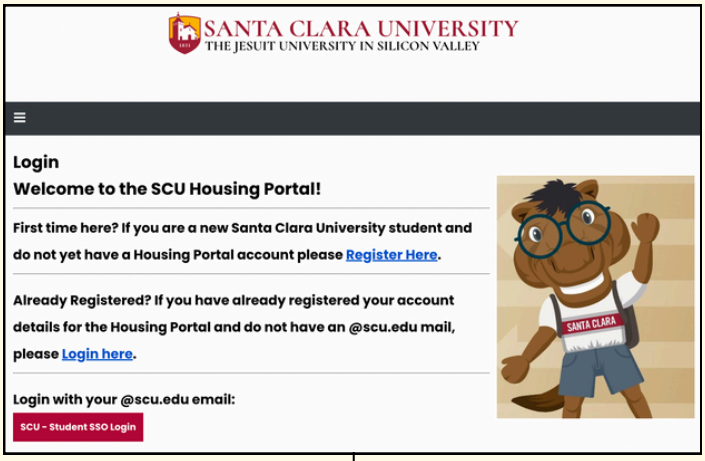
Junior/Senior Housing Application Step-by-Step

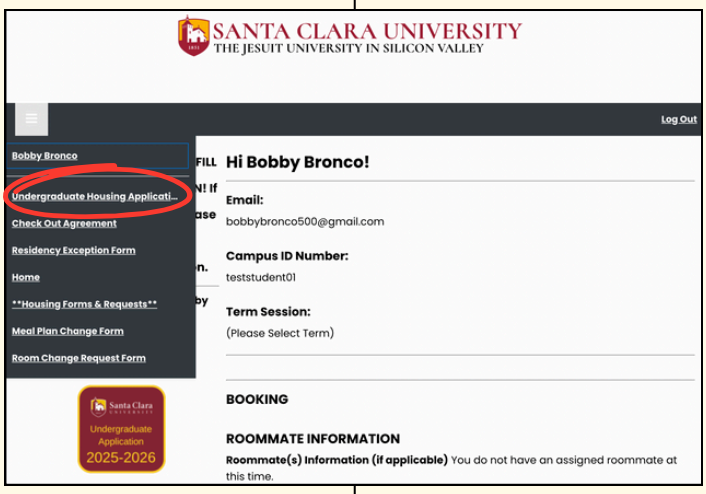
1 *Step One*

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



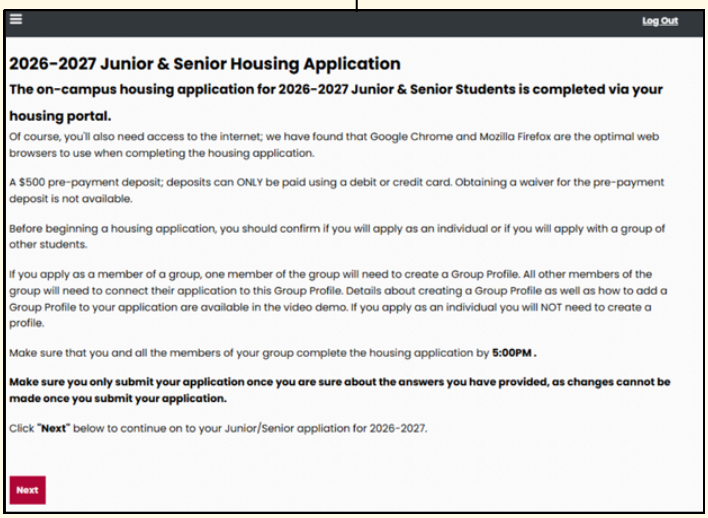
2 *Step Two*

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.”



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.



