

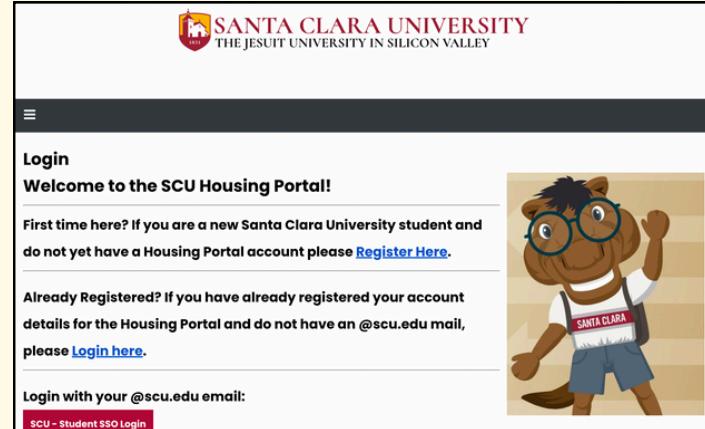


# Junior/Senior Housing Application Step-by-Step

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## Step One

Log in to your SCU Housing Portal using your Student SSO Login.

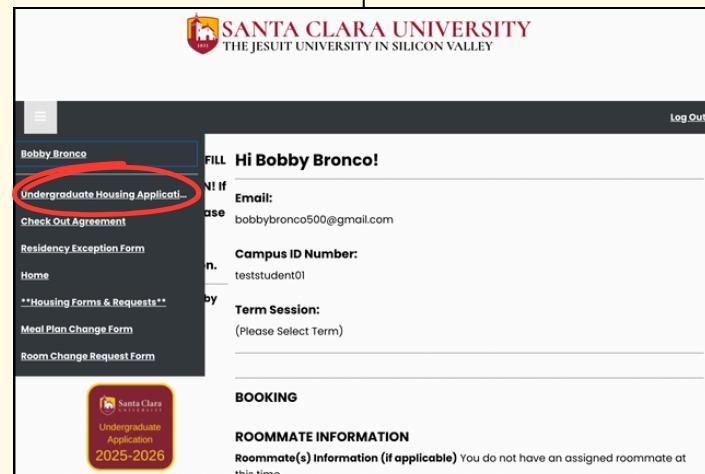


The screenshot shows the Santa Clara University Housing Portal login page. At the top, the university's crest and name are displayed. Below that, a sub-header reads "Login" and "Welcome to the SCU Housing Portal!". It includes links for "First time here?" (with a "Register Here" link) and "Already Registered?". A cartoon character of a bear wearing glasses and a Santa Clara t-shirt is on the right. The main form asks for an "@scu.edu" email and has a "SCU - Student SSO Login" button.

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## Step Two

Once you are logged in, you will be taken to the home page. In the top left corner, click on the three lines to drop down the menu and click "Undergraduate Housing Application."

