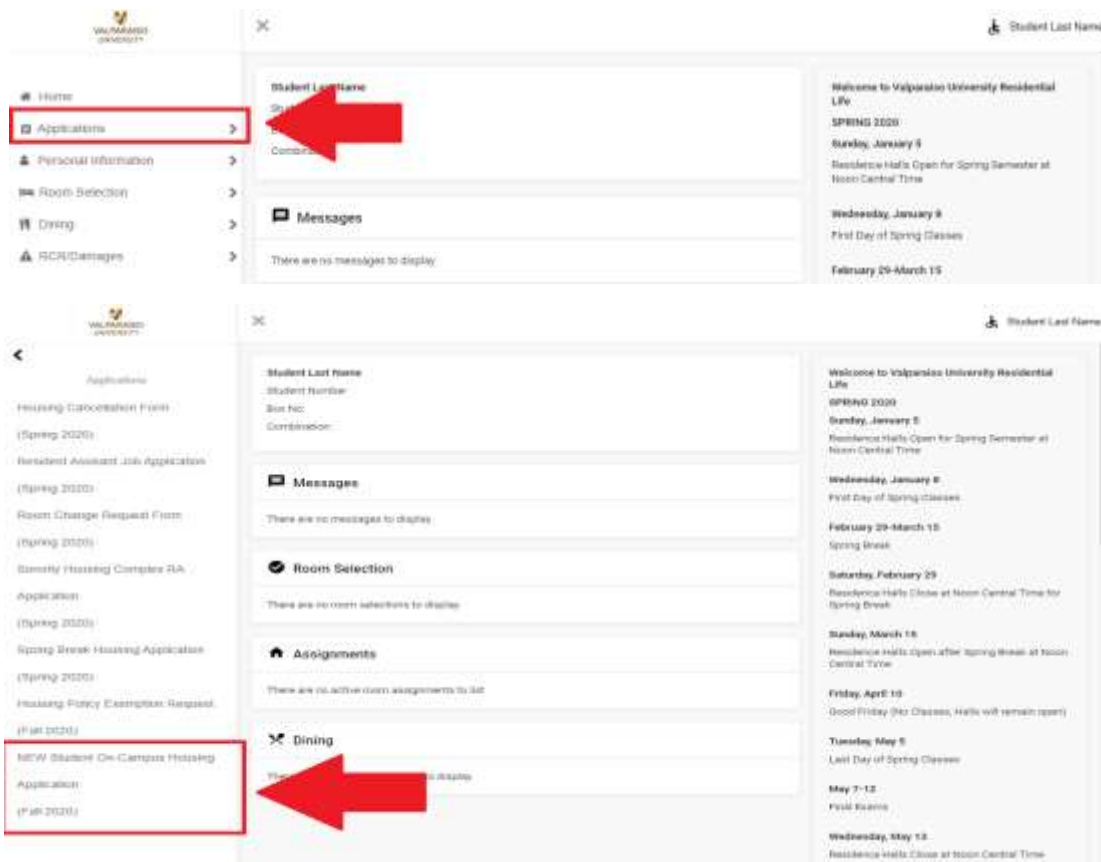


Once your log in information is confirmed, you'll be taken to your "Housing Self-Service" homepage.

