

# **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.

Valparaiso University			Log Out	Main Menu	Students Menu	HELP	Contact Us
CURRENT STUDENTS						Welcome	Karen Nelli!
		Housing and Mea	al Plan Self-Service				
Click here: Login to Housing and Meal Plan Se	If Service						
	١		Log Out	MAIN MENU	STUD ENTS		CT US
	Click here:	Login to Housing and	Meal Plan Self S	Service			
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Once your log in information is confirmed, you'll be taken to your "Housing Self-Service" homepage.

VALPARAISO UNIVERSITY		×	🔥 Student Last Name
# Home	>	Student Last Name Student Number Box No:	Welcome to Valparaiso University Residential Life SPRING 2020
Personal Information	>	Combination:	Sunday, January 5 Residence Halls Open for Spring Semester at Noon Central Time
Dining	>	P Messages	Wednesday, January 8 First Day of Spring Classes
RCR/Damages	>	There are no messages to display	February 29-March 15 Spring Break
		Room Selection	Saturday, February 29 Residence Halls Close at Noon Central Time for
			Sunday, March 15 Besidence Halls Onen after Strinn Break at Moon
		There are no active room assignments to list	Central Time Friday, April 10
		X Dining	Good Friday (No Classes, Halls will remain open) Tuesday, May 5
		There are no active dining plans to display	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)".

	×	🔥 Student Last Name
Home  Applications Personal Information	Student Last Name Student Combines	Welcome to Valparaiso University Residential Life SPRING 2020 Sunday, January 5 Residence Halls Open for Spring Semester at Noon Central Time
Image: Provide state       Image: Provide state <td>P Messages</td> <td>Wednesday, January 8</td>	P Messages	Wednesday, January 8
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<ul> <li>Applications</li> <li>Housing Cancellation Form</li> <li>(Spring 2020)</li> <li>Resident Assisant Job Application</li> <li>(Spring 2020)</li> <li>Room Change Request Form</li> <li>(Spring 2020)</li> <li>Soronty Housing Complex RA</li> <li>Application</li> <li>(Spring 2020)</li> </ul>	Student Last Name         Student Number         Box No:         Combination:         Image: Combination         There are no messages to display         Image: Combination         There are no messages to display         There are no room selections         There are no room selections to display	Welcome to Valparaiso 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         Pebruary 29-March 15         Spring Break         Saturday, Pebruary 29         Residence Halls Close at Noon Central Time for Spring Break
(Spring 2020) Spring Break Housing Application (Spring 2020) Housing Policy Exemption Request	Assignments There are no active room assignments to list	Sunday, March 15 Residence Halls Open after Spring Break at Noon Central Time Friday, April 10 Good Friday (No Classes, Halls will remain open)
(Fall 2020) NEW Student On-Campus Housing Application (Fall 2020)	Dining There to display	Tuesday, May 5 Last Day of Spring Classes May 7-12 Final Exams
		Wednesday, May 13

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.

(	
Applications	Consent - NEW Student On-Campus Housing Application
Housing Cancellation Form	Valparaiso University Housing Agreement
(Spring 2020)	2020/2021 Academic Year
Resident Assisant Job Application	1. Residency Requirement Valuation University has threa year tasidency requirement All incoming undergraduate students are
(Spring 2020)	expected to retide 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
Room Change Request Form	determine now this policy applies to your specific situation. 2. Agreement Terms and Conditions
(Spring 2020)	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 highed. <u>This</u> A property is higher on the student of the Fall and forming any starts of the absingted neutron is signed.
Sorority Housing Complex RA	Agreement is obtained on the residency requirement of this Agreement without prior written approval will be 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
Application	to failure to reside within University Housing per the terms of the Agreement and/or the University <u>Residency Requirement</u> , the solitization is binding whether or not the student afformatively chooses a particular room assignment after the time of execution. Students will be assessed all flees for the arrayment
(Spring 2020)	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).
Spring Break Housing Application	The ensuine and alwine of all ensuine will follow the Mahamata University ("University")
(Spring 2020)	If you do not agree, exit the application here.
Housing Policy Exemption Request	n you agree, sign your name in the box below.
(Fall 2020)	
NEW Student On-Campus Housing	Sign your name and
Application	
(Fall 2020)	clear signature

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.

