GET STARTED WITH THE FALL 2022 HOUSING APPLICATION

Welcome to the family! We are thrilled that you have chosen to find your #CardinalHome with Campus Housing at the University of Louisville (UofL). Students who live on campus gain invaluable social, academic, and extracurricular benefits. This "how-to" guide has been designed to assist you in submitting a general application for housing.

Step 1: Access the Housing Application

A. Visit the UofL Campus Housing webpage. Both incoming students and returning residents may access the Fall 2022 Housing Application by selecting the red "Apply for Housing!" button on the main page. Returning residents have the additional option of accessing the Fall 2022 Housing Application by selecting the red "Housing Portal" button directly underneath the "Apply for Housing!" one.
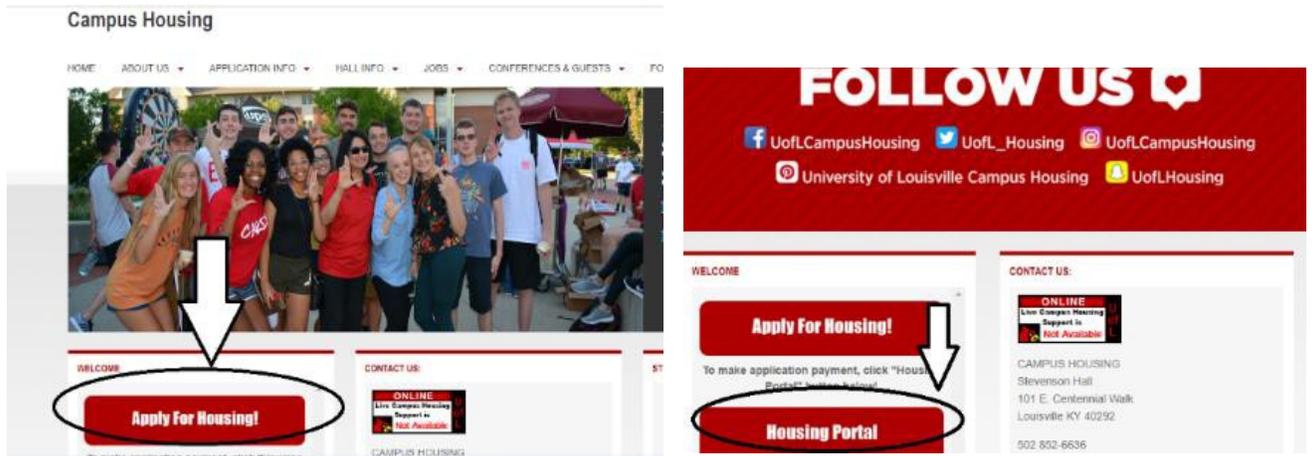
B. Once you have selected "Apply for Housing," you will be re-directed to a page that asks, "*Are you here to complete your first application with UofL Campus Housing or have you completed an application with us before?*" If this is your first time accessing any UofL Campus Housing Application, select "Yes, this is my first application with Campus Housing." If you have previously accessed a housing application with UofL Campus Housing OR created a UofL Housing Profile, select "No, I have completed an application with Campus Housing before."

Step 2: Create a Housing Profile and Submit GDPR/FERPA Consent

If you selected **"Yes, this is my first application with Campus Housing,"** follow these instructions:

A. Create your Campus Housing profile by completed the fields. Fields accompanied by an asterisk denote mandatory information.

B. Once you have completed the fields, select "Finish." You will be redirected to the GDPR/FERPA Consent form. The GDPR/FERPA Consent form details the information-sharing and confidentiality processes of our department. Please review this carefully. If you accept the conditions outlined on the form, complete the blank fields at the bottom of the form and select "Finish" to save. Once you select "Finish," you will receive an email notification to your UofL email account. This email is a confirmation that you have consented to Campus Housing's use and storage of the information provided on the housing application.

