

Returning Student On-Campus Housing Application Guide


RESIDENTIAL LIFE

1. To log onto Housing Self-Service, first, **visit DataVU** (datavu.valpo.edu).
2. On the homepage of the student menu of DataVU, you'll see the section labeled **Campus Services** and a sub-section labeled "**Housing and Meal Plans**" to access any housing applications available to you (pictured below).

Looking for the old DataVU (WebAdvisor)? Click [here](#)

Resources & Services

Academics	Campus Services	Employee
Course Scheduling +	Housing and Meal Plans	Office and Emergency Phone Information
Academic Progress +	IT Support	Salaried Leave Request
Apply for Graduation	Online Directory Options	
Change My Enrollment Status	Parking	
Search for Course Sections	Password Reset (AMS)	



3. You'll then be asked to **log in with your Valpo user information and password**. Once logged in, **click on the hyperlink** to log into Housing and Meal Plan Self-Service Portal.


LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS Welcome Karen Nelli!

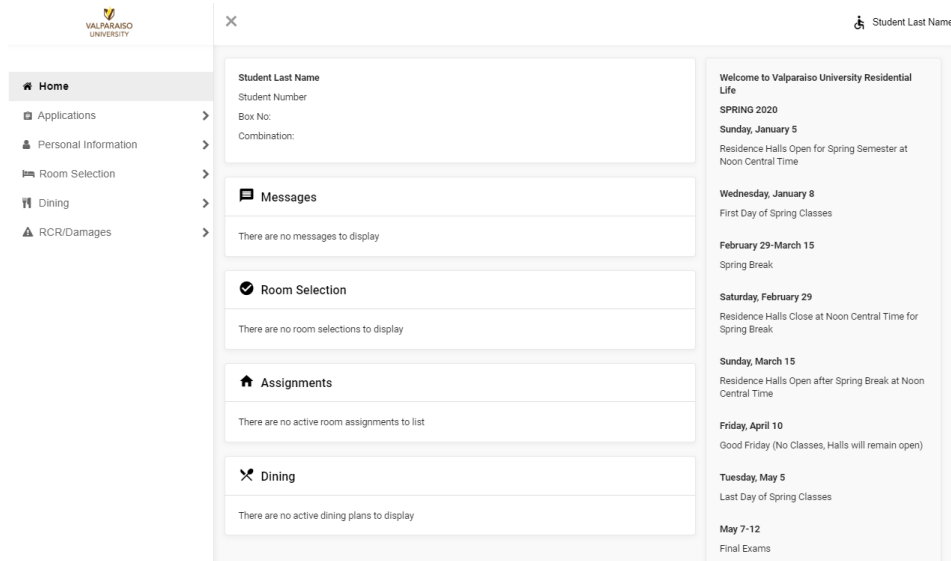
Housing and Meal Plan Self-Service

Click here: [Login to Housing and Meal Plan Self Service](#)

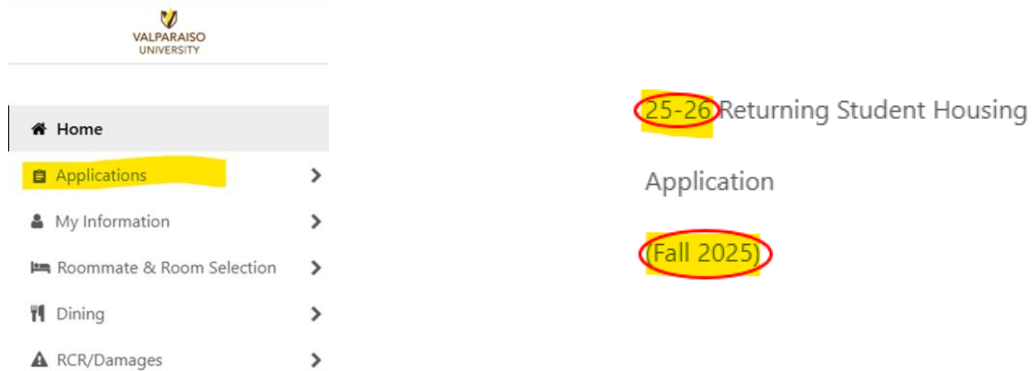
LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US



4. Once your login information is confirmed, you'll be taken to your **"Housing Self-Service Portal" homepage**. Please make sure all the information on this page is correct.