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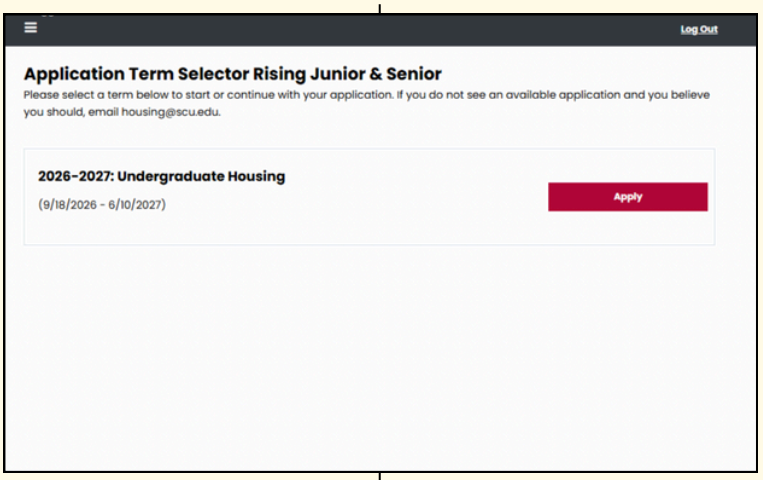
4 *Step Four*

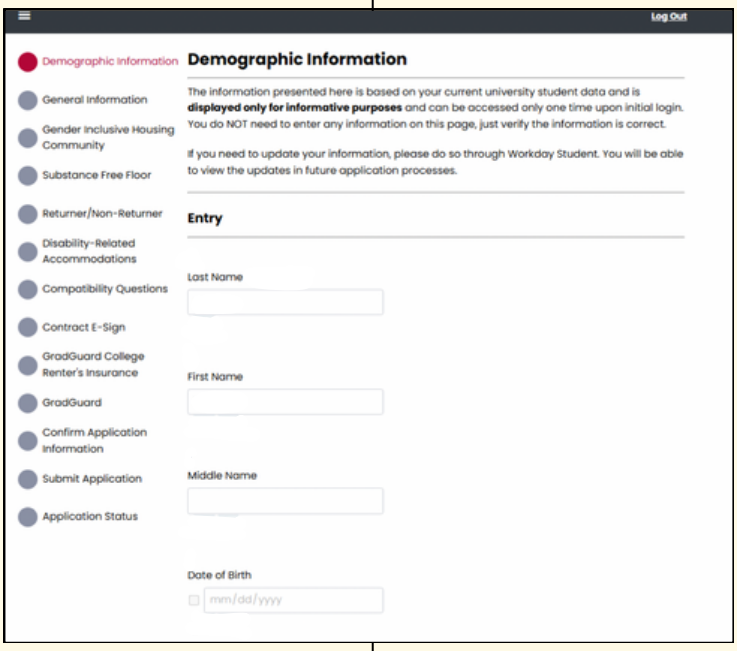
The Application will populate and you will need to click “Apply” to begin.



5 *Step Five*

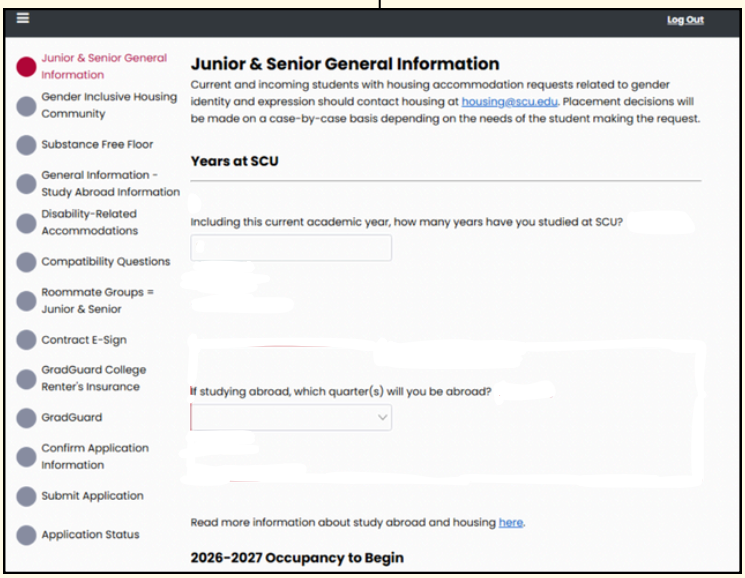
Your Demographic Information will pre-populate on the next page and cannot be updated. Proceed to the bottom of the page and hit “Save and Continue.”

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



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.”



