Incoming Students Guide: How to Apply for Housing

Step 1: Before You Apply for Housing

Before you start the application process, make sure you complete the following checklist before you apply.

- Submit Your Deposit to PLU!
 - Our office is unable to process your application or make assignments before receiving your deposit
- Claim Your PLU ePass
 - Your ePass is required in order to log into our housing software
 - Your ePass also gives you access to your PLU email, where you will receive **all** Campus Life notifications, including: hall and learning community assignment, roommate information, and move-in information
- Check Out PLU's Learning Communities
 - At PLU, every residential student is part of an LC, by year at PLU and/or by theme. Learning Communities provide opportunities for students to connect with the community through co-curricular events and programs that are extremely valuable during your first year. Incoming first year students are also enrolled into PLUS 100: Transitions to PLU based on their on campus learning community.
 - Look at the different learning communities on our Learning Community Page!
 - Learning Communities are based on year, identity, academic pursuits, and interests.
 - You will have the opportunity to rank each learning community in your housing application, with your top choice being the community you are interested in living in the most.

Check Out <u>PLU's Residence Halls</u>

At PLU, we don't call our living facilities "dorms" – residence halls are so much more! Each Residence Hall is unique in its structure, community, and environment. If you are interested in living in a particular residence hall, make sure to check out the hall's page for which learning communities are housed there.

Step 2: Navigating eRezLife

Once you've completed everything on the pre-housing checklist, you're ready to apply for housing!

Logging into eRezLife

- Here you can access PLU's housing software, eRezLife.
 - If you are already logged into your Banner account or PLU email on the same browser you are accessing eRezLife from, you should be automatically logged into eRezLife
 - If you are not already logged into your PLU ePass, you will be prompted to do so (duo-push may be required)

Welcome to eRezLife!

When you login to eRezLife, the main page will include:

- Recommended Actions: which will include applying for housing
- Left Side Menu that includes:
 - Your Profile
 - The majority of the personal information on this page pulls directly from your PLU Banner Profile. If there are errors or changes you would like to make to your personal information, please update your PLU Banner Profile.
 - Your profile also includes a variety of other information for you regarding housing related features that will be shared in the "Your Profile" drop down on this page.
 - Housing Information: When you first login, no information will be available for you until you've completed the Housing Application. More options including searching for and creating roommates groups will be available once the application has been completed.
 - Forms: These are additional forms for you to complete, as needed.

Explore eRezLife, as needed, to become acquainted with the features available to you at this time. Campus Life will also be sharing more information for how to use eRezLife once the academic year has started for students, including additional features and forms.

You can access the Housing Application by either clicking on "Apply for Housing" under Recommended Actions or you can select "Housing Overview" on the left side menu.

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Applications & forms		
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Step 3: Applying for Housing

Under the "Name" field of the form, it should read: Academic Year 2025-2026: Fall 2025 (New Students). Begin the application by selecting "Apply Now".

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General	Start your residence application by clicking the "Apply now" button for the apple	cation you are interested in			
My profile	Name	Deadline	Status		٠
Assessments	Academic Year 2024-2025: Fall 2024 (New Students)	jun 1, 2024		Apply now	
Housing					
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Resources					

1. **Student Status:** Select the student status that best describes you. *Students who completed Running Start are considered First Year Students regardless of class standing and/or completed credits*

🕈 Home		
neral	Academic Year 2024-2025: Fall	2024 (New Students)
profile essments	Application deadline: Jun 1, 2024	
busing	Application form	Confirm application
ising overview	Approximation form	Commission
ademic Year 2024-2025: Fall 2024 🛕		
y roommate profile	Please fill out the following questions to the best of your ability.	
ntacts	Show all options	V Expand all Collapse all
rms		
isources	Apply for Learning Communities	^
	Please Select Your Student Status	
	 ✓ - select one - Incoming First Year Students (Running Start Included) Incoming Transfer Student Graduate Student Non-Degree Seeking Student 	
	PLU is proud to offer a wide variety of Learning Communities engage themselves into a passion area. Learning communitie opportunities for students to connect with community throug and programs. All first year students can opt into a PLUS 100 assigned learning community.	(LCs) to students to fully is provide provide gh co-curricular events course aligned with their

2. Gender Inclusive Housing

 Campus Life is committed to creating inclusive living communities that foster a sense of belonging and comfort for all students, inclusive of all gender identities. As a part of this commitment, Campus Life has been able to renovate several on campus bathroom facilities to meet gender-inclusive student needs, including enhanced privacy (floor to ceiling stall walls and doors).