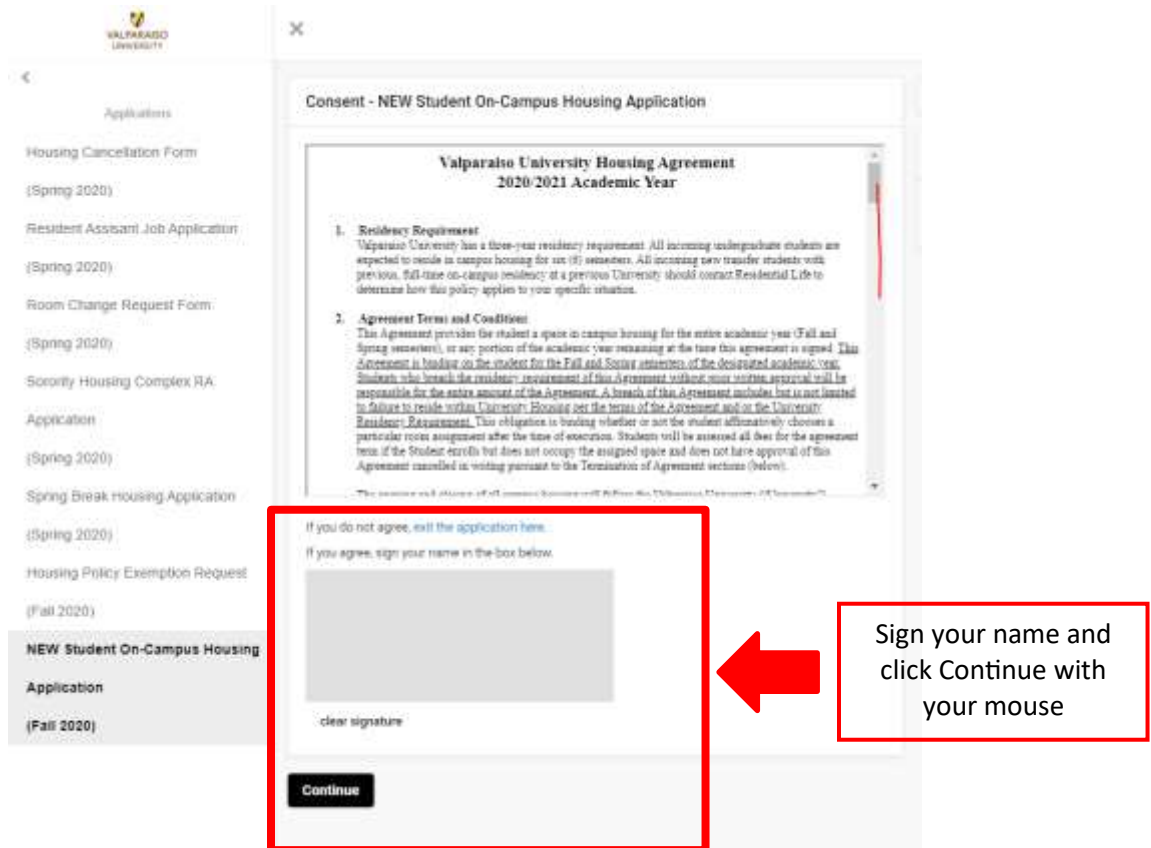


### Step 1: Updating your Personal Information and Living Preferences

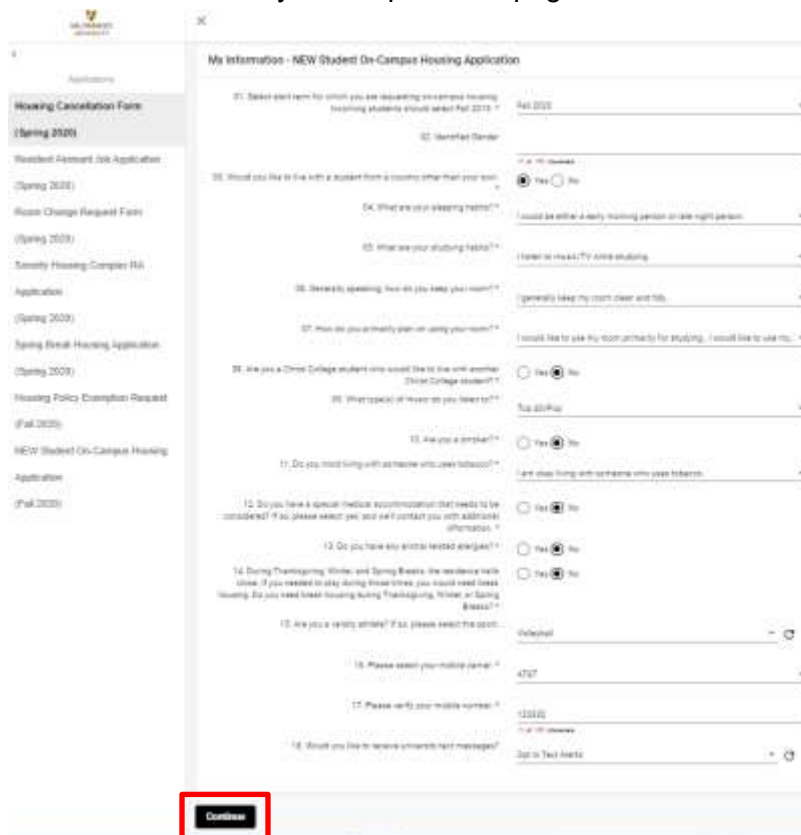
First, you'll need to update your living preferences on On-Campus Housing Application. This application is found by clicking on the "Applications" tab. Then, select "On-Campus Housing Application (Fall 2023)".



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.



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 a 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.



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

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 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 merely helps us understand the housing options students are interested in.**

**It is important to have a backup plan in case there is no availability in your preferred hall once your selection time arrives.**

Upper-Class Choices
Hall Choices for Transfer Students
<ul style="list-style-type: none"><li>• Alumni- SINGLE</li><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>• Promenade Apartments (4 semesters on-campus &amp; above)</li><li>• Wehrenberg- DOUBLE (doubles, community bathroom)</li><li>• Wehrenberg- SINGLE (doubles, community bathroom)</li><li>• Sorority Housing Complex</li></ul>

### 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.***

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 2020 (1)". Below this is a table with two columns: "Request Name" and "Value". The table contains one entry: "Living Learning Community" under "Request Name" and "First Year Experience" under "Value".