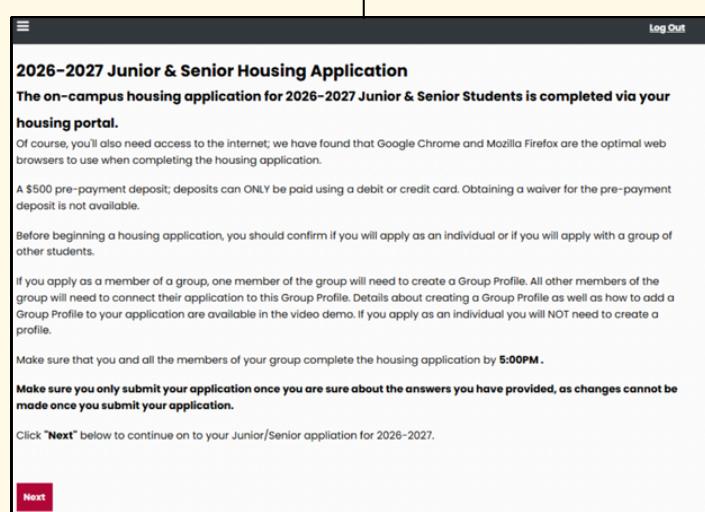


The screenshot shows the Santa Clara University Housing Portal home page. A sidebar on the left lists various application forms. The "Undergraduate Housing Application" link is circled in red. The main content area greets the user "Hi Bobby Bronco!" and asks for "Email" (bobbybronco500@gmail.com) and "Campus ID Number" (teststudent01). It also includes fields for "Term Session" and "BOOKING". A "ROOMMATE INFORMATION" section notes that no roommate is assigned. The "Undergraduate Application 2025-2026" button is highlighted.

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## Step Three

Once into the "Undergraduate Application" you will need to go to the drop down menu and scroll to click on "(Upcoming Academic Year) Junior & Senior Housing Application.



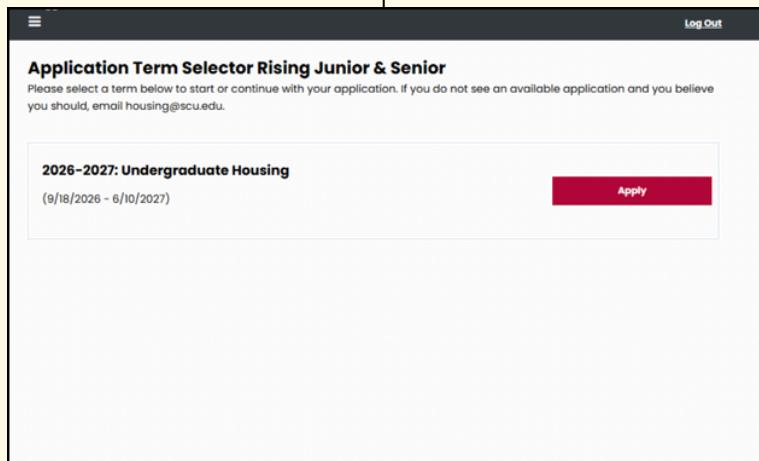
The screenshot shows the "2026-2027 Junior & Senior Housing Application" page. It informs users that the application is completed via the housing portal. It advises using Google Chrome or Mozilla Firefox. It notes that a \$500 pre-payment deposit is required and can only be paid via debit or credit card. It also mentions that a Group Profile is needed for group applications. A "Next" button is at the bottom.

# Continued

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## Step Four

The Application will populate and you will need to click “Apply” to begin.



Application Term Selector Rising Junior & Senior

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](mailto:housing@scu.edu).

2026-2027: Undergraduate Housing  
(9/18/2026 - 6/10/2027)

