

# Incoming Students Guide: How to Apply for Housing

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## 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 [PLU's Residence Halls](#)**
  - 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)

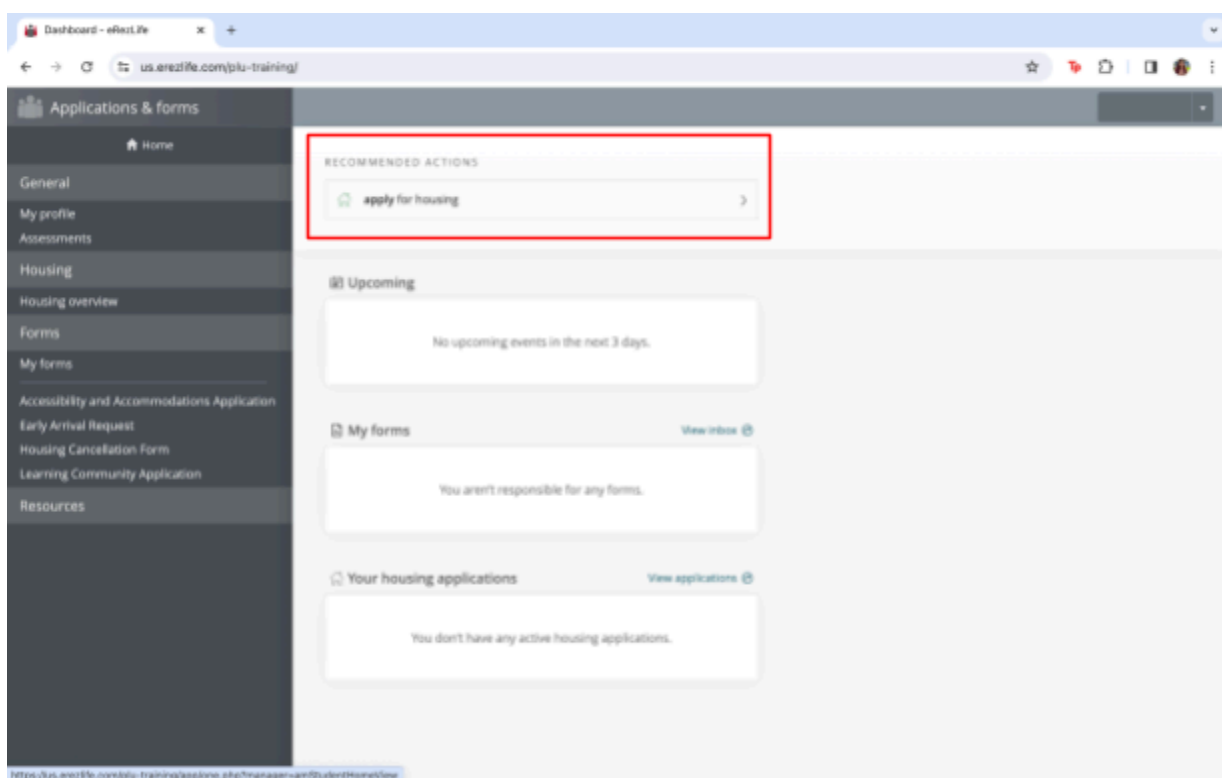
### Welcome to eRezLife!

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.

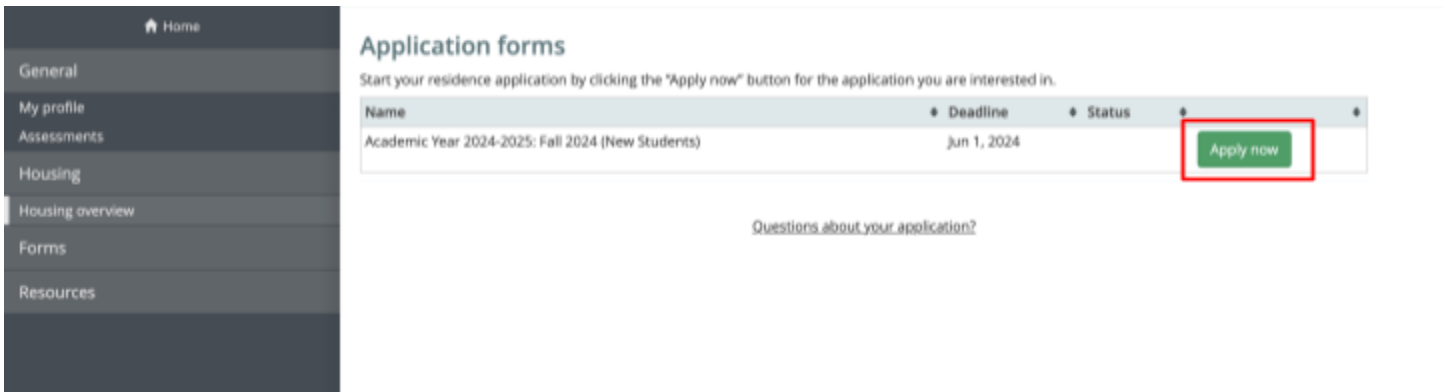
Explore eRezLife, as needed, to become acquainted with the features available to you at this time. Campus Life will also be sharing more information for how to use eRezLife once the academic year has started for students, including additional features and forms.