5. As a returning student, you will be asked to update your personal contact information, emergency contact and forwarding address, and your living and building preferences in the **Returning Student Application**. You can get started by clicking on **"Applications"** in the menu to the left (pictured below). You will then select the **"Returning Student Housing Application"** option (NOTE: be sure the **year** (circled in yellow below) is for the year you are applying for).



6. Application Step 1: Signing Your Housing Agreement/Contract

Once you are inside the Housing application, your first step will be to sign your Housing Agreement/Contract. It should look like this (see below). You should click on the **"Please review the contract available here"** option to review the agreement and cancellation terms. This is available on the Res Life website so you are welcome to review it there as well.

Once you have reviewed it, please type your name OR use a signature pad to sign your Housing Agreement/Contract. Then click **CONTINUE** at the bottom of the page.

Consent - 25-26 Returning Student Housing Application

Please review the contract available [here](#) (Adobe Reader required)

If you do not have Adobe Reader, [it may be downloaded here](#).

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

Enter your full name

Clear signature

Continue

7. Application Step 2: Updating your Personal Information and Living Preferences

Next, you must update your personal information (see below):

My Information - 25-26 Returning Student Housing Application

1. Please verify your personal email address: *
23 of 255 characters

2. Please verify your mobile number: *
11 of 28 characters

3. Please verify your mobile carrier: *

Then, you will update your personal living preferences:

4. Generally speaking, how do you keep your room? *

5. How do you primarily plan on using your room? *

6. What are your studying habits? *

7. What are your sleeping habits? *

8. What type(s) of music do you listen to? *

9. Are you a smoker? * Yes No

10. Do you have any animal related allergies? * Yes No

Then, your roommate preferences. Like last year, this information will help us match you with a roommate if you do not have a specific roommate request. If you have a roommate in mind, you will still need to complete this section.

11. Would you like to live with a student from a country other than your own (NOTE: this does NOT mean you will not be placed with a student from another country)? *

Yes No

12. Do you have a roommate for next semester? *

Yes No

13. Do you mind living with someone who uses tobacco (NOTE: this does NOT mean you will not be placed with a student smokes)? *

I do not wish to live with someone who uses tobacco.

I am okay living with someone who uses tobacco.

Then, your accommodation status:

Then, your Break Housing Needs:

15. Do you need break housing during Thanksgiving, Winter, or Spring Breaks next year? *

Yes No

Then, if you're an athlete, please list your team affiliation. If you aren't an athlete, you can leave this blank. click "**CONTINUE**" to take you to the next step of the application.

16: If you're an Athlete, please CONFIRM your team affiliation: *

(none)

8. Application Step 3: Updating your Emergency Contact/Addresses

Next, please review your **emergency contact** information as well as your **parent contact** information by clicking on the **PENCIL to the right**.

Contacts					
Required	Completed	Type	Name	Mobile	
✓	✓	Emergency Contact	[REDACTED]	[REDACTED]	
✓	✓	Parent Contact	[REDACTED]	[REDACTED]	

Please also list a **Forwarding Address** so the Mail Center will know where to send your mail after you move out of Housing. Click **CONTINUE** at the bottom of the page when you are done.

Addresses/Contacts - 25-26 Returning Student Housing Application

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

Addresses					
Required	Completed	Type	City	Zip Code	
✓	✗	Forwarding Address	N/A	N/A	

9. Application Step 4: Updating your Emergency Contact/Addresses

Next, you'll then be able to make **FIVE living preferences (see below)**. You can list each preference by Building/Hall or Room Type clicking **ADD** in the second section. Your preference will appear in the top box and can be deleted by clicking on the **TRASH CAN** to the right. Please **NOTE**: just because all types are listed, doesn't mean they are available to you. Please do not select the same living preference more than once. Click **CONTINUE** at the bottom of the page when you are done.