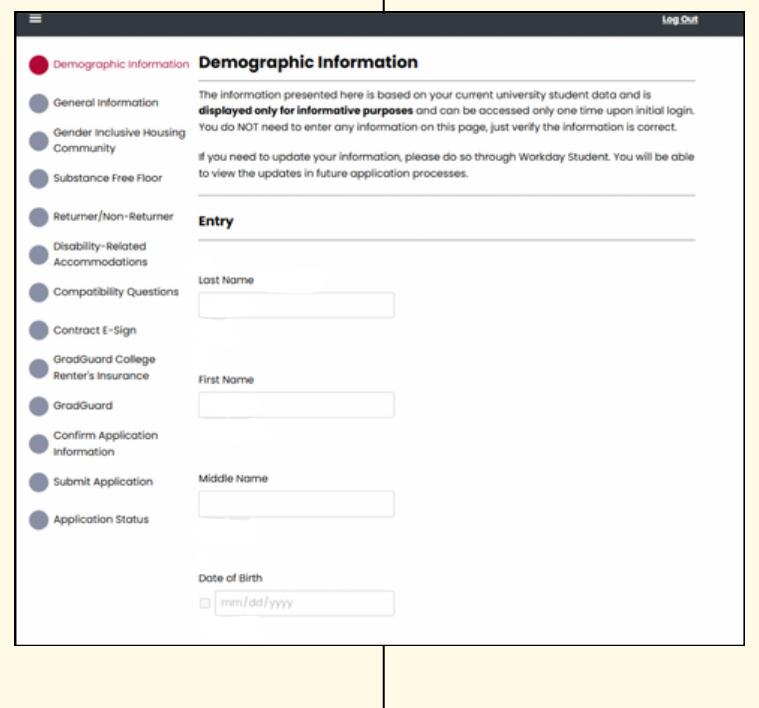
Apply

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## Step Five

Your Demographic Information will pre-populate on the next page and cannot be updated. Proceed to the bottom of the page and hit “Save and Continue.”

**Preferred Name:** Students can update their preferred name in the MySCU portal by typing “Change my preferred name” into the search bar.



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

First Name

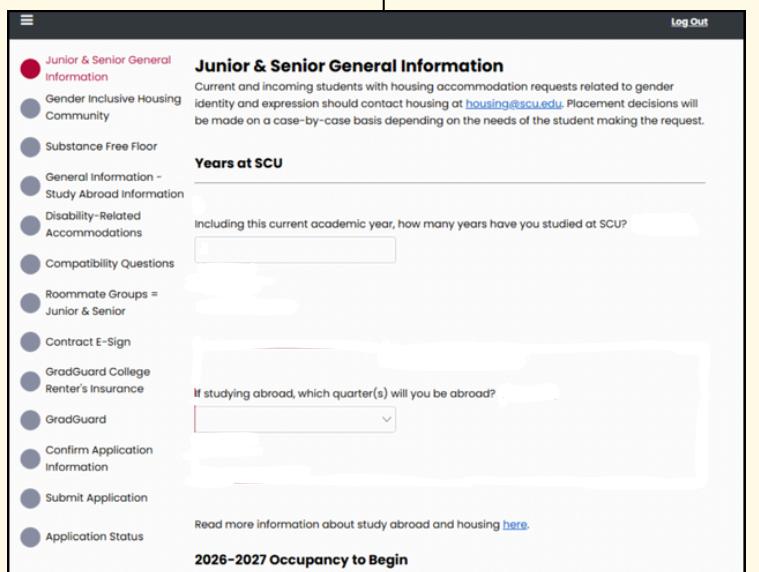
Middle Name

Date of Birth  mm/dd/yyyy

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## Step Six

On the next page, the Student General Information section will populate. Under Occupancy to Begin, select Fall unless you will be studying abroad in the Fall; otherwise, select Winter and hit “Save and Continue.”



Junior & Senior General Information

Current and incoming students with housing accommodation requests related to gender identity and expression should contact housing at [housing@scu.edu](mailto: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?

If studying abroad, which quarter(s) will you be abroad?

Read more information about study abroad and housing [here](#).

2026-2027 Occupancy to Begin

# Continued

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## Step Seven

Next students will have an option to live in the Gender Inclusive Housing Community. Please select your preferences and continue to the next page.

Gender Inclusive Housing Community

We are happy to offer gender inclusive housing for the 2026-2027 academic year, offering housing in the Unity Residential Learning Community, housed in McLaughlin-Walsh and Nobili.

The Gender Inclusive Housing Community (GIHC) is designed with an intentional focus on gender and sexuality supported by Residence Life, Housing Services, and the Office of Multicultural Learning (OML). SCU's GIHC is an affinity space for first through senior year LGBTQ+ students and their allies. In addition to creating a safe space for students of all identities, this community embraces honest dialogue about gender, sexuality, and intersectionality as a means towards self-awareness. Rooms in this community will be mixed gender rooms.

Are you interested in being part of the GIHC?

Pronouns

Save & Continue

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## Step Eight

The Substance Free Floor page will populate next. Students may choose to live in Substance Free designated floors. Please choose your preference and click "Save & Continue."

