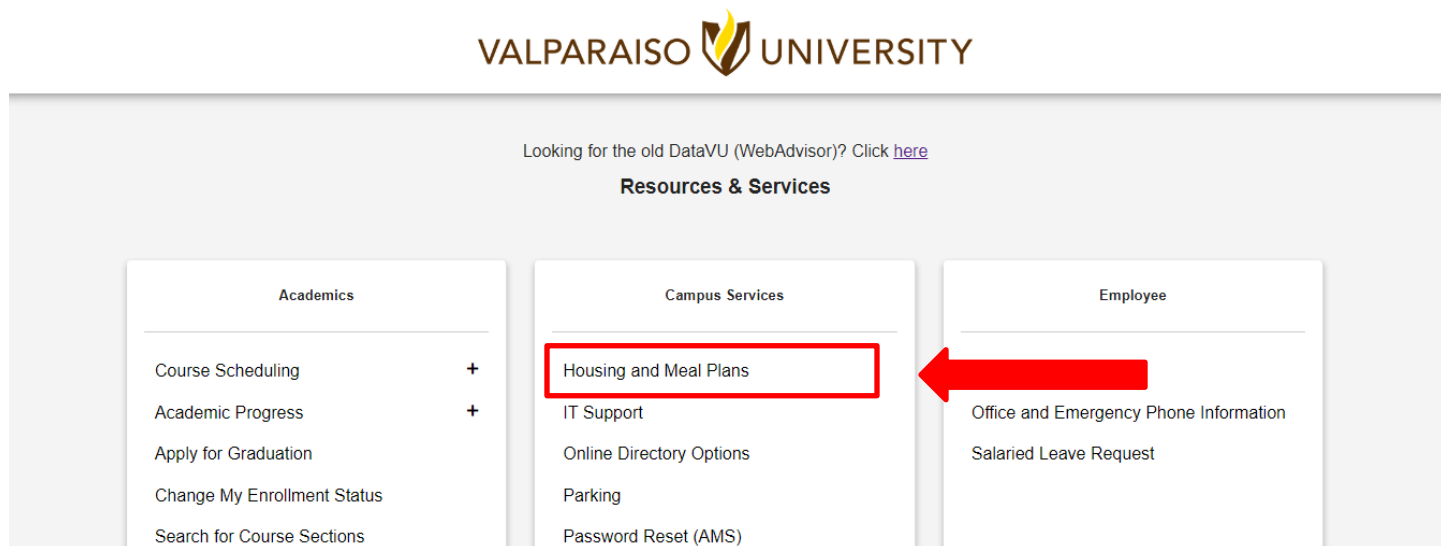


## Returning Student On-Campus Housing Application Guide

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](http://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.

Valparaíso University

Student Last Name

Student Number

Box No:

Combination:

Messages

There are no messages to display

Room Selection

There are no room selections to display

Assignments

There are no active room assignments to list

Dining

There are no active dining plans to display

Welcome to Valparaíso University Residential Life

SPRING 2020

Sunday, January 5

Residence Halls Open for Spring Semester at Noon Central Time

Wednesday, January 8

First Day of Spring Classes

February 29-March 15

Spring Break

Saturday, February 29

Residence Halls Close at Noon Central Time for Spring Break

Sunday, March 15

Residence Halls Open after Spring Break at Noon Central Time

Friday, April 10

Good Friday (No Classes, Halls will remain open)

Tuesday, May 5

Last Day of Spring Classes

May 7-12

Final Exams

### 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 2024)".

Valparaíso University

Student Last Name

Student Number

Box No:

Combination:

Messages

There are no messages to display

Room Selection

There are no room selections to display

Assignments

There are no active room assignments to list

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Last Day of Spring Classes

May 7-12

Final Exams

Wednesday, May 13

Residence Halls Close at Noon Central Time

Upon entering the On-Campus Housing Application, you will see the Valparaíso 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.

Applications

- Housing Cancellation Form (Spring 2020)
- Resident Assistant Job Application (Spring 2020)
- Room Change Request Form (Spring 2020)
- Sorority Housing Complex RA Application (Spring 2020)
- Spring Break Housing Application (Spring 2020)
- Housing Policy Exemption Request (Fall 2020)
- NEW Student On-Campus Housing Application (Fall 2020)**

