

Incoming First Year Application

How to Guide

STEP
01



Log into your housing portal and click into the "Undergraduate Application"



STEP
02

Undergraduate Student Applications

Welcome to the SCU Housing application process. Please select your respective application below.

Incoming First-Year. Students who will be first-years during the 2024-2025 academic year.

Incoming Transfer. Students who are transferring in for the 2024-2025 academic year.

Rising Sophomore. Students who are currently first-years and who will be sophomores for the 2024-2025 academic year.

Rising Junior/Senior. Students who are currently sophomores or juniors and who will be juniors or seniors for the 2024-2025 academic year.

Summer Applicants: Students who will be taking summer school classes, pre-season athletes, campus program student staff, faculty research assistants, SCU students with on-campus job, SCU students with non-campus job/internship.

Select Next Step

2024-2025 Incoming First Year Housing Application

Next

Once into the "Undergraduate Application" you will need to go to the drop down menu and scroll to click on "2024-2025 Incoming First Year Housing Application"

STEP
03

2024-2025 Incoming First Year Housing Application

The on-campus housing application for 2024-2025 Incoming First Year Students is completed via your housing portal.

What will I need to complete my Housing Application?

Incoming First-Years are required to live on campus, and are placed in a Residential Learning Community (RLC). Before beginning your application, you'll want a solid understanding of each of SCU's 8 [Residential Learning Communities](#) and how you will rank each in order of your most preferred RLC to your least preferred RLC.

A \$500 pre-payment deposit; deposits can ONLY be paid using a debit or credit card. Waivers for the pre-payment deposit are not available.

If needed, you can begin your application, save it, and come back to it at a later date. However, don't forget to submit your application by 11:59pm May 3, 2024.

You can request a roommate on your application but all parties must have an open application to make the mutual request. We do not accept roommate requests after May 3, 2024.

Make sure you only submit your application once you are sure about the answers you have provided, as changes cannot be made once you submit your application.

Click "Next" below, to continue on to your incoming first-year housing application for the 2024-2025 academic year.

Next

Before you begin the application, carefully read through everything you will need in order to complete the application. This will help you to prepare you.

STEP
04

Application Term Selector Incoming First Year

Please select a term below to start or continue with your application. If you do not see an available application and you believe you should, email housing@scu.edu.

2024-2025: Undergraduate Housing

(9/21/2024 - 6/12/2025)

Apply

The Application will populate and you will need to click "Apply" to begin it.

STEP
05

- Demographic Information
- Contract E-Sign
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC
- Room Preferences
- Compatibility Questions
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (applies)
- GradGuard College Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Demographic Information

The information presented here is based on your current university student data and is displayed only for informative purposes and can be accessed only one time upon initial login. You do NOT need to enter any information on this page, just verify the information is correct.

If you need to update your information, please do so through Workday Student. You will be able to view the updates in future application processes.

Entry

Last Name

test0.lastName

First Name

test0

Middle Name

Date of Birth

1/1/2020

Gender

Female

Preferred Name

test0P

Your Demographic Information will populate on the next page. This directly pulls from your Housing Portal and you should not need to make any edits to this content. Proceed to the bottom of the page and hit "Save and Continue"

Incoming First Year Application

How to Guide

STEP 06

- Demographic Information
- Contract E-Sign**
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC Room Preferences
- Compatibility Questions
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (optional)
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Contract E-Sign

Please e-sign the Santa Clara University Undergraduate Housing Contract below by marking "I Agree" below.

Enter Full Name of Parent or Guardian if You Are Under 18:

The 2024–2025 Undergraduate Housing Contract will populate on the next page. Please read through the contract, check off "I agree" and then hit "Save and Continue"

STEP 07

- Demographic Information
- Contract E-Sign
- General Information**
- Disability-Related Accommodations
- Incoming First Year RLC Room Preferences
- Compatibility Questions
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (optional)
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

General Information

Gender Identity and Expression Current and incoming students with housing accommodation requests related to gender identity and expression should contact housing at housing@scu.edu. Placement decisions will be made on a case-by-case basis depending on the needs of the student making the request.

Years at SCU
Including this current academic year, how many years have you studied at SCU?
0

2024–2025 Occupancy to Begin
Let us know which quarter you would like to begin your occupancy for the 2024–2025 academic year.
Occupancy Begin
Fall

Save & Continue

On the next page, the General Information will populate. As an Incoming First Year under years at SCU you will place a 0 in the box.

Under 24–25 Occupancy to Begin you should populate Fall, unless you will be studying abroad in the Fall, then place Winter and hit "Save and Continue".

