


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).



Looking for the old DataVU (WebAdvisor)? Click [here](#)

Resources & Services

Academics	Campus Services	Employee
<ul style="list-style-type: none"> Course Scheduling + Academic Progress + Apply for Graduation Change My Enrollment Status Search for Course Sections 	<ul style="list-style-type: none"> <li style="border: 2px solid red; padding: 2px;">Housing and Meal Plans IT Support Online Directory Options Parking Password Reset (AMS) 	<ul style="list-style-type: none"> Office and Emergency Phone Information Salaried Leave Request



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.



[LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT US](#)

CURRENT STUDENTS Welcome Karen Nellii!

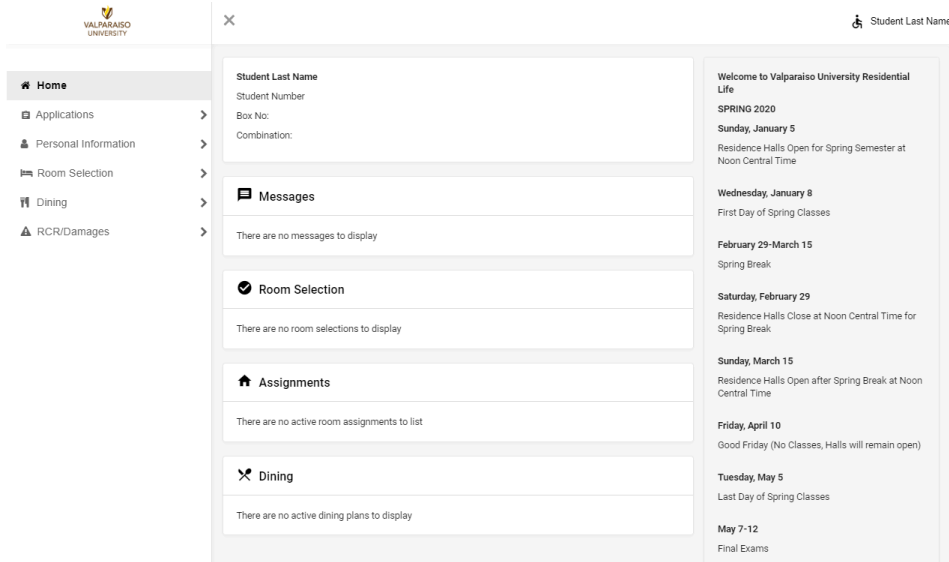
Housing and Meal Plan Self-Service

Click here: [Login to Housing and Meal Plan Self-Service](#)

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Click here: [Login to Housing and Meal Plan Self-Service](#)

