



Junior/Senior Housing Application Step-by-Step

1

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 is the SCU logo and name. Below is a 'Login' section with a welcome message. It provides instructions for new students to 'Register Here' and for existing students to 'Login here'. There is a 'Login with your @scu.edu email:' section with a 'SCU - Student SSO Login' button. On the right is a cartoon mascot character.

2

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 SCU Housing Portal home page for a user named Bobby Bronco. On the left is a sidebar menu with options like 'Undergraduate Housing Application...', 'Check Out Agreement', and 'Residency Exception Form'. The 'Undergraduate Housing Application...' option is circled in red. The main content area shows a 'Hi Bobby Bronco!' greeting, email address, campus ID number, and term session. There are sections for 'BOOKING' and 'ROOMMATE INFORMATION'.

3

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 states that the on-campus housing application is completed via the housing portal. It provides instructions for new users, including browser recommendations (Google Chrome and Mozilla Firefox) and a \$500 pre-payment deposit requirement. It also mentions that the application should be confirmed by 5:00PM. At the bottom is a 'Next' button.

Continued

4

Step Four

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

The screenshot shows a web application interface with a dark header containing a menu icon and a 'Log Out' link. The main heading is 'Application Term Selector Rising Junior & Senior'. Below this is a sub-heading '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.' A light blue box contains the text '2026-2027: Undergraduate Housing' and '(9/18/2026 - 6/10/2027)'. To the right of this box is a red button labeled 'Apply'.

5

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.

The screenshot shows a web application interface with a dark header containing a menu icon and a 'Log Out' link. The main heading is 'Demographic Information'. Below this is a sub-heading '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.' A list of application steps is on the left: Demographic Information (selected), General Information, Gender Inclusive Housing Community, Substance Free Floor, Returner/Non-Returner, Disability-Related Accommodations, Compatibility Questions, Contract E-Sign, GradGuard College Renter's Insurance, GradGuard, Confirm Application Information, Submit Application, and Application Status. The main content area has a section titled 'Entry' with input fields for Last Name, First Name, Middle Name, and Date of Birth (with a placeholder 'mm/dd/yyyy').

6

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.”

The screenshot shows a web application interface with a dark header containing a menu icon and a 'Log Out' link. The main heading is 'Junior & Senior General Information'. Below this is a sub-heading '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.' A list of application steps is on the left: Junior & Senior General Information (selected), Gender Inclusive Housing Community, Substance Free Floor, General Information - Study Abroad Information, Disability-Related Accommodations, 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 section titled 'Years at SCU' with a text input field and a label 'Including this current academic year, how many years have you studied at SCU?'. Below this is a section titled 'If studying abroad, which quarter(s) will you be abroad?' with a dropdown menu. At the bottom, there is a link 'Read more information about study abroad and housing [here](#).' and a section titled '2026-2027 Occupancy to Begin'.

7

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.

The screenshot shows a web application interface for the Gender Inclusive Housing Community (GIHC). On the left is a sidebar menu with options: Gender Inclusive Housing Community (selected), Substance Free Floor, Returner/Non-Returner, Disability-Related Accommodations, Compatibility Questions, Contract E-Sign, GradGuard College Renter's Insurance, GradGuard, Confirm Application Information, Submit Application, and Application Status. The main content area is titled "Gender Inclusive Housing Community" and includes a welcome message, a description of the GIHC, and a form with a dropdown menu for "Are you interested in being part of the GIHC?" and a text input for "Pronouns". A "Save & Continue" button is at the bottom right.

8

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."

The screenshot shows a web application interface for the Substance Free Floor (SFH). The sidebar menu is the same as in Step Seven, with "Substance Free Floor" selected. The main content area is titled "Substance Free Floor" and includes a welcome message, a description of the SFH, and a form with a dropdown menu for "Are you interested in being part of Substance Free Housing?". A "Save & Continue" button is at the bottom right.

9

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."

The screenshot shows a web application interface for the General Information - Study Abroad Information page. The sidebar menu is the same as in Step Seven, with "General Information - Study Abroad Information" selected. The main content area is titled "General Information - Study Abroad Information" and includes a welcome message, a description of the study abroad process, and a form with a checkbox for "I Agree". A "Save & Continue" button is at the bottom right.

10

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.