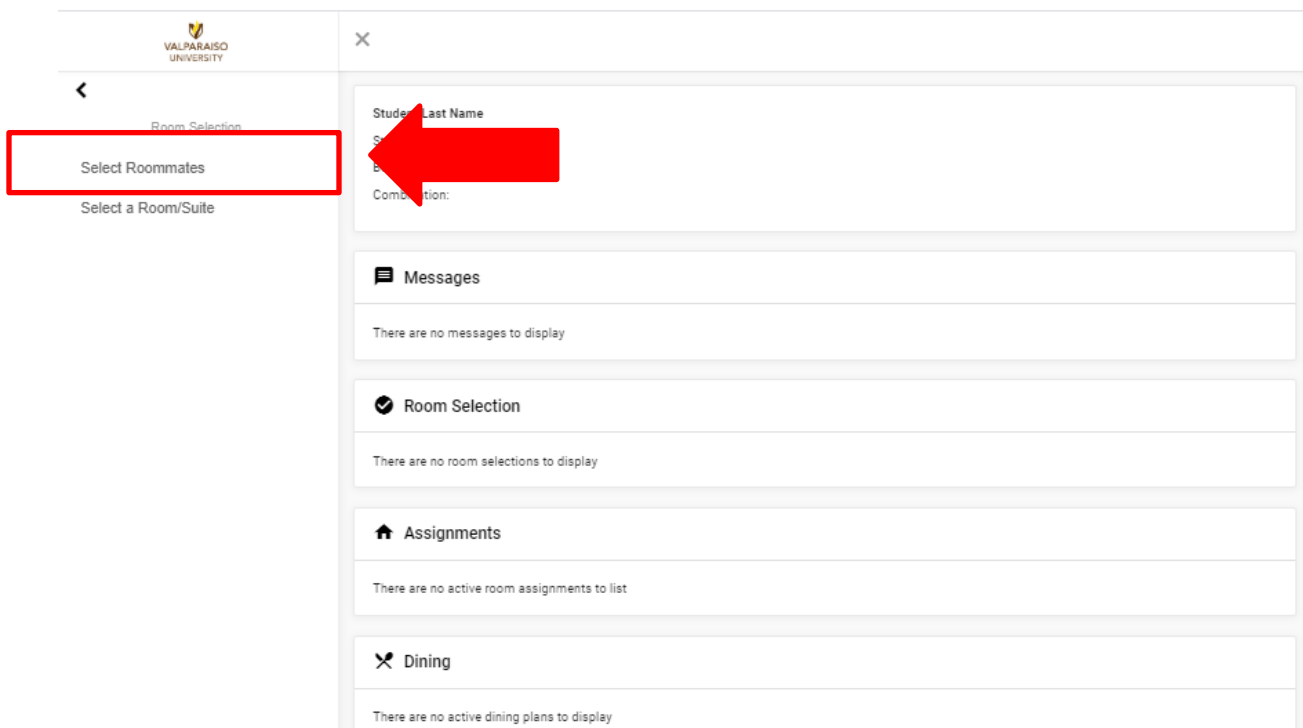
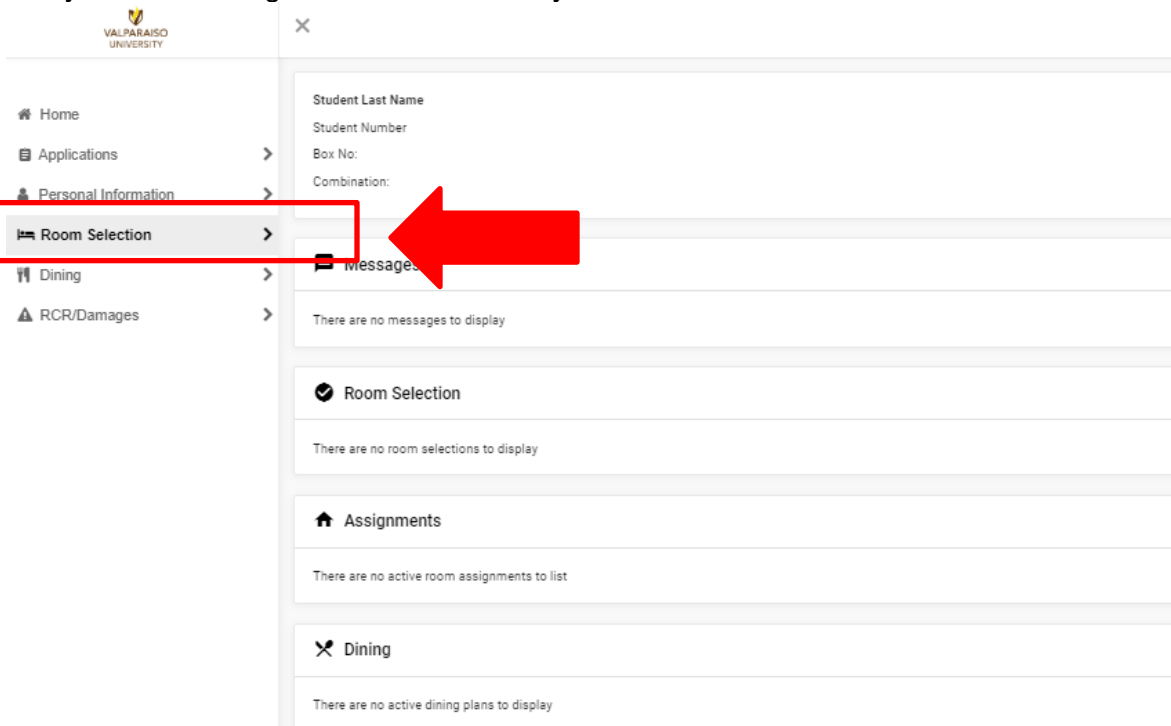
Below the table is a section titled "Add a New Living Request". It contains a form with two dropdown menus: "Choice #" and "Request Type". The "Choice #" dropdown is set to "2" and the "Request Type" dropdown is set to "Hall Choice". To the right of these dropdowns is an equals sign, followed by a text input field containing "Alumni Hall". To the right of the input field is a small blue downward arrow icon. To the right of the entire form is a black button labeled "Add".

