

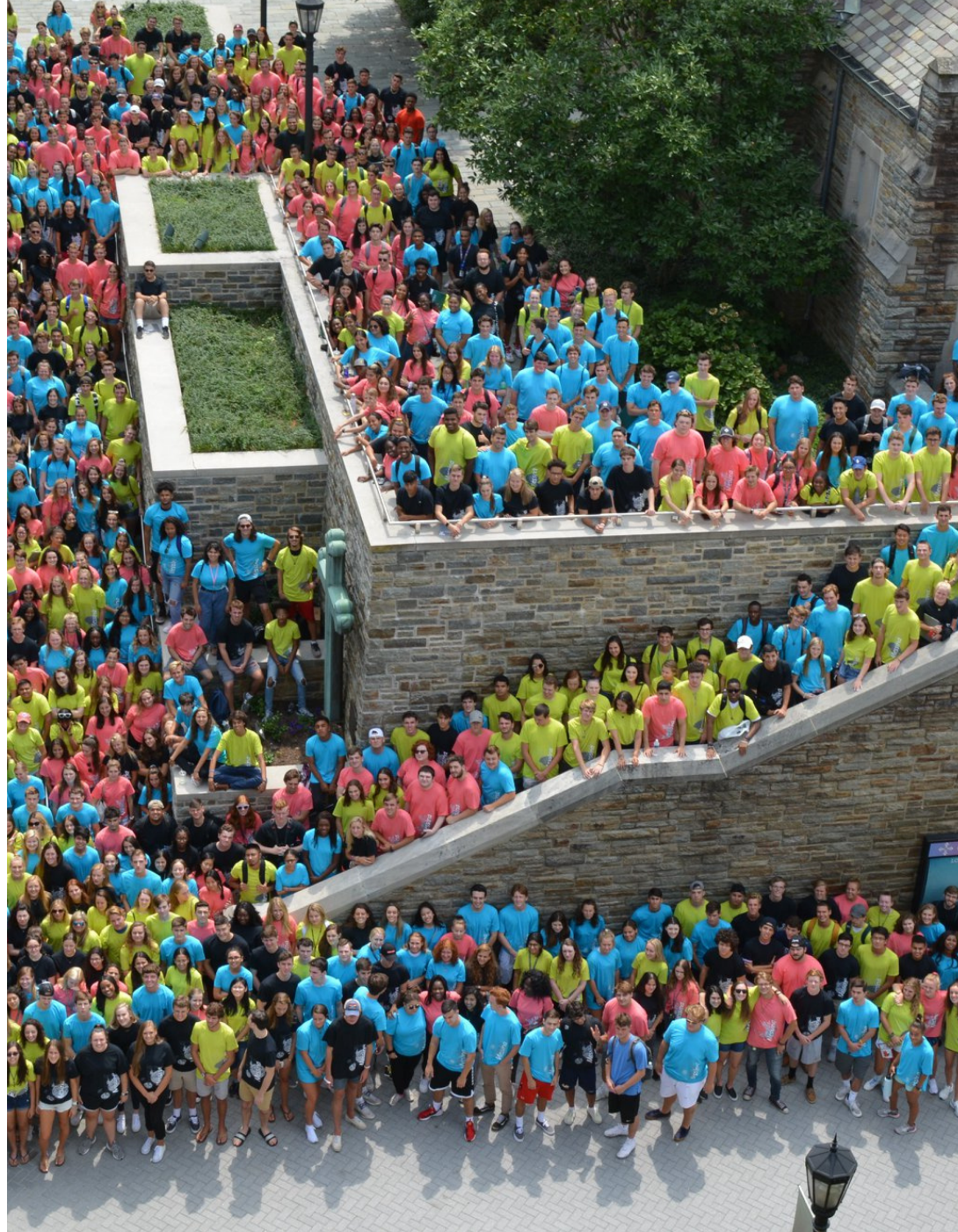
LOYOLA UNIVERSITY MARYLAND  
OFFICE OF STUDENT LIFE



RETURNING STUDENT  
HOUSING SELECTION GUIDE

RESERVE YOUR BED FOR 2020-2021







## A MESSAGE FROM STUDENT LIFE

Dear Students and Families,

As you begin to think about where you will live next year, we want you to know that there has never been a better time to live on campus at Loyola University Maryland. The University is committed to helping students develop the skills they need to become successful: academically, professionally, and personally. Creating a welcoming, inclusive, positive living experience on campus is a big part of our commitment. All Student Life staff understand the importance of a student's positive living experience. Recently, through department programming and one-on-one conversations, we have not only received student feedback, but, as a result, have made changes that will ensure Loyola University housing feel more like a second home. We encourage you to explore everything on-campus housing has to offer and enjoy the many benefits of living here. If you have any questions about the housing selection process or living on-campus, please contact us.

## CONTACT STUDENT LIFE

Central Office: Seton 08B

Hillside Office: Flannery 229B

Eastside Office: McAuley 300B

Campion Office: Campion 111

Newman Office: Newman Towers 110

Charleston/Gardens Office: Seton 08B

Phone: 410-617-5081

Email: [Studentlife@loyola.edu](mailto:Studentlife@loyola.edu)

Facebook: [LUMStudentLife](#)

Twitter: [LUMStudentLife](#)

Instagram: [LoyolaStudentLife](#)

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# Housing Selection

***GENERAL INFORMATION***



# WHY LIVE ON CAMPUS

1

## Convenience

Why drive to class when you can walk?

