

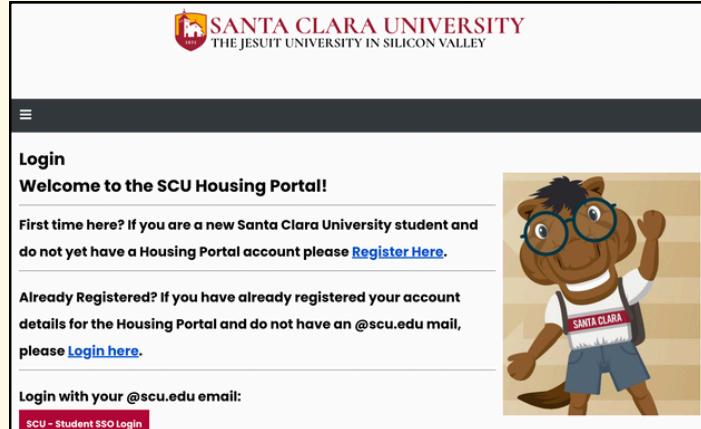


# Sophomore Housing Application Step-by-Step

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## Step One

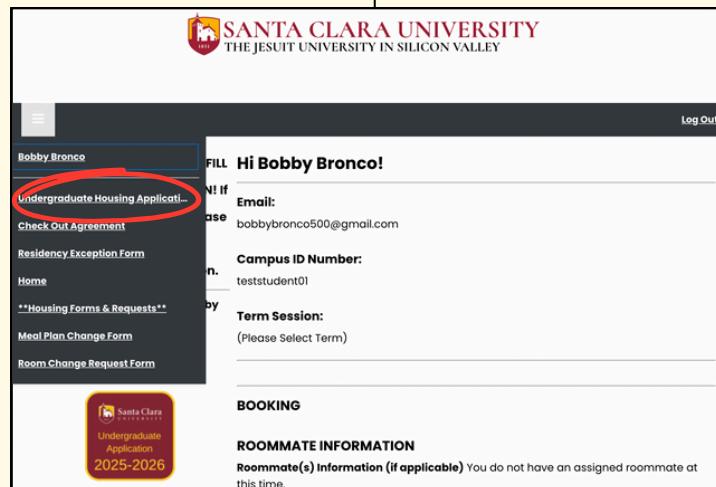
Log in to your SCU Housing Portal using your Student SSO Login.



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## Step Two

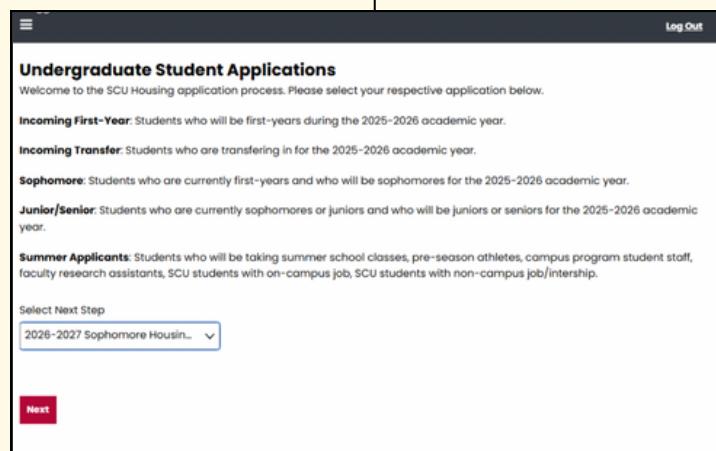
Once you are logged in, you will be taken to the home page. In the top left corner, click on the three lines to drop down the menu and click “Undergraduate Housing Application.”