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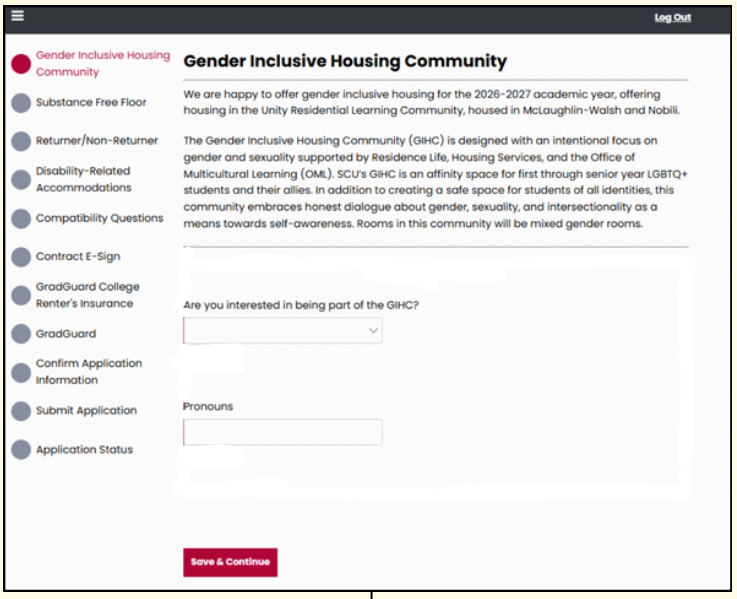
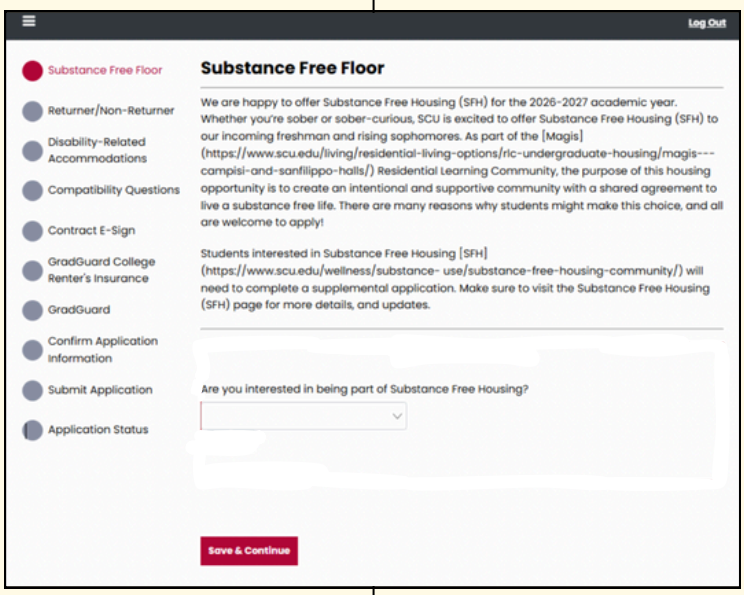
7 *Step Seven*

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



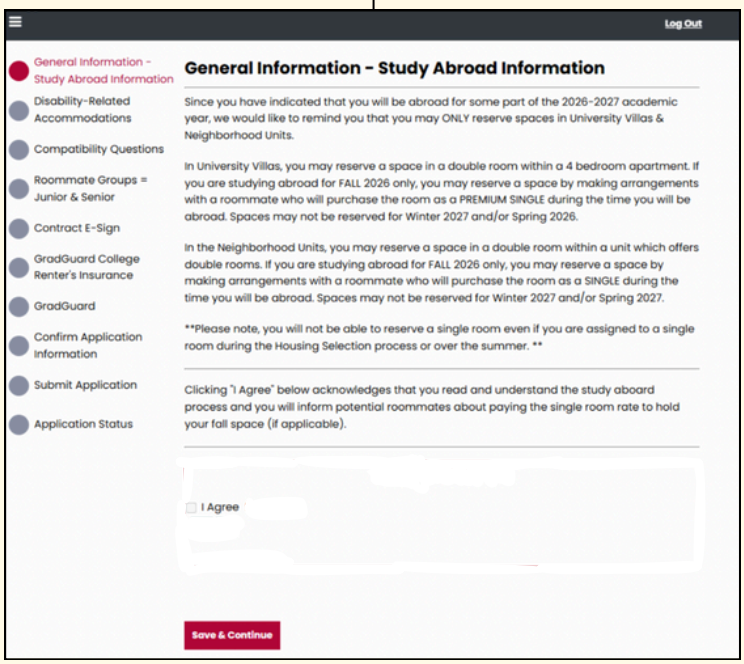
8 *Step Eight*

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."



