



Residence Life & Housing

LOYOLA UNIVERSITY MARYLAND



≡ Welcome ≡

class of 2028

FIRST YEAR STUDENT
HOUSING APPLICATION GUIDE

A MESSAGE FROM RESIDENCE LIFE & HOUSING

Dear New Students,

Our team is excited to welcome you to the Loyola community! The University is committed to helping students develop the skills they need to succeed academically, professionally, and personally. Creating a welcoming, inclusive, positive living experience on campus is a big part of our team's commitment to the community. We encourage you to explore everything on-campus housing offers and enjoy the many benefits of living here. Please get in touch with us with any questions about the housing application process or living on campus.

CONTACT INFORMATION

Phone: 410-617-5081

Email: residencelife@loyola.edu

Instagram: [@loyolareslifehousing](https://www.instagram.com/loyolareslifehousing)

Mailing Address:

Loyola University Maryland

Residence Life & Housing

4501 N. Charles Street

Seton08B

Baltimore, MD, 21210



CONTENTS

Residency intent	4
Start housing application	5
Update personal information	6
Intent to live on campus	7
The housing contract	8
Sign and submit the housing contract	9
Top ten things to know	10
Terms and conditions	11
Cancellation dates	11
Submit roommate questionnaire	12
Renters insurance	13
Choose meal plan	14
Roommate request (optional)	16
Requesting a roommate	17
Reminders	19
Finding a roommate using RoomRez	20
Accommodations for students with disabilities	22
Thinking about living with family	22
Commuting from home	23
Commuting to Loyola	24
Confirm your address	24



RESIDENCY INTENT

All students must complete the Residency Intent portion of the housing application to confirm their residential intent (on-campus or with family) for the academic year.

June 3, 2024 - June 14, 2024

START HOUSING APPLICATION

To start your housing application for the 2024-2025 academic year:

1. Log into Inside.Loyola.edu.
2. Click RoomRez Housing Portal under Around Campus.
3. Navigate to the RoomRez portal.
4. Click Applications on the navigation bar on the home page.
5. Click "Apply for the 2024-2025 Academic Year".

LOYOLA UNIVERSITY MARYLAND RoomRez

Home End of Semester Damage Billing Appeal Applications Current Assignment Forms Off Campus Forms Self-Check Out Log Out

Residence Life & Housing
LOYOLA UNIVERSITY MARYLAND

Welcome to RoomRez, Bern
Student ID: D

RoomRez is your one-stop-shop for information related to your housing assignment and meal plan.

Residence Halls at Loyola University M...
Watch later Share

RESIDENCE HALLS

Watch on YouTube

Do you have a question or need assistance with the portal? Contact Residence Life & Housing at ResidenceLife@loyola.edu or 410-617-5081

- Current Assignment Forms
- Report Lost Key or Lock Out
- Contact Residence Life & Housing Staff
- Roommate Agreement

Quick Links

- Submit Facilities Request
- Residence Life & Housing Website
- First Year Move-in Information
- Move-Out Information
- Housing Accommodation Information
- Off Campus Housing Information

Please select which semester(s) you are applying for

Please select a semester or academic year below to start or continue with your application.

20-21 Academic Year Application

(8/30/2020 - 5/7/2021)

APPLY

For any issues accessing RoomRez, contact residencelife@loyola.edu.

UPDATE PERSONAL INFORMATION

The following three screens will ask you to verify and submit your personal information, emergency contact, and missing person contact. Please follow the **instructions on each page** to submit that information.

Personal Information

Please review your personal information below. If changes are necessary, please contact the Records Office to complete a Change of Name/Address Form. You are unable to make the changes on this application. However, once you submit your updated information to the Records Office, your application will update. The **only** changes you can make here are: preferred name, pronouns, mobile phone number, and mobile phone carrier.

Last Name

.PortalX

First Name

.Helen

Emergency Contact

A condition of being a Loyola University Maryland student is providing the university with updated emergency contact information each year so that in the event of an emergency we can contact your family/ designated contact.

Primary Emergency Contact Information

Contact Name

<empty> ⓘ

Relationship

⌵ ⓘ

Missing Person Contact

According to the Higher Education Act of 2008, Loyola University Maryland is required to collect contact information for an individual who we would contact in the case that you are missing. This individual can be one of your emergency contacts, or a separate individual. To view the missing person policy please view the Community Standards handbook.

Contact Name

<empty> ⓘ

Relationship

⌵ ⓘ

To continue through the application click "Save & Continue" at the bottom of the page.

SAVE & CONTINUE

INTENT TO LIVE ON CAMPUS

All students are required to declare their Residential Intent. Depending on your answer, you will be directed to the appropriate page.

