

## **Returning Student On-Campus Housing Roommate** Search/Confirmation 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).



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 the Housing and Meal Plan Self-Service Portal.





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.

VALPARAISO UNIVERSITY		×	🔥 Student Last Name
좋 Home		Student Last Name	Welcome to Valparaiso University Residential Life
Applications     Personal Information	>	Box No: Combination:	SPRING 2020 Sunday, January 5
Room Selection	>	_	Residence Halls Open for Spring Semester at Noon Central Time
Dining     RCR/Damages	>	Hessages	Wednesday, January 8 First Day of Spring Classes
			February 29-March 15 Spring Break
		Koom Selection  There are no room selections to display	Saturday, February 29 Residence Halls Close at Noon Central Time for Spring Break
		♠ Assignments	Sunday, March 15 Residence Halls Open after Spring Break at Noon
		There are no active room assignments to list	Central Time Friday, April 10
		🗴 Dining	Good Friday (No Classes, Halls will remain open) Tuesday, May 5
		There are no active dining plans to display	Last Day of Spring Classes May 7-12
			Final Exams

- 5. As a returning student, **you will be required to find at least one roommate in order to pick a room** (for returning students who apply during the <u>Room Selection process</u> that takes place in the spring semesterthose that are already/currently living on campus). If you **don't have a roommate**, you will not be able to pick a room. Once inside the Housing Self-Service Portal, click on ROOM SELECTION in the menu to the left.
  - a. If you are completing the Returning Student Housing Application outside of the <u>Room</u> <u>Selection Process</u> timeline, you will be able to find/confirm a roommate through this process and our Res Life staff will pick your room based on your room/hall preference listed in your application.

VALPARAISO UNIVERSITY					
🔏 Home					
Applications	>				
My Information	>				
🛤 Roommate & Room Selection	>				
🕅 Dining	>				
RCR/Damages	>				

6. Click on **SELECT ROOMMATES** in the left menu (see below). You will then need to select the **TERM** in the drop box at the top middle of the page for the **SEMESTER/YEAR you are applying for**.

Roommate & Room Selection	For the Term: Fall 2025	
Select a Room/Suite	Roommate Requests (0)	~
	Pending Roommate Requests (0)	~

7. After selecting the appropriate semester, you can search for a desired roommate. You will then click on **SEARCH FOR ROOMMATES** in the bottom box (see below). You can confirm up to 7 roommates!

Roommate Requests (0)	View MATCHED Roommate requests	~
Pending Roommate Requests (0)	View the status of Roommate requests	~
Search for Roommate	Search for Roommate based on Name or Criteria	~

- a. If you have a roommate in mind, you can search by their name, email, ID number, etc. Once you find them, click "Request Roommate" (see below). NOTE: If the person you want to live with has not yet completed the housing application, you will **NOT** be able to search for them, as they are not yet in our system.
- b. If you don't have a roommate in mind, you can search based on the personal preferences criteria that you completed in your housing application. We suggest only selecting 1-3 living preferences that are important to you so that you may have better results in finding a roommate. Once you find them, click "Request Roommate" (see below).

Search for Roommate		
01. What is the FIRST NAME of your desired roommate?	02. Inner is the LAST NAME of your desired non-invested Piselio	
03. Would you like to live with a student from a country other than your own? 🔿 Yes 🔿 No 🕑 (no preference)	04. What are your sleeping habits? *	
	05. What are your studying habits?	
06. Generally speaking, how do you keep your room?	07. How do you primarily plan on using your room?	
08. What type(s) of music do you listen to?	. 09. Are you a smoker? Ves No 💿 (no preference)	
10. Do you mind living with someone who uses tobacco?		
Begin Search		
Search Results (1)	^	
01. What is the FIRST NAME of your desired roommate? : Emma         02. What is the LAST NAME of your desired roommate? : Plaelio         03. Would you like to live with a student from a country other than your own? : Vas         04. What are your studying habits? : If is a carly moning parson.         05. What are your studying habits? : If is a carly moning parson.         06. What are your studying habits? : If is a carly moning parson.         05. What are your studying habits? : If is a carly moning parson.         06. Generally speaking, how do you keep your noom? ! I speaking my noom clean and tidy.         07. How do you primarily plan on using your room? ! usual like to use my noom primarily to sleeping.         08. What type[jo finasic do you liket n to? : Top 40/Pop/Rap/Hip/Hop         09. Joy unimid Hing with aomeone who uses tobacce? : I do not wish to live with someone who uses tobacce? : I do not wish to live with someone who uses tobacce? : I do not wish to live with someone who uses tobacce?         Rodue: This student has not filed out a profile         Request Roommitic		

8. Pending Roommate Requests: If a person has requested you as a roommate, you need to accept or deny that request (similar to a Facebook friend request) in the Housing Self-Service Portal. If you remove a roommate, they will also receive that information in an email. Here is what you will see:

What the REQUESTOR Sees	What the REQUESTEE Sees				
For the Term: Fall -	For the Term: Fall				
Roommate Requests (1)	Roommate Requests (0)				
Name	Pending Roommate Requests (1)				
Pisello, Emma Unmatched Roommates: Emma Pisello has not requested Student Last Name	Name  Last Name, Student				
Pending Roommate Requests (0)					
Search for Roommate ~					
What a FULLY MATCHED	ROOMMATE Group Looks Like				
For the Term: Fall					
Roommate Requests (1)	^				
	Name				
:	ast Name, Student				
Your roommate group is fully matched.					
Pending Roommate Requests (0)	~				
Search for Roommate	~				

**<u>Roommate Confirmation Deadlines:</u>** Please review the deadlines listed below. Each will depend on when you completed your Returning Student Housing Application.

- Returning Students who participated in the LIVE-ON Room Selection Process: CLICK HERE. Please be sure you confirm at least ONE roommate in your Housing Self-Service Portal before the deadline listed on the linked website above. If you do NOT have a confirmed roommate listed by this deadline, you will NOT be able to pick your room for next year. Our Associate Director will look at your preferences (listed in your housing application) and will place you in any opening available and with roommates who best match your living preferences.
- <u>Returning Students who applied AFTER the LIVE-ON Room Selection Process</u>: CLICK HERE. Please be sure you have any/all roommates confirmed by the deadline listed on the linked website above. If you do NOT have any confirmed roommates listed by this deadline, our Associate Director will look at your living preferences and room/building preferences (listed in your housing application) and will place you in any opening available, with roommates who best match your living preferences.
- <u>Returning Students who applied for the SPRING SEMESTER</u>: CLICK HERE. Please be sure you have any/all roommates confirmed by the deadline listed on the linked website above. If you do NOT have any confirmed roommates listed by this deadline, our Associate Director will look at your living preferences and room/building preferences (listed in your housing application) and will place you in any opening available, with roommates who best match your living preferences.

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

- <u>Returning Students who participate in the Room Selection Process:</u> 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.
- <u>Returning Students who apply AFTER the Room Selection Process</u>: 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.
- <u>Returning Students who apply for the Spring Semester:</u> Your room assignment confirmation will be sent to you in **mid-December** via your Valpo email. You will also be able to **view this information in the Housing Self- Service Portal** in **mid-December** 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 <u>ResLife@valpo.edu</u> or 219-464-5413.

## Next Step: Watch your Valpo Student Email for MORE! We will send you information about move-in day, events and what to expect!

Click <u>HERE</u> to return to the Res Life Housing Assignment overview webpage