

Seattle Pacific University 2017–18 HOUSING SIGN-UP: STEP-BY-STEP GUIDE

This guide provides an overview of how to reserve housing for the upcoming year. The Housing Portal opens **May 1**. A calendar of deadlines and events can be found at spu.edu/signupcalendar.

START HERE

→ LOG IN

Access the Housing Portal via the student menu on Banner or go to spu.edu/housingapp. From the **Welcome** page, select **Application** in the menu bar to begin.

→ TERM SELECTOR

Select **Academic Year 2017–2018**.

→ PERSONAL INFORMATION

In a series of pages, you will verify your contact details and emergency information; provide answers to lifestyle questions; and provide accommodation information, if needed.

→ CONTRACT

By signing the **Room and Meal Plan Contract**, you agree to abide by the policies outlined in the **Student Handbook** (spu.edu/handbook). If you cancel your contract after choosing a unit or receiving your assignment, you will **forfeit your \$300 housing deposit**.

CHOOSE YOUR TRACK

ASSIGN ME TO A UNIT

Follow this track if you have a partial group, have a roommate who is a new student, or would like Housing to assign you to a room.

→ ROOM PREFERENCES

Let us know your room type and location preferences. We will do our best to assign you to one of your preferred buildings; however, it will depend on vacancies in the building and the quality of the roommate match.

→ MUTUAL ROOMMATE

If you have a partial group, request your roommate(s) on this page. If you are requesting a new student as a roommate, email housing@spu.edu to facilitate the process.

→ SUBMIT YOUR APPLICATION

Submit your application by **June 1** and you will receive your assignment on July 15. At that time, you will log back into the portal to select a meal plan.

QUESTIONS?

Stop by Housing & Meal Plan Services
(across from Hill Hall) 9 a.m.–4:30 p.m.,
Monday–Friday.

Call Housing at 206-281-2188.

Email housing@spu.edu.

Talk with your RA, RLC, or AC.

Read answers to frequently asked questions on the back of this form.

SELECT A UNIT

Follow this track if you have a group of current students (residents or commuters) who can fill each bed in the unit you want to reserve.

→ INTENTION

Let us know if you intend to sign up for CHA or the halls.

Note: The sign-up process is staged so that different types of units are reserved on different days (spu.edu/signupcalendar). This allows you to try for one type of unit and if you don't get it, try for something else. In that case, you will be notified when you can re-enter the portal to reconfigure your group. You will be asked to restate your intent upon entering.

→ MANAGE GROUP

1. Designate a group leader to create your group on the **Manage Group** page. The group leader assigns the group a name and password and gives it to each group member.
2. Members log in to the portal and add themselves to the group.
3. The leader verifies the group (saying it's complete) by **noon** on the date listed on the calendar for the type of unit they want to reserve (spu.edu/signupcalendar). Click **Verify Group** on the **Manage Group** page. Once verified, group members cannot change without contacting Housing.

→ TIME SLOT ASSIGNMENTS

Your time slot is emailed to your group leader. Only your group leader will have access to the portal page to select your unit. If there's a conflict, your group leader should email housing@spu.edu to designate another member to be group leader. See "How are time slots assigned?" on the back of this sheet.

→ ROOM SELECTION

At your allotted time, your group leader will log into the portal. Go to **Room Selection** and click the **Room Search Wizard** tab to select the building and unit you want. Your leader will have access anytime from the start of your time slot until **9 a.m.** the next day (or until you have reserved a unit).

→ RESERVE IT

The group leader selects a bed from the drop-down menu for each group member. All members must be assigned to one unit and you must fill all of the beds. Click **Reserve Beds** to complete your selection. **You cannot change your unit or bed selections after you Reserve Beds.** You will be emailed confirmation of your choice and instructions on how to select a meal plan.