**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.**

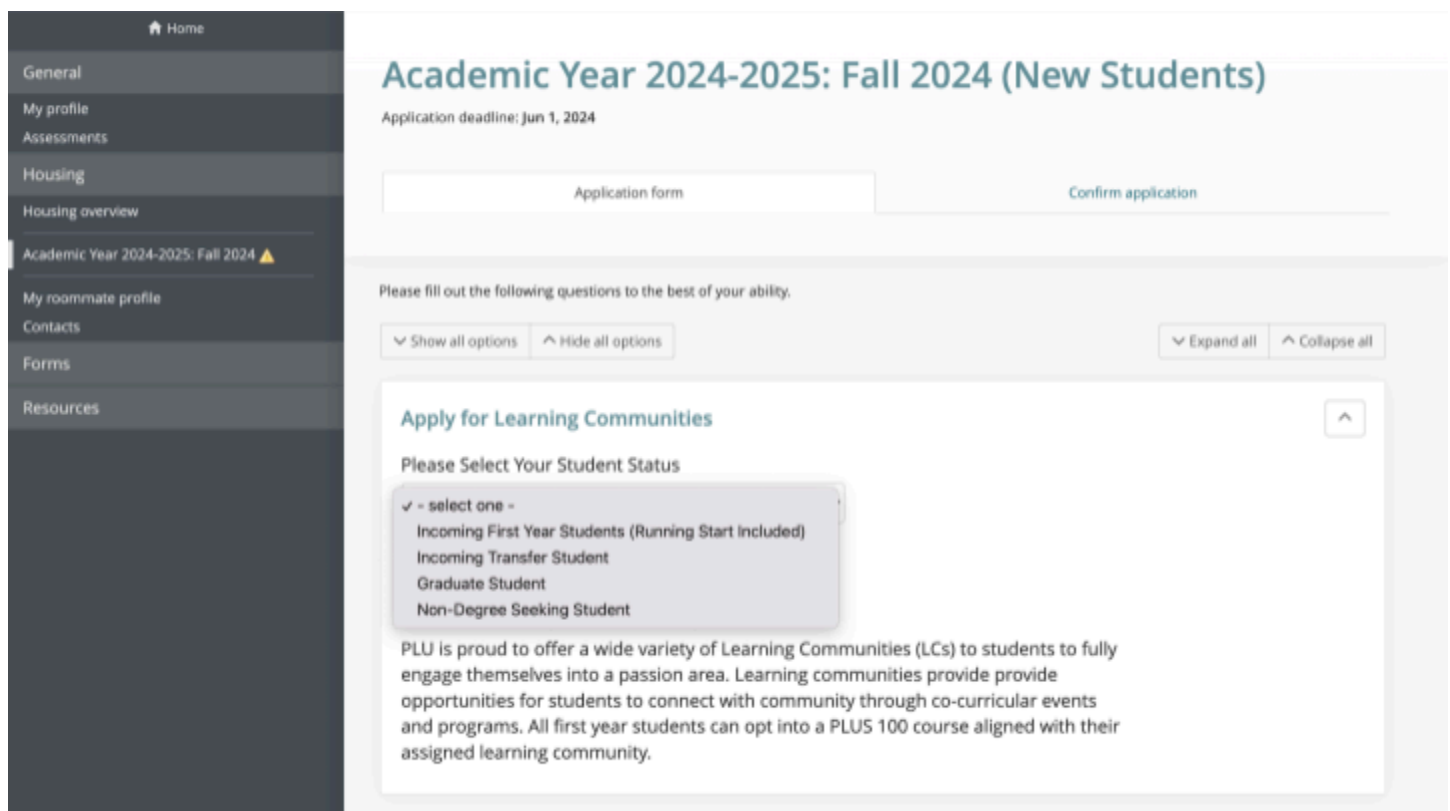


### Step 3: Applying for Housing

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".



