Where will you live freshman year?

This TUTORIAL is a helpful guide to successfully navigating the on-campus housing selection process for the 2017-18 academic year. The secret to success involves reading carefully, asking questions and planning ahead. Our office is here to help you every step of the way.

Everything you need to complete the Housing Selection process can be found in this document, the Housing Portal or at our website. sju.edu/reslife

You can find the portal by:
Logging into The Nest
School Services
Student Resources

Click Here!

IMPORTANT DATES

- MAY 31: 2018-2019 Housing Agreement DUE
- JUNE 14: Housing selection times posted
- JUNE 22-JUNE 29: Orientation Housing Selection Presentations
- JULY 3: RLC Application Deadline
- JULY 11: Accommodation Need Placements Completed
- JULY 12: RLC Housing Selection
- JULY 16 - JULY 20: Freshman General Housing Selection
- JULY 23: Administrative Placements
- AUGUST 24: BOTN & Villiger Move-In
- AUGUST 25: LaFarge, McShain & Sourin Move-In
Housing Selection Guidelines

Be Prepared
The more time spent reviewing the selection process, finding roommates and developing multiple plans, the less stressful the process will be. Our office is here to help you, but will be limited in our options if you call us at the last minute.

Connect with Roommates
In order to pull roommates into a space, you must request/accept them before making a selection. There are several ways to find and connect with potential roommates. (See Steps 5, 6 & 8)

Students Can Select Individually or with Roommates
Not all students select a roommate before choosing housing. You can select a room as an individual and receive a random roommate. We do ask that if given the option between an empty room and a partially occupied room that individuals choose the partially occupied spaces to leave open double for those selecting with roommates. Our office does reserve the right to consolidate individuals to open up spaces for those with roommates.

Have a Backup Plan
It is important to have realistic expectations depending on your selection time. You and your roommate group should have at least one backup plan should your first choice no longer be available.

All Selections are Final
Be sure you to review your selection before submitting. If you change your mind following your selection and request to be removed, you will be given a selection time at the end of the process.

Room Change Waitlist
If you are unhappy with your selection, consider signing up on the open room change waitlist (It opens September 5th). This is a first-come first-served process where room changes are processed over a six-week period ending October 13th.
After logging into the portal through MySJU, click on the ‘Application’ button to begin.

PORTAL COLOR KEY

1. Blue indicates a completed step
2. Orange indicates the active step
3. Gray indicates the step is unavailable
4. White indicates an open but not completed step

Welcome to the SJU Residence Life Housing Portal!

This portal will guide you through your Housing Application, Room Selection and Viewing your Housing Assignment. To ensure accuracy, carefully read and review every step of the Housing Application.

More information about the Housing Selection Process can be found on the Office of Residence Life homepage (www.sju.edu/reslife).

To get started, just select the 'Application' tab located at the top of this page or click Here.
Step 1

APPLICATION

Select the 2018/2019 application and click ‘Continue’

(Summer 2018 - Session 2 is for students enrolled in classes during the summer.)
Specific Accommodation Need

If you are interested in an administrative placement due to a specific accommodation need, please review the information below. If you do not require an administrative placement, click "Save and Continue" to proceed to the next step.

Specific Need/Accommodation Request:

We strive to make living in the residence halls the best possible experience for all of our students. *If you have a condition that will require a specific housing accommodation, please indicate this need in the box above*, as we want to ensure you are fully knowledgeable about options for on-campus housing. Our office will contact you with additional information about your options through your SJU email account.

For those who have or think that you may have a need for a specific accommodation, you are encouraged to contact the Office for Student Disability Services, Room G11, Bellarmine Hall, 610-660-1774 or 610-660-1520 as early as possible. Reasonable accommodations can only be offered to students with current (within 3 years) documentation of the need and to the extent that such accommodation does not interfere with the essential requirements of a particular course or program.

*If there is no need for a specific accommodation, just click 'save & continue' to advance in the process.*
Online Agreement

Incoming Freshmen: Incoming Freshmen must complete a Housing Agreement to participate in the Housing Selection Process. Please note that there is no advantage in completing the application early - Housing selection times are randomly generated for all students who have completed the Housing Agreement (step #1) by May 31, 2018. All steps beyond Step 3 of the process may be completed later, up until your actual selection time.