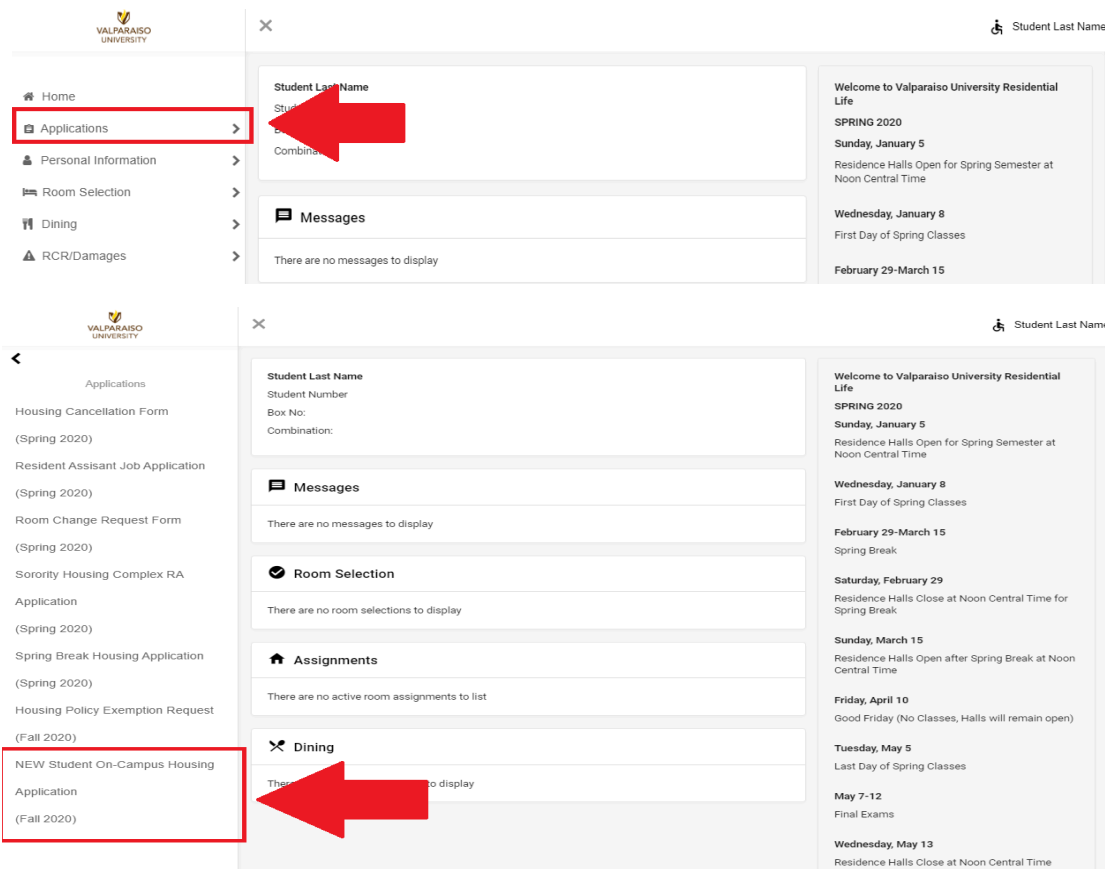
Once your login information is confirmed, you'll be taken to your "Housing Self-Service" homepage.



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.

Consent - On-Campus Housing Application

Valparaiso University Housing Contract
2022/2023 Academic Year

1. Residency Requirement
Valparaiso University ("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 contract applies to your specific situation.

2. Terms and Conditions
This Contract provides the student a space in campus housing for the entire Academic Year which shall mean the Fall and Spring semesters or any portion of the academic year remaining at the time this Contract is signed. This Contract is binding on the student for the Fall and Spring semesters of the designated academic year. Students who breach the residency requirement of this Contract without prior written approval will be responsible for the entire amount of the Contract. A breach of this Contract includes but is not limited to failure to reside within University Housing per the terms of the contract and/or the University Residency Requirement, this obligation in writing whether or not the student affirmatively chooses a particular room assignment after the time of execution. Students will be assessed all fees for the Contract term if the Student enrolls but does not occupy the assigned space and does not have approval of this Contract cancelled in writing pursuant to Sections 9 and 10 of this Contract.

The opening and closing of all campus housing will follow the University academic calendar in accordance with a schedule published by the Registrar. The halls are closed at Thanksgiving and Spring breaks and the time between Fall and Spring academic terms. This Contract does not entitle students to the use of their room in the residence hall during the time when the Office of Residential Life has designated the residence halls closed for breaks or vacations. Students seeking housing during these closed periods may request special Break Housing. If approved for Break Housing, students may be requested to temporarily occupy a room other than regularly-assigned housing. In addition, an additional fee for staying in the residence halls at times when the halls are ordinarily closed may be assessed depending on the reason for the Break Housing request.

3. Occupancy
Students will pay room charges for the academic year specified above according to the University payment schedule. Students may not sublet or rent their room and may not permit another person to share their room assignment. Valparaiso University will make every effort to assign accommodations to student preference, but the University does not guarantee assignment to a particular residence hall, type of accommodation, specific roommates, or a single room. Students with appropriate documentation of a condition that requires special assignment without permission will be assessed a charge of \$100 and will be required to pay the charge without permission.

