

Sophomore Application

How to Guide

STEP
01



Log into your housing portal and click into the "Undergraduate Application"

STEP
02

Undergraduate Student Applications

Welcome to the SCU Housing application process. Please select your respective application below.

Incoming First-Year: Students who will be first-years during the 2024-2025 academic year.

Incoming Transfer: Students who are transferring in for the 2024-2025 academic year.

Rising Sophomore: Students who are currently first-years and who will be sophomores for the 2024-2025 academic year.

Rising Junior/Senior: Students who are currently sophomores or juniors and who will be juniors or seniors for the 2024-2025 academic year.

Summer Applicants: Students who will be taking summer school classes, pre-season athletes, campus program student staff, faculty research assistants, SCU students with on-campus job, SCU students with non-campus job/internship.

Select Next Step

2024-2025 Sophomore Housing Application

Next

Once into the "Undergraduate Application" you will need to go to the drop down menu and scroll to click on "2024-2025 Sophomore Housing Application"

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03

2024-2025 Sophomore Housing Application

The on-campus housing application for 2024-2025 Sophomore Students is completed via your housing portal.

To complete the 2024-2025 Sophomore housing application, what will I need?

Sophomore Students are required to live on campus in a Residential Learning Community (RLC).

You will also need access to the Internet; we have found Google Chrome and Mozilla Firefox are the optimal browsers to use when completing your housing application.

The on-campus housing application for 2024-2025 Sophomores is completed via your housing portal.

A \$500 pre-payment deposit; deposits can ONLY be paid using a debit or credit card.

Before beginning a housing application, you should confirm if you will apply with a group of other students or if you will be applying as an individual. If you apply as a member of a group, one member of the group will need to create a Group Profile and all other members of the group will need to connect their application to the Group's Profile. If you are not applying as a member of a group, you will not need to do anything.

To change groups, cancel or add yourself to a new group, please go to the frequently asked questions section of the [SCU Housing](#) website for more information.

Make sure that you and all the members of your group complete the housing application by **11:59PM on February 7, 2024**. In order to receive priority considerations, applications submitted AFTER February 7, 2024 are considered LATE. You will still be able to apply, but will not be able to participate in Room Selection.

Students registered with the Office of Accessible Education will be notified by the Housing Office on next steps once their application is submitted.

Make sure you only submit your application once you are sure about the answers you have provided, as changes cannot be made once you submit your application.

Click "Next" below to continue on to your Sophomore application for 2024-2025.

Next

Before you begin the application, carefully read through everything you will need in order to complete the application. This will help you to prepare you.

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04

Application Term Selector Sophomore

Please select a term below to start or continue with your application. If you do not see an available application and you believe you should, email housing@scu.edu.

2024-2025: Undergraduate Housing
(9/21/2024 - 6/12/2025)

Apply

The Application will populate and you will need to click "Apply" to begin it.

STEP
05

Demographic Information

The information presented here is based on your current university student data and is displayed only for informative purposes and can be accessed only one time upon initial login. You do NOT need to enter any information on this page, just verify the information is correct. If you need to update your information, please do so through Workday Student. You will be able to view the updates in future application processes.

Entry

Last Name
text(100)name

First Name
text(50)

Middle Name
text(50)

Date of Birth
1/1/2020

Gender
Female

Preferred Name
text(100)

Contact Details

Permanent Address

Your Demographic Information will populate on the next page. This directly pulls from your Housing Portal and you should not need to make any edits to this content. Proceed to the bottom of the page and hit "Save and Continue"

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Contract E-Sign

Santa Clara University Housing Office

Undergraduate Housing Contract

This UNIVERSITY HOUSING CONTRACT ("Contract") is a legally binding agreement between the student and Santa Clara University ("the University"), Housing Office and Room Accommodations in accordance with the University's policies. It is intended to be used by students who are applying for housing at Santa Clara University. This Contract is a condition of the student's request for housing by the University. This Contract is a condition of the student's request for housing by the University. This Contract is a condition of the student's request for housing by the University.

Please e-sign the Santa Clara University Undergraduate Housing Contract below by marking "I Agree" below.

Enter Full Name of Parent or Guardian if You are Under 18:

I Consent (Above Signed Guardian):

I Agree:

Make sure to print the contract for your records.

Save & Continue

The 2024-2025 Undergraduate Housing Contract will populate on the next page. Please read through the contract, check off "I agree" and then hit "Save and Continue"

If you are a minor and under 18 years of age you will need your guardian to complete their e-signature and select "I Agree" then "Save and Continue"

General Information

Gender Identity and Expression Current and incoming students with housing accommodation requests related to gender identity and expression should contact housing at housing@scu.edu. Placement decisions will be made on a case-by-case basis depending on the needs of the student making the request.

Years at SCU

Including this current academic year, how many years have you studied at SCU?

1

24-25 Occupancy to Begin

Let us know which quarter you would like to begin your occupancy for the 2024-2025 academic year.

Occupancy Begin

Fall

Save & Continue

On the next page, the General Information will populate. As a Sophomore under years at SCU you will place a 1 in the box.

Under 24-25 Occupancy to Begin you should populate Fall, unless you will be studying abroad in the Fall, then place Winter and hit "Save and Continue".