Substance Free Floor

We are happy to offer Substance Free Housing (SFH) for the 2026-2027 academic year. Whether you're sober or sober-curious, SCU is excited to offer Substance Free Housing (SFH) to our incoming freshman and rising sophomores. As part of the [Magis] (https://www.scu.edu/living/residential-living-options/rhc-undergraduate-housing/magis---campisi-and-sanfilippo-halls/) Residential Learning Community, the purpose of this housing opportunity is to create an intentional and supportive community with a shared agreement to live a substance free life. There are many reasons why students might make this choice, and all are welcome to apply!

Students interested in Substance Free Housing (SFH) (https://www.scu.edu/wellness/substance- use/substance-free-housing-community/) will need to complete a supplemental application. Make sure to visit the Substance Free Housing (SFH) page for more details, and updates.

Are you interested in being part of Substance Free Housing?

Save & Continue

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## Step Nine

The following step will only populate if you have indicated that you will be abroad for some part of the upcoming school year. Please follow the directions stated here and click "Save and Continue."

General Information - Study Abroad Information

Since you have indicated that you will be abroad for some part of the 2026-2027 academic year, we would like to remind you that you may ONLY reserve spaces in University Villas & Neighborhood Units.

In University Villas, you may reserve a space in a double room within a 4 bedroom apartment. If you are studying abroad for FALL 2026 only, you may reserve a space by making arrangements with a roommate who will purchase the room as a PREMIUM SINGLE during the time you will be abroad. Spaces may not be reserved for Winter 2027 and/or Spring 2026.

In the Neighborhood Units, you may reserve a space in a double room within a unit which offers double rooms. If you are studying abroad for FALL 2026 only, you may reserve a space by making arrangements with a roommate who will purchase the room as a SINGLE during the time you will be abroad. Spaces may not be reserved for Winter 2027 and/or Spring 2027.

\*\*Please note, you will not be able to reserve a single room even if you are assigned to a single room during the Housing Selection process or over the summer. \*\*

Clicking 'I Agree' below acknowledges that you read and understand the study abroad process and you will inform potential roommates about paying the single room rate to hold your fall space (if applicable).

I Agree

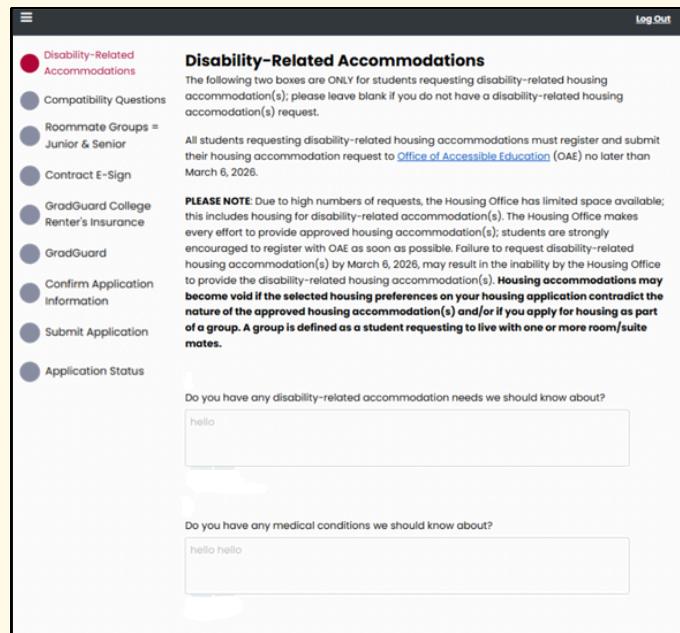
Save & Continue

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## Step Ten

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.