If you do not agree, exit the application here.
If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)
 Use the signature pad to draw your signature

Enter your full name

Clear signature

Sign your name and click Continue with your mouse

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.



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	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 Cancel

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 * cat State * Louisiana

Zip Code * 60025 Country * United States

Save Cancel

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

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work
✓	✓	Parent Contact	Kelly	Parent/Guardiarelly@gmail.com	123456789	123456789	123456789	
✓	✓	Emergency Contact	Small	Parent/Guardiaren.nelli@valpo.	123456789	123456789		

Continue ← Click Save Contact

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"> Alumni Double Brandt Double 	<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 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.

NEW Student On-Campus Housing Application - Existing Living Requests for Fall 2021 (1)

Choice #	Request Name	Value
1	Hall Choice	Lankenau Hall - Double

Add a New Living Request

Choice #	Request Type	=	Lankenau Hall - Double	Add
2	Hall Choice		Lankenau Hall - Double	

Continue

→

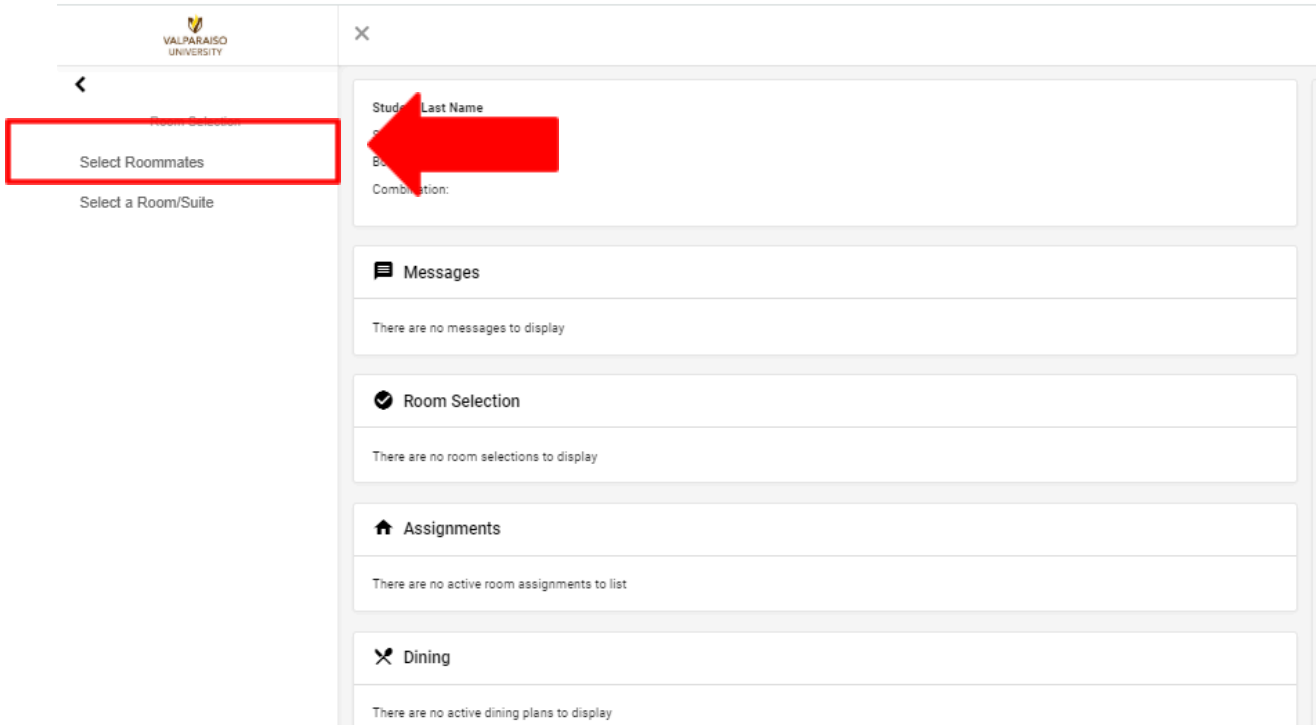
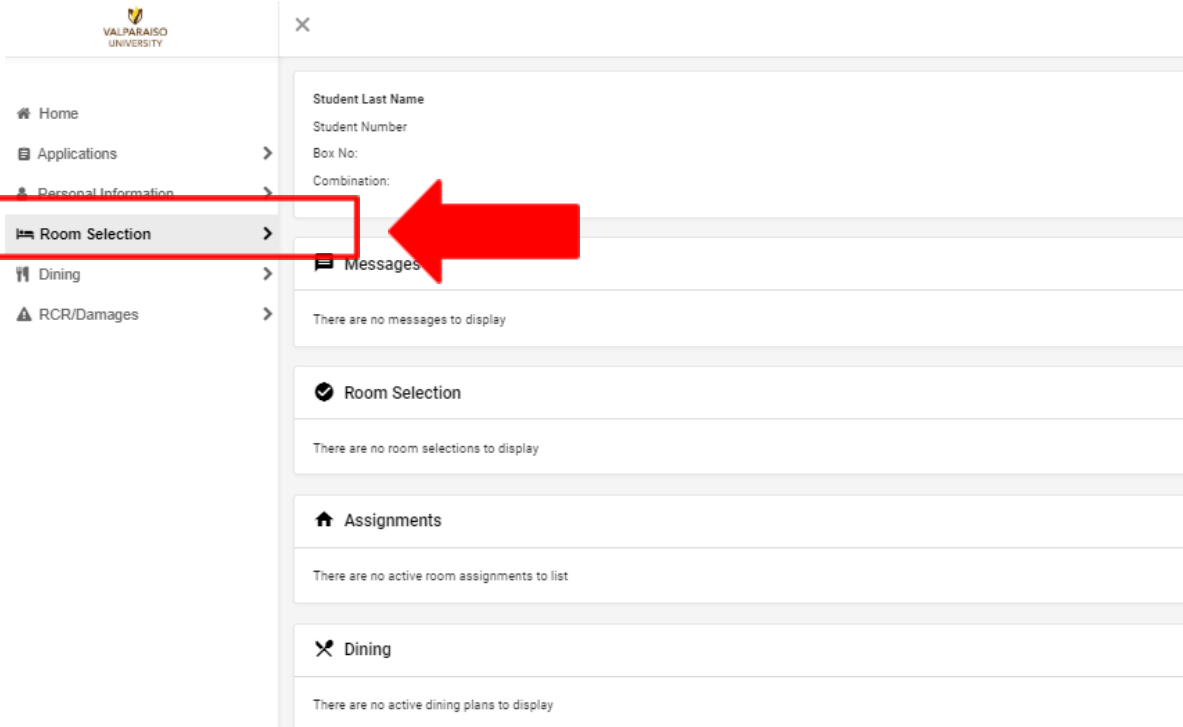
Living Requests will show here after they are added from the drop-down menu below

