Sophomore Application How to Guide

STEP 01

SCU HOUSING PORTAL
SANTA CLARA UNIVERSITY

☰ Undergraduate Application

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 transfering 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/intership.

Select Next Step
2024-2025 Sophomore 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 Sophomore Housing Application"

STEP 03

2024-2025 Sophomore Housing Application
The on-campus housing application for 2024-2025 Sophomore Students is completed via your housing portal.

To complete the 2024-2025 Sophomore housing application, what will I need?
Sophomore Students are required to live on campus in a Residential Learning Community (RLC).

You'll also need access to the Internet; we have found Google Chrome and Mozilla Firefox are the optimal browsers to use when completing your housing application.

The on-campus housing application for 2024-2025 Sophomores is completed via your housing portal.

A $500 pre-payment deposit; deposits can ONLY be paid using a debit or credit card.

Before beginning a housing application, you should confirm if you will apply with a group of other students or if you will be applying as an individual. If you apply as a member of a group, one member of the group will need to create a Group Profile and all other members of the group will need to connect their application to the Group's Profile. If you are not applying as a member of a group, you will not need to do anything.

To change groups, cancel or add yourself to a new group, please go to the frequently asked questions section of the On Campus Living website for more information.

Make sure that you and all the members of your group complete the housing application by 11:59PM on February 7, 2024, in order to receive priority considerations; applications submitted AFTER February 7, 2024 are considered LATE. You will still be able to apply, but will not be able to participate in Room Selection.

Students registered with the Office of Accessible Education will be notified by the Housing Office on next steps once their application is submitted.

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 Sophomore application for 2024-2025.

[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 Sophomore
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
- Returner/Non-Returner
- Disability-Related Accommodations
- Compatibility Questions
- Roommate Groups - Soph
- 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
testlLastName
First Name
test10
Middle Name
Date of Birth
1/1/2020
Gender
Female
Preferred Name
test10P

Contact Details
Permanent Address

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"

STEP 06

Contract E-Sign

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"

If you are a minor and under 18 years of age you will need your guardian to complete their e-signature and select "I Agree" then "Save and Continue"

STEP 07

General Information

On the next page, the General Information will populate. As a Sophomore under years at SCU you will place a 1 in the box.

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

STEP 08

Returner/Non-Returner

Next, you will select "Returner" or "Non-Returner" status. Please be sure you know which one you are selecting before proceeding as you will not be able to go back and change this choice once you save and continue.

__Returner:__ You and your group members are all looking to return to the same RLC/ Community for the 2024-2025 academic year

__Non-Returner:__ You and your group want to leave your current RLC and move to a different community.

Please note that for an entire group to be qualified as a returner group, all members in that group must currently live in the same RLC and be looking to return to that RLC

STEP 09

Disability-Related Accommodations

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 10

Compatibility Questions

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 as a Rising Sophomore student you have the ability to go through room selection, if you miss your time slot and we need to manually place you, we will utilize these responses to place you accordingly.

Rising Sophomore Application
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STEP 11

Roommate Groups = Soph

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If you are going through the application and room selection process as an **individual** or want a random roommate, there's no action required on this page.

If you do have a pre-determined roommate or roommates, you can create or join a roommate group here. If you create the group, you will need to share the group name and password with your preferred roommates so they can join the group on their application. Groups can consist of 2-7 students of the same gender and class standing.

Make sure to verify your group once you are complete. Also make sure all students have applied by the published deadline, as applications received after the deadline will be considered late and will not participate in room selection.

Not in a Group
You are not a member of any roommate groups.

Create Group   Join Group

Save & Continue

Next, you will create a roommate group. If you are planning to go through room selection solo, you may click "Save & Continue". If you are planning to create a group to utilize for room selection, 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.

STEP 12

GradGuard College Renter's Insurance

GradGuard

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 renter's insurance before you move-in.

SCU has partnered with GradGuard, which offers a unique renter's insurance program that has protected over 500,000 students nationwide. Here are a few scenarios in which renter's

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 13

Submit Application

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 is considered incomplete and will not be reviewed.

Applicants with incomplete applications will NOT participate in the room selection process.

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.

Application Status

You started your application for 2024-2025: Undergraduate Housing on 1/10/2024, and have signed the contract as of 1/10/2024. You have not paid the deposit. Your application is complete as of 1/10/2024 .

Next

Application Complete!