Incoming Transfer Students and Sophomores: Housing assignments will be processed on a rolling basis as new Housing Agreements are received.

Juniors & Seniors: University housing is available for Juniors and Seniors wishing to stay in University-operated housing. Please note that once you electronically sign the Housing Agreement below, you are guaranteed and REQUIRED to stay in University housing for the 2018-2019 Academic Year. The Housing Agreement is a binding obligation for the academic year and students will not be released except for extraordinary circumstances.

Please stop and take a moment to review the Housing Agreement (a copy of the housing agreement is available by clicking the link below).

SJU Housing Agreement

Once you have read and understand the terms and conditions of this agreement, check the electronic signature box below and click on 'Continue' to submit your housing agreement. Before you proceed, you are reminded that:

1) The housing agreement is a binding agreement between you and the university for the duration of the applicable academic period.

2) Saint Joseph's University has a two year residency requirement, which requires all first and second students to live in University housing. (see SJU Residency Requirement Policy)

Please provide electronic signature for online agreement □

I acknowledge that I have read the Housing Agreement and understand that my affirmative consent to this electronic agreement constitutes my signature and approval to enter into and be bound by this housing agreement.
Residential Learning Communities

We are excited to offer RLC opportunities to Incoming Freshmen. More information and the RLC application can be found at the following website.

Residential Learning Communities

Participation in Residential Learning Communities affords students excellent benefits including:

- living with other students who share similar majors or interests
- the opportunity to develop close relationships with other students in the community
- focused programming opportunities related to the Learning Community theme
- the opportunity to interact closely with faculty and staff members
- participation in exclusive site visits and field trips
- Resident Assistants chosen specifically for membership in the Learning Community

More Information about Residential Learning Communities can be found at our website.

This step is informational only - you may click “Save & Continue” to advance to the next step.

If you are simply selecting normal housing, this step does not impact you.

The application DEADLINE is 7/3/18

For questions and information contact:

Liz Ali
eali@sju.edu
Step 5

Creating a Profile

We highly recommend you take time to rank your lifestyle preferences using the 11 criteria listed. This will allow you to compare compatibility with potential roommates.

Once complete click ‘Save & Continue’

NOTE: This is only one way to get to know potential roommates. We recommend you also meet in person and talk over expectations.
Step 6

SEARCH PREFERENCES

If this ‘Include in Search’ box isn’t clicked, your potential roommates will not be able to search for you. It must be clicked to request and accept roommates.

Once connected with your desired roommates, you may un-click it.

We recommend that you use your full name as your screen name. It makes it easier for your friends to find you. If you leave it blank, nothing will show up when your friends search for you.

Share more about your personality, interests and preferences here. (i.e. “I like to keep a clean room, listen to country music & long walks on the beach”)
Step 7

HOUSING OPTIONS

There are three ways to get to know your housing options.

1. Check out our Reslife Website where each building is listed with amenities and floor plans.

2. Use the “Browse Rooms” feature to view the number and capacity of available spaces within the buildings you are interested in.

3. Ask questions, pay attention during the Reslife Presentation and view the show rooms during Orientation.
ROOMMATE SEARCH

There are three ways to search for roommates:

1. **By Details:** Use this if you know the name or ID of the person you are looking for.

2. **By Profile Questions:** Use this if there are certain preferences that are more important to you.

3. **Matching Roommates:** This will show you a list of the most compatible students based on their total profile.

To confirm that you are officially connected to your desired roommates, their names must be listed under “Accepted Roommates.”
Step 9

VIEW SELECTION TIME

Once your selection time is available, this is where you view it.