Intent to Live

All Loyola University Maryland students are required to complete this form to inform the university of their living arrangements for the following academic year. By completing this form, we understand what kind of communication we need to send you in the future.

To learn more about the Intent to Return form, please visit the [Returning Student Housing Selection](#) webpage.

Intent to Live On-Campus

 ⓘ

Do NOT intend to live on campus for the fall



If you choose "Do NOT intend to live on campus," you will be taken to a page to answer the "living-off campus" questions and, finally, a page to choose a meal plan. This is the end of your application.

This a reminder that first-year students may not live off campus and rent in Baltimore.

Do INTEND to live on campus in the fall



If you choose "Intend to live on campus" you will continue the housing application.

SAVE & CONTINUE



THE HOUSING CONTRACT

The housing contract is a legally binding agreement between the student and the University. It is essential that you read and understand its contents **BEFORE** you agree to it.

SIGN AND SUBMIT HOUSING CONTRACT

All students must sign and agree to the terms and conditions of the housing contract before they can continue through the application. Information about canceling your contract can be found on page: 33. Once you have read the contract:

- Print or download a copy of the contract.
- Enter your seven digit Student ID number to confirm you agree. Do not include the beginning 00
- Click Save and Continue.

Contract

Please read the contract in its entirety

Reminder that this legally-binding contract is for the entire academic year and goes into effect once signed.

2024-2025 RESIDENCE CONTRACT
LOYOLA UNIVERSITY MARYLAND
RESIDENCE LIFE & HOUSING

1. PARTIES
A. This Contract is made between the student or prospective student and (if the student is under 18 years of age) their parent, guardian, or guarantor (hereafter referred to collectively as Student), and Loyola University Maryland, Inc. (the University).

2. DURATION AND BINDING NATURE OF THE CONTRACT
A. This Contract will be deemed binding on both parties when the completed and signed (or digitally agreed upon) document is returned to the Loyola University Maryland Office of Residence Life & Housing (Residence Life & Housing) by the student and is approved and executed by Residence Life & Housing. This Contract is not a residential lease.
B. CONTRACT PERIOD. Except as otherwise agreed upon in writing, signed by both Parties, and subject to earlier cancellation as provided herein, the term of this Contract shall be the entire academic year set forth in the title of this Contract. All students must completely check out of their space by noon the day after their last scheduled examination or noon on the day the residences close, except those graduating seniors who have spring housing will be permitted to stay in residence until 8:00 pm the day of commencement.
C. BREAK PERIODS. Residences are closed during break periods (Christmas/Semester Break, and Spring Break) unless otherwise communicated.
D. DATES. Applicable dates for this Contract Period (such as when students may move in, when the residences close, and when break periods occur) may be found on the Loyola University Maryland Residence Life & Housing website and are subject to change from time to time for public health, safety, or other legitimate reasons.
E. EARLY ARRIVALS. Requests for early arrivals are discouraged unless extenuating circumstances necessitate additional move-in time, or the student is a part of an approved University program. Early arrivals must be approved by Residence Life & Housing. An additional per-day charge will be assessed for early occupancy.
F. CONTRACT EXTENSIONS. Contract extensions may be granted upon approval by Residence Life & Housing in response to a Student's written request that complies with the procedures established by Residence Life & Housing and the Residence Hall Policies and Procedures in the Loyola University Community Standards handbook. The student will be responsible for the payment of additional fees that apply for such extensions.

3. TERMS
A. APPLICATION. Students must submit a completed Housing Application to Residence Life & Housing along with this Contract.
B. ROOM AND BOARD FEES. The student agrees to pay the University occupancy fees at the applicable Room and Board Rates, which may be found on the Tuition, Fees, Room, and Board webpage of the Loyola University Maryland website. In return, the University grants the student permission (license) to occupy an assigned residence in Loyola University Residences during the Contract Period.

It is encouraged that you share with your family that you signed a housing contract with the University and intend to live on campus for the 24-25 Academic Year.

Enter your student number below to sign your contract.

ID Number

You must enter your 7 digit ID number. Please do not include the 0s unless you do not have 7 numbers. For example if your ID card says 001234567 only type in 1234567.