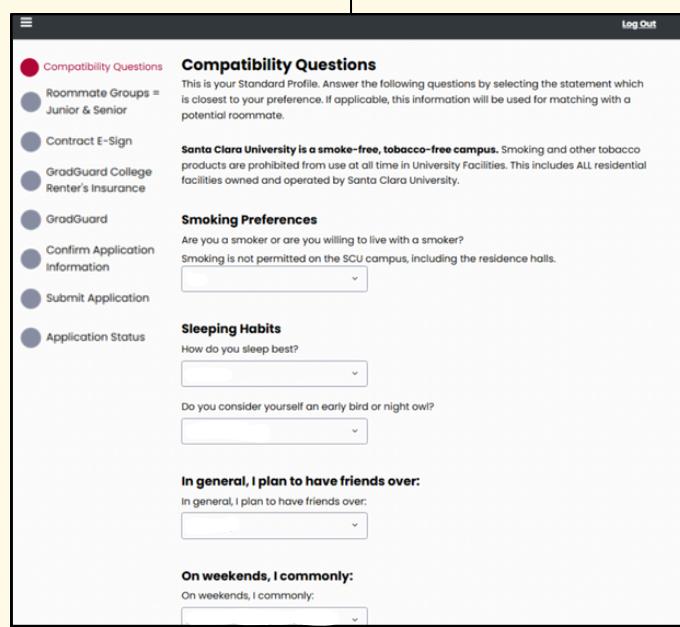


This screenshot shows the 'Disability-Related Accommodations' section of an application form. On the left, a sidebar lists several application steps: Disability-Related Accommodations (selected), Compatibility Questions, Roommate Groups = Junior & Senior, Contract E-Sign, GradGuard College, Renter's Insurance, GradGuard, Confirm Application Information, Submit Application, and Application Status. The main content area has a heading 'Disability-Related Accommodations' with a note that the following two boxes are for students requesting disability-related housing accommodation(s). It includes a note about the deadline of March 6, 2026, and a 'PLEASE NOTE' section about space availability and housing requests. Below these are two text input fields: 'Do you have any disability-related accommodation needs we should know about?' containing 'hello' and 'Do you have any medical conditions we should know about?' containing 'hello hello'.

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## Step Eleven

Next, please complete the Compatibility Questions. Be honest with all responses as the system utilizes these to create roommate matches. While you have the option to select a roommate, if something occurs and you two do not end up rooming together, we will defer to these questions to match you with a roommate.

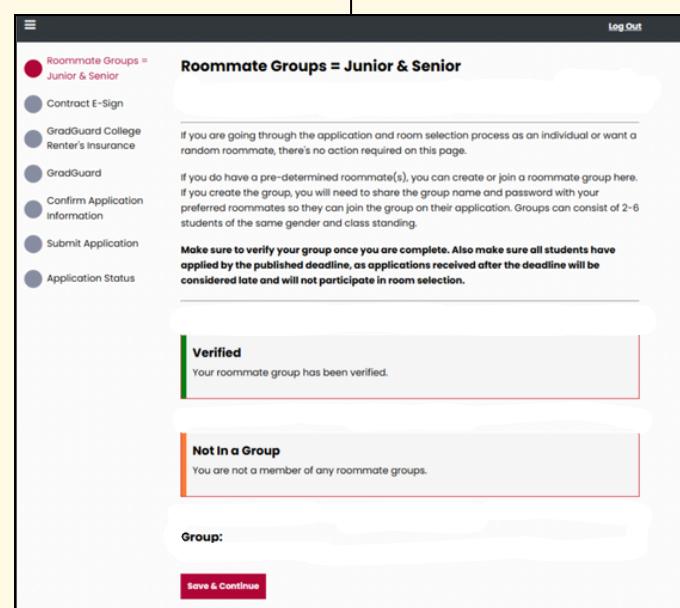


This screenshot shows the 'Compatibility Questions' section of an application form. The sidebar on the left is identical to the previous screenshot. The main content area has a heading 'Compatibility Questions' with a note about the standard profile and roommate matching. It includes sections for 'Santa Clara University is a smoke-free, tobacco-free campus', 'Smoking Preferences' (a dropdown menu showing 'Smoking is not permitted on the SCU campus, including the residence halls'), 'Sleeping Habits' (a dropdown menu showing 'How do you sleep best?'), 'In general, I plan to have friends over' (a dropdown menu showing 'In general, I plan to have friends over.'), and 'On weekends, I commonly' (a dropdown menu showing 'On weekends, I commonly:').