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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) Sophomore Housing Application”

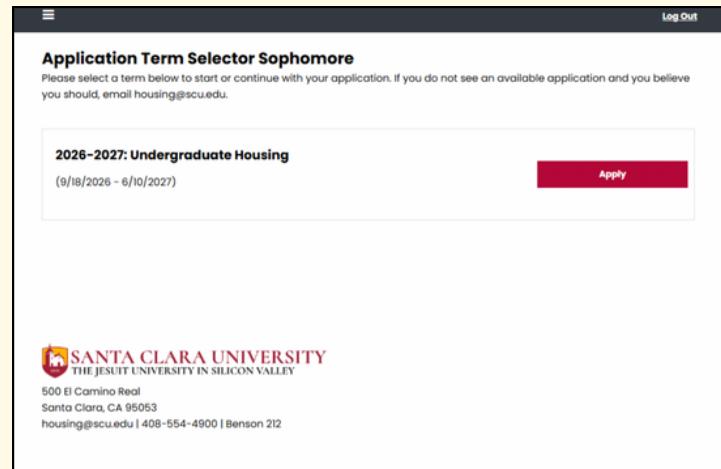


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## Step Four

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



**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](mailto:housing@scu.edu).

**2026-2027: Undergraduate Housing**  
(9/8/2026 - 6/10/2027) **Apply**

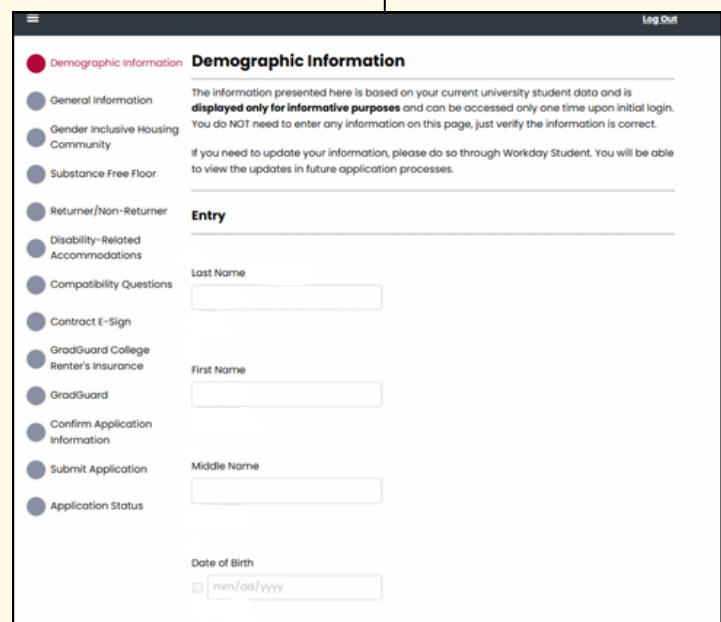
**SANTA CLARA UNIVERSITY**  
THE JESUIT UNIVERSITY IN SILICON VALLEY  
500 El Camino Real  
Santa Clara, CA 95053  
[housing@scu.edu](mailto:housing@scu.edu) | 408-554-4900 | Benson 212

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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

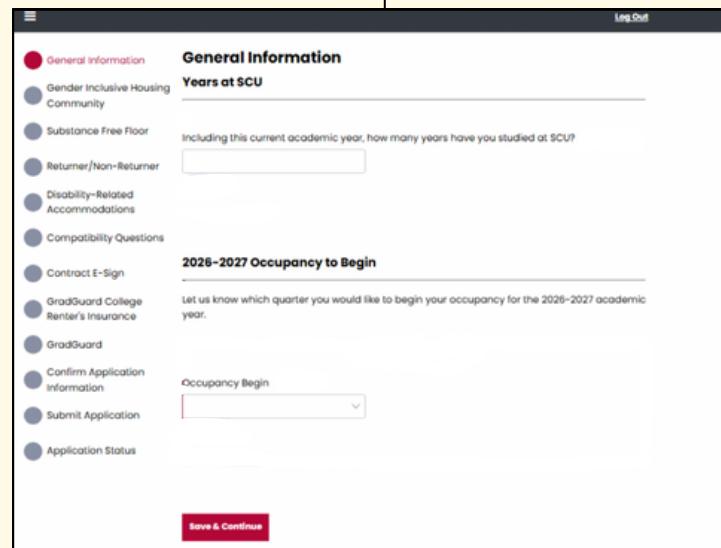
**Demographic Information**

- 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
- Application Status

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## Step Six

Next, the Student 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.”