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 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)

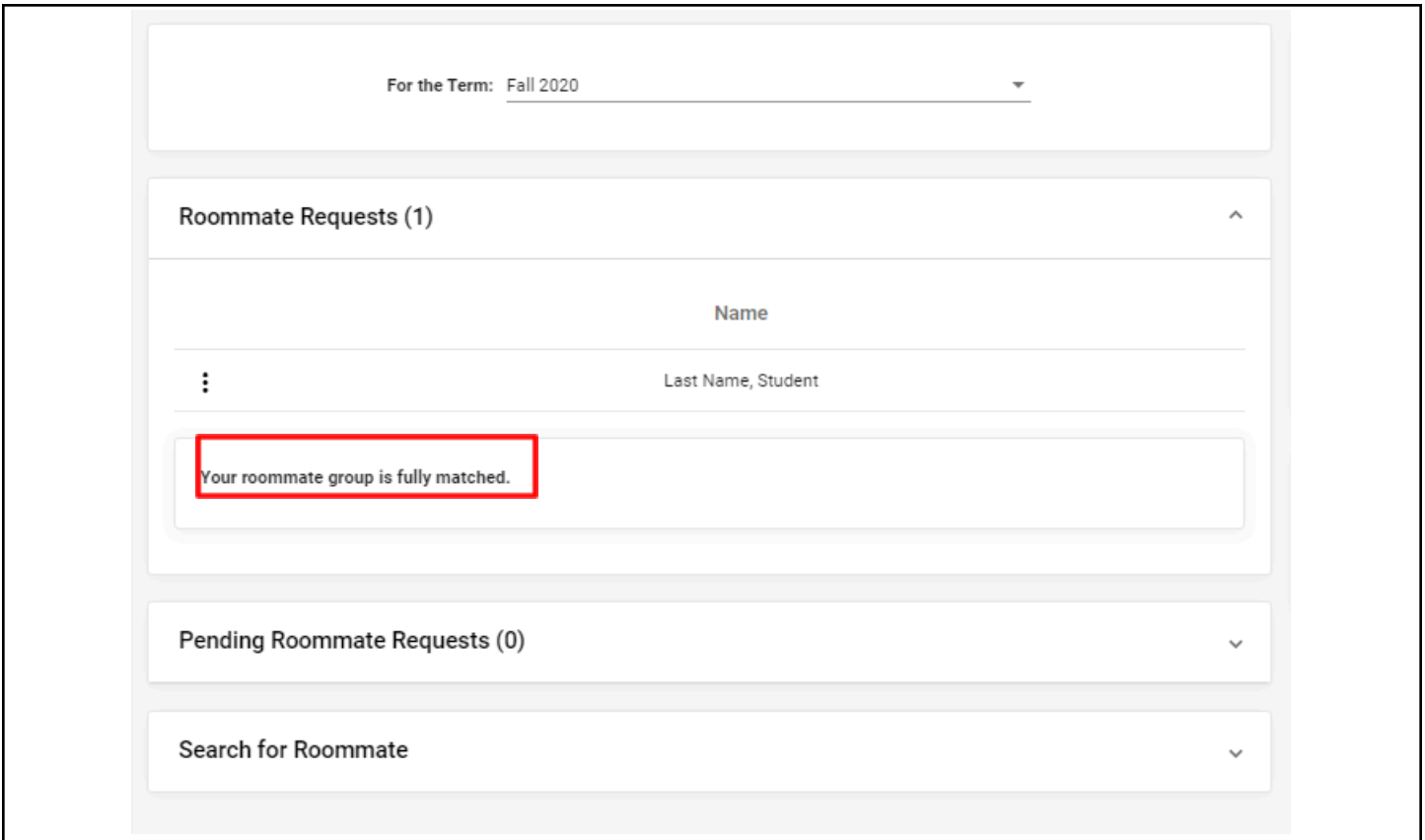
01. What is the FIRST NAME of your desired roommate? : Emma
 02. What is the LAST NAME of your desired roommate? : Pisello
 03. Would you like to live with a student from a country other than your own? : Yes
 04. What are your sleeping habits? : I'm a early morning person.
 05. What are your studying 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.

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				
<p>For the Term: Fall 2020</p> <p>Roommate Requests (1)</p> <table border="1"> <thead> <tr> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Pisello, Emma</td> </tr> </tbody> </table> <p>Unmatched Roommates: Emma Pisello has not requested Student Last Name</p> <p>Pending Roommate Requests (0)</p> <p>Search for Roommate</p>	Name	Pisello, Emma	<p>For the Term: Fall 2020</p> <p>Roommate Requests (0)</p> <p>Pending Roommate Requests (1)</p> <table border="1"> <thead> <tr> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Last Name, Student</td> </tr> </tbody> </table> <p>  View Student Profile  Person - Confirms Roommate Request  Trash Can - Removes Roommate Request </p>	Name	Last Name, Student
Name					
Pisello, Emma					
Name					
Last Name, Student					
<p>What a FULLY MATCHED ROOMMATE Group Looks Like</p>					



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.