Please Note: While the submission of the GDPR/FERPA consent form is required in order to complete the housing application, it does not indicate that you have reserved a space in line for room selection. In order to guarantee a space in line for room selection, you must complete the housing application (and application fee if this is your first time submitting a housing application) in its entirety

Step 3: Apply from the Housing Portal Landing Page

A. After selecting "Finish" on the GDPR/FERPA consent form, you may proceed with the housing application. The "UofL Housing Portal" landing page will now appear. Select "Apply" to continue your application.
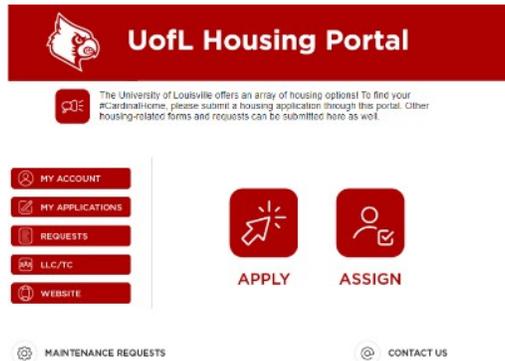
B. You will now be re-directed to the "UofL Housing Application" page. Select "Select" next to the option which applies to you. Select "Select" next to "I want to live on campus beginning Fall 2022."

C. Once your Housing Profile has been created and/or updated, you will be redirected to the housing application "Welcome Page." Please read this page carefully, as it contains important information regarding the housing application and room selection processes, information needed to complete the application, and important dates pertaining to hall and roommate preferences. At the bottom of the Welcome Page, select "Next Step.
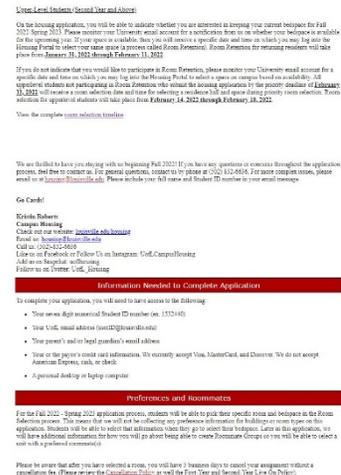
Step 4: Update "About You" and Contact Information

A. You will be re-directed to an "About You" section. Please complete all fields. The fields with a red asterisk are required.

Please Note: The question "Do you have a special need?" refers to any identity-related need which you feel is important for you to lead a safe and healthy life in our residence halls. This could include allergies, religion, disability, gender, or otherwise.

B. Once you have completed the "About You" section, select "Next Step" to proceed to "Contact Information" section. Please complete all fields. Fields with an asterisk are required. Once completed, select "Next Step" to continue.

Please Note: All students who complete the Fall 2022 Housing Application are automatically registered to receive SMS messages from Campus Housing. If you would like to opt out of receiving these messages, please indicate this by selecting the checkbox.

C. The next page which will appear is the "Emergency Contact and Missing Persons Contact Information" section. Begin inserting your emergency contact information. If you would like to provide an additional missing persons contact, you may begin inserting

this information. If you would like your emergency contact and missing persons contact to be the same, you may check the "Missing is same as Emergency" checkbox. Once completed, select "Next Step" to proceed.

UofL Housing Application

Emergency Contact Information	Missing Persons Contact Information
Please list the person you would like us to call in the case of life or safety issues. This person is not required to be a family member.	If staff are made aware that you may be missing, we will attempt to contact you within 24 hours. If we are unable to contact you, your missing persons contact will be notified.

☐ Missing is same as Emergency

Emergency Contact		Missing Persons Contact	
Title:	[dropdown] *	Title:	[dropdown] *
Legal First Name:	[ ] *	Legal First Name:	[ ] *
Legal Last Name:	[ ] *	Legal Last Name:	[ ] *
Address:	[ ] *	Address:	[ ] *
Apt #:	[ ]	Apt #:	[ ]
City:	[ ] *	City:	[ ] *
State:	[dropdown] *	State:	[dropdown] *
Zip Code:	[ ] *	Zip Code:	[ ] *
Country:	[ ]	Country:	[ ]
Phone Home:	[ ] *	Phone Home:	[ ] *
Phone Work:	[ ]	Phone Work:	[ ]
Phone Cell:	[ ]	Phone Cell:	[ ]
Email Address:	[ ] *	Email Address:	[ ] *
Relationship:	[ ] *	Relationship:	[ ] *

Step 5: Building Preference, Roommate Group, Roommate Matching, and Room Retention

The next page is comprised of <u>four</u> sub-sections: "Building Preference Information," "Roommate Group Information," Roommate Matching Preferences," and "Room Retention (Returning Residents Only)."