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*



### 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 prefer access to a GIH bathroom
- I can use a gendered bathroom
- I can use either a gender or GIH bathroom

### 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**

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\*

- ✓ - select one -
- 1st Choice
- 2nd Choice
- 3rd Choice
- 4th Choice
- 5th Choice
- 6th Choice
- 7th Choice
- 8th Choice
- Not Interested
- select one -

Sustainability Community\*

#### 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 Questionnaire

Expected Major(s):  
Music

I plan to be involved in the following Co-Curricular Activities/Sports:  
On Campus Employer

Preferred Gender Identity of Roommate  
Open to All Identities

I 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 roommate matching purposes only. Our office will not follow up with you based on any answers provided below.

I drink alcohol...  
Regularly

I use tobacco products...  
I object to the use of tobacco products

I use marijuana products...  
Rarely

These 3 items should be heavily considered 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, what you enjoy, and how you spend your leisure time, which movies/tv shows you enjoy, sports you participate in, etc.  
I like frogs

Save **Save and continue**

Question about your application?

## Academic Year 2024-2025: Fall 2024 (New Students)

Application deadline: Jun 1, 2024

Application form

Confirm application

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.

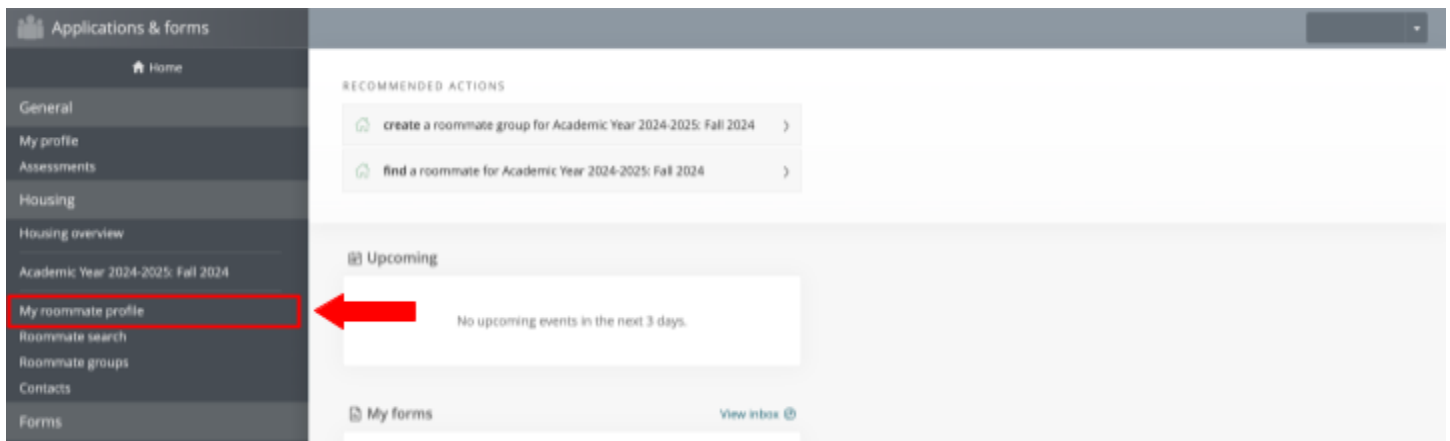
- I have opened, read, understood, and agree to the enclosed [terms & conditions file](#)
- I declare all information I have disclosed throughout this application process is correct

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.



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!

A screenshot of the "Roommate profile" form. The left sidebar contains a menu with items: Home, General, My profile, Assessments, Housing, Housing overview, Academic Year 2024-2025: Fall 2024, My roommate profile (highlighted), Roommate groups, Forms, and Resources. The main content area is titled "Roommate profile" and contains the following text: "Please fill out the following profile information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information." Below this is a checkbox labeled "Turn on my profile". A paragraph explains that turning on the profile makes it visible to other applicants. There is a placeholder for a profile picture with a "Change photo" button and a "Choose File" button. A text input field is labeled "What name would you like other applicants to see when viewing your public profile? \*". Another text input field is labeled "It's time to get creative. Give an elevator pitch about yourself. How would you describe yourself in one sentence?". A note states "Other applicants will be able to see this when they see a list of possible roommates." A large text area is labeled "Care to elaborate? Tell us more." and has a note below it: "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	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle Name	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Last Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pronouns	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gender	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 communicate with you?

