Housing Selection Portal Tutorial

Office of Residence Life
Where will you live freshman year?

This tutorial is a helpful guide to successfully navigating the on-campus housing selection process for the 2021-22 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 19
2021-2022 Housing Agreement Available

JUNE 21
Housing selection times posted

JUNE 23 – JUNE 30
Orientation

JULY 5
RLC Application Deadline

JULY 9
Accommodation Need Placements Completed

JULY 12
RLC Housing Placements Complete

JULY 12 – JULY 16
First Year General Housing Selection

JULY 19
Administrative Placements

AUGUST 20-21
First Year Move-In

AUGUST 23
First Day of Classes
**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 doubles for those selecting with roommates. Our office does reserve the right to consolidate individuals to open up spaces for those with roommates.
Housing Selection Guidelines

- **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 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.
Portal Color Key

1. **Blue** indicates a completed step

5. **Orange** indicates the active step

10. **Gray** indicates the step is unavailable

7. **White** indicates an open but not completed step

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**SJU Saint Joseph’s University**
Step Zero

GETTING STARTED
After logging into the portal through the Nest, click on the ‘Application’ button to begin.
Step 1

APPLICATION
Select the 2021/2022 application and click ‘Continue’
Step 2

ACCOMMODATION NEEDS

This is where you would indicate a specific housing accommodation due to a medical need or other circumstance.

Students can request to be administratively placed into a building that meets the need OR they may choose to go through selection on their own.

Specific Need/Accommodation Request:
I need air conditioning.

Save & Continue
Step 3

SIGNING THE HOUSING AGREEMENT
By checking this box and clicking ‘Continue,’ you commit to campus housing for the 2021-22 academic year, guaranteeing you an assignment.

This is a binding agreement (like a lease) and will not be released outside of extraordinary circumstances.

Agreements signed following 6/12/20 will be given selection times at the end of the process.
Residential Learning Communities & Early Arrival Programs
- Review the information below for some unique opportunities for our first year communities.

(Step 4 of 8)

Residential Learning Communities
Participation in Residential Learning Communities (RLCs) 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

Click HERE to learn more about the RLCs!

Early Arrival Programs
Are you interested in meeting new people, making new friends, gaining familiarity around campus and starting your college career a few days early? If so, then participation in an Early Arrival Program is right for you!

Saint Joseph’s University offers five unique opportunities during the week of August 16 for students to participate in. Each program has an individual focus, but they all share the common goal of helping our newest students connect with each other and the University community.

For more information about each of the programs and to sign up to be a part of this transformational experience, visit the Early Arrival Program homepage.

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

Step 4
RESIDENTIAL LEARNING COMMUNITIES & EARLY ARRIVAL PROGRAMS
If you are not intending to live in an RLC or interested in an Early Arrival program, you can click “Save & Continue” to advance through this step.

The application DEADLINE is 7/5/21.
Step 5

CREATING A PROFILE

We highly recommend you take time to rank your lifestyle preferences using the 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 and dining options.

1. Check out the websites linked from this page where details about all housing and dining options are provided.

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

3. Contact Residence Life and Dining Services with any specific questions you may have.
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 will be posted on June 21, 2021.

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

Freshman General Selection
7/12 – 7/16
9am-5pm each day
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.

‘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.
Step 11

**SELECT A ROOM**

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 7/16.

Step 11.1

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

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The “Select Rooms” feature will be available on July 12, 2021

If you are selecting an acceptable room, select a room by clicking “Reserve Beds.”

- The selected room should have enough available bed spaces for you and your roommate(s). (Example: If you select a 2-person room, it should be noted as “2/2”).
- You should see a drop down menu for each bed and a drop down menu with your accepted roommate’s screen name. Be sure to select your roommate’s screen name for each bedroom.

Time remaining for bed selections: 04:11

Select the bed you would like to have.

My Bed: - None -

Select the bed(s) you wish to assign to your roommate(s).

Hawk Wrap - None -

Reserve Beds
The “Dining Plan Selection” feature will be available after you complete your Housing Selection.

SELECT A DINING PLAN

All First Year Students will be assigned Weekly 19 dining plan. Students who wish to upgrade to an Weekly 19 Plus plan may select this option after completing their Housing Selection.
Step 12

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.
Contact Us

If you have questions throughout the process, feel free to contact our office:

reslife@sju.edu

610-660-1060