<u>Incoming students should disregard the room retention sub-section at the bottom of the page.</u>

Let's review each sub-section of this page separately.

Building Preference Information:

This sub-section explains that for the Fall 2022 Housing Application, students who complete the application prior to the priority deadlines will be able to participate in the self- selection process. After completing the application, these students will be contacted via their UofL email accounts at a later date with information including thespecific date and time at which they may log into the Housing Portal to select a bedspace. This means that these students will be able to choose the exact building, room, and bedspace in a selected unit. On this specified time/date, these students will also be able to assign those roommates who are a part of theiralready established roommate group.

Please Note: Due to the nature of self-assignment, it is not necessary for us to collect building preferences from you. You will be able to assign yourself directly into a space. However, if you choose not to participate in room selection, our office will assign you to a space based on the availability of spaces as well as the roommate matching information collected on this page. Building preference will <u>not</u> be taken into consideration.

Roommate Group Information:

This sub-section details an **optional** feature of the housing application. If you would like to live either with a specific individual or a group of friends, you will be able to request to live with them through our Roommate Group process. You will be able to create a Roommate Group in the Roommate Group Manager feature of the Housing Portal after completing the housing application. To access the Roommate Group Manager, you would log into the Housing Portal, go to "My Applications," and select "Roommate Groups." See Appendix 1 of this guide to learn more.

Please Note: Preferred roommates are not a requirement; if do not have a specific person or persons with whom you would prefer to live, it is not necessary to create a Roommate Group.

If you <u>would</u> like to participate in Roommate Groups, you and your friend(s) need to select a **group leader** to create a group. The group leader would then invite the remaining friends to join that group. Once invited, the friends must accept that invitation to join. When room selection occurs, whoever goes to select a room first will be able to pull in their Roommate Group if space in a unit is available to accommodate the group. If, at any time, you want to leave a Roommate Group, you will be able to do so. Please note that only those students who have been accepted to UofL and have completed the housing application will be able to participate in a roommate group. You will not be able to add these individuals until they have been admitted to the university and completed the housing application.

Roommate Matching Preferences:

This sub-section is comprised of basic questions which our team will use in assigning roommates for students who have not assigned themselves as Roommate Groups during room selection. The questions are meant solely for matching purposes and do not imply that we either condone or condemn any of the question content.

The bottom of the "Roommate Matching Preferences" sub-section explains that when a student participates in the room selection process, this student may select a bedspace in a unit which is still not occupied. In this case, the student has the option of making some personal information (name, email address, or both) visible for other students who are participating in room selection

and viewing these un-occupied bedspaces in the same unit. You should use the drop-down menus next to "Show roommates my name?" and "Show roommates my email address?" to indicate your preference or lack of preference.

Room Retention (Returning Residents Only):

This fourth sub-section explains that returning residents who have eligible Spring 2022 room assignments in an upper-level residence hall (Bettie Johnson, Cardinal Towne, University Pointe, or University Tower Apartments) have the option of requesting to retain their current room assignments for the following year. Students who check the "I want to stay in the same room" checkbox will automatically be assigned their current spaces in February and will not participate in room selection. Not all spaces are eligible for room retention, however. If your space is not available, you need to participate in room selection in order to choose a new space. Our office will notify you in advance if this situation occurs.

Returning residents who choose to participate in room retention will be able to pull in a Roommate Group if the remainder of the bedspaces in the unit remain available. If multiple people in a unit check the "I want to stay in the same room" checkbox and attempt to pull in more people than the unit has available, these requests will be processed in the order in which they are received. Those who check the "I want to stay in the same room" checkbox later will not be able to retain their spaces.

Building Preference Information

For the 2022-2023 application, students who complete the application prior to the application priority deadline will be able to participate in the self-selection process. You will be emailed a specific date and time during which you will be able to log into the Housing Portal and select your bedspace. This means you will be able to choose your exact building, room, and bedspace in that unit. This is also when you will be able to assign your roommate group.

View the complete room selection timeline.

Due to the self-assignment process, we are not collecting building preference information, as students will have the opportunity to assign themselves. Students who choose to not participate in the self-assignment process will be automatically assigned based on their roommate matching information; building preference will not be considered when making automatic assignments.