6

## Amenities

Internet connection, fitness & aquatic center, and more!

2

## Parking

Resident specific parking lots near your building.

7

## Access

Easily access local shopping centers on the shuttle.

3

## Hassle-free living

Everything is included: no paying monthly bills or hiring maintenance contractors.

8

## Time management

It's easier to complete everything you need to do when you live within minutes of The Study, classrooms, and athletics.

4

## Better grades

Studies have shown students who live on campus get better grades, and are more likely to graduate in 4 years.

9

## Security

The residence halls are secured and monitored 24/7.

5

## Friends

There is no easier way to meet friends than living on campus with more than 3000 residents.

10

## One-on-one attention

Our department structure allows for students to interact one-on-one with Resident Assistants and professional staff.

## GENERAL INFORMATION

Whether you are returning to Loyola as a rising sophomore, junior, or senior, we encourage you to choose Loyola's on-campus housing. Through our housing process, you will have the opportunity to select your roommates and your room.

## HOUSING SELECTION PROCESS

New this Spring, the RoomRez portal has been upgraded! *As a result, many of our processes have changed.* This guide was created to highlight important information regarding the housing selection process. *Please, also visit the Student Life website for additional resources to help you navigate the housing selection process.* In order to be eligible to participate in room selection, students must complete several requirements.

## COMMUNICATION

Student Life will be sending housing selection information to students via their Loyola e-mail. Please check your email frequently for the latest updates and information.

**ALL STUDENTS MUST COMPLETE  
PHASE ONE OF THE APPLICATION**

**NEW THIS YEAR:  
ROOMREZ HAS BEEN UPGRADED**



# A QUICK OVERVIEW

## ATTEND AN INFORMATION SESSION

Attend an information session to learn about the upgrades to the RoomRez portal and how to complete the housing selection process.

## PHASE ONE: PERSONAL INFORMATION

During this phase you will submit all your personal information for the housing application.

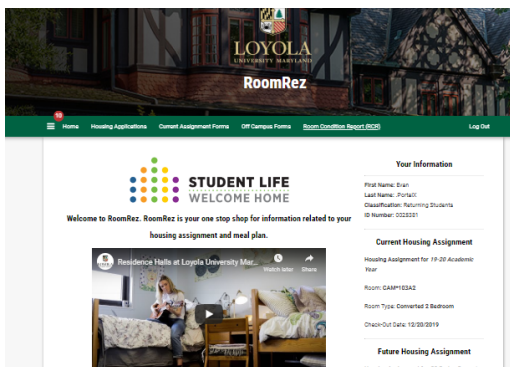
- Update personal information
- Complete intent to live form
- Pay deposit via RoomRez portal
- Sign housing contract
- Update roommate questionnaire
- Choose renters insurance
- Choose meal plan

## PHASE TWO: GROUP FORMATION

During this phase you will have the opportunity to create roommate groups. As a reminder, students must be in complete groups of 2, 4, 6 or 8 in order to choose a specific housing assignment.

## PHASE THREE: ROOM SELECTION

During this phase students in complete groups (i.e. fill an entire apartment / suite (unit)) will be given a lottery number and, based on space availability, will be able to choose their specific unit.



**NEW THIS YEAR:  
ALL DEPOSITS WILL BE PAID  
VIA CREDIT CARD IN ROOMREZ**

## **DATES & DEADLINES**

### **JANUARY 21, 2020**

Housing selection information sessions:

East side of campus: visit the Student Life Housing Selection page for details.

West side of campus: visit the Student Life Housing Selection page for details.

### **JANUARY 27, 2020**

Phase one opens.

### **FEBRUARY 1, 2020**

Housing accommodation requests are due to Disability Support Services.

### **FEBRUARY 13, 2020**

Phase one closes.

### **FEBRUARY 23, 2020**

Roommate socials:

Roommate socials are a great way to meet others who are looking for roommates. Whether you are a single looking for a group or a group needing one or more members, this is your opportunity to meet others.





## FEBRUARY 24, 2020

Phase two opens.

## MARCH 10, 2020

Incomplete group mixer:

Still looking for a roommate group or need someone to complete your group?

Meet people looking to complete their groups before phase two closes.

## MARCH 12, 2020

Phase two closes.

## MARCH 17 & 18, 2020

Want to see what the inside of the different halls look like? Come out to our room tours. More details to come.

## MARCH 19, 2020

Lottery numbers emailed to Loyola email.

## MARCH 24, 2020

Room selection for groups that include rising seniors.

## MARCH 30, 2020

Room selection for groups that include rising juniors.

## APRIL 6, 2020

Room Selection for groups that include rising sophomores.

\*PLEASE NOTE, DATES SUBJECT TO CHANGE.

**QUESTIONS ABOUT THESE DEADLINES?  
CONTACT STUDENT LIFE AT [STUDENTLIFE@LOYOLA.EDU](mailto:STUDENTLIFE@LOYOLA.EDU)**

# The Three Phases

## ***OF HOUSING SELECTION***

The next section will walk you through the step-by-step process to complete each phase.

# **Phase One Instructions**



# START HOUSING APPLICATION

To start your housing application for the 2020-2021 academic year:

1. Log into Inside.Loyola.edu.
2. Click RoomRez under applications.
3. Navigate to the RoomRez portal.
4. Click Housing Applications on the navigation bar on the home page.
5. Click "Apply for the 2020-2021 Academic Year".

