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 Campus Services and a sub-section labeled "Housing and Meal Plans" (pictured below).

To access any housing application available to you, click on "Housing and Meal Plans." You'll then be asked to log in with your Valpo user information and password. Once logged in, click on the hyperlink to log into Housing and Meal Plan Self-Service.

Once your login information is confirmed, you'll be taken to your "Housing Self-Service" homepage.
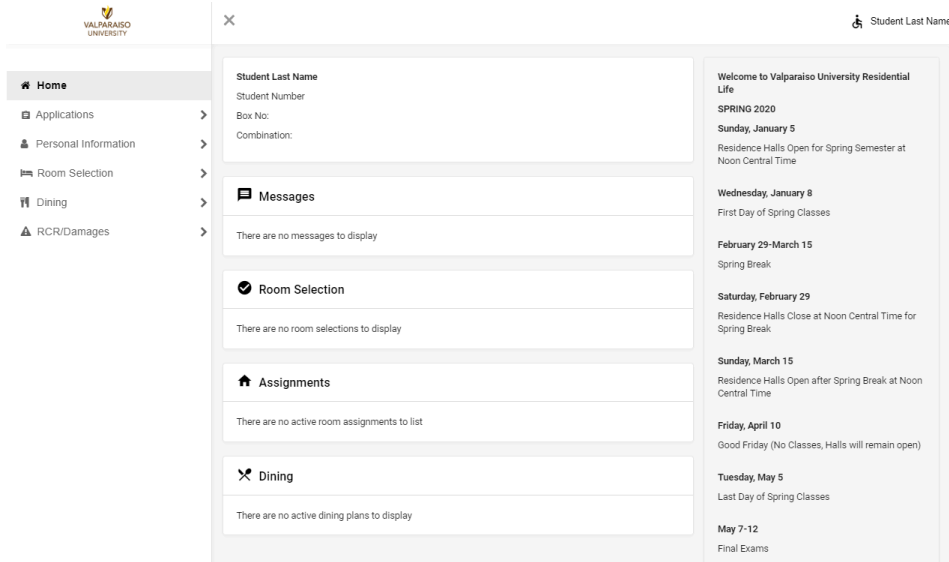
As a new student, you can update your NEW Student On-Campus Housing Application with your living and building preferences and select a specific roommate.

Step 1: Updating your Personal Information and Living Preferences
First, you must 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 2024)".
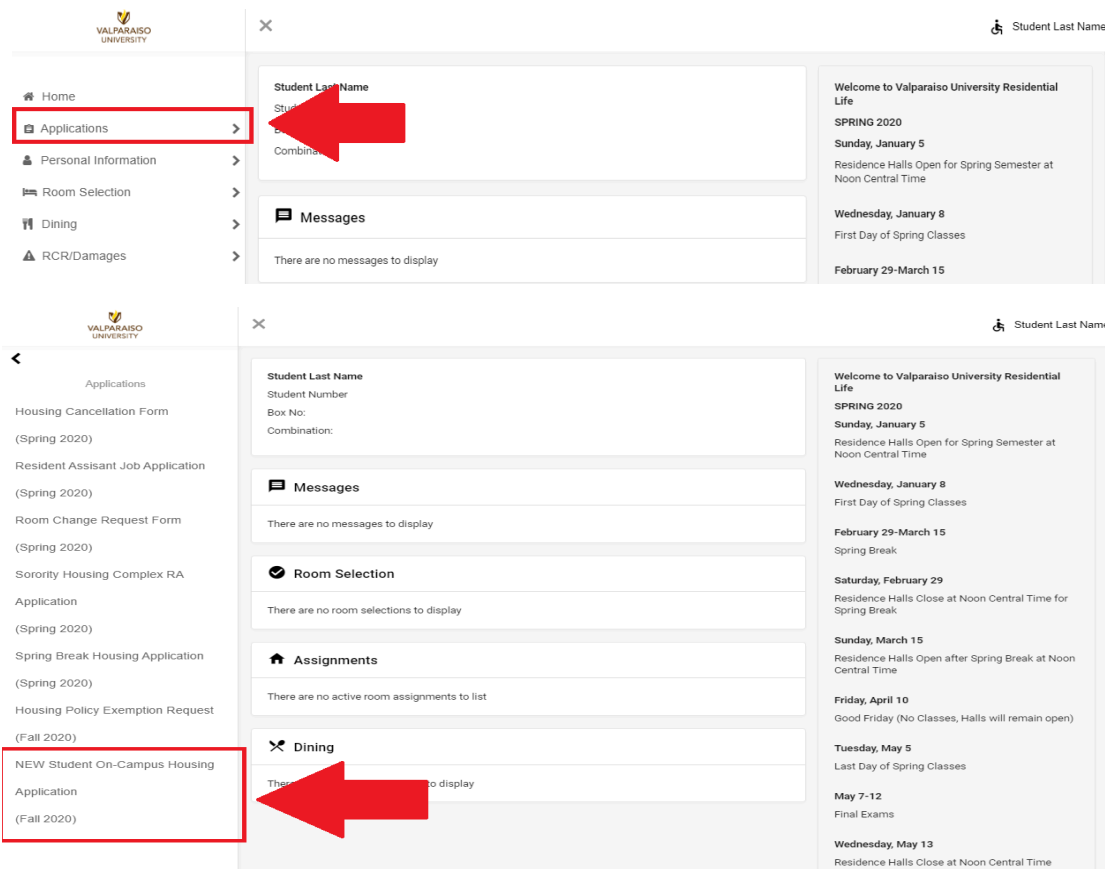
Upon entering the NEW Student On-Campus Housing Application, you will see the Valparaiso University Office of Residential Life Housing Agreement. Read through this agreement, scroll to the bottom and sign your name, and click **"CONTINUE"** to take you to the next step of the application.