All students living on-campus (undergraduate or graduate), or full-time undergraduate commuters taking 12 or more credit hours with at least 9 credit hours on the Belknap Campus, are automatically assigned a Meal Plan. Meal Plan availability is based on where you will be living. Please see the Dining Services website for more information.

- Residents living in a residence hall without a kitchen in the unit (Belknap Hall, Community Park, Kurz Hall, Louisville Hall, Unitas Tower, and New Resident Hall Phase 2) will have a Traditional Plan, with the standard plan being the All Access Meal Plan.

- Residents living in a residence hall with a kitchen in the unit (Bettie Johnson Hall, Denny Crum Hall, University Pointe, and University Tower Apartments) will have an Apartment Plan, with the standard plan being the 100 Plan option.

Room Retention for Returning Residents

For students living in Bettie Johnson, Cardinal Towne, University Pointe, and University Tower Apartments, your unit might end up being available for the room retention process where you will be able to select your same room to live in again next year. This will be dependent on each individual rooms, as different communities in the building and specific student groups may be ineligible for room retention. Residents living in the other residence halls will not be eligible for room retention.

If you are interested in participating in Room Retention, please check the box below. If your unit ends up being eligible for Room Retention, during the Room Retention Selection period of January 31, 2022 through February 11, 2022, you will be able to log into the Housing Portal and in the room selection process select your current room again for the 2022-2023 term. You will have to participate in the selection process to be assigned again into your current room; checking the box DOES NOT automatically assign you again for next year.

If you check the box and change you mind, you will be able to select a different bed space the Room Selection process. If you check the box and your unit ends up being ineligible for Room Retention, we will email you to let you know that information when it becomes available.

Checking the box that you are interested in participating in Room Retention DOES NOT guarantee you will be able to select the same space again for the 2022-2023 term.

I want to stay in the same room: ☐

Step 6a: Living-Learning and Themed Communities Information

Select "Next Step" to proceed to the following page. This page displays living-learning community (LLC) and themed community (TC) options for the Fall 2022-Spring 2023 Academic Year. This page asks students to indicate whether or not they would like to complete the LLC/TC application on the next, or leave it blank if they are not interested. Once you have made your selection, select "Next Step" to proceed to the following page.

Step 6b: Living-Learning and Themed Communities Application

This page displays living-learning community (LLC) and themed community (TC) Application for the Fall 2022-Spring 2023 Academic Year. This page asks students to fill out some of their academic information, as well as agree to six consent statements for the LLC/TC programs, as well as their top preferences (up to three). Once the information is completed, select "Next Step" to proceed to the following page.

Living Learning and Themed Community Application

Student Information

Student ID Number:	fall21test1	LLC/TC: Major:	
Legal First Name:		Minor:	
First Name You Use:		T-Shirt Size:	
Legal Last Name:			

LLC/TC Participation Consent Statements

In order to participate in a Living Learning or Themed Community, there are six agreement statements that you must consent to. If you do not agree to any of the statements below, you will need to select the Cancel button to cancel your LLC/TC application.

By checking this box, I am agreeing to adhere to the community standards set forth by the LLC or TC advisor.

By checking this box, I am agreeing to live in the assigned residence hall of the LLC or TC that I am approved for.

By checking this box, I am agreeing to enroll in the the courses connected to the LLC that I am approved for.

By checking this box, I am agreeing to participate in LLC or TC specific programming that is mandated by the LLC or TC that I am approved for.

By checking this box, I am agreeing to familiarize myself with the cost of living in the residence hall of the LLC or TC that I am approved for.

By checking this box, I am agreeing to possible reassignment from the community I am approved for due to lack of participation during the academic year.

LLC/TC Preferences

Please select up to three preferences of an LLC/TC that you would like to apply for. If you select an option that that does not match your classification (ie a freshmen selecting an upperlevel community) your request will be automatically denied.

LLC/TC First Preference Name

LLC/TC Second Preference Name

LLC/TC Third Preference Name

Change you mind?

If you are no longer interested in a Living Learning or Themed Community, click Previous Step, and on the LLC/TC Information page, uncheck the "LLC/TC Interest" box at the bottom of the page. Then click Next Step to skip over the LLC/TC application.