Returner/Non-Returner

There are two categories in the application and selection process for rising sophomores. Read below for details.

Category 1: Returners Groups or individual in the "Returners" category are applying to return to their current community. 100% of the applicants in the group must be returning to their current community to be considered returners.

Category 2: Non-Returners Individuals in the non-returner category are applying to live in a new community. This includes those who do not qualify to be returners to their community. Groups in the non-returner category have at least 1 person in the group applying to live in a new community.

Returner/Non-Returner Status

Save & Continue

Next, you will select "Returner" or "Non-Returner" status. Please be sure you know which one you are selecting before proceeding as you will not be able to go back and change this choice once you save and continue.

Returner: You and your group members are all looking to return to the same RLC/ Community for the 2024-2025 academic year

Non-Returner: You and your group want to leave your current RLC and move to a different community.

* Please note that for an entire group to be qualified as a returner group, all members in that group must currently live in the same RLC and be looking to return to that RLC*

Disability-Related Accommodations

The following form is only for students requesting disability-related housing accommodation(s). Please leave blank if you do not have a disability-related housing accommodation(s) request.

All students requesting disability-related housing accommodations must register and submit their housing accommodation request to Office of Accessible Education (OAE) no later than March 1, 2024.

PLEASE NOTE: Due to high numbers of requests, the Housing Office has limited space available. The Housing Office makes every effort to provide approved housing accommodation(s). Students are strongly encouraged to register with OAE as soon as possible. Failure to request disability-related housing accommodation(s) by March 1, 2024, may result in the inability by the Housing Office to provide the disability-related housing accommodation(s). **Housing accommodations may become void if the selected housing preferences on your housing application contradict the nature of the approved housing accommodation(s) and/or if you apply for housing as part of a group. A group is defined as a student requesting to live with one or more roommates/mates.**

Do you have any disability-related accommodation needs we should know about?

Do you have any medical conditions we should know about?

Additional Comments

Please list any additional comments regarding your room/preference requests.

Save & Continue

If you plan to, or are working with the Office of Accessible Education for a Residential Living Accommodation, please fill in the appropriate information. If not, you may simply continue to the next step.

Compatibility Questions

This is your Standard Profile. Answer the following questions by selecting the statement which is closest to your preference. If applicable, this information will be used for matching with a potential roommate.

Santa Clara University is a smoke-free, tobacco-free campus. Smoking and other tobacco products are prohibited from use at all time in University Facilities. This includes ALL residential facilities owned and operated by Santa Clara University.

Smoking Preferences

Are you a smoker or are you willing to live with a smoker?

Smoking is not permitted on the SCU campus, including the residence halls.

No

Sleeping Habits

How do you sleep best?

Quiet and dark

Do you consider yourself an early bird or night owl?

I am a night owl

Save & Continue

Next, please complete the compatibility questions. Please be sure to be honest with all responses as the system utilizes these to create roommate matches. While as a Rising Sophomore student you have the ability to go through room selection, if you miss your time slot and we need to manually place you, we will utilize these responses to place you accordingly.

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Rising Sophomore Application

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- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Roommate Groups = Soph

If you are going through the application and room selection process as an **individual** or want a random roommate, there's no action required on this page.

If you do have a pre-determined roommate or roommates, you can create or join a roommate group here. If you create the group, you will need to share the group name and password with your preferred roommates so they can join the group on their application. Groups can consist of 2-7 students of the same gender and class standing.

Make sure to verify your group once you are complete. Also make sure all students have applied by the published deadline, as applications received after the deadline will be considered late and will not participate in room selection.

Not in a Group
You are not a member of any roommate groups.


Create Group [Join Group](#)

Save & Continue

Next, you will create a roommate group. If you are planning to go through room selection solo, you may click "Save & Continue". If you are planning to create a group to utilize for room selection, please be sure to delegate one person as a group leader. That individual will create the group and the login for all other group members.

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- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status



What if you had to replace it all tomorrow?



Did you know that SCU does not cover the cost of your personal belongings being stolen or damaged? Due to this, you are expected to obtain renter's insurance before you move-in.

SCU has partnered with GradGuard, which offers a unique renter's insurance program that has **reimbursed over \$200,000 in claims nationwide. Here are a few examples in which renters**

Grad Guard offers affordable renters insurance for students. While renters insurance is not required it is highly encouraged. When you click continue, it will take you to another site to complete your renter's insurance selection. It will then bring you back into the housing portal. Be sure to click "Save and continue once you make your selection.

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- Submit Application
- Application Status

Submit Application

Your Application is NOT complete until you click "I Want To Submit My Application" below.

If you do not click "I Want To Submit My Application" below, your application is considered incomplete and will not be reviewed.

Applicants with incomplete applications will NOT participate in the room selection process.

I Want To Submit My Application

You have now reached the final step, all other sections are complete! If you plan to go back and edit info, do not click "submit". Your application data will be saved in the system. Once you submit and click "I want to Submit my Application" you will no longer be able to edit your application.

- Application Status

Application Status

You started your application for 2024-2025: Undergraduate Housing on 1/10/2024, and have signed the contract as of 1/10/2024. You have not paid the deposit. Your application is complete as of 1/10/2024.

Next

Application Complete!