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## Step Twelve

Next, you are able to create a roommate group. If you do not plan to select a specific roommate, you may click "Save & Continue" and one will be assigned to you automatically. If you are planning to select your roommate, please be sure to delegate one person as a group leader to create a group and login for all other group members. All students MUST join the group in order to live together.



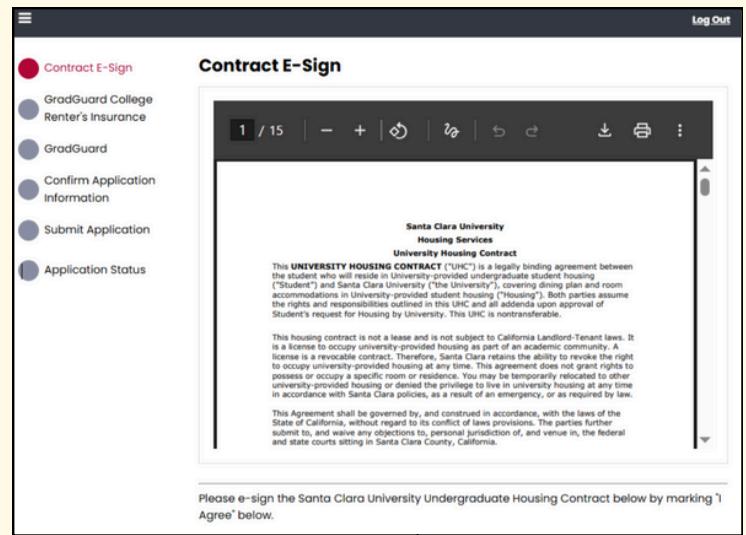
This screenshot shows the 'Roommate Groups' section of an application form. The sidebar on the left is identical. The main content area has a heading 'Roommate Groups = Junior & Senior'. It includes a note about the application and room selection process, a note about creating or joining a group, and a note about verifying the group. Below these are two sections: 'Verified' (a green box stating 'Your roommate group has been verified.') and 'Not In a Group' (a red box stating 'You are not a member of any roommate groups.'). At the bottom is a 'Save & Continue' button.

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## Step Thirteen

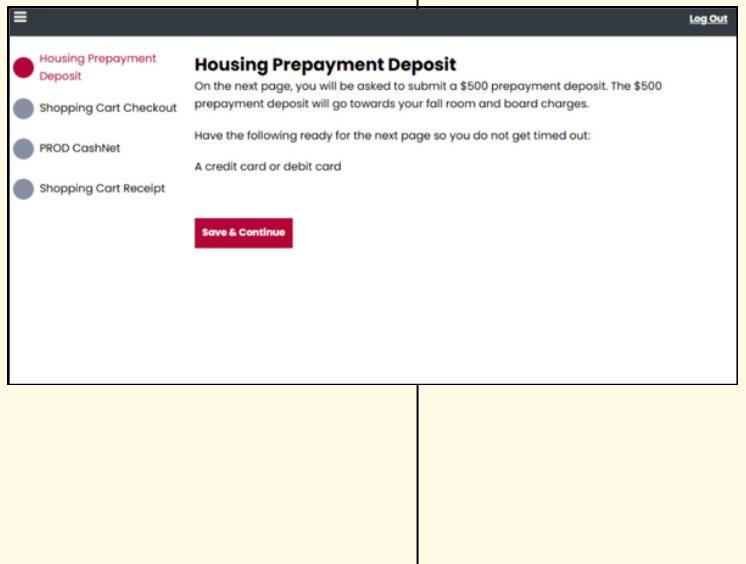
The Undergraduate Housing Contract for the upcoming academic year will populate on the next page. Please read through the contract, check off “I agree” and then hit “Save and Continue.”