The Housing Selection times are posted on the following dates:

June 14th, 2018

To put your time in perspective, here are the selection date ranges:

Freshman General Selection
7/16 – 7/20
Step 10

BROWSE ROOMS

1. Click on the **BUILDING** you wish to view.

2. Select the **FLOOR/SUITE** and then ‘Save & Continue.’

3. Select the **ROOM(s)** and review the floor plan location and details.

4. ‘Browse Rooms’ looks just the same as ‘Select Rooms’ it simply doesn’t allow a selection to be made. Use this feature to familiarize yourself with the system and available spaces before your actual selection time. Browse Rooms becomes available the same date you receive your lottery time.
Select a Building

Once you reach your selection date/time, this option will go ‘live,’ meaning you are able to go in and select a space. Your time does not ‘close’ until the end of selection on 7/20.

Step 10.1

One the first page, select the building your are interested (In this example we will use LaFarge)

Note: All selections are final. Please confirm the information above is correct before clicking "Reserve Beds" on the final page of the select room feature.
Step 11.2

SELECT A FLOOR

Once you are in the ‘Building’ page, you can select the floor you want. Once it is highlighted, click ‘Save & Continue’

Understanding the Floor Chart:
Each number listed shows the remaining beds available in each room type (single, double, etc.) It is not the number of rooms, but the number of beds.

**Suite 210:**
10 double beds = 5 double rooms

**Suite 220:**
10 double beds = 5 double rooms

**Suite 230:**
8 double beds = 4 double rooms

These numbers will update as spaces are selected.

Note: All selections are final. Please confirm the information above is correct before clicking "Reserve Beds" on the final page of the select room feature.

Save & Continue
Step 11.3

**SELECT ROOM**

Once you are in the ‘Floor’ page, you can select the room(s) you want. Once it is highlighted, click ‘Save & Continue’.

In this example, the student is selecting LaFarge 211 (a double room) Floor plans are provided to give you a sense of where the rooms are located (They are not drawn to scale).

**LaFarge - LaFarge Suite 210**

**Available Rooms**

LaFarge 211 - R1 - M - 2/2
LaFarge 212 - R1 - M - 2/2
LaFarge 213 - R1 - M - 2/2
LaFarge 214 - R1 - M - 2/2
LaFarge 215 - R1 - M - 2/2

Key: Room - Gender (M: Male, F: Female, N: Neutral, D: Dynamic, C: CoEd) - Available Beds/Total Beds

Note: All selections are final. Please confirm the information above is correct before clicking “Reserve Beds” on the final page of the select room feature.
Step 11.4

SELECT BED SPACE

This is the final step. There will be one drop down menu for each bed, including your accepted roommate’s names. Once everyone is placed, click ‘Reserve Beds’.

In this example, the room is a double so there are two bed spaces available. If it was a 3-person room there would be three bed spaces available.

PLACING ROOMMATES
You must be connected to your desired roommate(s) before making this selection. If they are not listed in your ‘Accepted Roommates’ they will not show up on these drop down menus.

If you get to this step and can’t find your roommate, pause and make sure you are connected.
**CONGRATULATIONS!**

You have completed Housing Selection!

If you would like to review or confirm your selection and roommates, click the ‘Application Confirmation’ to view all the information.

**If you have questions throughout the process, feel free to contact our office.**
reslife@sju.edu  
(610)660-1060

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**Application Confirmation**

**Hawk, Mr Joe**

- **Term:** 2018/2019 - Academic Year
- **Dates:** 8/24/2018 - 5/9/2019

**Room Reservation Details**

- **Room:** LaFarge 211 - R1
- **Room Type:** Double
- **Location:** LaFarge
- **Floor:** LaFarge Suite 210
- **Available Terms:** Academic Year
- **Available To:** Incoming Freshman
- **Mandatory Housing Profiles:** None

**Occupancy Information**

<table>
<thead>
<tr>
<th>Room</th>
<th>Occupants</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaFarge 211 - R1B1</td>
<td>Joe Hawk (8/24/2018 - 12/18/2018)</td>
</tr>
<tr>
<td>LaFarge 211 - R1B1</td>
<td>Hawk Wrap (8/24/2018 - 12/18/2018)</td>
</tr>
<tr>
<td>LaFarge 211 - R1B2</td>
<td>Hawk Wrap (1/13/2019 - 5/9/2019)</td>
</tr>
</tbody>
</table>