This system does not provide a way for you to communicate with your contacts. We'll leave that to social media and email. To help facilitate communication, let us know your preferred methods. These will only be viewable by your approved contacts.

- Phone or text
- Email
- Facebook
- X
- Tumblr
- Pinterest
- Instagram
- Other
- TikTok
- WeChat



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

Home

General

My profile

Assessments

Housing

Housing overview

Academic Year 2024-2025: Fall 2024

My roommate profile

Roommate groups

Forms

Resources

## Roommate profile

Please fill out the following information. This information will be used to help connect you with the possible roommates. Only those students who have completed an application form will be able to view this information.

Turn on my profile

This will make your profile viewable by other applicants. If you disable it, applicants will not be able to see you and you will not be able to see them. If you disable it, your contacts will still be able to view your profile.

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.

YouTube

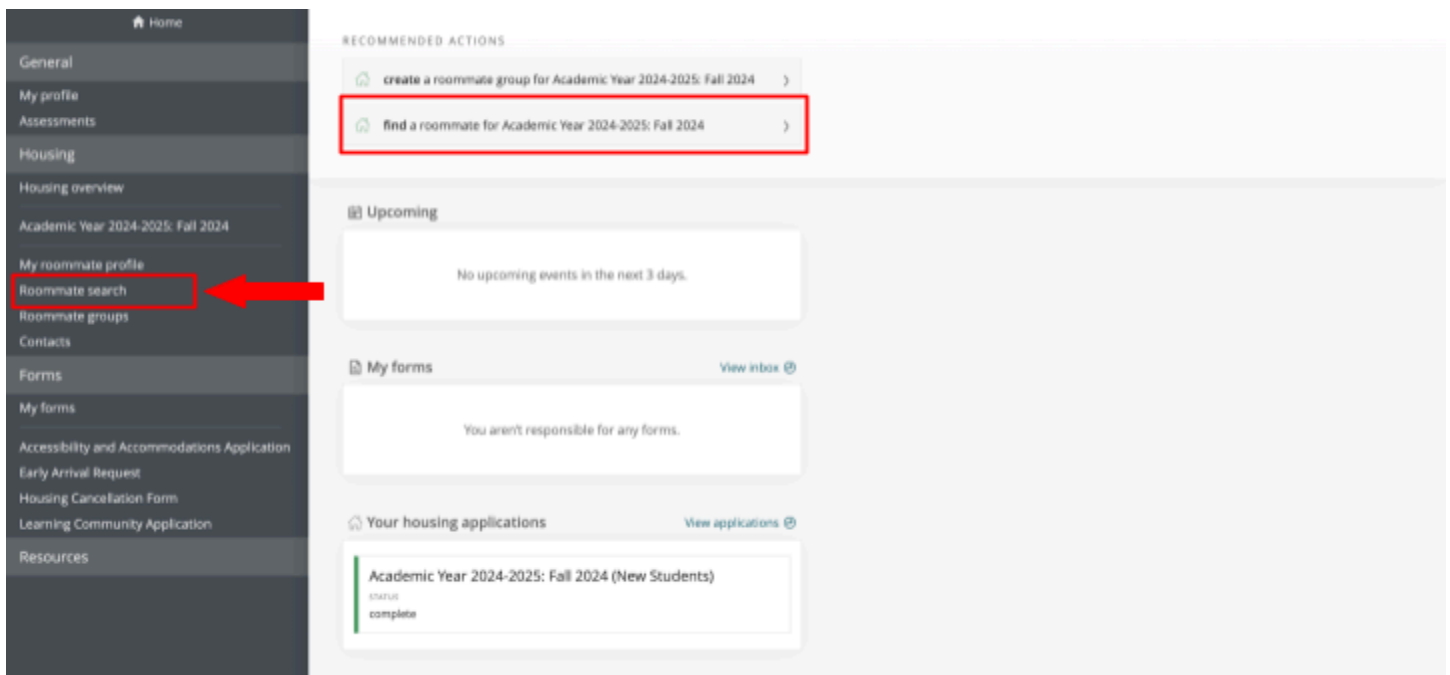
Snapchat

WhatsApp

Save

## Step 6: Searching for Roommates

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



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

Here's a chance to look for other applicants you might be interested in rooming with.