You will then be sent to a screen that collects your living preference information. This information will help us match you with a roommate if 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, Residential Life will contact your Valpo email with more information.

Once contact information is updated click **"CONTIUE"**.

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
● Alumni Double ● Brandt Double	● Beacon (suite-style with semi-private bathroom) ● Guild (women-doubles, triples, and quads community bathroom) ● Memorial (men-doubles, triples, and quads community bathroom) ● Wehrenberg Hall (doubles, community bathrooms) ● Promenade Apartments (4 semesters on-campus & above)- May not be available

Selecting Living Preferences
- In 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 TWO living preferences.

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,

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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.
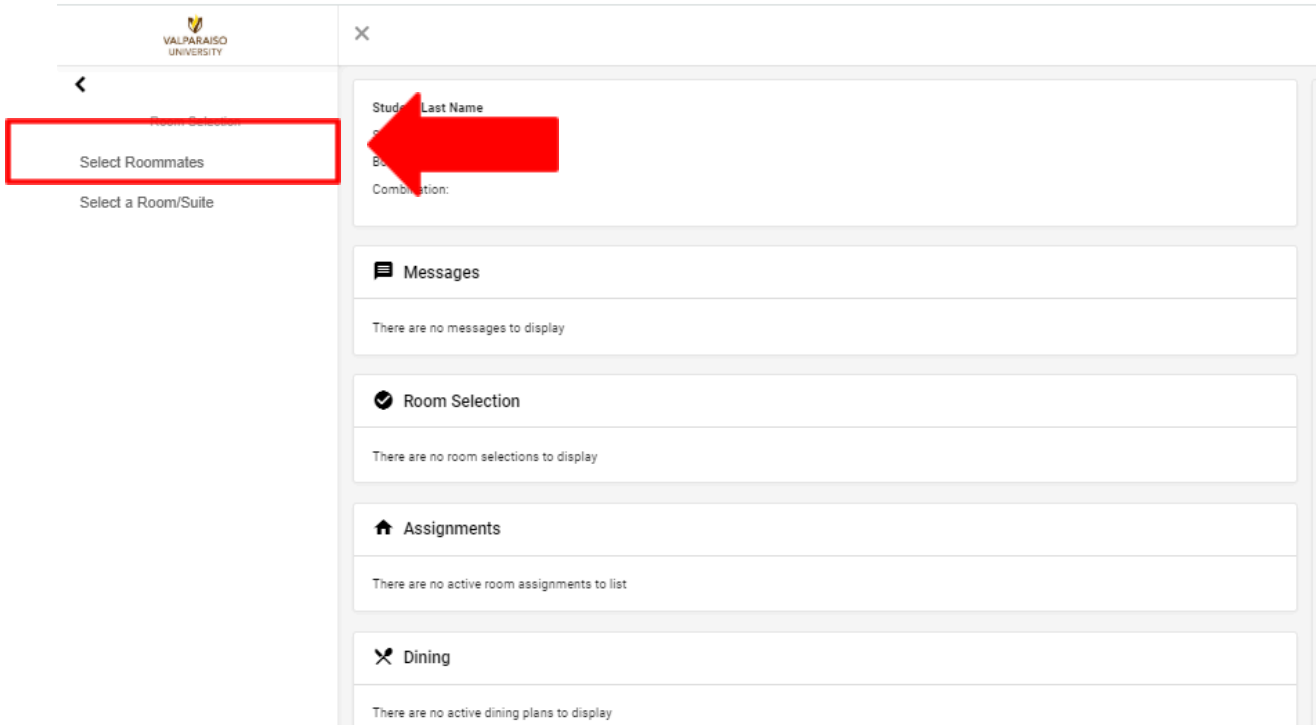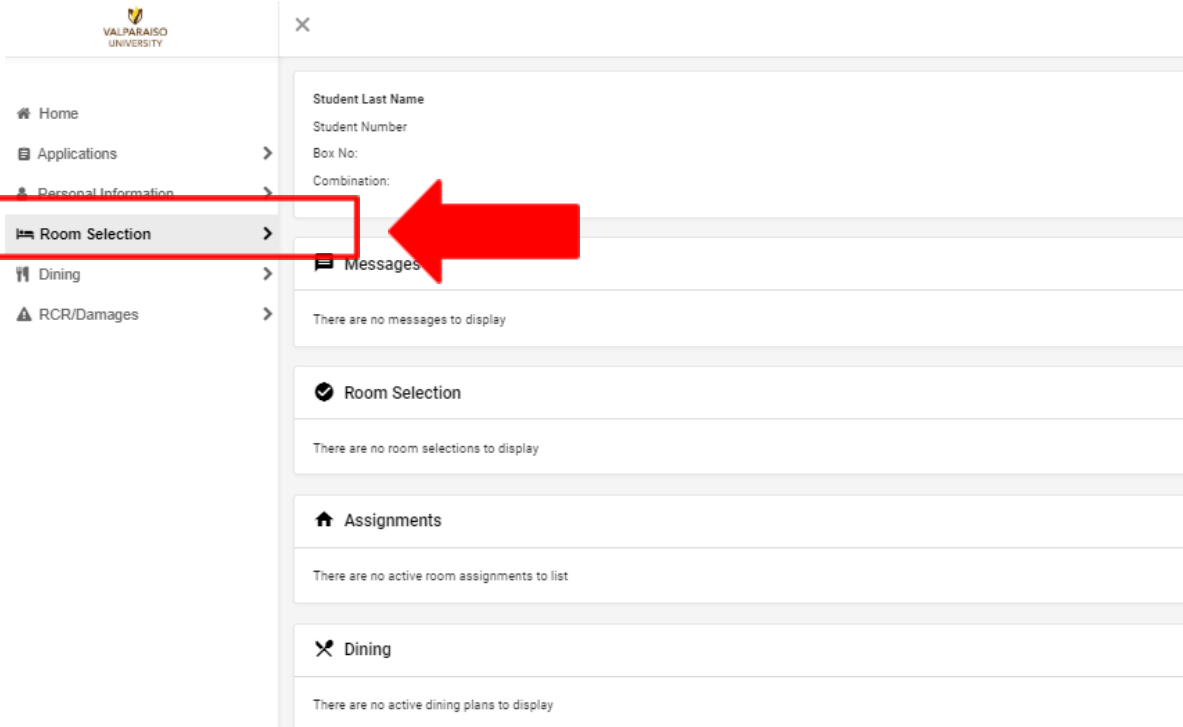
After selecting the appropriate semester **_(Fall 2024),_** you can search for a desired roommate. If you have a roommate in mind, you can search by their name. If you don't have a roommate, you can search based on criteria.

