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

Select Academic Year 2024–2025.

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

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.

This guide provides an overview of how to reserve housing for the upcoming year. The Housing Portal opens May 2. A calendar of deadlines and events can be found at spu/signupcalendar.

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

Let us know your room type preferences. (See “Where am I able to sign up?” on the back of this sheet.) We will do our best to assign you to one of your preferred options; however, it will depend on where there are vacancies in the building and the quality of the roommate match.

If you have a partial group or will be living with a transfer student, request your roommate(s) on this page.

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

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.

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.

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 into 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.

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.

At your allotted time, your group leader will log into the portal and re-enter their application. Go to Room Selection and select the building and unit you want. (See “What kinds of units are available for sign-up?” on the back of this sheet.) 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).

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.

ASSIGN ME TO A UNIT (AVAILABLE MAY 23)

ROOM TYPE PREFERENCES

If you have a partial group or will be living with a transfer student, request your roommate(s) on this page.

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 your student portal to select a meal plan.

QUESTIONS?

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.
**SIGN-UP FAQs**

**WILL I BE REQUIRED TO LIVE ON CAMPUS?**
Barring any changes due to government guidance or other developments, you will be required to live on campus unless you graduated from high school two or more years prior to the start of the academic year. Read the complete Residential Living Requirement [here](http://spu.edu/reslife/)

**WHAT WILL RESIDENTIAL DENSITY LOOK LIKE IN THE FALL?**
We anticipate that Campus Housing and Apartments (CHA) density as well as residence hall density will remain the same. Vacancies will be spread throughout the buildings as demand allows.

**CAN I SIGN UP FOR A TRIPLE ROOM?**
Yes, we are allowing triples in Arnett and Emerson.

**WHERE AM I ABLE TO SIGN UP?**
If you graduated from high school in 2023, you are eligible for Hill. If you graduated in 2022 or earlier, you are eligible for Emerson or CHA.

**WHAT KINDS OF UNITS ARE AVAILABLE FOR SIGN-UP?**
A chart of available units can be found at [spu.edu/availableunits](http://spu.edu/availableunits).

**HOW ARE TIME SLOTS ASSIGNED?**
CHA: Within each unit type (two-person, three-person, etc.) eligible groups are categorized as follows and then randomly assigned a timeslot:
- Each group member has a high school graduation year of 2021 or earlier.
- One or more group member has a high school graduation year of 2022.
Halls: Within each unit type (double, triple, etc.) eligible groups are randomly assigned a timeslot.

Time slots are assigned five minutes apart. The first time slot assigned is 9 a.m. The next day, time slots are deactivated at 9 a.m. the next day.

**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.

**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, email housing@spu.edu. Requests will be evaluated on a case-by-case basis after housing sign-up ends.

**WHAT ARE MY MEAL PLAN OPTIONS?**
New meal plan options have been created to add flexibility. The specifics of each plan can be found [online](http://spu.edu/mealplans). Select a Unit track, the page will be available after your group leader selects your unit. See spu.edu/mealplans for plan details.

**WHERE CAN I FIND HOUSING AND MEAL PLAN RATES?**
Go to spu.edu/rates.

**WHAT IF I WANT TO LIVE OFF CAMPUS?**
Unless you are living with your parents or guardians, you must have graduated from high school two or more years prior to the start of the academic year to live off-campus. Students out of compliance with this policy will incur a fine and will not be permitted to register until they are in compliance. Exceptions are rare. If you have a situation that warrants special consideration, complete the Residential Living Exemption form in the housing portal.

**WHAT IF MY ROOMMATE IS LIVING OFF-CAMPUS 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?**
Unfortunately, we cannot hold beds open in anticipation that someone may return. 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. Students have done this by placing an ad on Switchboard or through word of mouth.

**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 WITHdrawable, 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.

**WHAT IF I WANT TO LIVE WITH A NEW STUDENT?**
Returning students can live with incoming transfer students, but not first-year students since they are only eligible for first year halls. To live with a transfer student, follow the Assign Me to a Unit track and 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).

**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 (available May 23). If you apply by June 1, you will be matched with other returning and incoming students and notified of your assignment on July 15. (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.)

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**WHAT IF I WANTED TOServiceImpl is not available.**
Please contact Housing if you have any issues with your assignment.