- Students who require gender-inclusive facilities should make sure to apply to any or all of the following learning communities that have gender-inclusive facilities within the buildings they are located:
 - Community for Creative Expression (1 wing)
 - DJS Communities (all hall)
 - First Year/New Transfer/Returner Community [Un-themed] (1 wing)
 - Women's Empowerment & Gender Equity (all hall)

Gender Inclusive Housing Hall Information	^
Campus Life is committed to creating inclusive living communities that foster a sense of belonging and comfort for all students, inclusive of all gender identities. As a part of this commitment, Campus Life has been able to renovate several on campus bathroom facilities to meet gender-inclusive student needs, including enhanced privacy (floor to ceiling stall walls and doors). Single rooms and gender inclusive rooms are an option for students for whom sex assigned at birth does not match gender identity. Please select the option that best describes you *	
✓ - select one -	
I require access to a GIH bathroom	
I prener access to a GH bathroom	
I SHIT MAS & WITHIN M MASTING	

3. Learning Community Preferences

- Once you have selected your student status, the Learning Community Preference section will expand to list all the learning communities available based on your student status.
- Using the drop down lists below each community, select which learning communities you are interested in being assigned to in preference order. The community you select for 1st choice should be the top community you would like to live in. If there are any communities you are not interested in living in, you may select the "Not Interested" option at the bottom of the drop down.
- Diversity, Justice, & Sustainability Communities and Global Communities will have additional sections for you to rank the specific communities you would like to apply to. Similarly to your Learning Community preferences, please select "Not Interested" for any of the communities you do not prefer.

Learning Community Preferences	<u>^</u>
Using the drop down lists, rank the learning communities you would like to be considered for, with your 1st choice being the community you would like to be assigned to the most. Do not list more than one community for the same preference If you are not interested in a community, please select "Not Interested" as your selected choice.	
Community for Creative Expression*	
ur - select one -	
1st Choice	
2nd Choice Sustainability Community*	
3rd Choice ,	
4th Choice	
5th Choice y*	
6th Choice	
7th Choice	
8th Choice munity	
Not interested	
- select one - 👻	

4. Roommate Questionnaire

- Regardless of whether or not you already know whom you'd like to live with, roommate questionnaires should be completed in order to create your roommate profile.
- PLU believes in the valuable experience gained by sharing a room with a roommate, as well as living in a larger wing/floor community with others. All first year students will be matched with a roommate to the best of our ability.
- The answers you submit on your housing application will be copied to your personal profile under all the sections titled "Roommate Questionnaire"
 - You will also be able to edit these answers at any time on your profile page
- Complete your roommate questionnaire thoughtfully. Please keep in mind that...
 - The answers you provide will be viewable on your roommate profile
 - Your answers should reflect your living habits for who you *are* and not how you *think* you'll be in college
 - Even if you have a roommate in mind, *things might change!* Complete this section as if you do not know who your roommate will be and were being matched with a random roommate
 - Our Community Directors will read through each roommate questionnaire for students who do not have a requested roommate and match you together to the best of our abilities with someone we believe you will be compatible with. Take your time thinking about and writing out your answers so that we can match you with someone you'll be successful living with!

Roommate Questionn	aire	~
Expected Major(s):		
Music		
I plan to be involved in the	e following Co-Curricular Activities/Sports:	
On Campus Employmer		
Preferred Gender Identity	of Roommate	
Open to All Identities	v	
l identify myself as LGBTQ	>>, an advocate, or an ally and am interested in living with	

5. Re-read through your application and make sure all your learning community preferences are how you want them to be. **If everything looks correct, submit your application!**

The following questions are asked for roo will not follow up with you based on any	ommate matching purposes only. Our office answers provided below.	
I drink alcohol		
Regularly		
I use tobacco products		
I object to the use of tobacco products $\ \lor $		
I use marijuana products		
Rarely	Ŷ	
These 3 items should be heavily consider	red when assigning my roommate	
Clean, Respectful, Kind		
I am looking for a roommate who		
Enjoys being outdoors		
Tell us a little more about who you are, w leisure time, which movies/tv shows you	that you enjoy, and how you spend your enjoy, sports you participate in, etc.	
I like frogs		
Save and continue		
	Questions about your application?	

Applications & forms		•
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	Academic Year 2024-2025: Fall 2024 (New Students)	
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Housing overview	территоритор толтот водот на представляет	
Academic Year 2024-2025: Fail 2024 🛆		
My roommate profile Contacts	Please review your application details before proceeding. Your application overview:	
	You are applying for Academic Year 2024-2025: Fall 2024 residence	
	To complete your application, read the enclosed contract below . Please check off the two items below indicating that you understand and agree with all statements.	
	 I have opened, read, understood, and agree to the enclosed terms & conditions file I declare all information I have disclosed throughout this application process is correct Submit application 	
	Questions about your application?	