For the Term:	Fall 2023	▾

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 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 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?
Pisello

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?
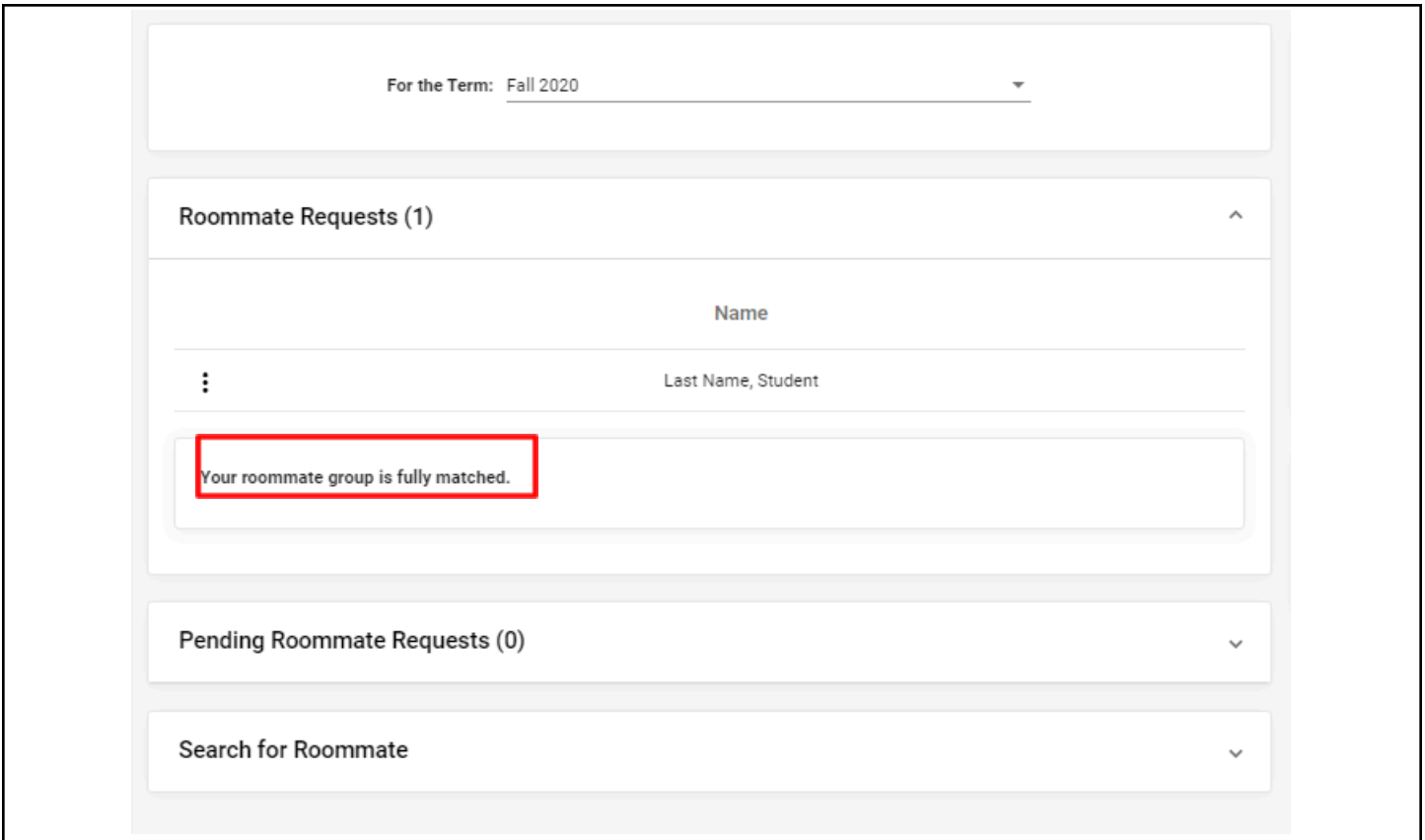
Begin Search

Search Results (1)

01. What is the FIRST NAME of your desired roommate? : Emma
02. What is the LAST NAME of your desired roommate? : Pisello
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. First-year students are only able to request one individual as a roommate.

What the REQUESTOR Sees	What the REQUESTEE Sees
For the Term: Fall 2020 Roommate Requests (1) Name ⋮ Pisello, Emma Unmatched Roommates: Emma Pisello has not requested Student Last Name Pending Roommate Requests (0) Search for Roommate	For the Term: Fall 2020 Roommate Requests (0) Pending Roommate Requests (1) Name ⋮ Last Name, Student 👁 +👤 🗑 **Eye**- View Student Profile **Person**- Confirms Roommate Request **Trash Can**- Removes Roommate Request
What a FULLY MATCHED ROOMMATE Group Looks Like	

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.