Choice #	Request Name	Value	
1	Hall	Beacon Hall	
1	Room Type	Beacon - Double Room	
2	Hall	Guild Hall	
2	Room Type	Guild - Double Room	

Add a New Living Request

Choice # Request Type (select a request type) = **Add**

(select a request type)
 Room Type
 Hall

Continue

10. Application Step 5 (OPTIONAL): Add your Meal Plan

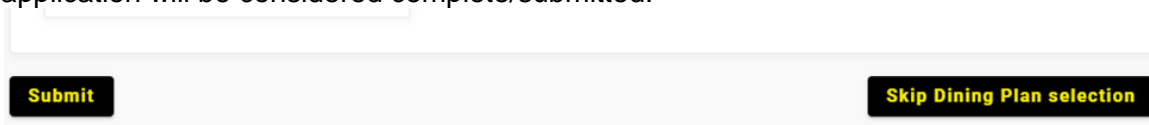
Next, you'll be able to add the meal plan you want for next year (see below). You can pick the plan you want by clicking on the **CIRCLE** in the box. **NOTE**: The only plans that will be listed are the ones that you qualify for (based on your # of semesters on campus and/or your class standing).

Dining Plan - 25-26 Returning Student Housing Application

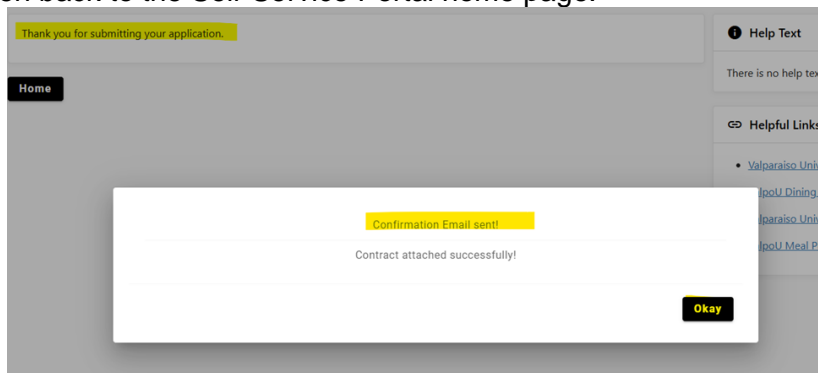
Please select a dining plan and then click Submit.

<input checked="" type="radio"/> OOA500 Open Access Plan + \$500 Dining Plan Fee: \$2,980.00 Total Fee : \$2,980.00	<input type="radio"/> OOA250 Open Access + \$250 Dining Plan Fee: \$2,751.00 Total Fee : \$2,751.00	<input type="radio"/> COMM500 Declining Dollars - \$500 Dining Plan Fee: \$500.00 Total Fee : \$500.00	<input type="radio"/> COMM300 Declining Dollars - \$300 Dining Plan Fee: \$300.00 Total Fee : \$300.00
<input type="radio"/> O14MWK-COMM 14 Meals Weekly Plan For Commuters Dining Plan Fee: \$2,000.00 Total Fee : \$2,000.00	<input type="radio"/> O100BK100-COMM 100 Block Plan + \$100 For Commuters Dining Plan Fee: \$1,000.00 Total Fee : \$1,000.00		
<input type="radio"/> O160BK500-COMM 160 Block Meal Plan + \$500 For Commuters Dining Plan Fee: \$2,363.00	<input type="radio"/> O225BK250-COMM 225 Block Meal Plan + \$250 For Commuters Dining Plan Fee: \$2,480.00		

If you don't see the plan you want, you can come back later by clicking on **SKIP DINING PLAN SELECTION** at the bottom right. OR you can click **SUBMIT** at the bottom of the page when you are done. Once you do this, your application will be considered complete/submitted.



11. YOU ARE DONE! Once you click submit, you should see a **confirmation screen that will let you know you were sent a confirmation email.** This email will tell you the next steps and what dates are important. Please be sure to review that information so you don't miss anything moving forward. Click **OKAY** and then **HOME** and you will be taken back to the Self-Service Portal home page.



Housing Assignment Confirmation Timeline: Housing assignments include building, room, and roommate information

- **Returning Students who participate in the Room Selection Process:** Your room assignment confirmation will be sent to you in **April** via your Valpo email. You will also be able to **view this information in the Housing Self- Service Portal** in **April** as well.
- **Returning Students who apply AFTER the Room Selection Process:** Your room assignment confirmation will be sent to you in **mid-July** via your Valpo email. You will also be able to **view this information in the Housing Self- Service Portal** in **mid-July** as well.

Questions

If you have any questions or experience issues with the Returning Student On-Campus Housing Application, please do not hesitate to contact us at ResLife@valpo.edu or 219-464-5413.

Next Step: Finding A Roommate!

Click [**HERE**](#) to follow the step by step instructions and review important dates!