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."



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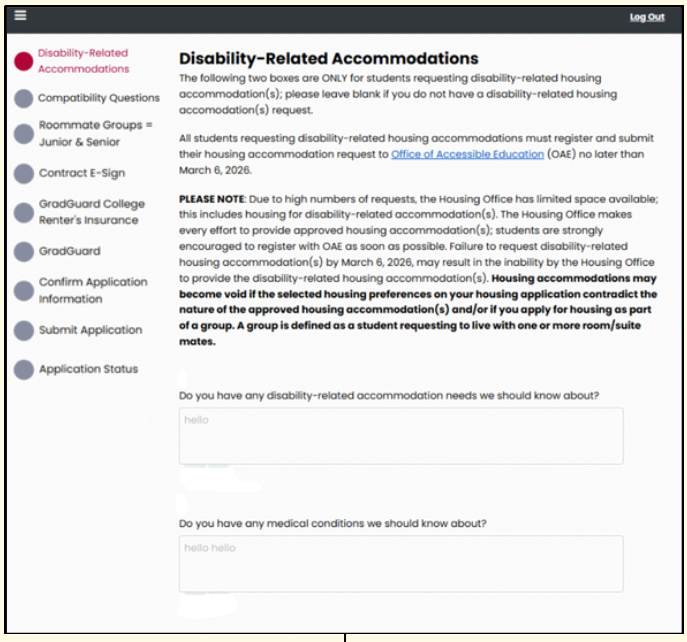
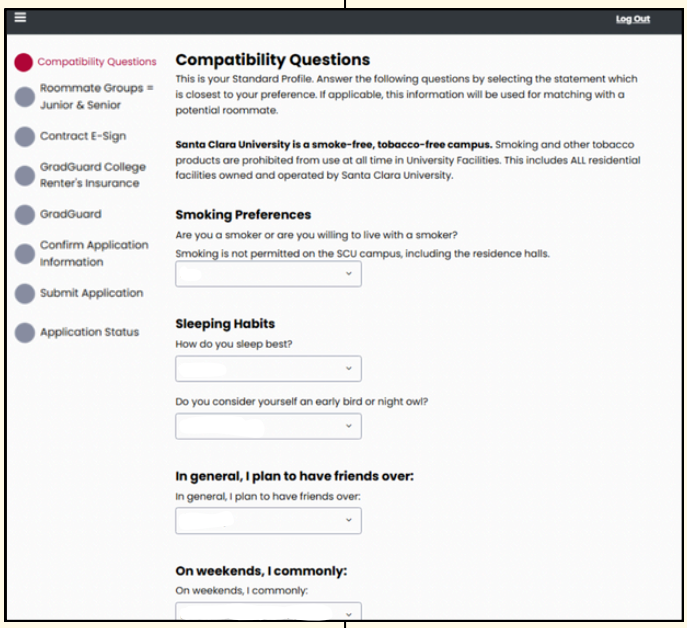
10 *Step Ten*

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.



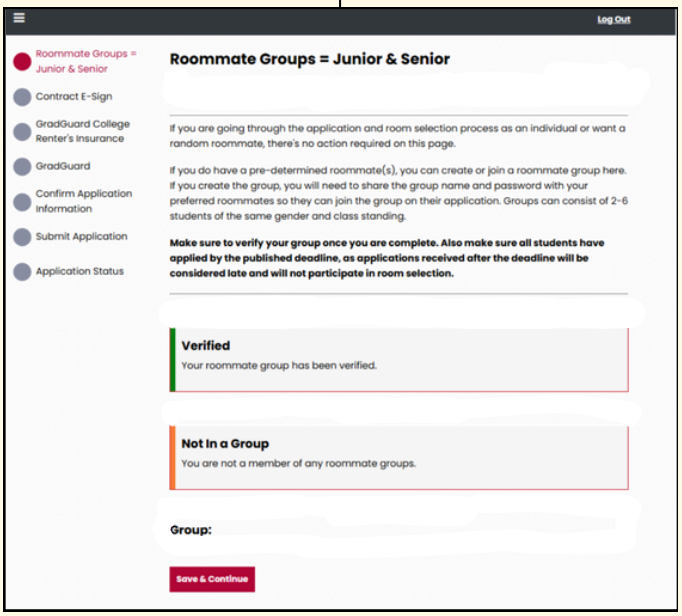
11 *Step Eleven*

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.