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## Step Fourteen

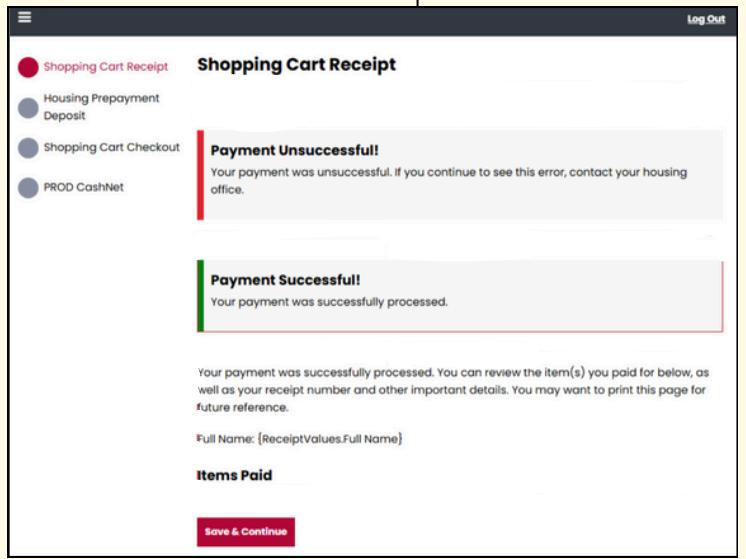
Next, the Housing Prepayment Deposit page will populate. Please follow the directions and complete the payment in the window it directs you to. Before moving on, make sure to click “Save & Continue” to return to your housing portal. DO NOT exit after paying, you must continue and SUBMIT the application.



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## Step Fifteen

Your Shopping Cart Receipt will follow the Pre-Payment. Here you can see both outcomes, if your payment was successful, you may click “Save & Continue” to move on to the next page.

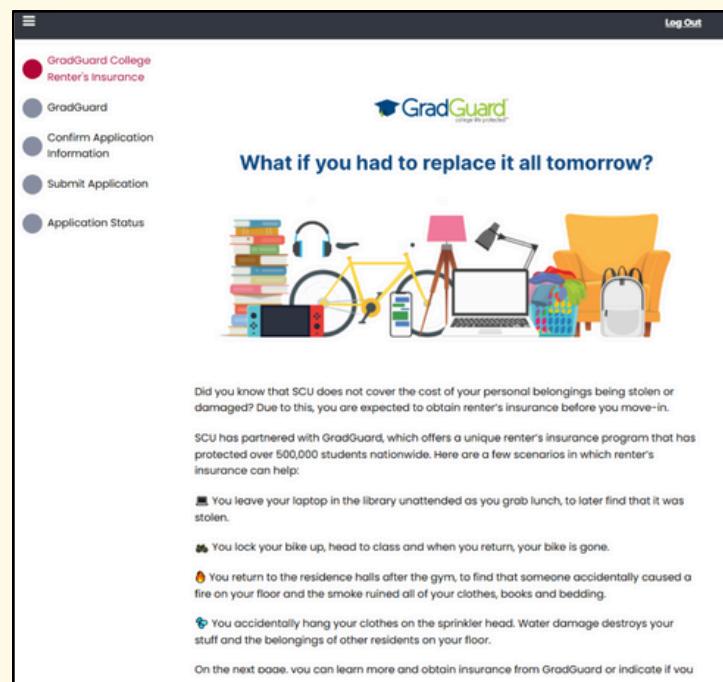


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## Step Nineteen

GradGuard 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.



The screenshot shows the GradGuard Renter's Insurance portal. At the top, there is a sidebar with icons for 'GradGuard College Renter's Insurance', 'GradGuard', 'Confirm Application Information', 'Submit Application', and 'Application Status'. The main content area features the 'GradGuard' logo and the text 'What if you had to replace it all tomorrow?'. Below this is a cartoon illustration of a desk with a laptop, a lamp, a bicycle, and books. A text box states: '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.' It then explains that SCU has partnered with GradGuard to offer a unique renter's insurance program. A list of scenarios follows:

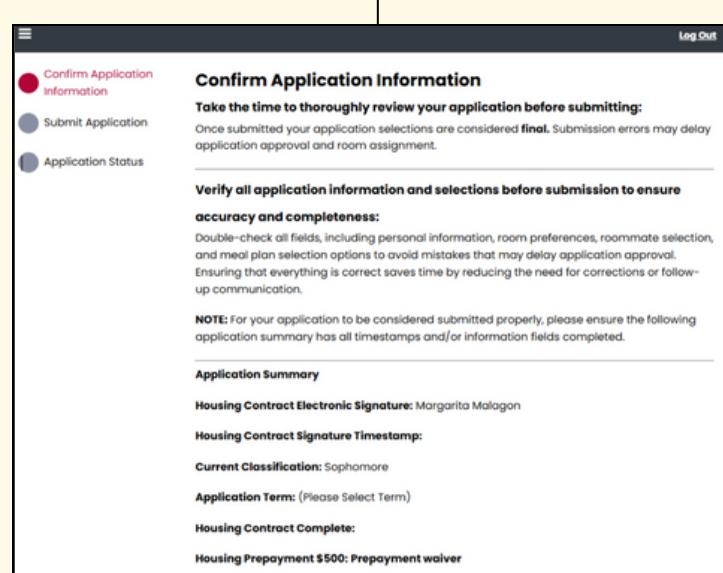
- You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen.
- You lock your bike up, head to class and when you return, your bike is gone.
- You return to the residence halls after the gym, to find that someone accidentally caused a fire on your floor and the smoke ruined all of your clothes, books and bedding.
- You accidentally hang your clothes on the sprinkler head. Water damage destroys your stuff and the belongings of other residents on your floor.

At the bottom, it says 'On the next page, you can learn more and obtain insurance from GradGuard or indicate if you...

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## Step Twenty

Next, you will confirm your application information. Carefully read through your inputted information and confirm that it is all correct. When you are sure everything is accurate click "Save & Continue."

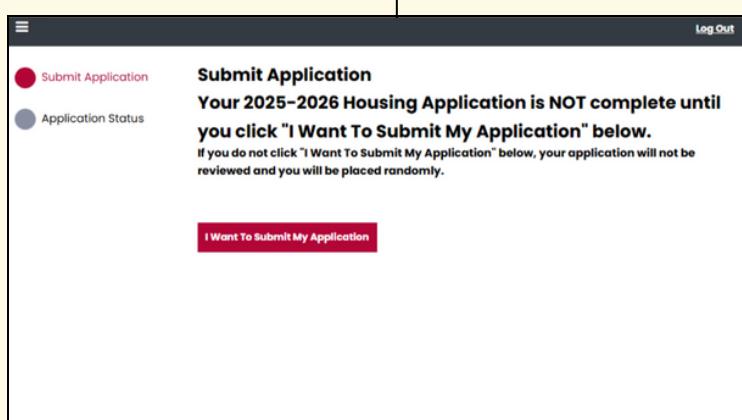


The screenshot shows the 'Confirm Application Information' page. The sidebar includes icons for 'Confirm Application Information', 'Submit Application', and 'Application Status'. The main content area has a heading 'Confirm Application Information' and a sub-section 'Take the time to thoroughly review your application before submitting:'. It states that once submitted, application selections are considered final. It also includes sections for 'Verify all application information and selections before submission to ensure accuracy and completeness:' and 'NOTE:'. The 'Application Summary' section lists: 'Housing Contract Electronic Signature: Margarita Malagon', 'Housing Contract Signature Timestamp:', 'Current Classification: Sophomore', 'Application Term: (Please Select Term)', 'Housing Contract Complete:', and 'Housing Prepayment \$500: Prepayment waiver'.

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## Step Twenty-one

You have now reached the final step, all other sections are complete! 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. If you plan to go back and edit info, do not click "submit".



The screenshot shows the 'Submit Application' page. The sidebar includes icons for 'Submit Application' and 'Application Status'. The main content area has a heading 'Submit Application' and a message: 'Your 2025-2026 Housing 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 will not be reviewed and you will be placed randomly.' A red button at the bottom is labeled 'I Want To Submit My Application'.