Age \_\_\_\_\_

Class \_\_\_\_\_

Gender \_\_\_\_\_

Is international \_\_\_\_\_

LC Approval: Community for Creative Expression

yes

no

LC Approval: Environmental & Social Justice Wing

LC Approval: First in the Family Wing

LC Approval: Lavender Community

LC Approval: STEM House

LC Approval: Students of Color Wing

LC Approval: Wellness House

LC Approval: Women's Empowerment & Gender Equity

Roommate Questionnaire: I am comfortable living with an Emotional Support Animal (ESA)

Roommate Questionnaire: I am interested in having a roommate from a country other than the United States.

Roommate Questionnaire: I drink alcohol

Roommate Questionnaire: I expect to wake up...

For extra curricular activities before class (athletics, ROTC, early work schedule, etc.)

Right before my class begins

With a lot of extra time to get ready before classes (2-3 hours before my classes start)

With some time to get ready before classes (1-2 hours before my classes begin)

Roommate Questionnaire: I identify myself as LGBTQ+, 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.*

Roommate Questionnaire: Ideally my residence hall room will be...



**Karen**

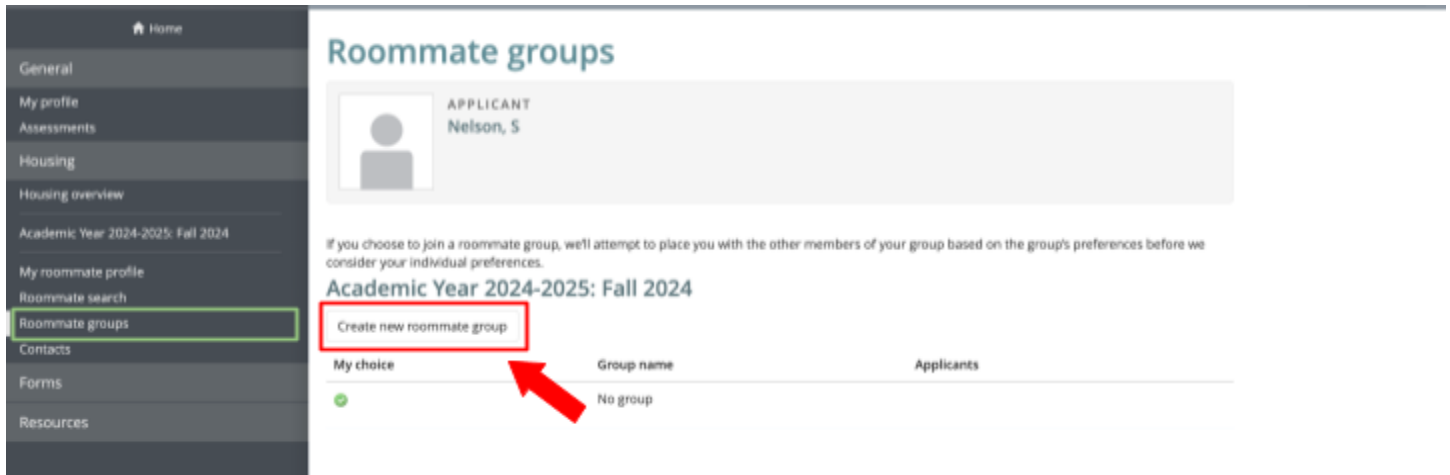
I'm a hoot and a holler.  
Hooting and hollering is my specialty.