**General Information**

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

**2026-2027 Occupancy to Begin**  
Let us know which quarter you would like to begin your occupancy for the 2026-2027 academic year.

Occupancy Begin

**General Information**

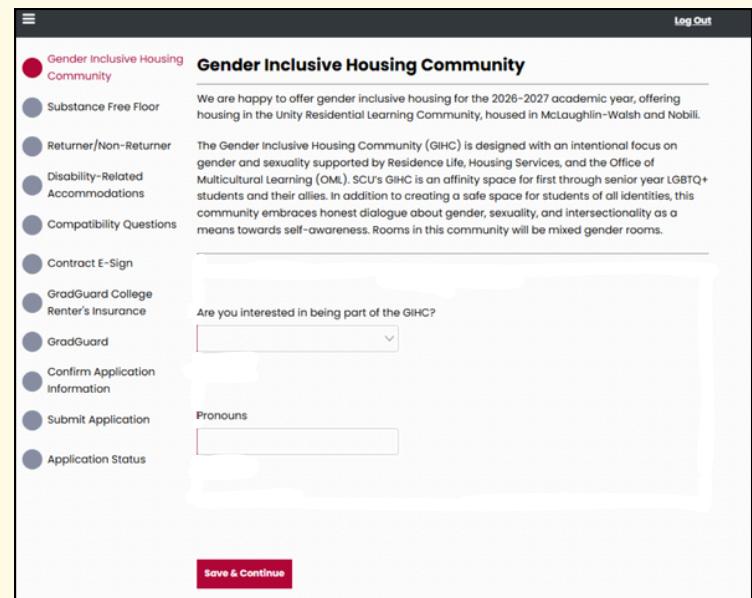
- General Information
- Gender Inclusive Housing
- Community
- Substance Free Floor
- Returner/Non-Returner
- Disability-Related Accommodations
- Compatibility Questions
- Contract E-Sign
- GradGuard College Renter's Insurance
- GradGuard
- Confirm Application Information
- Submit Application
- Application Status

# 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?

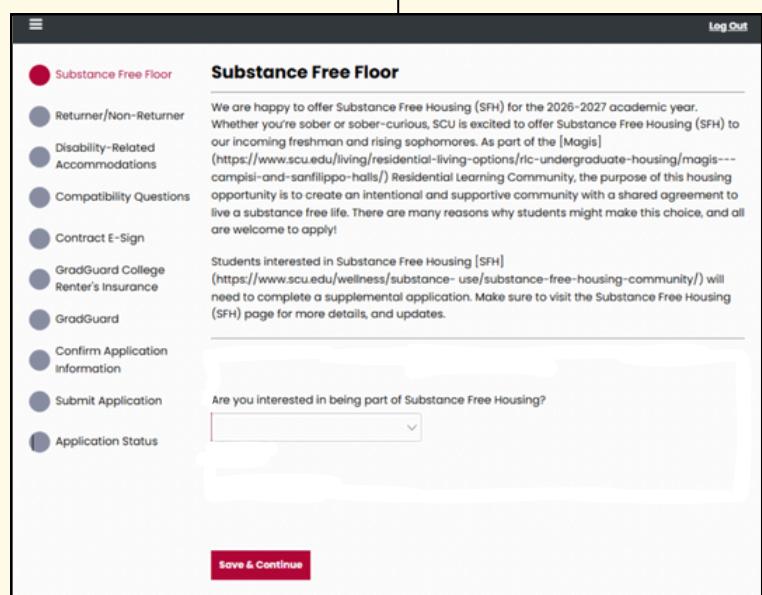
Pronouns

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/rlc-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.