ID Number:

PRINT THIS PAGE



SAVE & CONTINUE

TOP TEN THINGS TO KNOW ABOUT THE HOUSING CONTRACT

- 1** You are agreeing to live in housing for the full Academic Year (August- May).
- 2** If your housing needs to change, you must request to cancel your housing before June 1 to avoid penalties.
- 3** You must be registered for at least 12 credits by the start of the semester to move in and no later than the end of Add/Drop to remain in campus housing.
- 4** Students requesting accommodations for a disability, must do so by July 1. After the deadline accommodations will be provided based on space availability.
- 5** All students are required to have a meal plan.
- 6** The housing contract goes into effect once it is signed.
- 7** By agreeing to the housing contract, students are also agreeing to the Loyola University Community Standards.
- 8** The University reserves the right to select the specific bedroom and building to be assigned to a student, to assign other occupants to the unit, and to move a student to another bedroom or unit, at any time, in the University's sole and absolute discretion.
- 9** Students with a need to remain on campus during University break periods must agree to complete a housing break extension request. Additional fees may apply.
- 10** A copy of the housing contract is available on the Residence Life & Housing website and can be downloaded from the housing application.

TERMS AND CONDITIONS

The Terms and Conditions of the Housing Contract occur after students submit their signed contract. Once signed, students enter into a legally binding contract for the full academic year. We highly suggest that students and their families read the terms and conditions to fully understand our expectations. Copies of the contract are available for download in the housing application or on the Residence Life & Housing website.

CANCELLATION DATES

If you need to cancel your housing, please submit a request to Residence Life & Housing on RoomRez. The Cancellation Request can be found under “Off Campus Forms.” Be aware that submitting a request is not an automatic approval. You will be notified via email once a decision is made. Loyola University highly recommends you do not sign an off-campus lease until you are officially notified of a decision.

If a contract Cancellation Request is **received between June 1 and August 1** and approved, the advance payment and damage deposit will be forfeited, no cancellation fee will be assessed, and any other housing room charges billed under the contract will be refunded.

If a Contract Cancellation Request is **received after August 1** and approved, the advance payment and the damage deposit will be forfeited, a \$300 cancellation fee will be assessed, and any other housing room charges billed under this contract will be refunded.

SUBMIT ROOMMATE QUESTIONNAIRE

All students are required to submit their lifestyle/roommate answers. It would be best if you answered these honestly. Your answers will help Residence Life & Housing match you with an appropriate roommate. You still have the option to request a roommate

Roommate Questionnaire

Below is a series of questions relating to living with a roommate. Your responses are used to help identify potential well-matched roommates. It's very important to be honest when answering the questions...and be sure you as the student are responding.

Sharing

When it comes to sharing...:

Academics

How important are academics to you?:

If you would like, you can submit a brief bio about yourself for people to get to know you. The biography you write will be shown when searching for roommates on the "Roommate Request" pages. You will also create a screenname to help potential roommates search for you.

Web Screen Name: Students must create a web screen name, or username, that can be given to other students when they are searching the database to add students to their roommate group. Make sure you provide this screen name to your group leader creating the roommate group.

Web Screen Name

 ⓘ

Personal Bio Residents have the option to write a personal bio that will be displayed during the roommate search phase of housing selection. Your personal bio is an opportunity to share information about yourself and what you're looking for in your roommate experience. Below are a few suggestions for what you may want to include:

- Brief Bio-Where are you from? What is your major? Why did you choose to attend Loyola University?
- Personality-How would your friends and/or family describe you?
- Interests, hobbies and activities-What do you enjoy doing in your free time?
- Entertainment-What types of music do you like? Favorite TV shows and/or movies? Favorite authors/books?

The personal bio is optional. You can leave it blank or you can enter 3-5 sentences that can be viewed by others as they browse potential roommates. Your bio can also be viewed when you are matched with a roommate.

Personal Bio

SAVE & CONTINUE

DECIDE ON RENTERS INSURANCE

All residents are expected to carry renters insurance. Loyola University has partnered with Grad Guard Renters Insurance to offer affordable insurance plans.

The University assumes no liability for bodily injury. The University is not responsible for theft, loss, or damage to a student's personal property and encourages all students to carry appropriate personal insurance.

Step 1: Read over the Grad Guard information page.

Step 2: Click Continue to Step 2.

Step 3: Choose to Start my Grad Guard Enrollment or Decline All Coverage.

Step 4: Answer the Grad Guard questions.

Step 5: Click "Continue" to resume the housing application.

Depending on your response, you will be given a "Decline" or "Success" message. Click "Save and Continue."



SAVE & CONTINUE

CHOOSE MEAL PLAN

All residents are required to participate in the University meal plan program. To learn more about the meal plans, visit [Dining Services' website](#). When choosing your meal plan, **you will only be shown** meal plans for which you are eligible.

You will choose your meal plan for both Fall and Spring semesters. Students can change their meal plan for the Spring towards the end of the Fall semester.