The screenshot shows a web form titled "Disability-Related Accommodations". On the left is a sidebar menu with options: "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 includes a "PLEASE NOTE" about limited space and a deadline of March 6, 2026. It contains two text input fields: "Do you have any disability-related accommodation needs we should know about?" and "Do you have any medical conditions we should know about?".

11

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.

The screenshot shows a web form titled "Compatibility Questions". The sidebar menu is the same as in Step Ten. The main content area includes a "PLEASE NOTE" about the purpose of the questions. It contains several sections: "Smoking Preferences" with a dropdown for "Are you a smoker or are you willing to live with a smoker?", "Sleeping Habits" with a dropdown for "How do you sleep best?", and "In general, I plan to have friends over:" and "On weekends, I commonly:" with dropdowns.

12

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.

The screenshot shows a web form titled "Roommate Groups = Junior & Senior". The sidebar menu is the same as in Step Ten. The main content area includes instructions on how to create or join a group. It contains two sections: "Verified" with a green checkmark and "Not in a Group" with an orange X. At the bottom, there is a "Group:" label and a "Save & Continue" button.

13

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.”

14

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.

15

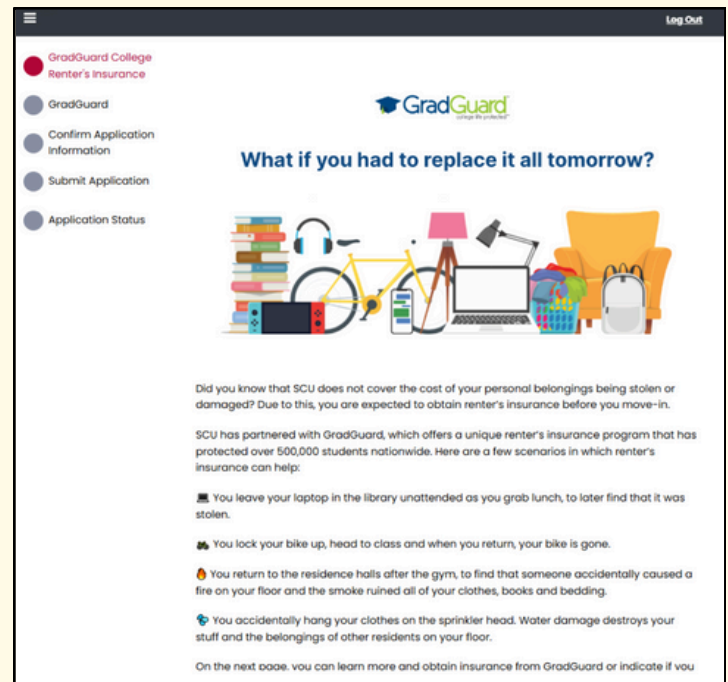
Step Fifteen

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.

16

Step Nineteen

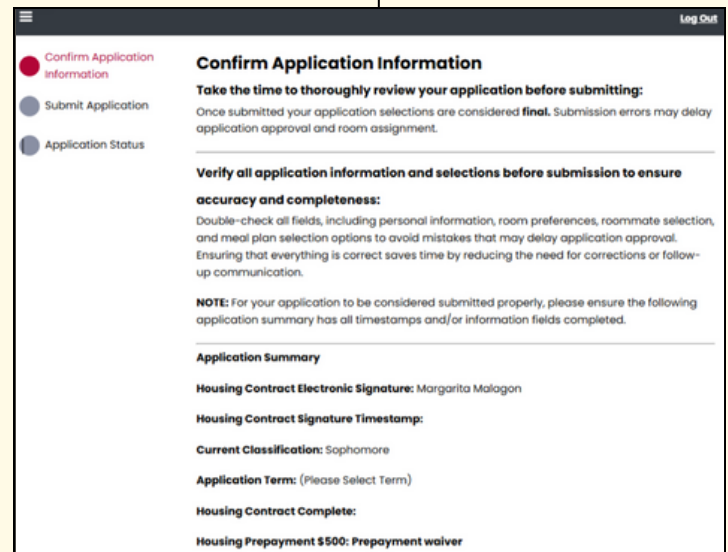
GradGuard offers affordable renters insurance for students. While renters insurance is not required it is highly encouraged. When you click continue, it will take you to another site to complete your renter's insurance selection. It will then bring you back into the housing portal. Be sure to click "Save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



17

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."



18

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".