**RoomRez**

Home Housing Applications Room Condition Report (RCR) Log Out

**STUDENT LIFE**  
WELCOME HOME

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

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

**Your Information**

First Name: Evan  
Last Name: PortalX  
Classification: Returning Students  
ID Number: 0025381

**Current Housing Assignment**

Housing Assignment for 19-20 Academic Year

Room: CAM\*103A2  
Room Type: Converted 2 Bedroom  
Check-Out Date: 12/20/2019

**Future Housing Assignment**

Housing Assignment for 20 Spring Semester

Room: NT\*E802A1  
Room Type: \*\*Efficiency\*\*  
Check-In Date: 1/12/2020  
Housing Assignment for 20-21 Academic Year

Do you have a question or need assistance with the portal? Contact Student Life at [StudentLife@loyola.edu](mailto:StudentLife@loyola.edu) or 410-617-5081

## 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

# UPDATE PERSONAL INFORMATION

The next three screens will ask you to verify and update your personal information, emergency contact, and missing person contact. Please follow the instructions on each page if you need to update 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 Intent to Live on campus. Depending on your answer, you will be directed to the appropriate page. Remember, this is for the FALL semester; not the full academic year.

## Intent to Live

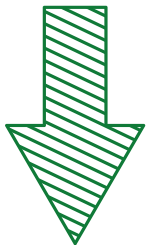
All Loyola University Maryland students are required to complete this form to inform the university of their living arrangements for the following academic year. By completing this form, we understand what kind of communication we need to send you in the future.

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

Intent to Live On-Campus

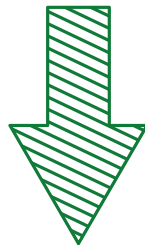
 ⓘ

Do NOT intend to live on campus for the fall



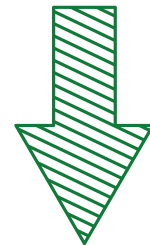
If you choose "Do NOT intend to live on campus" you will be taken to a page to pay your \$300 tuition deposit, then a page to answer the "living-off campus" questions and finally, a page to choose a meal plan. This is the end of your application.

Do INTENT to live on campus in the fall



If you choose "Intend to live on campus" you will be taken to a page to pay your \$600 housing and tuition deposit. Once paid, you will continue the housing application.

I am transferring and will not return to Loyola in the Fall



If you choose "I am transferring and will not return to Loyola in the Fall" you will be taken to a confirmation page. This is the end of your application.

SAVE & CONTINUE



# PAY DEPOSIT

All students are required to pay their housing deposit in the RoomRez portal before they can continue through the housing application. Students with waived deposits will bypass the deposit pages and will be directed to the housing contract page. If you have a question about your housing deposit or have concerns regarding payment, please contact Student Administrative Services at SAS@loyola.edu. PLEASE NOTE: students must make their deposit payment via credit card and cannot have another person make this payment on their behalf.

What is the housing deposit?

The housing deposit is a \$300 non-refundable payment to secure your housing spot for the upcoming academic year. You will not be permitted to join a roommate group until the deposit is paid or you have spoken to SAS.

Step 1: Read the housing deposit instruction page.

## Payment Details: Tuition and Housing Deposit

**This deposit page is intended for Loyola students who are studying on the Evergreen campus and living on campus in the Fall semester.**

**Please note that the Housing portion of the deposit is non-refundable.**

All students will be required to make their tuition deposit via credit card utilizing the RoomRez portal. Students concerned about making this deposit or currently experience financial hardship should contact Student Administrative Services (SAS) prior to continuing through this housing application.

All full-time students planning to take classes on the Baltimore Campus in the Fall 2020 semester are required to pay a \$300 Tuition Deposit. Any student currently living in the residence halls or those returning from one of Loyola's abroad, exchange, or affiliation programs who wish to participate in the upcoming housing selection process are required to pay an additional \$300 Housing Deposit. If there is currently a financial hold on your account, you will not be eligible to register for classes or housing. Any deposit made will be applied to the outstanding bill. Past due statements will be mailed the week of February 4, 2020.

Academic registration for Fall 2020 will take place between March 18 through April 1, 2020 and is based on the student's class year. Students will be allowed to register at the designated time determined by seniority and lottery if they have paid their tuition deposit. Full-time students who have not paid the deposit by the February 13, 2020 deadline will be required to submit the tuition deposit along with a \$100 late registration fee. The timing of a delayed tuition deposit can result in a loss of seniority in the registration process.

SAVE & CONTINUE

Step 2: Review payment page and click "Pay Now".  
This will redirect you to our payment site.

Step 3: Fill out credit card information and click Pay Now.

Step 4: Review and print your receipt. Click "Continue" to return to the housing application.

Step 5: Click "Ok" when asked if you want to return to the housing application.

You will receive an automatic email from StudentLife@loyola.edu. Please note, this is a confirmation email not a formal receipt.

If the payment is unsuccessful, you will be taken to the first page of the deposit process and not permitted to continue.

Step 6: Click "Save and Continue".

## Shopping Cart Receipt

### Payment Successful!

Your payment was successfully processed.

Your payment was successfully processed. You can review the item(s) you paid for below, as well as your receipt number and other important details. You may want to print this page for future reference.