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.



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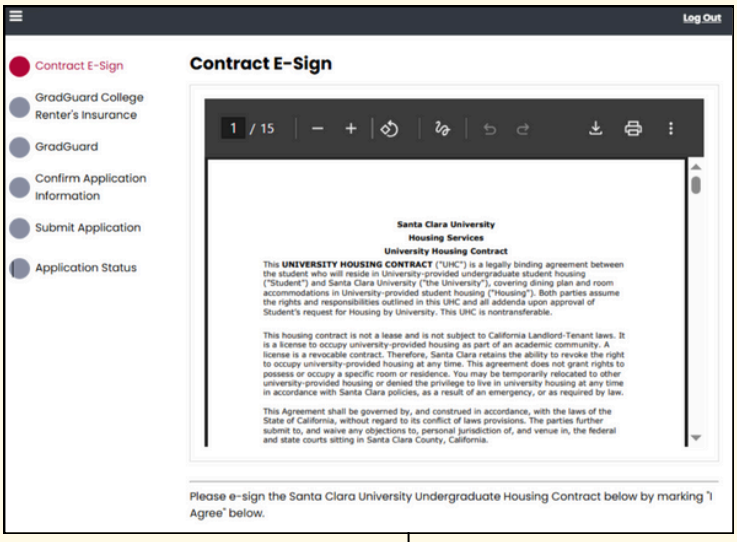
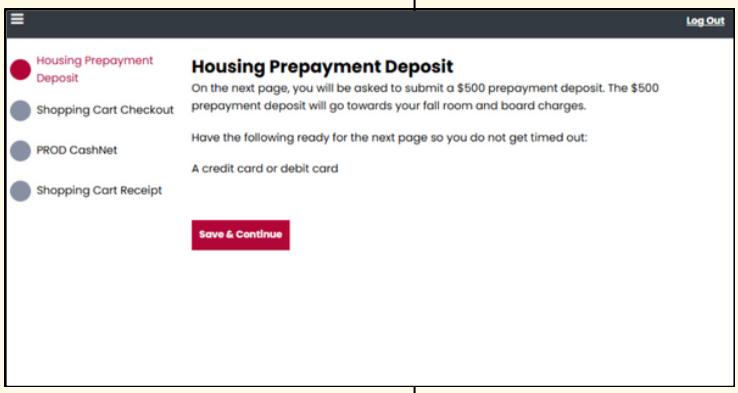
13 *Step Thirteen*

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.”



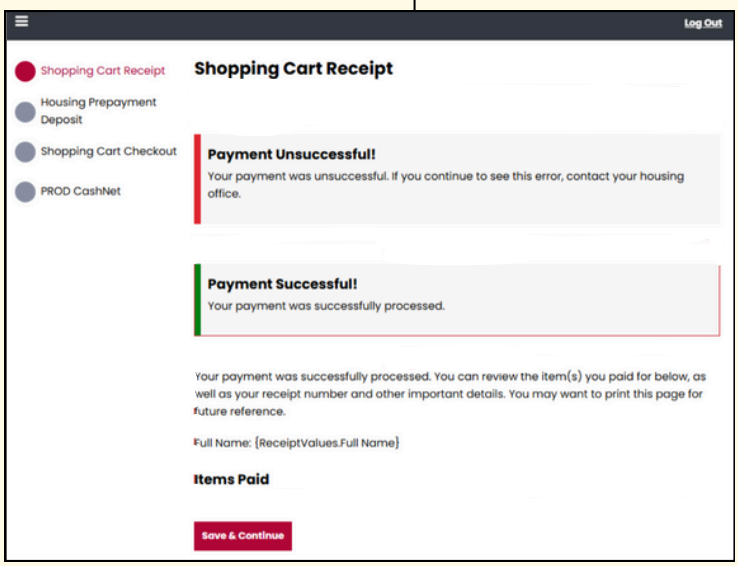
14 *Step Fourteen*

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.