### Consent - NEW Student On-Campus Housing Application

#### Valparaiso University Housing Agreement 2020/2021 Academic Year

- Residency Requirement**  
Valparaiso 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 with previous, full-time on-campus residency at a previous University should contact Residential Life to determine how this policy applies to your specific situation.
- Agreement Terms and Conditions**  
This Agreement provides the student a space in campus housing for the entire academic year (Fall and Spring semesters), or any portion of the academic year remaining at the time this agreement is signed. This Agreement is binding on the student for the Fall and Spring semesters of the designated academic year. Students who breach the residency requirement of this Agreement without prior written approval will be responsible for the entire amount of the Agreement. A breach of this Agreement includes but is not limited to failure to reside within University Housing per the terms of the Agreement and/or the University Residency Requirement. This obligation is binding whether or not the student affirmatively chooses a particular room assignment after the time of execution. Students will be assessed all fees for the agreement term if the Student enrolls but does not occupy the assigned space and does not have approval of this Agreement cancelled in writing pursuant to the Termination of Agreement sections (below).  
The opening and closing of all campus housing will follow the Valparaiso University (US University)...

If you do not agree, [exit the application here.](#)

If you agree, sign your name in the box below.

clear signature

**Continue**

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.

Applications

- Housing Cancellation Form (Spring 2020)
- Resident Assistant Job Application (Spring 2020)
- Room Change Request Form (Spring 2020)
- Sorority Housing Complex RA Application (Spring 2020)
- Spring Break Housing Application (Spring 2020)
- Housing Policy Exemption Request (Fall 2020)
- NEW Student On-Campus Housing Application (Fall 2020)**

### My Information - NEW Student On-Campus Housing Application

- Select start term for which you are requesting on-campus housing. Incoming students should select Fall 2019. \* Fall 2020
- Identified Gender of 100 characters
- Would you like to live with a student from a country other than your own. \* Yes No
- What are your sleeping habits? \* I could be either a early morning person or late night person.
- What are your studying habits? \* I listen to music/TV while studying.
- Generally speaking, how do you keep your room? \* I generally keep my room clean and tidy.
- How do you primarily plan on using your room? \* I would like to use my room primarily for studying. I would like to use my...
- Are you a Christ College student who would like to live with another Christ College student? \* Yes No
- What type(s) of music do you listen to? \* Top 40/Pop
- Are you a smoker? \* Yes No
- Do you mind living with someone who uses tobacco? \* I am okay living with someone who uses tobacco.
- Do you have a special medical accommodation that needs to be considered? If so, please select 'yes' and we'll contact you with additional information. \* Yes No
- Do you have any animal related allergies? \* Yes No
- During Thanksgiving, Winter, and Spring Breaks, the residence halls close. If you needed to stay during those times, you would need break housing. Do you need break housing during Thanksgiving, Winter, or Spring Breaks? \* Yes No
- Are you a varsity athlete? If so, please select the sport. Volleyball
- Please select your mobile carrier. \* AT&T
- Please verify your mobile number. \* 123332
- Would you like to receive university text messages? Opt In Text Alerts

**Continue**

## 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 be emailed from Residential Life about parent signatures.



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	
✓	✓	Emergency Contact	dfgs	Pa				77	

**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

Work Phone 123456789

Address \* 123 street

Address 2 123 street

Address 3

Address 4

City \* sss

State \* Louisiana

Zip Code \* sss

Country \* United States

**Save**

#### Edit Contact: Emergency Contact

Name \* Small

Relationship \* Parent/Guardian

Email \* karen.nelli@valpo.edu

Mobile Phone \* 123456789

Home Phone \* 123456789

Work Phone

Address \* 1234 street

Address 2 1234 street

Address 3

Address 4

City \* CBT

State \* Louisiana



Zip Code \* 60025

Country \* United States

**Save**

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	karen.nelli@valpo.edu	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
<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 (doubles, community bathroom)</li><li>• Promenade Apartments (4 semesters on-campus &amp; above)</li><li>• Sorority Housing Complex (women)</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.***

NEW Student On-Campus Housing Application - Existing Living Requests for Fall 2020 (1)