Payment ID: 46

Full Name: .PortalX, .Evan (Evan)

Transaction Date: 12/1/2019 11:51:34

Invoice Number: 54

# FAQ ON HOUSING DEPOSIT

**What if the deposit page says I need to pay more than I thought I should?**

Students are taken to a deposit page based on the information Student Life has on file. If you believe your deposit page is incorrect, please contact Student Life prior to paying your deposit.

**How can I give my family access to make the deposit?**

Deposits are only being accepted through the RoomRez portal via credit card. Students will need to coordinate with their families to get payment information prior to starting their application. Families will not have access to make payments on their students behalf.

**What if I can make the payment after the deadline?**

Student Life will continue to accept housing deposits. Students will be placed in housing once the deposit is paid, based on space availability.

**Is the housing deposit refundable?**

The housing deposit is non-refundable. Please visit the housing contract to learn more about the housing refund policy.

**What If I cannot afford to pay the deposit?**

Students who have concerns about payment should contact Student Administrative Services in Maryland Hall or SAS@Loyola.edu prior to starting the housing application.

**What happens If I do not pay the deposit?**

Students will not be able to continue through the housing application until payment has been made or you spoke with SAS. This means, you cannot be added to a roommate group or be placed in housing.

**Should I pay the deposit if I am considering transferring?**

Students cannot be added to roommate groups or placed in housing until the housing deposit is paid. If you are considering transferring, please contact Student Life to discuss options.

**Is there a credit card transaction fee?**

No. You will only be charged the amount of the deposit due.



# SIGN AND SUBMIT HOUSING CONTRACT

All students are required to sign and agree to the terms and conditions of the housing contract before they can continue through the application. Information about cancelling your contract can be found on page: 53.

Once you have read the contract:

- Print or download a copy of the contract.
- Enter your 7 digit Student ID number to confirm you agree.
- 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 affect once signed.

**2019-2020 RESIDENCE CONTRACT  
LOYOLA UNIVERSITY MARYLAND  
THE OFFICE OF STUDENT LIFE**

**1. PARTIES**

A. This Contract is made between the student or prospective student and (if student is under 18 years of age) his/her 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 Office of Student Life (Office of Student Life) by the Student, and is approved and executed by the Office of Student Life. This Contract is not a residential lease.

B. **CONTRACT PERIOD.** Except as otherwise agreed upon in a writing signed by both Parties, the term of this Contract shall be the entire academic year set forth in the title of this Contract. First year students may move into their residence the Thursday before classes begin in the fall. All other students may move into their residence on the Sunday before classes begin in the fall. All students must completely check out of their space by the earlier of noon the day after their last scheduled examination or noon on the day the residences close, except that graduating seniors who have spring housing will be permitted to stay in residence until 8:00pm the day of commencement.

C. **BREAK PERIODS.** Residences are closed during break periods (Thanksgiving Break, Christmas/Semester Break, Spring Break, and Easter Break).

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 Office of Student Life website within the Housing Process section.

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 the Associate Director for Housing Operations or the Director of Student Life. An additional per day charge will be assessed for early occupancy.

F. **CONTRACT EXTENSIONS.** Contract extensions may be granted upon approval by the Office of Student Life in response to a Student's written request that complies with the procedures established by the Office of Student Life and the Residence Hall Policies and Procedures in the Loyola University Community Standards handbook. The Student will be responsible for payment of additional fees that apply for such extensions.

**3. TERMS**

A. **APPLICATION.** Students must submit a completed Housing Application to the Office of Student Life along with this Contract.

Enter your student number below to sign your contract.

### ID Number

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

ID Number:

<empty>



SAVE & CONTINUE

# UPDATE ROOMMATE QUESTIONNAIRE

All students are required to update their lifestyle / roommate questions. You should answer these honestly. Your answers will help Student Life match you with an appropriate roommate should a vacancy become available in your room. You still have the option to form a roommate group.

## 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 bio that you write will be shown when searching for roommates on the "Group Formation" 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 Start my Grad Guard Enrollment or Decline All Coverage.

Step 4: Answer the Grad Guard questions.

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

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





## CHOOSE MEAL PLAN

All residents are required to participate in the University meal plan program. To learn more about the meal plans visit [www.loyola.edu/dining](http://www.loyola.edu/dining) or visit page 47 . 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 will have the opportunity to change their meal plan for the Spring towards the end of the Fall semester.

Fall 2020 (20-21 Academic Year):

 ▼ ⓘ

Spring 2021 (20-21 Academic Year):

 ▼ ⓘ

Looking for a meal plan not shown?  
Contact Student Life at [studentlife@loyola.edu](mailto:studentlife@loyola.edu)

SAVE & CONTINUE

# SUBSTANCE FREE HOUSING

Our Substance Free Community offers a space for those students who genuinely desire to live in an environment where all residents and their guests agree to keep the area free of alcohol, drugs, and nicotine products. Residents agree to create an environment in which they are respectful of one another and, of healthy lifestyles.

Please note, in order to create roommate groups, and search for roommates, **everyone must have the same answer** to this question.

## Substance Free Housing

The Office of Student Life strives to support the healthy and holistic development of all students. Open to Sophomores, Juniors, and Seniors, the Substance Free Community offers a space for those students who genuinely desire to live in an environment where all residents and their guests agree to keep the area free of all alcohol, drugs, and tobacco products. Residents agree to create an environment in which they are respectful of one another and, as a result, foster a living atmosphere that is respectful of healthy lifestyles.

