



# HOW TO APPLY FOR HOUSING

2023-2024 Academic Year



**CAMPUS HOUSING**  
[WWW.STMARYS-  
CA.EDU/CAMPUS-HOUSING](http://WWW.STMARYS-CA.EDU/CAMPUS-HOUSING)

**CONTINUING STUDENTS**

**INCOMING FIRST YEAR STUDENTS**

**Apply NOW!**

**Apply by June 1st!**

Housing Application  
Opens **2/15/23**

Application Deadline **3/15/23**

Room Selection Begins **3/20/23**

**FOLLOW OUR ROAD MAP BELOW TO GET  
STARTED!**



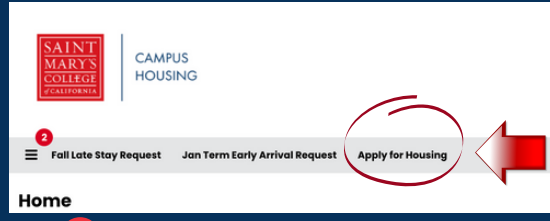
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LOG IN TO YOUR "RESIDENCE LIFE HOUSING PORTAL"



2

CLICK "APPLY FOR HOUSING"



3

APPLY FOR 2023-2024



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ADD IN YOUR PERSONAL INFORMATION

- ✓ Home page
- ✓ Personal Details
- ✓ Clery and Missing Persons Information
- ✓ Living Learning Communities

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**Room Preferences**

Use the Add Preference button to the right to add up to three room preferences.

Please indicate your room style preferences to help us plan for room selection. Collecting this information does not guarantee you your preference.

Please remember that room assignments are based on housing availability during the live room selection process.

Please add at least 2 preferences.

[Add Preference](#)

Order	Room Preference	Delete
1	Upper Townhouse	Delete
2	Lower Townhouse	Delete
3	Single Room	Delete

ADD IN UP TO THREE ROOM PREFERENCES

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### Roommate Matching Questionnaire

This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate. Please remember that preferences can change and should not be indicative of how your roommate will behave.

Roommate Search Screen Name  
amb399

#### LifeStyle Questions

I prefer a roommate who is...

Messy, but clean

I prefer to study:

In the room

I would describe myself as a:

Introverted

FILL OUT THE ROOMMATE MATCHING QUESTIONNAIRE

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### Roommate Selection

#### Optional Roommate Request

This page allows you to select and pair with others who you would like to room with. As a note pairings must be mutual and depending on room spaces available there may not be the possibility of placing requested roommates together, however we try when possible.

#### Important!

**Group Leaders:** The first roommate to send a roommate request will become the Group Leader. The Group Leader is the only individual able to add additional roommates moving forward. The Group

USE THE ROOMMATE SELECTION PAGE TO LOOK FOR ROOMMATES OR ADD FRIENDS YOU KNOW YOU WANT TO LIVE WITH

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The screenshot shows a list of three potential roommates. Each entry includes a profile picture (blacked out), a 'Group Leader' status, and fields for 'Classification', 'Gender', and 'Description'. To the right of each entry are two buttons: 'Send Message' and 'View Profile'.

- Roommate 1: Classification: Upperclass, Gender: Female, Description: (blacked out). Buttons: Send Message, View Profile.
- Roommate 2: Classification: Upperclass, Gender: Female, Description: I like cheese. Button: View Profile.
- Roommate 3: Classification: Upperclass, Gender: Female, Description: (blacked out). Buttons: Send Message, View Profile.

THE FIRST ROOMMATE TO SEND A REQUEST WILL BECOME THE GROUP LEADER AND WILL BE THE ONLY ONE ABLE TO ADD MORE ROOMMATES TO THE GROUP

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### Confirmation Page

Save & Continue

ONCE YOU GET TO THE CONFIRMATION PAGE, SAVE AND CONTINUE TO SUBMIT YOUR APPLICATION

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AWAIT YOUR ROOM SELECTION APPOINTMENT TIME!

# FREQUENTLY ASKED QUESTIONS

## **Q: CAN I HAVE ACCESS TO FLOOR PLANS OF THE BUILDINGS?**

- Floor plans are available on the Campus Housing Website

## **Q: CAN I GO BACK INTO THE PORTAL AND EDIT MY APPLICATION?**

- Yes, until Applications close on March 15th

## **Q: WHAT IS A GROUP LEADER?**

- The Group Leader is the first roommate to send a request . From then on, the Group Leader is the only individual able to add more roommates. Group Leadership can be passed to another roommate at any time.

## **Q: I NO LONGER WANT TO ROOM WITH THE PEOPLE I CONFIRMED TO BE IN A GROUP.**

- Students are able to leave the roommate group from their Application Portal at any time

## **Q: HOW LONG DO I HAVE TO FINISH MY APPLICATION?**

- Applications are due by March 15th, 2023.

## **Q: IF I DON'T SEE THE ROOM PREFERENCE I WANT, WHAT DO I DO?**

- If you are not seeing the room preference you prefer, please confirm your class standing (ex. Freshman, Sophomore, etc)

## **Q: I AM NOT SEEING MY ROOMMATE ON THE ROOMMATE PORTAL**

- Please make sure your roommate has completed their application for this academic year. If you are already in a roommate group and you are NOT the Group Leader, you will be unable to add additional roommates



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