

Seattle Pacific University

2026–27 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 13**. A calendar of deadlines and events can be found at spu.edu/signupcalendar.

START HERE

LOG IN

Access the Housing Portal through the Student Menu in Banner or at spu.edu/housingapp. From the **Home** page, select **Academic Year Application** to begin.

TERM SELECTOR

Select **Academic Year 2026–2027**.

PERSONAL INFORMATION

Complete the required pages to confirm contact and emergency details, answer lifestyle questions, and note any accommodation needs.

AGREEMENT

By signing the **Room and Meal Plan Agreement**, you agree to follow the policies in the **Student Handbook** (spu.edu/handbook). If you cancel after selecting a unit or receiving an assignment, you will **forfeit your \$300 housing deposit**.

MEAL PLAN

Once your room is selected or assigned, you may update your meal plan in the Housing Portal. Residence hall students default to the 200 Block Plan, which will be **locked in after August 15** if no changes are made.

CHOOSE YOUR TRACK

ASSIGN ME TO A UNIT (AVAILABLE MAY 18)

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.

ROOM TYPE PREFERENCES

Tell us your room type preferences. Assignments depend on availability and how well roommates match.

MUTUAL ROOMMATE

If you're in a partial group or want to live with a transfer student, request your roommate(s) in the Housing Portal.

SUBMIT YOUR APPLICATION

Apply by **June 1** to receive your housing assignment on June 20. You may then update your meal plan in the Student Portal. Residence hall students default to the 200 Block Plan, which will be **locked in after August 15** if no changes are made.

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.

Please see the **Housing Sign-Up FAQ** page on the housing website for additional information.

SELECT A UNIT (AVAILABLE APRIL 13)

Use this track if your group of current students can fill all beds in the unit you want to reserve.

INTENTION

Indicate whether you intend to sign up for the Campus Apartments or the residence halls. The sign-up process occurs in stages, with different unit types opening on different days (spu.edu/signupcalendar). If you don't secure one option, you may have another opportunity to re-enter the portal, reconfigure your group, and restate your intent for the next stage.

CREATE 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 into the portal and add themselves to the group.
3. By noon on the calendar date for your unit type (spu.edu/signupcalendar), the group leader must click **Verify Group** on the **Manage Group** page. After verification, group members cannot be changed without contacting Housing.

TIME SLOT ASSIGNMENTS

Your group's time slot is sent to the group leader by email. Only the group leader can select the unit in the portal. If there's a scheduling conflict, the leader can email housing@spu.edu to name another group leader.

ROOM SELECTION

At the assigned time, the group leader logs into the portal, returns to the application, and selects a building and unit under **Room Selection**. Access remains open from the start of the time slot until **9 a.m.** the next day or until a unit is reserved.

RESERVE IT

The group leader assigns a bed to each member from the drop-down menu, ensuring all beds in the unit are filled. Click **Reserve Beds** to complete your selection. After reserving beds, **unit and bed choices cannot be changed**. A confirmation email with meal plan instructions will follow.