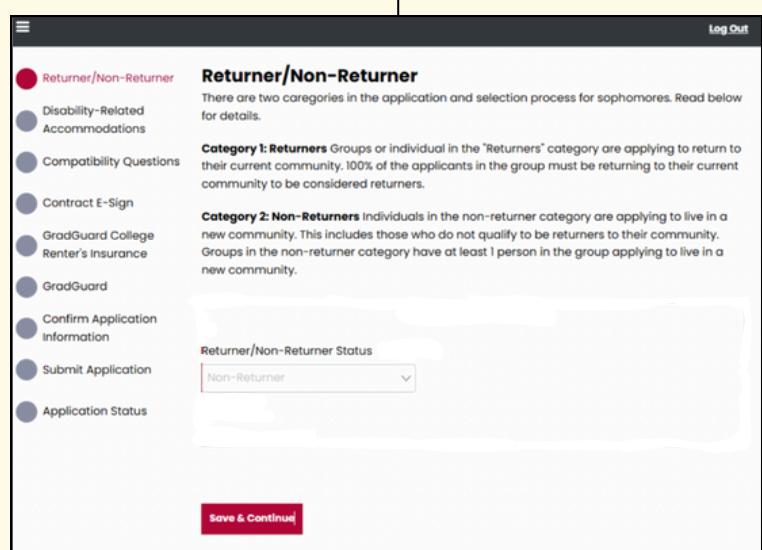
Are you interested in being part of Substance Free Housing?

Save & Continue

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## Step Nine

The Returner/Non-Returner section is where you will indicate if you plan to return to your current residence hall for your sophomore year housing. If you would like to stay in your building please select "Returner". If you would like to change buildings select "Non-Returner" and click "Save & Continue."



Returner/Non-Returner

There are two categories in the application and selection process for 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

Non-Returner

Save & Continue

# Continued

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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.

Disability-Related Accommodations

The following two boxes are 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 6, 2026.

**PLEASE NOTE:** Due to high numbers of requests, the Housing Office has limited space available; this includes housing for disability-related accommodation(s). 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 6, 2026, may result in the inability of 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 room/suite mates.**

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

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.

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.

**Sleeping Habits**

How do you sleep best?

**In general, I plan to have friends over:**

In general, I plan to have friends over.

**On weekends, I commonly:**

On weekends, I commonly.

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## Step Twelve

Next, you will 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.

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 2-6 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.

**Verified**  
Your roommate group has been verified.

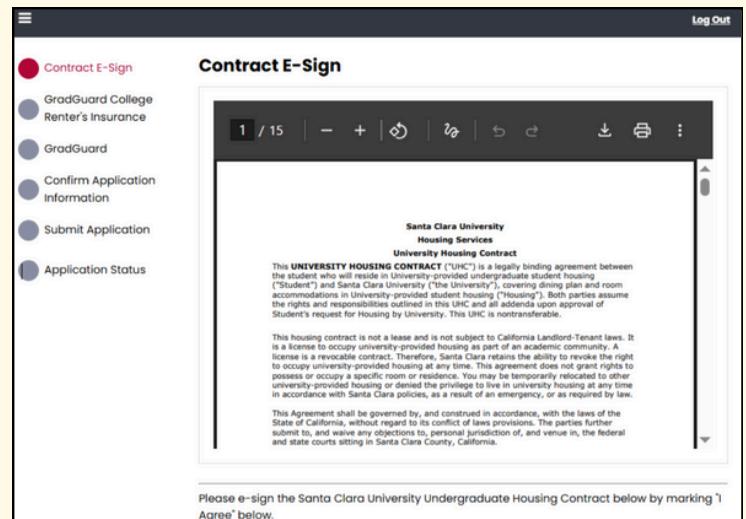
**Not In a Group**  
You are not a member of any roommate groups.

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## Step Thirteen

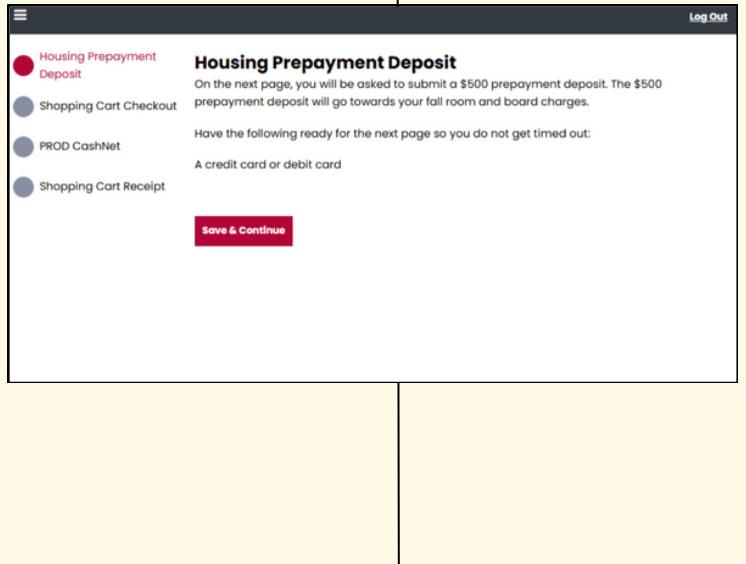
The Undergraduate Housing Contract for the upcoming academic year will populate on the next page. Please read through the contract, check off “I agree” and then hit “Save and Continue.”