Fall 2020 (20-21 Academic Year):

(Please Select Meal Plan) ▼ ⓘ

Spring 2021 (20-21 Academic Year):

(Please Select Meal Plan) ▼ ⓘ

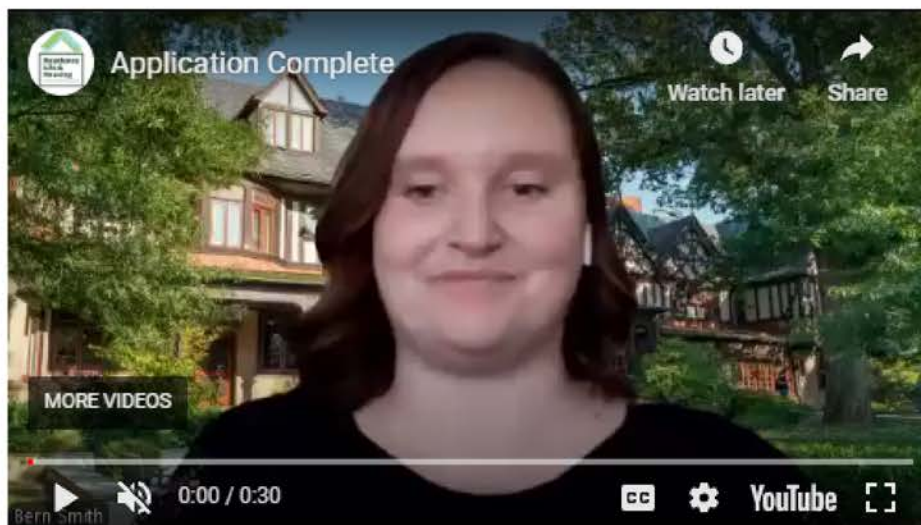
Looking for a meal plan not shown?
Contact Residence Life & Housing at
residencelife@loyola.edu

SAVE & CONTINUE

RESIDENCY INTENT: COMPLETE

Once you are at the "Application Complete!" page you have successfully submitted your Residency Intent. If you choose to submit a Roommate Request, you will log back into RoomRez and navigate to the Roommate Groups page.

Application Complete!



Thank you for completing your housing application for the upcoming academic year. If you have questions or concerns about the housing application process, please contact Residence Life & Housing at residencelife@loyola.edu.

As you prepare to arrive to Loyola University Maryland we recommend you familiarize yourself with the following resources:

- [Understanding Your Housing Assignment](#)
- [What To Bring To Loyola](#)
- [Approved Vendors](#)

Application Summary



ROOMMATE REQUEST (OPTIONAL)

Students may request their direct roommate or have our housing system match them with compatible roommates using their answers on the roommate questionnaire.

June 24, 2024 - July 8, 2024


HOW TO REQUEST A ROOMMATE

- Talk to the person you request and decide who will create the initial request. Only one person should start the initial roommate request process.
- Log back into your housing application through the RoomRez portal. You should be taken to the Roommate Request Page.
- Whoever is creating the roommate request will click [Roommate Search By Details](#) page.

The screenshot displays the RoomRez portal interface. At the top, the Loyola University Maryland logo and 'RoomRez' branding are visible. A navigation bar includes links for Home, Schedule Check Out Appointment, Housing Applications, Self-Check Out, Request for Housing After Selection Intent, and Log Out. Below this, a progress bar shows ten steps: Housing Information-FY/TR, Intent to Live on Campus, Contract, Roommate Questionnaire, Room Preference, GradGuard College Renter's Insurance, GradGuard, Choose Meal Plan, Roommate Request, and thank you. The 'Roommate Request' step is highlighted with a green circle and checkmark. Below the progress bar, the 'Roommate Request' section is titled 'Not In a Group' with the message 'You are not a member of any roommate groups.' Two buttons are present: 'CREATE GROUP' and 'SAVE & CONTINUE'. A large green arrow points from the 'SAVE & CONTINUE' button to a list of options: 'Search for Roommates by Details', 'Search for Roommates by Profiles', and 'Suggest Roommates'.

- The easiest way to search for your requested roommate is to **type in their screen name**.
 - Click "Add to Group" to officially create the roommate request.
- Both you and your requested roommate will receive an email letting you know the request.
 - Your requested roommate will need to log in to RoomRez and accept the request to be added to your group on the Roommate Groups page.
- To return to the Roommate Request home page, click "Manage Group."
- Click "Save & Continue" to submit your Roommate Group.


Roommate Search By Details

Screen Name: 

Description:

Age:

Exclude results that cannot be added or joined



Search for Roommates by Profiles
Suggest Roommates

.Garry.
Age: ██████
Classification: First Year Students
Gender: Male
Description:

57% Match

Please note that the application will send email updates if changes in the roommate group occur. For example, if a member of the group leaves the group. You must talk **to someone before creating a group with them** so that you are not surprised if someone leaves, and now you need to start from the beginning.