Step 7: Review Campus Housing Policies and Sign License Agreement

The next section spotlights a few of our housing policies, including our Cancellation Policy. Other policy topics include consolidations, criminal records, renter's insurance, emotional support animals (ESA), lead, and meningitis. To read these policies and others in full, please visit the "Policies and Procedures" portion of the UofL Campus Housing webpage.

Important Information to Review

We strongly recommend that you read the housing license, our Policies and Procedures, and our Cancellation Policy before signing the housing license.

We have listed some of our housing policies below. This is in no way an exhaustive list of the housing policies you are agreeing to abide by when you sign the housing license.

Consolidations:

Students who have not contracted for a designated single occupancy room, do not have a roommate, and have been notified to consolidate will either select a roommate, have a roommate assigned by Campus Housing, or change rooms. Any room change must be approved by the Housing Office or Residence Hall Director and be completed within three days after notification to consolidate. If the consolidation has not occurred within this three-day period, the student may be relocated or will automatically be charged and legally obligated to pay the single room rate. Consolidations may occur at any time throughout the academic year.

Cancellation Policy:

Full cancellation penalties will apply to any student who has cancelled for any reason. Refunds and/or reductions may be issued pending a decision from the Appeals Committee, should the student choose to appeal. Residents who lose their student status or fail to satisfy their financial accounts will be denied access to the facility, including (but not limited to) a change of room door locks. Please see our Cancellation Policy for the full policy and explanation of penalties. Please note that students who do not cancel *will* receive a housing assignment once space is available.

Criminal Record:

We reserve the right to deny, cancel, or remove from housing individuals who provide false information as part of the application process, individuals with a documented history of violent behavior, and/or individuals whose histories or behaviors demonstrate an inability to successfully function with the community environment of the residence halls. We further reserve the right to verify any information provided by applicants that is available on public record.

Renter's Insurance:

As written in the license agreement, we want to ensure that items brought to campus are covered! We recommend checking with an insurance agent to make sure belongings are covered under a homeowners or renters insurance policy. If not, renters insurance can be acquired at minimal cost. For more information, please visit the National Association of Insurance Commissioners website at: www.naic.org/documents/consumer_alert_renters.htm

ESA:

Campus Housing suggests reviewing the University of Louisville's policy regarding the Use of Service and Emotional Support Animals on Campus. We also want to stress that Campus Housing only allows service and emotional support animals in the residence halls, not pets except for fish in tanks of 10 gallons or less.

Lead:

Some of our residence halls were built before 1978 and may contain lead. Read the Lead Warning Disclosure Information.

Once you have finishing reviewing the policy information on this page, select "Finish" to proceed to the next page, which contains the 2022-23 Academic Year Housing License Agreement.

In addition to reviewing the agreement in PDF form within the housing application, you may choose to email or download a copy for your records. If you select "Email," you will be able to insert an email address to which a copy of this agreement may be sent.

Again, we highly encourage students to review the Cancellation Policy and others before signing this agreement. Please check the checkbox fields next to each statement to confirm that you have reviewed all stated policies. At the bottom of the page, where you may insert your seven-digit student ID number into the required field. By selecting "I Agree," you are legally bound by the terms and conditions contained within the agreement.

Please Note: If you are under the age of 18, a co-signature by a parent/guardian is required. A co-signature request will be sent to the parent/guardian email address you provided at the beginning of the application. Your application will remain incomplete until this request has been fulfilled.

If a co-signature is required in order for you to complete the Housing License Agreement, the following email will be sent to your parent/guardian.

This email contains a co-signer code and co-signer link. The co-signer code should be used to "sign" the License Agreement provided at the link on the following page:

Your co-signature is required for this contract. To electronically co-sign this contract, enter the co-signer code from the email notice below and submit this form.

Academic Year License Agreement 2020-2021

Campus Housing ("Housing Office")
University of Louisville ("University")
Stevenson Hall
Louisville, Kentucky 40292
P: (502) 852.6636 F: (502) 852.5427

☑ I have reviewed the Cancellation Policy. I am aware that I am responsible for cancelling my housing assignment even if I withdraw from the University and that cancellation penalties may apply.

Review the Cancellation Policy.

☑ I have reviewed the lead disclosure information. I am aware that many of the residence halls were built before 1978 and may contain lead.

Read the Lead Warning Disclosure Information.

☑ I have reviewed the substance growth prevention information and agree to follow the recommendations provided.

Read the Substance Growth Prevention Information.