My Information - NEW Student On-Campus Housing Application 01. Select start term for which you are requesting on-campus housing. Incoming students should select Fall 2019. * 02. Identified Gender 03. Would you like to live with a student from a country other than your own. 04. What are your sleeping habits? *	Fall 2020
01. Select start term for which you are requesting on-campus housing. Incoming students should select Fal 2019.* 02. Identified Gender 03. Would you like to live with a student from a country other than your own. 04. What are your sleeping habits? *	Fall 2020
02. Identified Gender 03. Would you like to live with a student from a county other than your own. 	If of 300 decision
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03. Would you like to live with a student from a country other than your own. * 04. What are your sleeping habits? *	Ves O No
04. What are your sleeping habits? *	
	I could be either a early morning person or late night person.
05 What are your studying habits? *	
oo. mies ere your assosying neuron	liisten to music/TV while studying.
06. Generally speaking, how do you keep your room? *	l 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., I would like to use my.
08. Are you a Christ College student who would like to live with another Christ College student? *	🔿 Yes 💽 No
09. What type(s) of music do you listen to? *	Top 40/Pop
10. 6	
11. De une mind livier with energy of a smoker? *	Ves 💽 No
<ol> <li>Do you mind living with someone who uses tooscop? *</li> </ol>	I am okay living with someone who uses tobacco.
12. 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
13. Do you have any animal related allergies? *	🔿 Yes 🖲 No
14. 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
15. Are you a varsity athlete? If so, please select the sport.	Volleyball 👻 🗸
16. Please select your mobile carrier. *	AT&T
17. Please verify your mobile number. *	123332
18. Would you like to receive university text messages?	Copt In Text Alerts
	66. Generally speaking, how do you keep your room? + 07. How do you primarily plan on using your room? + 08. Are you a Christ College student who would like to line with another Christ College student who would like to line with another 09. What type(s) of music do you listen to? + 10. Are you a smoker? + 11. Do you mind living with someone who uses tobacco? 12. Do you have a speak metical accommodation that needs to be considered? If so, plasses steet ye and with constancy our distances 13. Do you have a speak metical accommodation that needs to 14. Do you have a speak metical accommodation that needs to be considered? If so, plasses steet ye and with constancy our distances and soloss. If you needed to say during thost times, you would need telesion - 14. During Thankaging, Winter, of plans, plans, with, with, or of plans, 15. Are you a varishty athletis? If so, plasses select the sport. 16. Please select your mobile carrier. + 17. Please verify your mobile number. + 18. Would you like to receive university tent messages?

#### **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.

	Flease save on	ne Address/Emer	gency Contact at a t	ime and click	the Continue button	when you are	e done.				
	Addresses	;								^	
	Require	ed C	completed	Туре	S	treet	City		Zip Code		
	There are n	no Addresses to I	ist								
	Contacts									^	
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Once contact information is updated click "CONTIUE".

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work
~	~	Parent Contact	Kelly	Parent/Guardian	elly@gmail.con	123456789	123456789	123456789
$\checkmark$	~	Emergency	Small	Parent/Guardiare	en.nelli@valpo.(	123456789	123456789	

#### **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
Beacon (suite style with semi-private bathroom)
<ul> <li>Guild (women-doubles, triples, and quads community bathroom)</li> </ul>
<ul> <li>Memorial (men-doubles, triples, and quads community bathroom)</li> </ul>
Wehrenberg (doubles, community bathroom)
<ul> <li>Promenade Apartments (4 semesters on-campus &amp; above)</li> </ul>
Sorority Housing Complex (women)

#### 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.

ien olddeni		
	Request Name	Value
	Living Learning Community	First Year Experience
dd a New Livi	ng Request	
bice ≠	Hall Choice	= Alumni Hall
ntinue		
		Living Requests will show here after they are added from the drop-down menu below

#### <u>Click "CONTINUE" to submit your application. You will then receive a confirmation page and your</u> <u>application is complete,</u>

#### <u>Click on the "HOME" button at the bottom of the confirmation page to take you to the main page where</u> 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.

		×
Home  Applications  Personal Information  Room Selection  Content	> > >	Student Last Name Student Number Box No: Combination:
PCP/Damages	Ś	
		Room Selection  There are no room selections to display
		Assignments
		There are no active room assignments to list
		X Dining
		There are no active dining plans to display



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 HARPE OF YOUR GARRAE COMMINANT PlaceTo	
03. Would you like to live with a student from a country other than you	ur own? 🔿 Yes 🔿 No 🖲 (no preference)	04. What are your sleeping habits?	*
06. Generally speaking, how do you keep your room?		02. How do you primarily plan on using your room?	-
08. What type(s) of music do you listen to?	*	D9. Are you a smoker? Ves No 🖲 (no preference)	
10. Do you mind living with someone who uses tobacco?	•		
Search Results (1)		A	
01. What is the FIRST NAME of your desired 02. What is the LAST NAME of your desired 03. Would you like to link with a student fro 04. What are your subging habits? If the act 05. What are your subging habits? If the act 06. Generally speaking, how do you know and tity. 07. How do you primarily plan on using you primarily for sizeona. 09. What you and know that comeone who 09. Are you as tobacco. Profile: This student has not filled out a profile.	f roommate? : Emma roommate? : Plasio m a country other than your own? : Yas with monting parson. to music/TV while studying. wr room? : I generally keep my room room? : I would like to use my room . Top 40/Pog/Rag/Hip-Hop sea tobacco? : I do not wish to live with lie		
		<b>*</b>	

## 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				
For the Term: Fall 2020			For the Term:	Fall 2020	<u> </u>	
Roommate Requests (1)	^	Roommate F	Requests (0)			~
Name		Pending Roo	mmate Requests	(1)		^
Fisello, Emma					Name	
Emma Pisello has not requested Student Last Name		1		Las	st Name, Student	
Pending Roommate Requests (0)	~	••• ••	ommat	<b>Eye</b> - View St <b>Person</b> - Con <b>Trash Can</b> - F	udent Profile firms Roommate Request Removes Roommate Request	~
Search for Roommate	~					
What a FULL	/ MATCHED	D ROOM	MATE Gr	oup Looks	s Like	
	For the Term: Fall 2020		*			
Roommate Requ	uests (1)			^		
		Name				
i		Last Name, Student				
Your roommate gr	oup is fully matched.					
Pending Roomn	nate Requests (0)			~		
Search for Room	nmate			~		

#### 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 <u>ResLife@valpo.edu</u> or 219-464-5413.