A red arrow points from a red-bordered box containing the text "Living Requests will show here after they are added from the drop-down menu below" to the blue downward arrow icon.

**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 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.

For the Term: Fall 2020

Roommate Requests (0) View MATCHED Roommate requests

Pending Roommate Requests (0) View the status of Roommate requests

Search for Roommate 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 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.

Search for Roommate

01. What is the FIRST NAME of your desired roommate? \_\_\_\_\_

02. What is the LAST NAME of your desired roommate? Pizallo

03. Would you like to live with a student from a country other than your own?  Yes  No (no preference)

04. What are your sleeping habits? \_\_\_\_\_

05. What are your studying habits? \_\_\_\_\_

06. Generally speaking, how do you keep your room? \_\_\_\_\_

07. How do you primarily plan on using your room? \_\_\_\_\_

08. What type(s) of music do you listen to? \_\_\_\_\_

09. Are you a smoker?  Yes  No (no preference)

10. Do you mind living with someone who uses tobacco? \_\_\_\_\_

**Begin Search**

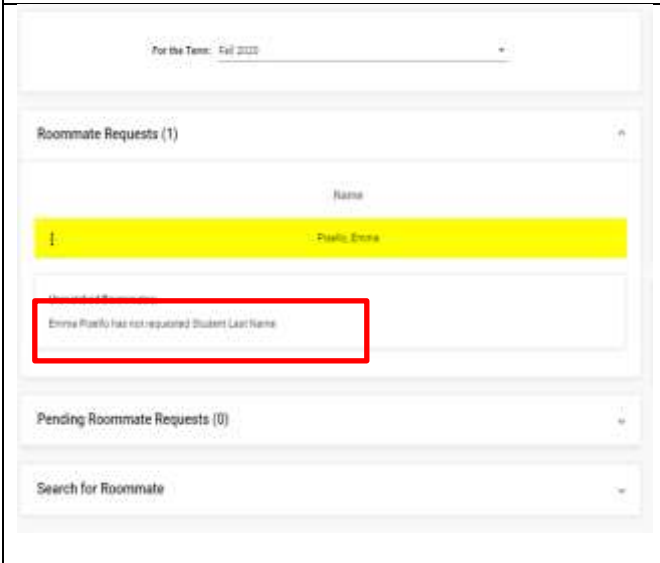
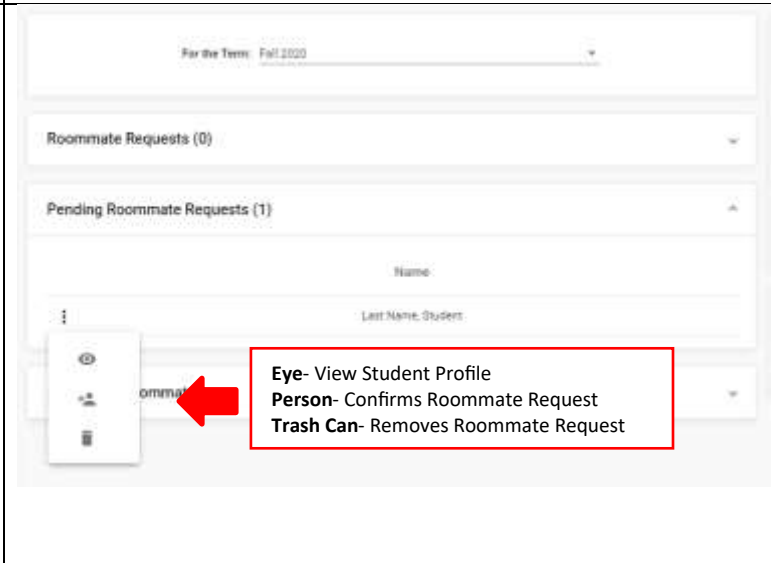
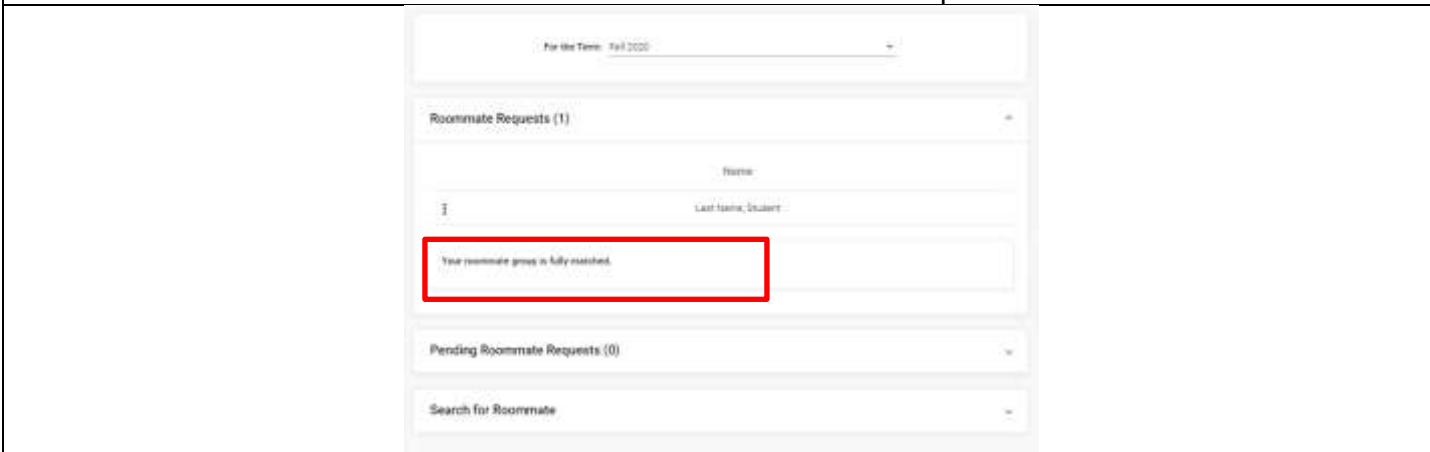
Search Results (1)

01. What is the FIRST NAME of your desired roommate? : Emma  
02. What is the LAST NAME of your desired roommate? : Pizallo  
03. Would you like to live with a student from a country other than your own? : Yes  
04. What are your sleeping habits? : I'm a early morning person.  
05. What are your studying habits? : I listen to music/TV while studying.  
06. Generally speaking, how do you keep your room? : I generally keep my room clean and tidy.  
07. How do you primarily plan on using your room? : I would like to use my room primarily for sleeping.  
08. What type(s) of music do you listen to? : Top 40/Pop/Rap/Hip-Hop  
09. Are you a smoker? : No  
10. Do you mind living with someone who uses tobacco? : I do not wish to live with someone who uses tobacco.  
Profile: This student has not filled out a profile

**Request 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.

What the REQUESTOR Sees	What the REQUESTEE Sees
	
What a FULLY MATCHED ROOMMATE Group Looks Like	
	

### **Housing Information Deadline**

Roommate requests must be complete **by Tuesday, February 28, 2023, 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 Tuesday, February 28, 2023, but must be matched prior to room selection which begins on Friday, March 24.**

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](mailto:ResLife@valpo.edu) or 219-464-5413.