STEP 08

- Demographic Information
- Contract E-Sign
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC Room Preferences**
- Compatibility Questions
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (optional)
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Disability-Related Accommodations

The following two boxes are ONLY for students requesting disability-related housing accommodation(s); please leave blank if you do not have a disability-related housing accommodation(s) request.

All students requesting disability-related housing accommodations must register and submit their housing accommodation request to Office of Accessible Education (OAE) no later than March 1, 2024.

PLEASE NOTE: Due to high numbers of requests, the Housing Office has limited space available; this includes housing for disability-related accommodation(s). The Housing Office makes every effort to provide approved housing accommodation(s); students are strongly encouraged to register with OAE as soon as possible. Failure to request disability-related housing accommodation(s) by March 1, 2024, may result in the inability by the Housing Office to provide the disability-related housing accommodation(s). **Housing accommodations may become void if the selected housing preferences on your housing application contradict the nature of the approved housing accommodation(s) and/or if you apply for housing as part of a group. A group is defined as a student requesting to live with one or more room/suite mates.**

Do you have any disability-related accommodation needs we should know about?

Do you have any medical conditions we should know about?

If you plan to, or are working with the Office of Accessible Education for a Residential Living Accommodation, please fill in the appropriate information. If not, you may simply continue to the next step.

STEP 09

- Demographic Information
- Contract E-Sign
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC Room Preferences
- Compatibility Questions**
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (optional)
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Incoming First Year RLC Room Preferences

Now that you've familiarized yourself with the various Residential Learning Communities at SCU, select 8 unique RLC preferences below. If you need assistance with your preferences, visit <https://www.santaclara.edu/housing>.

As a first-year student, complete your application by May 1, 2024 and you'll receive priority consideration for your RLC preference!

If you submit your SCU on-campus housing application after May 1, your RLC preference/housing assignment will be made based on the available housing spaces.

You'll learn your RLC placement in July, when you attend your summer orientation. More information will be available in mid-August.

Please select at least 8 preferences. Please select at least 8 unique locations.

Order	Location	Room Preference	Details
1	Compass	Mega	Details
2	Duma	Modern	Details
3	McLaughlin	Unity	Details
4	Casa	du Vico	Details
5	Flux	Qua + Flax	Details
6	Orchard	Alpha	Details
7	Salsarita	Isabelle	Details
8	Sanfilippo	Mega	Details

Next, please be sure you have looked at the 8 different RLC's that SCU has to offer in addition to room types. You will be asked to rate your RLC and Room Preferences from 1–8. 1 being your top preference and 8 being your last preference.

* If you are creating a roommate group, please be sure you and your group member/ requested roommate match your preferences*

STEP 10

- Demographic Information
- Contract E-Sign
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC Room Preferences
- Compatibility Questions
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (optional)
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Compatibility Questions

This is your Standard Profile. Answer the following questions by selecting the statement which is closest to your preference. If applicable, this information will be used for matching with a potential roommate.

santa clara university is a smoke-free, tobacco-free campus. Smoking and other tobacco products are prohibited from use at all time in University facilities. This includes All residential facilities owned and operated by Santa Clara University.

Smoking Preferences
Are you a smoker or are you willing to live with a smoker?
Smoking is not permitted on the SCU campus, including the residence halls.
No

Sleeping Habits
How do you sleep best?
Quiet and dark

Do you consider yourself an early bird or night owl?
I am a night owl

In general, I plan to have friends over:
In general, I plan to have friends over:
Never

Next, please complete the compatibility questions. Please be sure to be honest with all responses as the system utilizes these to create roommate matches. While you have the option to select a roommate, if something occurs and you two do not end up rooming together, we will defer to these questions to match you with a roommate.

Incoming First Year Application

How to Guide

STEP 11

- Demographic Information
- Contract E-Sign
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC
- Room Preferences
- Compatibility Questions
- Incoming First Year Meal Plan Selection**
- Incoming First-Year Roommate Group (optional)
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Incoming First Year Meal Plan Selection

Please select your 2024-2025 meal plan below. You have the option between the Basic plan and the Preferred plan. We suggest incoming first-years and transfers select the Basic plan, as you can always add more points if you run out but you will not be refunded for unused meal points. You may add [Dining Plus](#) points if you do run out. **Note: \$100 meal points roll over from quarter to quarter but not year to year.**

2024-2025: Undergraduate Housing

(Please Select Meal Plan)

Basic Plan - 2109 Pts F24

Preferred Plan 2467 Pts F24

[Save & Continue](#)

You will not select your meal plan for the year. As an Incoming First Year you can select Basic which is 2 meals a day with a snack for breakfast and 1 meal on the weekends. Or, you can select the Preferred meal plan which is 3 meals a day with 2 meals on the weekend. Please select whichever one will best suit you and hit "Save and Continue"

STEP 12

- Demographic Information
- Contract E-Sign
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC
- Room Preferences
- Compatibility Questions
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (optional)**
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Incoming First-Year Roommate Group (optional)

This page is optional. The majority of our incoming first-year and transfer students do not have a pre-determined roommate. We will use the answers to the compatibility questions to pair you with your future roommate.