All applicants will need to sign the substance free housing agreement. Please note, all Substance Free Housing is in Seton Court and depending on your roommate group size other students may be added to your group to fill an apartment.

[Substance Free Housing Contract](#)

### Roommate Group Search

When searching for roommates **you will only be shown** residents who select the same answer as you. If you are looking to create a roommate group for substance free housing everyone must select "yes" below.

**Interested in living in substance free?**

SAVE & CONTINUE

# GLOBAL CONNECTIONS HOUSING

This housing option is available to rising sophomores, juniors, and seniors, in groups of 3 or 5 who are interested in living with an international exchange student for the 2020-2021 academic year. It is a great way to expand your knowledge of the world while sharing your own culture with a new member of our Loyola community.

To be considered, all interested roommate groups should complete the application below as part of Phase 1. All roommates must agree to participate in the program and answer the questions. If a member of your roommate group selects "No" your group will not be accepted. Once accepted, roommate groups comprised of 3 or 5 residents will be considered "Complete" and will proceed with the standard housing process (receiving a lottery time and selecting any room available during their room selection time.) A Student Life staff member will contact you if your group is not selected.

All students must select "Yes" or "No" to continue with the application.

Participate in Global Connection?

 ⓘ

Why are you interested in participating in this program? What is one goal you would like to achieve as a result of participating in this housing option?

Identify and elaborate on an experience you have had that makes you a good candidate for the Global Connections program.

## PHASE ONE: COMPLETE

Once you are at the "Group Formation: Hold Page", you have successfully finished Phase One of the housing application. Once Phase Two opens you will be taken directly to the Group Formation pages.

### Group Formation: Hold Page

#### Please Wait

Phase two: Group Formation is currently not open. Please log back into your application and access Phase two on February, 24, 2020.





# **Phase Two Instructions**

# GROUP FORMATION INFORMATION

All students are required to complete Phase Two by being a member of a "complete group". In order to select a specific unit, you must be part of a complete group of 2, 4, 6, or 8 that fills all beds in that entire unit. In other words, the number of students in a group must match the number of available beds in the unit you are attempting to select.

## GROUP MEMBER ROLES

### The Group Leader

- Name the group: Something simple, appropriate, and easy to remember. Please remember, Student Life will see your group name.
- Add everyone to the group: Add group members by searching for each student. Students already assigned to a room cannot be added to a group.
- Verify the group: If this is not done, you will be not be able to select as a group.
- Select beds for the group: During the group leader's time slot, they will select the beds and rooms for each of the group members. Groups must fill all the beds in the unit.

### Group Members

- Verify your membership: Ensure you have been added to a group by logging into your housing application and check your group membership. You can add yourself to a group by searching for the group name and entering the password. You cannot be in more than one group at a time.
- Confirm your assignment: Once the Group Leader has reserved your room, log into your application to view your assignment.

# CREATE A GROUP

Decide as a group who will be the group leader so they can create the group.

Step 1: Click "Create Group".

Step 2: On the "Roommate Group Create page", choose a Group Name and Password for your group following the rules for password creation.

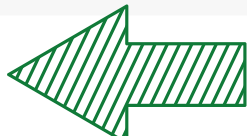
Step 3: Click "Save Group".

## Roommate Groups

### Not In a Group

You are not a member of any roommate groups.

CREATE GROUP



## Roommate Group Details

Group Name:

<empty>

Password:

<empty>

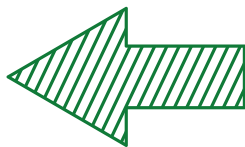
Confirm Password:

<empty>

- ✘ 8 characters long
- ✘ Lowercase characters
- ✘ Uppercase characters
- ✘ Numeric characters
- ✘ Symbol characters

GO BACK

SAVE GROUP



You will receive an email confirming the creation of your roommate group. Share the group name and password with your roommates so they can join your group.

# JOIN A GROUP

Once your group leader has created the group:

Step 1: Click "Join Group".

Step 2: On the "Roommate Group Join Page", input the Group Name and Password for your group.

Step 3: Click "Join Group".

## Roommate Groups

### Not In a Group

You are not a member of any roommate groups.

CREATE GROUP



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

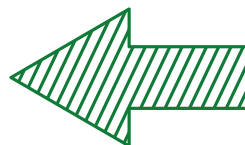
## Roommate Group Join

Group Name:

Password:

GO BACK

JOIN GROUP



You will receive an email confirming that you joined the group. Click "Save & Continue".

## PHASE TWO: COMPLETE

Once you land on the "Room Selection Hold page" you have completed Phase Two. Every student should be a member of a complete roommate group. Only the group leader will have access to the "Room Selection pages" of Phase Three. All other students will be taken to a booking summary page.

### REMINDERS

- Only verified groups can select together. Every time someone joins or leaves the group it must be reverified.
- Only students that complete Phase One of their housing application may be added to your group. Students who have not paid their housing deposit or signed their housing contract will not show in the search or have access to join a group.
- Students who said "Yes" to Substance Free Housing can only be added to groups where everyone else also selected "Yes".
- Students may join a group with any returning student of any class who is allowed to live on campus.
- You must be in a complete group of 2, 4, 6 or 8 in order to choose a specific unit.
- You will receive email updates as your group changes.
- If your group leader needs to be changed due to a conflict and is unavailable to select housing at their lottery time please contact Student Life.

