## Sophomore Application How to Guide







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 stefaculty research assistants, SCU students with on-campus job, SCU students with non-campus job/intership.

Once into the "Undergraduate Application" you will need to go to the drop down menu and scroll to click on "2025-2026 Sophomore Housing Application"

STEP O

	impas nousing application for 2024-2025 sophomore statemes is completed via your
housing p	ortal.
To complet	e the 2024-2025 Sophomore housing application, what will I need?
Sophomore S	Students are required to live on campus in a Residential Learning Community (RLC).
	ed access to the internet; we have found Google Chrome and Mozilla Firefox are the optimal browsers to use who our housing application.
The on-comp	pus housing application for 2024-2025 Sophomores is completed via your housing portal.
A \$500 pre-p	ayment deposit; deposits can ONLY be paid using a debit or credit card.
applying as a and all other	ning a housing application, you should confirm if you will apply with a group of other students or if you will be an individual, if you apply as a member of a group, one member of the group will need to create a droup frofile members of the group will need to connect their application to the Group's frofile. If you are not applying as a group, you will not need to do anything.
	roups, cancel or add yourself to a new group, please go to the frequently asked questions section of the $\underline{\Omega}\underline{\Omega}$
order to recei	ot you and all the members of your group complete the housing application by 11:59PM on February 7, 2024, in We priority considerations, applications submitted AFTER February 7, 2024 are considered LATE. You will still be ab will not be able to participate in Room Selection.
Students regi application is	istered with the Office of Accessible Education will be notified by the Housing Office on next steps once their submitted.
	ou only submit your application once you are sure about the answers you have provided, as changes cannot t rou submit your application.
Click "Next" t	pelow to continue on to your Sophomore appliation for 2024-2025.

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 availab you should, email housing@scu.edu.	le application and you believe
<b>2024-2025: Undergraduate Housing</b> (9/21/2024 - 6/12/2025)	Apply

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

STEP 05

	Information	Demographic Information		
•	Contract E-Sign	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 logi		
General Information  You do NOT need to enter any information on this page, just verify the information				
	Returner/Non-Returner	If you need to update your information, please do so through Workday Student. You will be ab to view the updates in future application processes.		
	Disability-Related			
. '	Accommodations	Entry		
•	Compatibility Questions	Last Name		
Roommate Groups = Soph		test/0t/astName		
		First Name		
	GradGuard College Renter's Insurance	testi0		
	GradGuard	Middle Name		
_	Submit Application	Date of Sirth		
		1/1/2020		
	pplication Status	Gender		
		Female		
		Preferred Name		
		test/0P		
		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"

### Sophomore Application

How to Guide

STEP 06



The 2025-2026 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** 

G	ender Identity and Expression Current and incoming students with housing accommodation		
re	equests related to gender identity and expression should contact housing at		
b	ousing@scu.edu. Placement decisions will be made on a case-by-case basis depending on		
th	he needs of the student making the request.		
Years at SCU			
le	acluding this current academic year, how many years have you studied at SCU?		
1			
1	4-25 Occupancy to Begin		
2			
2	:  4-25 Occupancy to Begin  et us know which quarter you would like to begin your occupancy for the 2024-2025		

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 25-26 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

sability-Related	There are two caregories in the application and selection process for rising sophomores. Read		
commodations	below for details.		
ompatibility Questions	Category 1: Returners Groups or individual in the "Returners" category are applying to return to their current community. 100% of the applicants in the group must be returning to their current		
ommate Groups =	community to be considered returners.		
ph	Category 2: Non-Returners individuals in the non-returner category are applying to live in a		
adGuard College	new community. This includes those who do not qualify to be returners to their community.		
inter's Insurance	Groups in the non-returner category have at least I person in the group applying to live in a		
adGuard	new community.		
to the second control	Returner/Non-Returner Status		
ubmit Application	. 0		
oplication Status			
	mpotibility Questions ommate Groups = ph adGuard College nter's insurance adGuard bmit Application		

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 The Moving Just Index or OCRY for facinity regarding disability-related hoursy Compositing County or C
Composition (Composition (Compo
Compared foundation  Commission of Compared  Commission of Commission of Compa
Soph All subures requestry disable; veitore housing occorrectations must register and submit onablurate Calege Benefal insurance Geosbound All subures requesting disable; veitore housing occorrectations must register and submit housing occorrectations and representation of the submit of the recommendation request to office and case submit on the recommendation of the reco
osodiusrd College  sereta'r insurance  Groodburd to disperance  Groodburd to disperance  Groodburd to disperance  FALANIMEE Lose to high numbers of requests, the housing office has limited space available  in includes housing for dispelley-retained occommodation(s). The including office makes  every within to provide agreement wange occommodation(s), their loss are represented  every within to provide agreement every grood special provides occommodations.
March   2004.      March   2004.      March   2004.      March   2004.      March   2004.      March   2004.      M
Gladdward 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 previous
Onadouord 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 CAE as soon as possible. Failure to request disability-related
Application Status 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 be provided the disability-related housing accommodation(s).
become void if the selected housing preferences on your housing application contradict t
nature of the approved housing accommodation(s) and/or if you apply for housing as par
of a group. A group is defined as a student requesting to live with one or more room/suite motes.
Do you have any disability-related accommodation needs we should know about?
Do you have any medical conditions we should know about?
Additonal Comments
Please list any additional comments regarding your room/preference requests:

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

patibility Questions	Compatibility Questions				
mmate Groups =	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.				
(Guard College er's Insurance	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				
Guard	facilities owned and operated by Santa Clara University.				
mit Application	Smoking Preferences				
ication Status	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	v			

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 How to Guide



Roommate Groups = Soph

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 roommate, you can create or join a roommate group here. If you creat 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 and will not participate in room selection.

Not in a Group

You are not a member of any roommate groups.

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.

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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 Gradiouard, which offers a unique renter's insurance program that has 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

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

If you do not click " Want To Submit My Application" below, your application is considered.

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.

STEP 14



#### **Application Status**

You started your application for 2025-2026: Undergraduate Housing on 4/3/2025, and have signed the contract as of 5/8/2025. You have **a prepayment waiver** 

Next

Application Complete!