Step 4: Setting Up Your Roommate Profile

Once you have submitted your housing application, under the "Housing" menu tab, you will now be able to access **''My Roommate Profile''.** This page will allow you to set up your roommate profile to search and request roommates.

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Roommate search	No upcoming events in the next 3 days.	
Roommate groups		
Contacts	D My forms View intex @	
Forms	E ny total	

- 1. The only required field on this page is to add your **preferred name**
 - This will be the name that other students will see when searching for roommates
- 2. Optional field include:
 - Upload a Photo
 - An Elevator Pitch about Yourself: This can be similar to your tagline on your social media profile or a quick sentence about yourself
 - Example: New to PLU and lover of dogs and traveling!
 - Care to Elaborate Section:
 - This can be a brief paragraph about yourself, your interests, extracurriculars, etc. If you're not sure what to put here, looking at your roommate questionnaire answers might help!

Image: Provide in the following profile information. This information will be used to help contract you with the possible nonsmaster. Only those students who have completed in agging and the state to even this information. Notating Image: Provide information will be used to help contract you with the possible nonsmaster. Only those students who have completed in agging and the state to even this information. Notating Image: Provide information Notating overview This will make your profile viewable by other apploarms. Hyou duable it, appleares will not be able to see you and you will not be able to see them. If you duable it, your contacts will state be able to view your profile. Notating overview This will make your profile viewable by other applearms. Hyou duable it, appleares will not be able to see you and you will not be able to see them. If you duable it, your contacts will state to again the state to see when weaking your public profile? Notating overview This the chosen Notating overview This the to get creative, Give an elevator pict h about your static profile? Notating overview This the to get creative a list of possible recommones. Care to taleboards? This to more. This tenc will be shown when applecants were your profile. This tenc will be shown when applecants were your profile. This tenc will be shown when applecants were your profile.		
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Other applicants will be able to see this when they see a list of possible roommaters. Care to elaborate? Tell us more. This text will be shown when applicants view your profile.		It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself is one sentence?
Care to elaborate? Tell us more.		Other applicants will be able to see this when they see a list of possible roommaters.
This text will be shown when applicants view your profile.		Care to elaborate? Tell us more.
This text will be shown when applicants view your profile.		
		This text will be shown when applicants view your profile.

- 3. Profile Fields: Look at the list of profile fields that students can search for you.
 - You will only be able to see the profile field name. To see what answers correspond with each field, look at your profile page ("My Profile")
 - Basic Profile Fields: Name, Pronouns, Gender, Class Standing
 - **Roommate Questionnaire**: These answers are directly pulled from the answers you submitted when completing the Housing Application.
 - If you want to change any of the answers to your Roommate Questionnaire, you can do so by going to your profile at the bottom of the page.

4. Select Which Profile Fields You Want to Share

- For each profile field, decide whether or not students will be able to see your answers.
 - My Contacts vs. All Applicants
 - All Applicants will allow all students on eRezLife view that profile field
 - My Contacts will allow students to see that profile field once you've added them as a contact to your contact list (instructions for how to do so below)
 - Please note that the fewer fields that are selected for "All Applicants" the fewer criteria students will be able to see about you to get to know you!
 - Note that having your LC Approval answers viewable will allow students who were approved or assigned to the same Learning Community as you to find you!

Field	All applicants	My contacts	Private	
First Name	•	0		
Middle Name	0			
Last Name	•	0		
Pronouns			0	
Gender	٠	0	0	
Class	•	0	0	

5. Social Media Tags

- For students who are comfortable doing so, you can add any of your usernames to your profile page.
- For safety, other students will not be able to see these fields until you have approved them as a contact on your contact list.

How would you like your contacts to communic	ate with you?	
This system does not provide a way for you to o communication, let us know your preferred met	ommunicate with your contacts. We'll leave that to social me thods. These will only be viewable by your approved contacts	dia and email. To help facilitate i.
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6. Scroll to the top of the page and select the check box for "Turn On My Profile"

• Your profile will not be viewable by others if you do not check this box!