Looking for roommates? Visit page 39 to learn how to use the roommate search feature!



# **Phase Three Instructions**

# ROOM SELECTION IMPORTANT REMINDERS

- Rising sophomores, juniors, and seniors may only select on the day of their time slot. When you log back into your housing application you should be taken directly to the "Room Selection" pages. If you log in before your assigned time you will be taken to a holding page.
- Only the group leader can log in to choose your unit.
- Group members who log in will be taken to a "Booking Summary" page and will not have access to the "Room Selection" pages.
- The group leader has 15 minutes from the start of their assigned time to select a room.
- Please keep in mind that every 15 minutes, a new group of students will have access to the room selection portal. It is to your advantage to choose your unit and confirm your assignment as quickly as possible.
- If you select a room but want to continue to look for additional options, your original room will be held for you while you search for a new space. However, you can only hold one unit at a time.
- If any person in your group cancels, or changes their application, the entire group will be affected.
- You will need to choose all bedrooms associated with that unit.

Student Life staff will be available during your time slot. Please contact us if you have questions!

410-617-5081



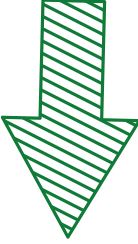
# CHOOSE YOUR UNIT

The room selection portal is designed to display rooms that match the number of students in your roommate group.

Step 1: Choose a building. This page will show only buildings with units that match the size of your roommate group. Once you select a building, you will have an opportunity to search other buildings on the next page.

## Choose a Building

Staying between 8/30/2020 and 5/7/2021 for Term: 20-21 Academic Year Application

 <p>AHERN</p> <p><b>Ahern North</b></p> <p>AHN</p> <p>SELECT</p>	 <p>AHERN</p> <p><b>Ahern South</b></p> <p>AHS</p> <p>SELECT</p>	<p><b>Aquinas Hall</b></p> <p>AQU</p>  <p>SELECT</p>
---	---	--

Step 2: Select the unit you want and click "Add to Cart". Be sure to read the instructions on the page to learn about the different room types. Be sure to look at the **Room Capacity number**. If you want to see more options, change your "Location" on the left hand side.

Staying between 8/30/2020 and 5/7/2021 for Term: 20-21 Academic Year Application







**Room Types**


- 1 Bedroom
- 2 Bedroom
- 2 Room Suite
- 2C
- 2D
- 3 Bedroom
- 4 Bedroom

**Locations**

- Ahern North
- Ahern South
- Aquinas Hall
- Avila Hall
- Bellarmine Hall
- Campion Tower
- Claver Hall

**Floors**

 <p><b>MC00*00CA</b></p> <p>2  Room Capacity: 2</p> <p>MC00*00C McAuley Hall LOYOLA University</p> <p>Show Room Info</p> <p>ADD TO CART</p>	 <p><b>MC00*00CB</b></p> <p>2  Room Capacity: 2</p> <p>MC00*00C McAuley Hall LOYOLA University</p> <p>Show Room Info</p> <p>ADD TO CART</p>	 <p><b>MC00*00DA</b></p> <p>2  Room Capacity: 2</p> <p>MC00*00D McAuley Hall LOYOLA University</p> <p>Show Room Info</p> <p>ADD TO CART</p>
---	---	---



# ASSIGN BEDS

Once you add a room to your cart you will be asked to assign each member of your roommate group to a bed space.

Step 1: Click the "Select Bed" drop down menu and assign the specific bed space that you would like someone to occupy.

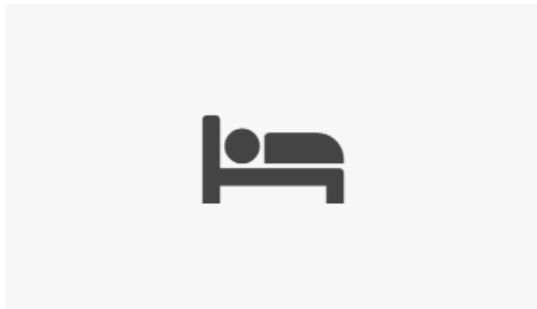
Step 2: Select the next roommate from the drop down menu and assign them a bed space.

Step 3: Continue until everyone is assigned a bed space.

Step 4: Click Assign Beds.


## Assign Beds

### My Room



marcia  
Age: 0  
Gender: Female

MC00\*00CA1

A large green arrow with diagonal hatching, pointing downwards towards the dropdown menu.

### My Roommates

Below are your current roommates. You can assign beds to all of them.

[Redacted Name]  
Age: 22  
Gender: Female

MC00\*00CA2

[Redacted Name]  
Age: 21  
Gender: Female

MC00\*00CB1

# CONFIRM BEDS

On this page you will confirm this is the bed space that you (and your group) want to reserve for the next academic year. You will not be able to adjust your space once you click "Save and Continue". This is your final opportunity to click the back button and change your selection. If you are satisfied with your choices, click "Save and Continue". Everyone in your group will receive a confirmation email of their assignment.