☑ I have read the University's Emotional Support Animal policy, and understand that no pets (except for fish in tanks 10 gallons or less) are allowed in the residence halls.

Read the ESA Policy.

☑ I have received the vaccination against meningococcal meningitis disease.

Review information regarding Meningococcal Meningitis.

☑ I understand that if I am under the age of 18, a co-signature is required on my housing license. I understand that if a co-signature is not obtained, this may delay in receiving my housing assignment or that my housing application may be cancelled. (A co-signature request will be emailed to the parent/guardian email address that you provided).

Co-signer Code: [   ] [Submit]

Once your parent/guardian has reviewed the License Agreement and selected the check-boxes indicating that they have read and understood the listed policies, they may enter the provided co-signer code and select "Submit." They will receive a notification on the same page which states that their co-signer code was recorded and the contract is complete. They may now exit this portion and proceed to the payment section of the Housing Application.

Step 8A: Complete the Housing Application by Submitting Payment

Once you have signed and submitted the license agreement, you may proceed to the following page titled "Housing Application Payment Options."

At this point, you may proceed with payment, which we highly recommend for those wishing to immediately reserve a place in line for room selection. **The housing application is incomplete until payment has been processed.** However, students may opt to log out of the housing application and re-access the Housing Portal at a later time in order to complete payment. If you choose to log out and submit payment at a later date, all application components prior to payment (including the signed license agreement) will be saved, but <u>this does not mean that your application is complete</u>.

Please Note: The housing application payment is a one-time, non-refundable fee. If you are a returning resident who previously has submitted a housing application at UofL and successfully paid the application fee, then you are not required to make the payment again. Our office currently accepts Discover, MasterCard, and Visa as forms of payment. If a student or guardian does not have access to one of these credit cards, then we recommend purchasing a prepaid credit card with one of these vendors. Our office does not accept checks or cash as a form of payment.

A. To pay, select "Select" next to the statement which reads "Housing Application Payment. Pay a one-time non-refundable $100 application charge…". The following screen will appear:

B. Select "Make a Payment" to insert your credit card information. The following contentwill appear:

C. Once you have inserted your information, select "Pay Now" to make payment. A receiptscreen will appear which says, "Thank you for your order!". You must select "Return" after completing payment.

D. You will be able to print a copy of your receipt after selecting the "Return" button. The following page will appear on which you may select "Print." When finished printing, youmay select "Finish" at the bottom of the page to complete payment.

E. You will be redirected to the "Application Complete" page. You may now log out of the housing application.

All students will receive the following email once the Housing Application is complete:

Step 8B: Apply for a Reduced Application Payment

If you were previously approved by the University for an admissions application fee waiver, then you may qualify for a reduced housing application charge of $50.

A. If you would like to submit a reduced fee request, then select "Select" next to the reduced fee request option below:

Please Note: If you select this option, processing will take approximately three business days. You will be notified regarding approval or denial to the email address you provided when creating a housing profile. If your request is either approved or denied, you will need to log back into the Housing Portal to complete your payment. The housing application is not complete until payment has been made.

B. You will be redirected to the following "Reduced Application Fee Request" page:

C. After reviewing the "Reduced Application Fee Request" page in its entirety and completing the available fields, select "Finish" to submit your reduced fee request. You will now be redirected to the "Reduced Fee Request Received Page." Please review the

page instructions carefully. You may now log out of the housing application. Again, your application is not complete until final payment has been made.

Reduced Fee Request Received

Your request for a reduced application fee of $50 has been received. You will receive an email to both your personal email and University of Louisville email address regarding your reduced fee application within 1-3 business days. Be sure to check both email addresses!

If you have any questions, comments, or concerns in the meantime, be sure to contact us via phone at (502)-852-6636, via email at housing@louisville.edu, or via LiveChat on the front page of our website.

Housing Application FAQ

## May I log out of my housing application and resume my work at a later time?

- The housing application does not save any work-in-progress. This means that if you begin the application component and decide to log out, you will lose any work and need to begin the application anew. There are two exceptions to this: you may log out after submitting the GDPR/FERPA consent form (see Step 2) and again after submitting the Housing License Agreement (see Step 7).

I accidentally provided inaccurate information OR I need to update my information. How may I make changes/updates after my application has been submitted?