Applications & forms		Sarah Nelson 🔹		
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General	Roommate profile			
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Academic Year 2024-2025: Fall 2024	usaure n, your contacts mit son de done to men your prome.			
My roommate profile Roommate groups				
Resources	Change photo Choose File No file chosen			
	What name would you like other applicants to see when viewing your public profile? *			

7. Scroll to the bottom of the page and SAVE.



Step 6: Searching for Roommates

Under the Housing tab, below your roommate profile, select "Roommate Search"

A Home	RECOMMENDED ACTIONS	
General	A second a community amount for Academic Very 2024	035 Ext 2024
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Assessments	G find a roommate for Academic Year 2024-2025; Fall	2024)
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Academic Year 2024-2025: Fall 2024	E Opcoming	
My roommate profile Roommate search Roommate groups Contacts	No upcoming events in the next 3 day	ys.
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My forms		
Accessibility and Accommodations Application	You aren't responsible for any form	i.
Early Arrhval Request		
Housing Cancellation Form Learning Community Application	Your housing applications	View applications @
Resources		
	Academic Year 2024-2025: Fall 2024 (New Stu	dents)
	complete	

Students are able to search for students using 2 methods:

- Criteria Search
 - Each field provided corresponds to one of the multiple choice profile fields on a student's profile.
 - Reminder that you must set your roommate profile permissions to "All Applicants" in order for you to appear in a search
 - When clicking on a field, there will be a drop down menu for all the answer options for that question
 - Students can select the answer(s) they prefer to have in a roommate
 - Examples include:
 - A roommate who wakes up... "with a lot of extra time to get ready before classes"
 - A roommate who plans to clean their room,,, "Frequently (daily)"
 - A roommate who was approved for the Community for Creative Expression
 - Students can search for one or multiple criteria
 - Our office advises only using no more than 3 filters at one time. It is unlikely that you will find a roommate who will match your preference to every criteria field and suggest selecting the 3 most important criteria.
 - Once you've selected all your criteria, select the search button at the bottom
 - Students whose roommate questionnaires match the criteria you submitted should appear below
 - If no students appear, unfortunately this means that there are no students whose answers matched your criteria.
 - Reminder that not all students will choose to list every profile field for all students to see or may not have completed their roommate profile

• Search Directly for Roommates

- Students who already have a roommate in mind can search directly for one another using the search box at the top of the page
 - Please note that the student you are searching for must also create their roommate profile

Assessments	Here's a chance to look for other applicants you might be interested in rooming with.			
Housing	Search public name, cor			
Housing overview	<u>Asc</u>			
Academic Year 2024-2025: Fail 2024	Class			
My roommate profile	Gender			
Roommate search	is international			
Roommate groups Contacts	LC.Approval. Community for Creative Expression voi			
Forms	O no			
Resources	LC Approval: Environmental & Social Justice Wing			
	LC. Approval: First in the Family Wing			
	LC Approval: Lawinder Community			
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	LC Approval: Students of Color Wing			
	LC Approval: Wellness House			
	LC Approval: Women's Empowerment & Gender Equity			
	Roommate Ouestionnaire: Lam comfortable living with an Emotional Support Animal (ISA)			
	Roommate Questionnaire: I am interested in having a roommate from a country other than the United States.			
	Roommate Questionnaine: Edrink alcohol			
	Roommate Ouestionnaine: Lexpect to wake up			
	For extra curricular activities before class (athletics, ROTC, early work schedule, etc.)			
	Right before my class begins Mith a lot of extra time to est early before charges (3.3 hours before my classes stratt)			
	With some time to get ready before classes (1-2 hours before my classes begin)			
	Roommate Ouestionnaire: Lidentify myself as LGBTO+. an advocate. or an ally and am interested in living with someone who identifies similarly.			
	Roommate Questionnaire: I plan to clean my room			

Students can add one another to their Contact List by clicking "Send Contact Request". If the student they request accepts their contact request, students will be able to see one another's contact information (as listed on their roommate profile).

eRezLife does not have the ability to allow students to chat or send messages to one another through the housing software. Students can contact each via social media, texting, or email, as they are comfortable sharing on their eRezLife roommate profile.



Step 7: Request a Roommate

Once you've found your requested roommate, you're ready to form what is called a *"Roommate Group"*. Roommate Groups will allow our office to confirm mutual requests for students who'd like to room together. *Without a mutual request, our office will not be able to match students together*.