## Step 7: Request a Roommate

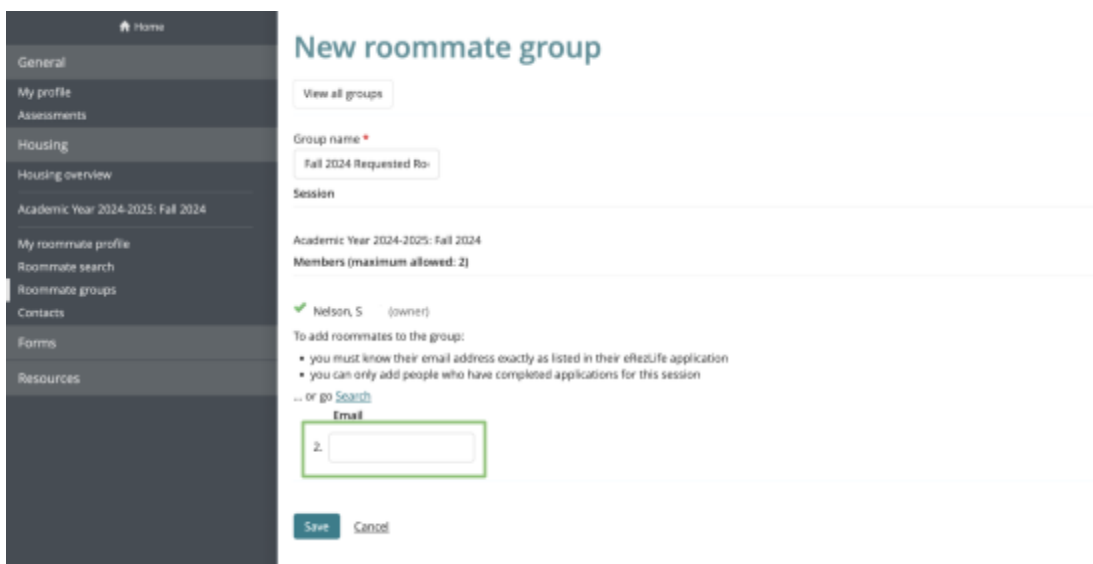
Once you've found your requested roommate, you're ready to form what is called a "Roommate Group". Roommate Groups will allow our office to confirm mutual requests for students who'd like to room together. *Without a mutual request, our office will not be able to match students together.*

### Create a Roommate Group and add your roommate:

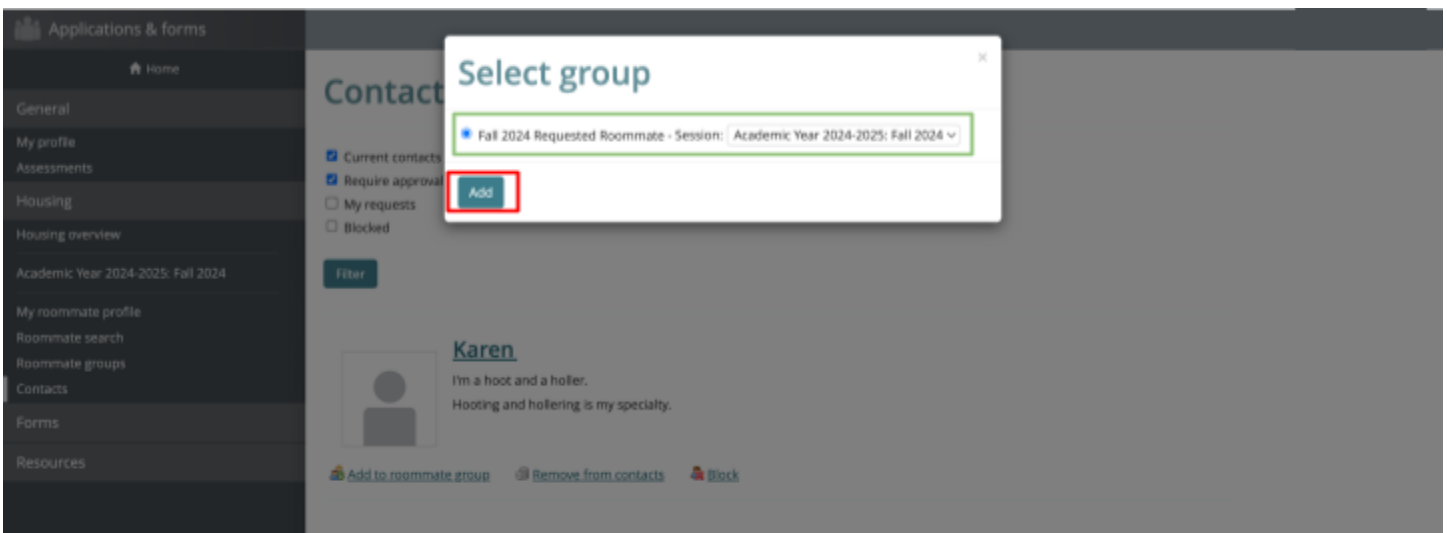
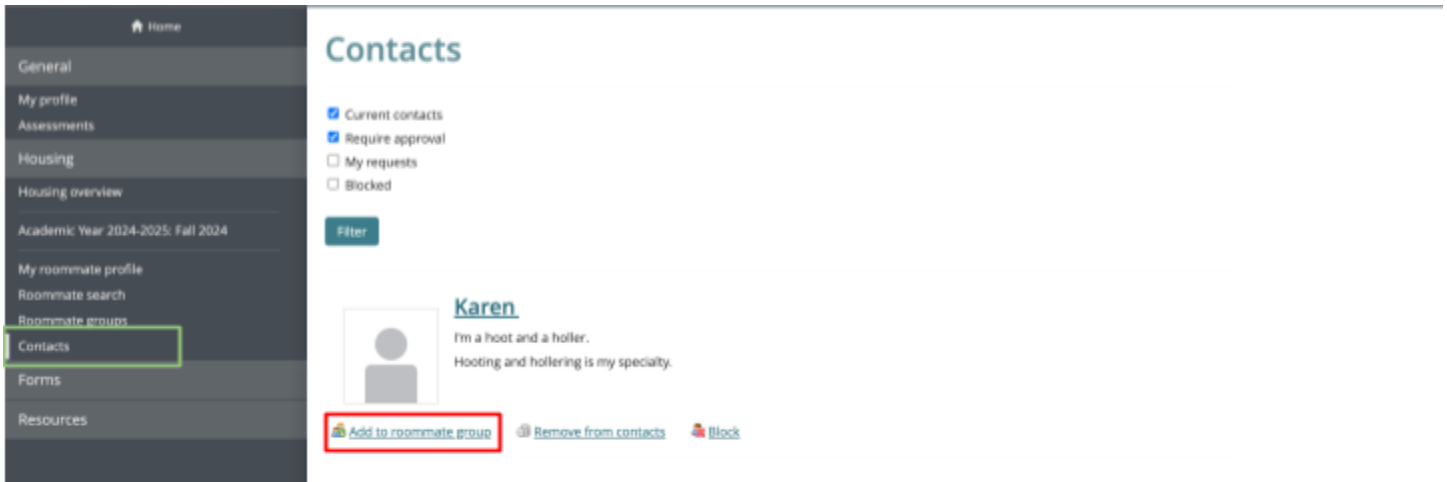
1. Under the Housing menu, select "Roommate Groups"



