

Seattle Pacific University 2018–19 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 **April 30**. 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 2018–19**.

→ 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 a room for you.

→ 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 16. 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 sheet or at spu.edu/signupFAQ.

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. See, "Where am I able to sign up?" on the back of this sheet.

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.



SIGN-UP FAQs

WHERE AM I ABLE TO SIGN UP?

If you graduated from high school in 2017, you are eligible for the residence halls. If you graduated in 2016 or earlier, you are eligible for the residence halls or CHA. Note: if you include someone in your group who is not eligible for CHA, you will not be able to verify your group or receive a time slot.

HOW CAN I CONFIRM THE HIGH SCHOOL GRADUATION YEAR YOU HAVE FOR ME?

Your high school graduation year is displayed in your "profile summary" on the housing portal.

HOW MANY PEOPLE CAN BE IN A GROUP?

A group can consist of one to six members, depending on the type of unit they want to reserve. A student who wants to reserve a single is a group of one. All members must 1) be returning students (residents or commuters), 2) be eligible for the desired area, and 3) fill each space in the unit they are trying to reserve (e.g., a group of three will only be able to select a three-bed unit).

WHAT KINDS OF UNITS ARE AVAILABLE FOR SIGN-UP?

A chart of available units can be found at spu.edu/housingsignup. (Click on "Available Units" PDF)

HOW ARE TIME SLOTS ASSIGNED?

Eligible groups are organized into categories (see below) and then randomly assigned a time slot. Time slots are assigned five minutes apart. The first time slot assigned is **3 p.m.**; the last time slot will depend on the number of groups (no time slot will be later than **9 p.m.**). You may take as much time as you need to select a unit, but every five minutes a new group enters the portal. Time slots are deactivated at **9 a.m.** the next day.

CHA: Within each unit type (two-person, three-person, etc.) eligible groups are categorized as follows:

- Returning to CHA (all roommates currently in CHA)
- New to CHA (one or more roommates not currently in CHA)

Halls: Within each unit type (double, triple, etc.) eligible groups are categorized as follows:

- Returning to your hall (all currently in hall)
- Leadership (Hall Council Execs and RHMCs not in the first category)
- Changing halls (one or more roommates not currently in hall)

WHAT HAPPENS IF OUR GROUP MISSES OUR TIME SLOT?

If it's the same day, you can still log into the portal to see what options are available. Time slots are deactivated at **9 a.m.** the next day.

WHAT IF I HAVE A CONFLICT WITH OUR GROUP'S ASSIGNED TIME SLOT?

Your group leader is the only one who needs to be available to make a selection for your group. If you are the group leader, email housing@spu.edu from your SPU email account to switch group leader status to another person. Please do not miss class or work to sign up for housing.

IS THERE A BENEFIT TO VERIFYING OUR GROUP EARLY?

No. While you want to give yourself plenty of time to verify by the deadline, verifying early does not increase your chances of an earlier time slot. You should verify only when you have finalized the members of your group. Group members cannot change after verification without contacting Housing.

WHAT IF I SELECT THE WRONG UNIT DURING THE RESERVATION PROCESS?

Once you click **Reserve Beds**, you will be unable to backtrack and change your selection. It is important to research your options before your time slot and choose carefully during the selection process.

WHERE CAN I FIND HOUSING AND MEAL PLAN RATES FOR NEXT YEAR?

Go to spu.edu/rates.

WHAT IF I RESERVE ONE KIND OF UNIT AND DECIDE I WANT A DIFFERENT KIND?

Please be certain of your group and unit type **before** you reserve a unit. Once you do, you take that unit out of selection for everyone who enters the portal after you. Regrouping or changing unit types disadvantages other students and is not permitted. If you have an exceptional situation, you may email housing@spu.edu. Requests will be evaluated on a case-by-case basis only after housing sign-up ends.

HOW DO I SIGN UP FOR A MEAL PLAN?

Meal plan selections are made in the portal. If you're on the **Assign Me to a Unit** track, the meal plan options page will be available after you receive your assignment. If you're on the **Select a Unit** track, the page will be available after your group leader selects your unit. See spu.edu/mealplans for plan details.

WHAT IF I WANT TO LIVE OFF CAMPUS?

Eligibility to live off campus (in housing not owned by SPU) is different from eligibility sign up on campus in CHA (SPU-owned housing). To live off campus, you need to be 20 by the first day of Autumn Quarter. To live in CHA, you need to be a returning student (resident or commuter) who graduated from high school in 2016 or earlier.

WHAT IF MY ROOMMATE IS ON A STUDY ABROAD PROGRAM SPRING QUARTER?

Just give them your group name and password, and they will be able to join your group remotely!

WHAT IF I WANT TO LIVE WITH SOMEONE WHO WILL BE GONE AUTUMN QUARTER?

Due to demand, we cannot hold beds open. However, you can try to find another student who will be a resident Autumn Quarter only, in whose space your friend can return for Winter Quarter.

WHAT IF I NEED TO WITHDRAW AFTER OUR GROUP HAS RESERVED A SPACE?

Email housing@spu.edu from your SPU email account. Cancellations result in the forfeiture of your \$300 housing deposit (paid when you first applied for housing).

IF MY ROOMMATE WITHDRAWS, CAN I FIND SOMEONE TO TAKE THEIR PLACE?

Contact Housing to make this request. Our ability to accommodate it will depend on whether we have another student slated to fill the space; therefore, it is helpful to make your request at the same time your roommate withdraws.

HOW DO I SIGN UP WITHOUT A ROOMMATE?

If you prefer that Housing match you with a roommate, complete your application (spu.edu/housingapp) and select the **Assign Me to a Unit** track. If you apply by **June 1**, you will be matched with other returning and incoming students and notified of your assignment on July 16. (Note: These assignments are made after sign-up is complete; therefore, not all areas may be available. For best choice of units, follow the **Select a Unit** track.) If you would like to try to find a roommate, a list of students looking for roommates is available in Housing Services.

WHAT IF I WANT TO LIVE WITH A NEW STUDENT?

Follow the **Assign Me to a Unit** track and email housing@spu.edu with the name of your desired roommate. (Since they are a new student, you will not be able to select them in the mutual roommate step.)

WHAT IF WE'RE A GROUP OF THREE AND WANT A FOUR-PERSON UNIT?

You have two options: 1) find a fourth person to select a four-person unit during the selection process (a list of students looking for roommates is available in Housing Services); or 2) follow the **Assign Me to a Unit** track, request your other two roommates, and we will do our best to assign you together with a fourth student during the summer assignment process (dependent on availability).