- If you have submitted an application with inaccurate information and need to update this information, you will need to contact Campus Housing from your UofL email account via email housing@louisville.edu and provide your full name and student ID so that we may assist you. You will not be able to access the application again once it has been submitted.

How may I re-enter the Housing Portal to access my application?

If you decide to exit the Housing Application, then you will need to log back into the Housing Portal by selecting either the "Apply for Housing" or "Housing Portal" button on the UofL Campus Housing main page. Both will take you back to the log-screen you need to access your application.
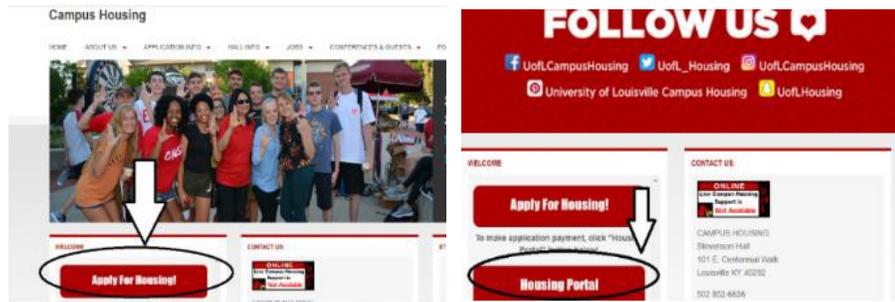
Log back into the housing application or Housing Portal using your seven-digit student ID number and the password you created when first accessing the housing application. If you have forgotten your password, follow the prompts to re-set your password. A temporary password will be sent to the default email that you have previously provided on the application. This may or may not be your UofL email account.

Select either the "Apply for Housing" or "Housing Portal" button on the UofL Campus Housing main page. Both will take you back to the log-screen you need to access your application.
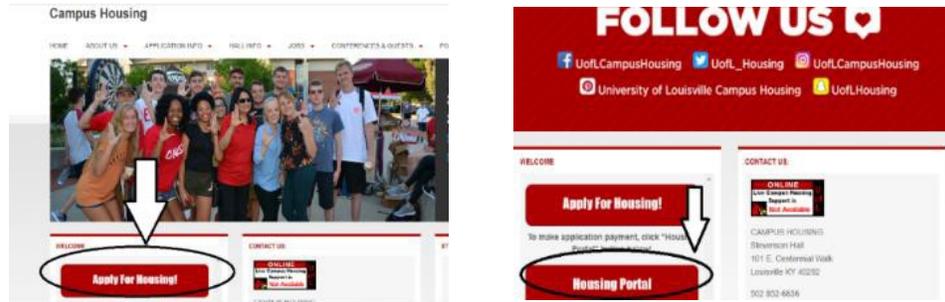
Insert your seven-digit student ID number. Leave the password field "blank" and select "Forgot Password." A temporary password will be sent to the default email that you have previously provided on the application. This may or may not be your UofL email account. Follow the prompts to re-set your password.

How do I create a roommate group in Roommate Group Manager?

Roommate Group Management is designed for students who know who they would like to live with on campus. Below you will see any Roommate Groups that you are a part of. If you are not a part of any roommate group, you will see the option to create one!

Creating a Group
To create a group, select the "Create Group" button. Once you do so, you will be able to search for the people you would like to invite to your roommate group. You can search by first name, last name, and Student ID number. The fastest way to find someone is with their Student ID, so we recommend having that on hand. Once you have invited others to your group, they will have the ability to accept or decline your invitations. You'll see their status in your group on this page.

Joining a Group
If you have been invited to a group, you will be able to Accept or Decline your invitation below. Note that if you accept an invitation, you will automatically leave any other group you are a part of. *You can only be a member of <u>one</u> group*. If you decline an invitation, you will

disappear from that group and the other members will notice you have left. If you do not respond to an invitation, you will inherently not be a member of the group, and you will continue to show as pending to other group members.

Leaving a Group
If you have joined a group, you have the option to leave it as well. Once you select "Leave," you will be removed from the group and the other members will be notified that you have left.

Removing Someone Else from a Group
If you are the group leader - the person who created the group - you have the ability to remove others from your group as well. We recommend communicating with those students before you remove them, though, so that they know it is coming. They will be notified automatically if they are removed from a group.