Create a Roommate Group and add your roommate:

1. Under the Housing menu, select "Roommate Groups"

n Home	Deserves			
General	Roommate groups			
My profile Assessments Housing	AP No	PPLICANT eison, S		
Housing overview				
Academic Year 2024-2025: Fall 2024	If you choose to join a m	roommate group, we'll attempt to place you with th	te other members of your group based on the group's preferences before we	
My roommate profile Roommate search	Consider your individual preferences. Academic Year 2024-2025: Fall 2024			
Roommate groups Contacts	Create new roommate	e group		
Forms	My choice	Group name	Applicants	
Resources		No group		
	1			

- 2. Select "Create New Roommate Group"
 - Students should name their roommate group "Fall 2025 Requested Roommate"
 - Students should be able to see their name with a green check mark
- 3. Students can add roommates to their roommate group using either of the following method
 - Add a Roommate using Their Email
 - Under the Email field (there should be a number 2 next to a textbox), input the requested student's PLU email.
 - All eRezLife accounts are directly associated with students PLU emails
 - Your requested roommate **must** submit their housing application in order for you to be able to request them

ft Home	New reammate group
General	New roommate group
My profile Assessments	View all groups
Housing	Group name *
Housing overview	Fail 2024 Requested Ro-
Academic Year 2024-2025: Fall 2024	Seision
My roommate profile Roommate search	Azademic Year 2024-2025: Fail 2024 Members (maximum allowed: 2)
Roommate groups Contacts	♥ Nelson, S (owner)
Forms	To add roommates to the group:
Resources	 you must know one of the aborts statuty as taken in one offective application you can only add people who have completed applications for this session
	Ernal 2.
	Save Cancel

- Add a Roommate to a Roommate Group from your Contacts: If you've found someone via Roomeez search function, you can add them to your contact list and then add them to your roommate group
 - Go to your Contacts list under the Housing menu
 - The student **must** accept your Contact request in order for you to add them to a roommate group
 - Contact requests can be found under your "Contacts" page
 - Select "Add to Roommate Group" for the student whom you'd like to room with
 - You must create your Roommate Group before you add them
 - Select the Roommate Group you would like to add them to
 - Select "Add"

A Home	Contacta
	Contacts
My profile Assessments	Current contacts
Housing	My requests
Housing overview	Biocked
Academic Year 2024-2025: Fall 2024	Filter
My roommate profile Roommate search <u>Roommate erouos</u> Contacts Forms	I'm a hoot and a holler. Hooting and hollering is my specialty.
Resources	a Add to roommate provo a Remove from contacts a Block



4. Confirm Your Roommate Group:

- Students can create as many roommate groups as they'd like but can only commit to being a part of one roommate group at a time.
- Students can view their Roommate Groups by going to the "Roommate Groups" screen under the Housing menu
 - Students should select "My Choice" for the Roommate Group they would like to prioritize being a part of and have a green check mark next to their name in that group

• In order to make a mutual request, both students must have the same Roommate Group selected with green check marks next to both student's names. Without this, our office <u>cannot</u> make a mutual request.

A Home	Reemmate	groups			
General	Roommate groups				
My profile Assessments	APPLI	ANT 1, S			
Housing					
Housing overview					
Academic Year 2024-2025: Fall 2024	If you choose to join a roommate group, well attempt to place you with the other members of your group based on the group's preferences before we				
My roommate profile	consider your individual preferences. Academaic Vear 2024, 2025: Eall 2024				
Roommate search	Academic Tear 2024-2025: Fail 2024				
Roommate groups	Create new roommate gro	ip			
5	My choice Group	name	Applicants		
Forms	S Eal 20	24 Requested Roommate	Nelson, S (owner)	Delete
Resources			Karen		
	 No gro 	up			

How to Check for Contact and Roommate Group Requests

- 1. If a student requests you to be their contact, a red box will appear next to the Contacts menu item
 - You will have the option to accept or decline students contact requests
 - You must accept a contact request in order to place someone or be placed into a roommate group

A Home	Contacts
General	contacts
My profile Assessments	Current contacts
Housing	Ny requests
Housing overview	Blocked
Academic Year 2024-2025: Fall 2024	Fiter
My roommate profile Roommate search <u>Roommate groups</u> Contacts 1	I'm a hoot and a holler. Hooting and hollering is my specialty.
Forms	
Resources	Add to roommate group Approve contact request

- 2. If a student requests you to be in a Roommate Group with them, a red box will appear next to the Roommate Group menu item
 - Select the corresponding box in the "My Choice". A green check will appear next to your name once you've selected this, confirming your Roommate Group

A Home	Beemm	asto groupe		
General	Roommate groups			
My profile Assessments Housing Housing averylew		APPLICANT Nelson, S		
Academic Year 2024-2025: Fall 2024 My roommate profile Roommate search Roommate groups Contacts	If you choose to join a roommate group, well attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences. Academic Year 2024-2025: Fall 2024 Create new roommate group			
Forms	My choice	Group name	Applicants	
Resources		Fall 2024 Requested Roommate	 Karen (Owner) Nelson, S 	
	0	No group		