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



- **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"



#### 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 cannot make a mutual request.

Roommate groups

APPLICANT  
Nelson, S

if you choose to join a roommate group, we'll attempt to place you with the other members of your group based on the group's preferences before we consider your individual preferences.

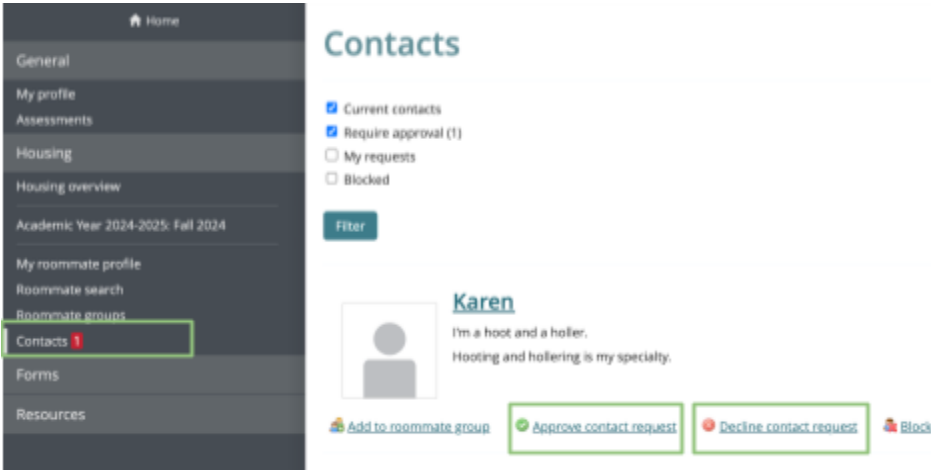
Academic Year 2024-2025: Fall 2024

Create new roommate group

My choice	Group name	Applicants	
<input checked="" type="checkbox"/>	<a href="#">Fall 2024 Requested Roommate</a>	✓ Nelson, S (owner) ✓ Karen	<a href="#">Delete</a>
<input type="checkbox"/>	No group		

# 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



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