## Confirmation

MC00\*00CA, MC00\*00C, McAuley Hall

1. MC00\*00CA1: marcia
2. MC00\*00CA2: [REDACTED]

---

MC00\*00CB, MC00\*00C, McAuley Hall

1. MC00\*00CB1: [REDACTED]
2. MC00\*00CB2: [REDACTED]

**SAVE & CONTINUE**

This is the final step of the Housing Selection application; it is a recap of your application. Once you click "Confirm and Finish" your application is officially complete.

## Thank You

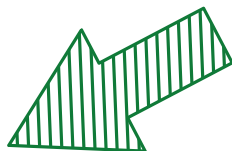
Thank you for completing your housing application for the upcoming academic year. You can see your housing assignment below. At this time, you should not need to access your housing application again. If you need changes to your housing assignment please contact Student Life at [studentlife@loyola.edu](mailto:studentlife@loyola.edu)

### Application Summary

[REDACTED]

You started your application for 20-21 Academic Year Application on 12/18/2019, have a room reservation for **MC00\*00CA1**, and have signed the contract as of 12/18/2019. You have not paid the deposit, and have not paid the application fee. The status of your application is **Deposit Received- Contract Signed**.

**CONFIRM & FINISH**







# Finding Roommates

Finding a roommate can be one of the most exciting parts of the housing process. At Loyola University, we pride ourselves on offering tools to help you succeed and we understand that finding a compatible roommate is crucial to your residential experience.

# ROOMMATE SOCIAL

Roommate socials are a great way to meet others who are looking for roommates. Whether you are a single looking for a group or a group needing one or more members, this is your opportunity to meet others. All roommate socials will occur on Sunday, February 23, 2020. Details on the Roommate Social are available on the Student Life Housing Selection website.

## ROOMMATE GROUPS IN ROOMREZ

When you access the Roommate Groups portal on RoomRez you have a variety of ways to search for potential roommates and groups.

### Roommate Groups

#### Not In a Group

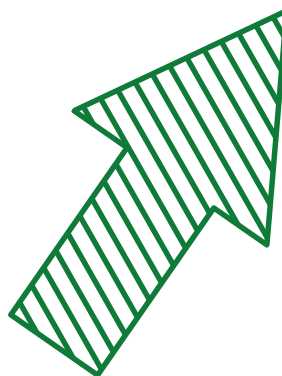
You are not a member of any roommate groups.

CREATE GROUP

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

The following options can help you find roommates:

- Search for Roommate Group
- Search for Roommates by Detail
- Search for Roommates by Profile
- Suggest Roommates



# SEARCH FOR ROOMMATE GROUP

## Roommate Group Search

### Desired Group Size

 to 

Include Unlimited Size

### Group Name

### Member Name

### Mandatory Room Profile Types

Search for Roommate Group allows you to search based on group size or groups with specific people in them. The search will only show groups that are not complete and not verified. Once verified, a group will no longer show.

# SEARCH FOR ROOMMATES BY DETAILS

## Roommate Search By Details

Screen Name:

Age:

Reunion Year:

Description:

Exclude results that cannot be added or joined

MANAGE GROUP

SEARCH

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, 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".

## SUGGEST ROOMMATES

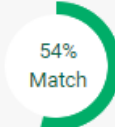
Suggested roommates will provide a list of roommates who answered their Roommate Questionnaire the same way you did, with a percentage ratio of matching answers.

### 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](#)

If you cannot find a person it may be because 1) they did not submit their application; 2) are already part of a group or 3) already assigned to housing.



# Find Your Space

Being on campus, in the heart of the community, is one of the most exciting parts of moving away to college. There are so many opportunities for cultural, recreational, social, and academic growth at Loyola. Visit the Loyola University Student Life website to learn more about each of our residence halls.

# OUR RESIDENCE HALLS

2 residents per apartment  
 4 residents per apartment  
 6 residents per apartment  
 8 residents per apartment

EAST SIDE				
AHERN HALL	●	●		
AQUINAS HALL	●	●		
MCAULEY HALL		●		
RAHNER VILLAGE		●		
GARDENS				
AVILA HALL			●	
BELLARMINE HALL			●	
CLAVER HALL			●	
DOROTHY DAY HALL			●	
CHARLESTON				
SETON HALL		●	●	
SOUTHWELL HALL		●		
LANGE HALL		●	●	●
CAMPION TOWER				
CAMPION TOWER		●	●	
NEWMAN TOWERS				
NEWMAN TOWERS	●	●	●	●

Want to see the inside of these buildings? Visit the room tours for East side of campus on March 17, 2020.

Want to see the inside of these buildings? Visit the room tours for West side of campus on March 18, 2020.

Make sure to read over the Room Types and Buildings Information Sheet to learn more about the specifics of each building.

# ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Loyola University Maryland and Student Life 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 an accommodation, contact the Office of Disability Support Services at 410-617-2750 or [DSS@loyola.edu](mailto:DSS@loyola.edu). [The deadline for new accommodation requests is February 1, 2020. Visit the DSS site to learn more about the accommodation process.](#)

Already have an accommodation? Do not forget to respond to DSS and confirm your continued need by the deadline stated in the email.

## THINKING ABOUT LIVING OFF CAMPUS?

In a lot of cases, the cost of living on campus in a residence hall is more affordable than living off-campus in an apartment or rental home. The cost of living on campus includes utilities such as electricity, gas, water, air conditioning, heating, Wi-Fi, and cable. In most houses and apartments, you will have to pay for these in addition to your rent. Most houses and some apartments don't come furnished; that's another expense. Living on campus also means you don't need a car and therefore won't incur gas and parking expenses. Plus, living on campus provides you with the convenience of walking to your classes in minutes. Most importantly, University housing provides 24/7 security while many off campus options do not.

