

# Seattle Pacific University 2025–26 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](https://spu.edu/signupcalendar).

## START HERE

- ➔ **LOG IN**  
Access the Housing Portal via the student menu on Banner or go to [spu.edu/housingapp](https://spu.edu/housingapp). From the **Home** page, select **Academic Year Application** in the menu bar to begin.
- ➔ **TERM SELECTOR**  
Select **Academic Year 2025–2026**.
- ➔ **PERSONAL INFORMATION**  
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.
- ➔ **AGREEMENT**  
By signing the **Room and Meal Plan Agreement**, you agree to abide by the policies outlined in the **Student Handbook** ([spu.edu/handbook](https://spu.edu/handbook)). If you cancel your agreement after choosing a unit or receiving your assignment, you will **forfeit your \$300 housing deposit**.

## CHOOSE YOUR TRACK

### ASSIGN ME TO A UNIT (AVAILABLE MAY 23)

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**  
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.
- ➔ **MUTUAL ROOMMATE**  
If you have a partial group or will be living with a transfer student, request your roommate(s) in the Housing Portal.
- ➔ **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.

### SELECT A UNIT (AVAILABLE MAY 1)

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](https://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 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](https://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](mailto: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 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).
- ➔ **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.

## QUESTIONS?

Call Housing at 206-281-2188.

Email [housing@spu.edu](mailto: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](https://spu.edu/signupFAQ).

Please see the [Housing Sign-Up FAQ](#) page on the housing website for additional information.