Request Name	Value
Living Learning Community	First Year Experience

Add a New Living Request

Choice # 2 Request Type Hall Choice = Alumni Hall Add

Continue

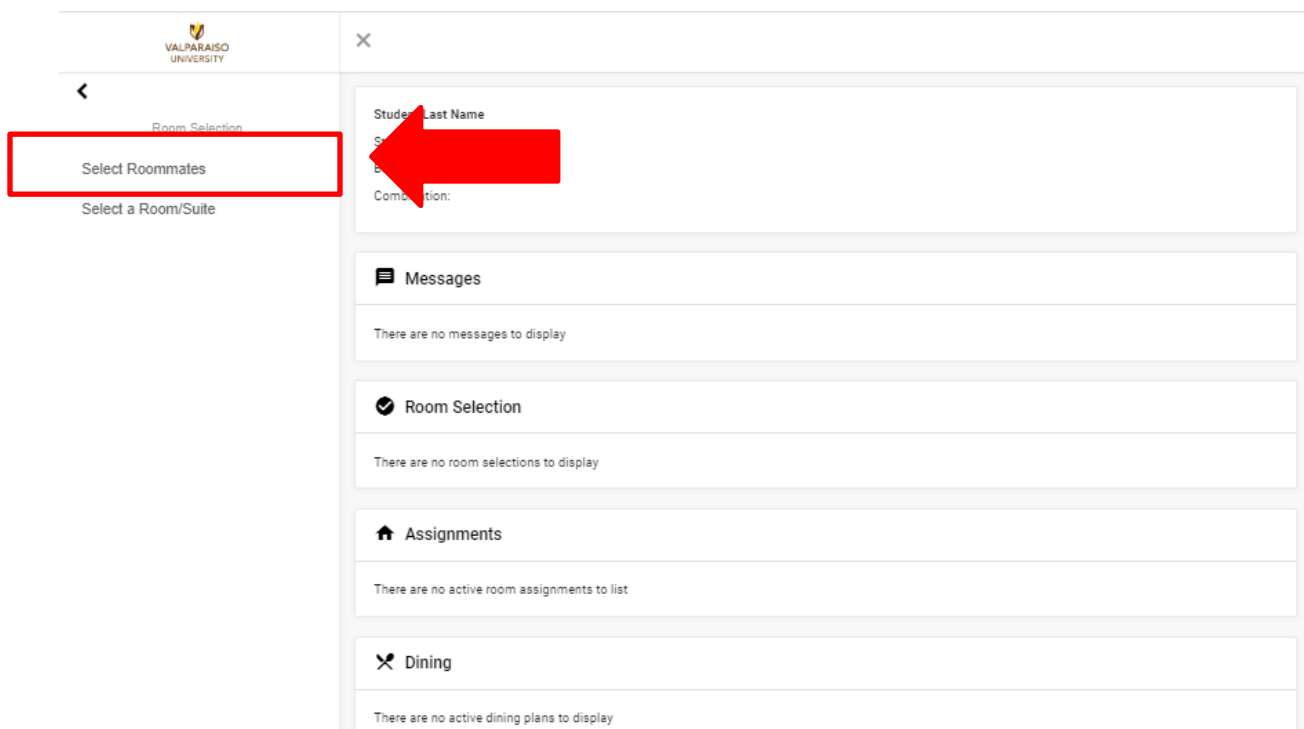
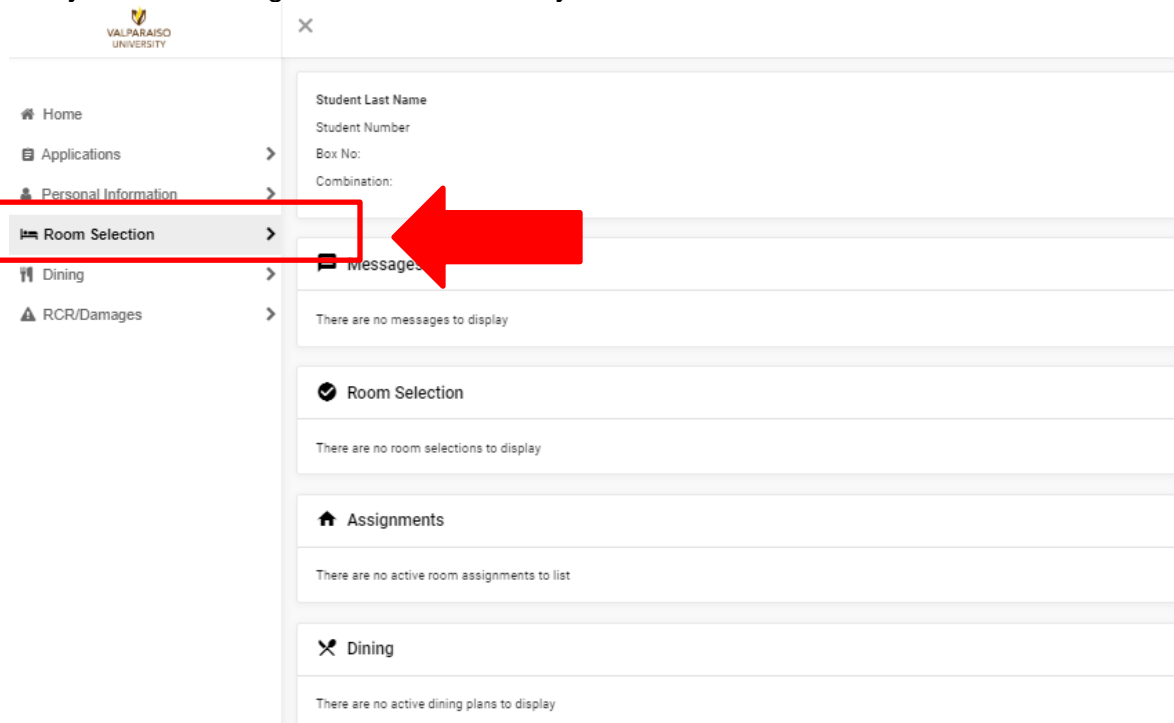
Living Requests will show here after they are added from the drop-down menu below

**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 2024), 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 the 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 whom 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?