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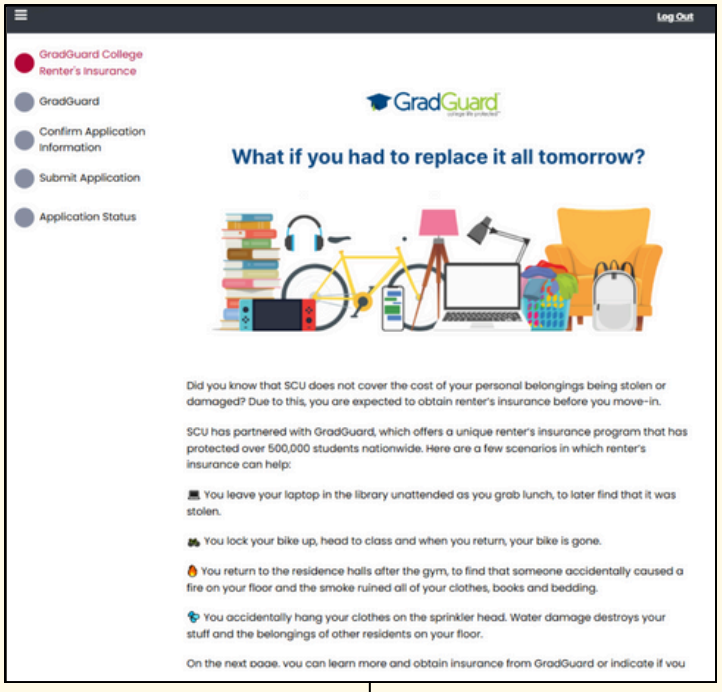
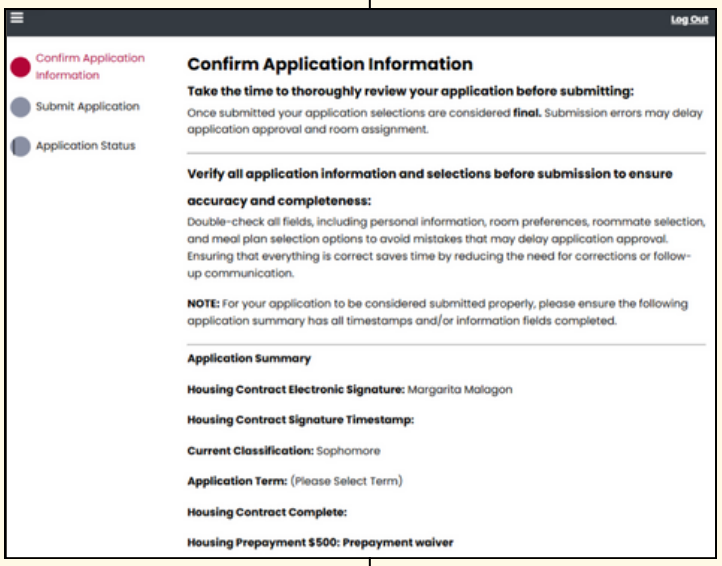
16 *Step Nineteen*

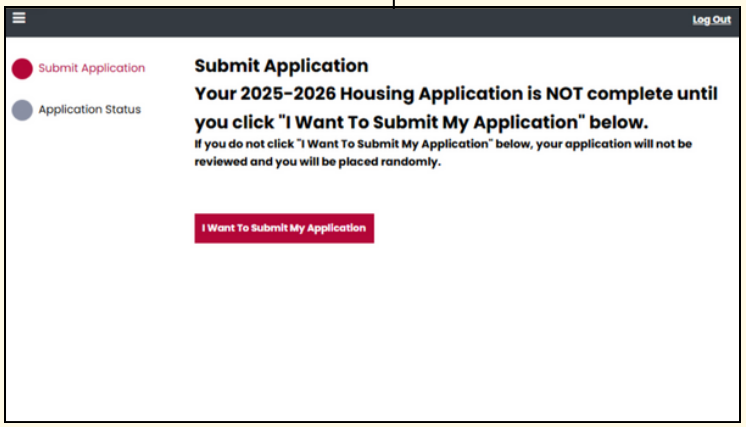
GradGuard offers affordable renters insurance for students. While renters insurance is not required it is highly encouraged. When you click continue, it will take you to another site to complete your renter's insurance selection. It will then bring you back into the housing portal. Be sure to click "Save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