ROOMMATE REQUEST: COMPLETE

Once you land on the "Application Submitted" page, you have completed all parts of the housing application!!



REMINDERS

- Only verified groups can be placed together. Every time someone joins or leaves the group, it must be re-verified.
- Only students who have completed the Residency Intent portion of their housing application may be added to your request. Students who have not completed their Residency Intent will not show in the search or have access to join a request.
- Students may only request First Year students. You cannot request to live with a current and returning Loyola student or Transfer student.
- A requested roommate must accept your request to be added to the Roommate Group.
- You may only request to be in a group of 2.
- You will receive email updates as your group changes.

FINDING A ROOMMATE USING ROOMREZ

If you would like to look for a compatible roommate, RoomRez has multiple options to assist you in finding a match. You **must message and contact the person before adding them to your group** in case they are already part of a request and have yet to be added.

If you search for someone and cannot find them it may be because

1. they did not submit their application;
2. are already part of a group or
3. already assigned to housing.

SUGGEST ROOMMATES

Suggested roommates will provide a list of roommates who answered their Roommate Questionnaire like you did, with a percentage ratio of matching answers.

Suggested Roommates

MANAGE GROUP

Join Group
Search For Roommate Group
Search for Roommates by Details
Search for Roommates by Profiles

Matty Brown
Age: 22
Classification: Returning Students
Gender: Male
Description: From DE, WR/CM major/minor, chose LUM to get away from home but still be somewhat close. I am a fun, cool, person lol. I like music, theater, and hanging with friends.

54% Match

ADD TO GROUP
SEND MESSAGE
VIEW PROFILE

SEARCH FOR ROOMMATES BY DETAILS

Roommate Search By Details

Screen Name:

Age:

Reunion Year:

Description:

Exclude results that cannot be added or joined

Search for Roommates by Details allows you to search for a roommate by their username, age, or reunion year (graduating year). You can also search keywords from their bio, such as "sports".

SEARCH FOR ROOMMATE BY PROFILE

Roommate Search By Profiles

Sharing

When it comes to sharing...

Academics

How important are academics to you?:

Noise

What noise level do you prefer while sleeping?:

What noise level do you prefer while studying?:

Search for Roommates by Profile allows you to search for a roommate based on answers to the Roommate Questionnaire. Please note that the more questions you select, the harder it will be to find compatible roommates. We suggest answering 1-2 questions that are the most important to you. You also may see questions not relevant to you; leave them with "any".

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Loyola University Maryland and Residence Life & Housing recognize the importance of providing reasonable accommodations for students with disabilities to access campus housing and fully participate in the residential experience. To be considered for accommodation, contact the Office of Disability and Accessibility Services at 410-617-2750 or das@loyola.edu. Loyola University Maryland and Residence Life & Housing recognize the importance of providing reasonable accommodations for students with disabilities to access campus housing and fully participate in the residential experience. To be considered for accommodation, contact the Office of Disability and Accessibility Services at 410-617-2750 or das@loyola.edu.

The deadline for new accommodation requests is July 1, 2024. Visit the [DAS website](#) to learn more about the accommodation process.

HOW DOES LIVING WITH FAMILY AFFECT MY FINANCIAL AID?

Your award considers whether you will be living on-campus or commuting based on the information provided to Residence Life & Housing and your FAFSA. Your award indicates your housing status; if your housing plans change you must notify Financial Aid at financialaid@loyola.edu as it may impact your aid.





COMMUTING FROM HOME & LIVING WITH FAMILY

Students planning to live at home must confirm their intent and submit the "living off campus" page.

COMMUTING TO LOYOLA

All students are required to complete the Residency Intent in the housing application. If you plan to commute to Loyola, you will be required to:

- Confirm your personal information
- Update your Emergency Contact Information
- Update your Missing Person Contact
- Complete your Intent To Live on Campus
- Complete the Living Off-Campus page

CONFIRM YOUR ADDRESS

Undergraduate students not living on campus must register or confirm their local address before starting classes. The address collection process takes place over the summer, and all students without on-campus housing will receive information via email regarding this process.

COMMUNITY STANDARDS

The Community Standards still apply to students when not on Loyola's campus. Further, Loyola has a specific set of standards for off-campus students. Information about off-campus policies and expectations can be found in the off-campus policies section in the Community Standards.





HAVE MORE QUESTIONS?
CONTACT US AT
RESIDENCELIFE@LOYOLA.EDU