## HOW DOES LIVING OFF CAMPUS AFFECT FINANCIAL AID?

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

# THINGS TO CONSIDER WHEN LIVING OFF CAMPUS

- You may feel disconnected from campus life. You likely won't have as many friends residing around the corner or down the hall and will need to plan more intentionally to attend and participate in campus events.
- You need to do research on the property management company and surrounding area.
- Apartment complexes may not be as flexible as the University when it comes to payment and working with student loan options.
- You need to build in time for travel and finding parking when planning your day.
- You have to stay more conscious of gas and electric usage; you will be paying monthly for these utilities.

## OFF CAMPUS POLICIES & GUIDELINES

There are policies, guidelines, and expectations, including the Neighborhood Agreement and Community Standards, that shape your off campus experience. Loyola has an agreement with the North Baltimore Neighborhood Coalition, which includes neighborhoods contiguous to the Evergreen campus. It states [we will restrict our students from living and parking in those neighborhoods](#). Visit the Off-Campus Conduct page to learn more.

## QUESTIONS TO ASK YOURSELF ABOUT LIVING OFF CAMPUS

- What is my budget? What can I afford? What about a deposit? How much are utilities?
- What amenities are priorities and are they in my budget?
- How will this affect my financial aid and Loyola University bill?
- What do I know about the area?
- Do I have to purchase furniture? What will I do with it after this year?

# Choose Your Meal Plan

All students living on campus are required to participate in a meal plan. We offer weekly plans and full semester plans.



# MEAL PLAN OPTIONS

MEAL PLAN				
	First-Year Students	Sophomores	Juniors	Seniors
Greyhound 19 Plan	●	●	●	●
Evergreen 14 Plan	●	●	●	●
9 Daily Diner Plan	●	●	●	●
275 Block	●	●	●	●
225 Block	●	●	●	●
150 Block	●	●	●	●
125 Block	●	●	●	●
1060 Meal Points			●	●
800 Meal Points			●	●

Weekly Plans include a designated number of idealMEAL swipes that reset every Saturday night into Sunday morning throughout the semester.

Semester Block Plans offer a set of number of idealMEAL swipes per semester and allow you to use your meals at any time.

Visit [Loyola.edu/Dining](http://Loyola.edu/Dining) to learn more about individual meal plans.

# Current Commuters or Living Off Campus

Want to live closer to campus? Student Life is excited to welcome any commuters or off campus students who want to become a resident! Any student wishing to live on campus with their friends may go through the same housing selection process as current residents.

## **LIVING OFF CAMPUS**

All students are required to complete Phase 1 of the Housing Selection application. If you plan to live off campus for the 2020-2021 academic year 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
- Pay your \$300 tuition deposit
- Complete the Living Off-Campus page

## **REGISTER YOUR ADDRESS**

Undergraduate students planning to live off-campus are required to register their local address before the start of 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.

## **OFF CAMPUS CONDUCT POLICIES**

The Community Standards still apply to students when they are 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.



Contact Student Conduct with any questions  
regarding living off-campus!

# The Housing Contract

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

# 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 cancel your housing prior to 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 February 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 Student Life 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 Student Life website.

## CANCELLATION DATES

If you need to cancel your housing, please submit a request to Student Life using the "Release from Housing Contract Request" form on the Student Life website under 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 by June 1** and approved, the advance payment and damage deposit will be credited to the Student's account, no cancellation fee will be assessed, and any housing room charges billed under this contract will be refunded.

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.



# HOUSING SELECTION FAQ

See additional Housing Selection FAQ's on the Student Life website.

## How are the housing selection days assigned?

Housing selection days are determined by looking at all group members current reunion years. You will be assigned the selection day of the highest class year in your group. If you believe you were assigned the wrong selection day please contact Student Life as soon as you receive your date and time.

## If I am returning from a Leave of Absence where do I fall in the housing process?

Once you are cleared to return to the University, please contact Student Life.

## Should I go through housing selection if I am applying to be a Resident Assistant?

Yes! All students are required to complete Phase One of the housing application. Those hired for the upcoming academic year will be given instructions on how to complete your application. Employment decision letters should be available prior to Phase Two.

## What if I want to change my housing assignment after I have already been assigned?

If you have concerns about your housing assignment please contact Student Life.

## What if a vacancy becomes available in my unit after selection?

Student Life will use the Roommate Questionnaire to place a compatible roommate in the vacancy. If you have questions about your vacancy please contact Student Life.

## What if I am a current resident and want to live with an incoming freshman or transfer?

Returning students are unable to live with incoming first year students. If you are interested in living with an incoming transfer please contact Student Life to discuss possibilities.

## Can I preference a single room?

Loyola only provides singles to those with approved accommodations. There are limited units that are three bedrooms where one may be a single. Those are available during the room selection period and cannot be reserved in advance.

## What if I am the group leader and unavailable during my lottery time?

Only one person in your group is needed to select your specific housing. You can change your group leader by contacting Student Life.

## How does housing selection work if I am currently abroad?

Students currently studying abroad will complete the same process as students currently at Loyola. Because the process is completed electronically, you will have access to all forms. Please be sure to pay attention to deadlines as they are for local time in Baltimore.