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? : Pisallo

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 studying.

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.


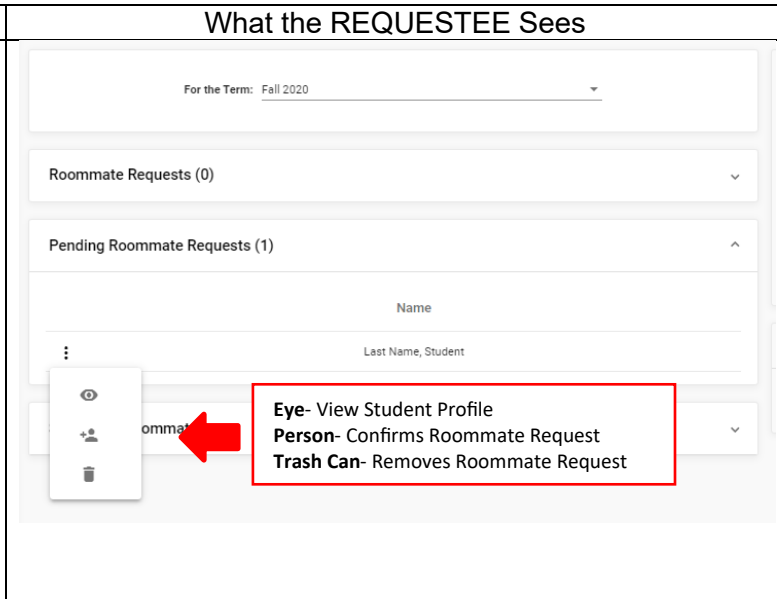
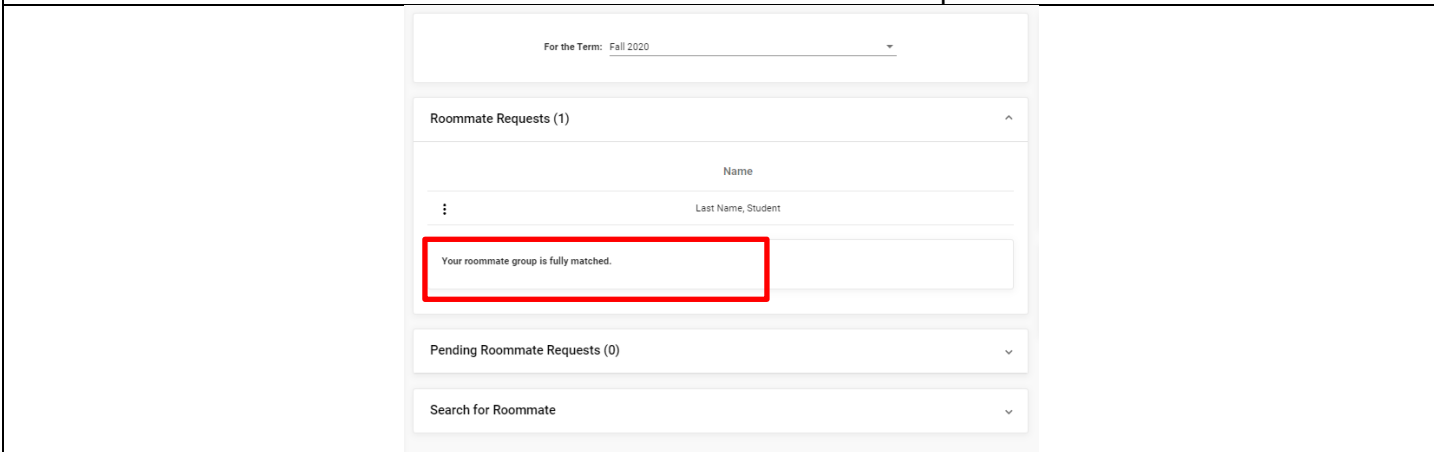
Profile: This student has not filled out a profile

Request Roommate

7

## 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 Monday, February 26, 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 26, but must be matched prior to room selection which begins on Monday, March 25.**

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.