If you do have a requested roommate(s):

1. Click "Roommate Search by Student ID#^(s)" below in the bottom right corner.
2. Use your requested roommate's ID# to search for them. If your requested roommate or roommates do not show up in the results, make sure they have started their application. Only students with an active application will display in roommate search results.
3. **Make sure to verify the group that is created once you are complete.** You will see a button that says "Verify Group" after the group is created. If you do not verify the group this could impact your room selection.

Note: Groups may consist of two people with the same class standing and gender.

Not In a Group

You are not a member of any roommate groups.

[Roommate Search By Student ID#](#)

[Save & Continue](#)

Next, you will create a roommate group. If you are planning to have a random roommate, you may click "Save & Continue". If you are planning to create a group and select your roommate, please be sure to delegate one person as a group leader. That individual will create the group and the login for all other group members. The other student **MUST** join the group in order for you two to live together.

STEP 13

- Demographic Information
- Contract E-Sign
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC
- Room Preferences
- Compatibility Questions
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (optional)
- GradGuard College**
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status



What if you had to replace it all tomorrow?



Did you know that SCU does not cover the cost of your personal belongings being stolen or damaged? Due to this, you are expected to obtain renters insurance before you move in. SCU has partnered with GradGuard, which offers a unique renter's insurance program that has protected over 50,000 students nationwide. Here are a few scenarios in which renter's insurance can help:

- You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen.
- You lock your bike up, head to class and when you return, your bike is gone.
- You return to the residence halls after the gym, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.
- You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor.

On the next page, you can learn more and obtain insurance from GradGuard or indicate if you prefer coverage from another provider. GradGuard will share your selection with SCU for our records.

Grad Guard offers affordable renters insurance for students. While renters insurance is not required it is highly encouraged. When you click continue, it will take you to another site to complete your renter's insurance selection. It will then bring you back into the housing portal. Be sure to click "Save and continue once you make your selection.

STEP 14

- Demographic Information
- Contract E-Sign
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC
- Room Preferences
- Compatibility Questions
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (optional)
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application**
- Application Status

Submit Application

Your Application is NOT complete until you click "I Want To Submit My Application" below.

If you do not click "I Want To Submit My Application" below, your application will not be reviewed and you will be placed randomly.

[I Want To Submit My Application](#)

You have now reached the final step, all other sections are complete! If you plan to go back and edit info, do not click "submit". Your application data will be saved in the system. Once you submit and click "I want to Submit my Application" you will no longer be able to edit your application.

- Demographic Information
- Contract E-Sign
- General Information
- Disability-Related Accommodations
- Incoming First Year RLC
- Room Preferences
- Compatibility Questions
- Incoming First Year Meal Plan Selection
- Incoming First-Year Roommate Group (optional)
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status**

Application Status

You started your application for 2024-2025 Undergraduate Housing on 1/11/2024, and have signed the contract as of 1/11/2024. You have not paid the deposit. Your application is complete as of 1/11/2024.

For students assigned to **Casa Italiana suites**, roommates are those assigned to BC, CD, HI or KI. Example, Casa 143-1B and 143-1C are roommates within the suite.

For students assigned to **Sobrato suites**, roommates are those assigned to EF. Example, Sobrato 104E and Sobrato 104F are roommates within the suite.

For students assigned to **University Villa apartments**, roommates are those assigned to BC or EF. Example, University Villas 02203-1B and 02203-1C are roommates within the apartment.

For students assigned to **Finn and Graham mini-suites**, roommates are those assigned to AB or DEJ. Example, GRAM-108A and GRAM-108B are roommates on one side of the mini-suite, and GRAM-108C, GRAM-108E, and GRAM-108F are roommates in the connecting room within the mini-suite.

For **Fall 2024** you have selected ****
 For **Spring 2025** you have selected ****
 For **Winter 2025** you have selected ****

Roommate(s) Email information (if applicable) You do not have an assigned roommate at this time.

[Next](#)

Application Complete!