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## Step Fourteen

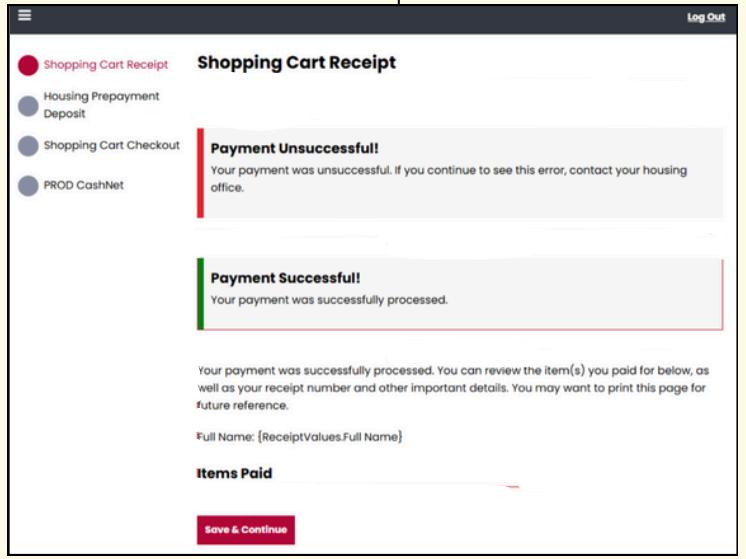
Next, the Housing Prepayment Deposit page will populate. Please follow the directions and complete the payment in the window it directs you to. Before moving on, make sure to click “Save & Continue” to return to your housing portal. DO NOT exit after paying, you must continue and SUBMIT the application.



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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.

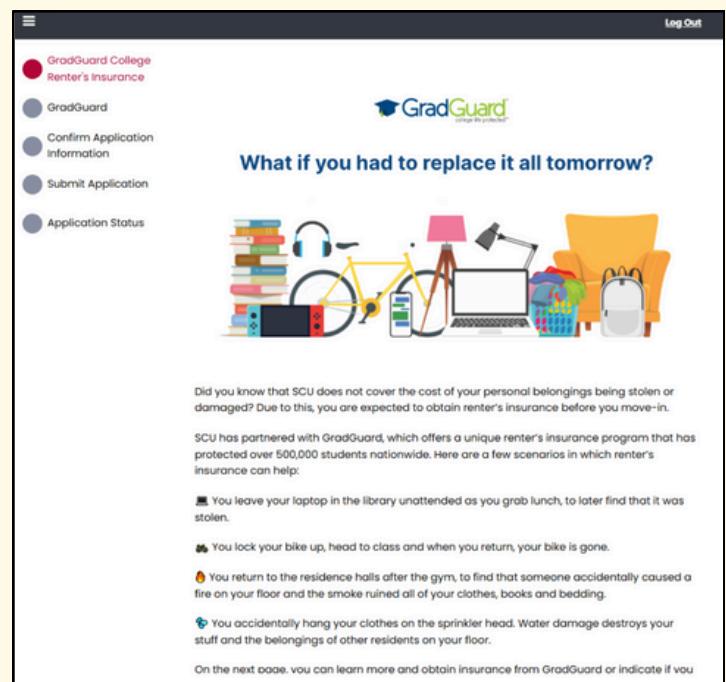


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## Step Nineteen

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.

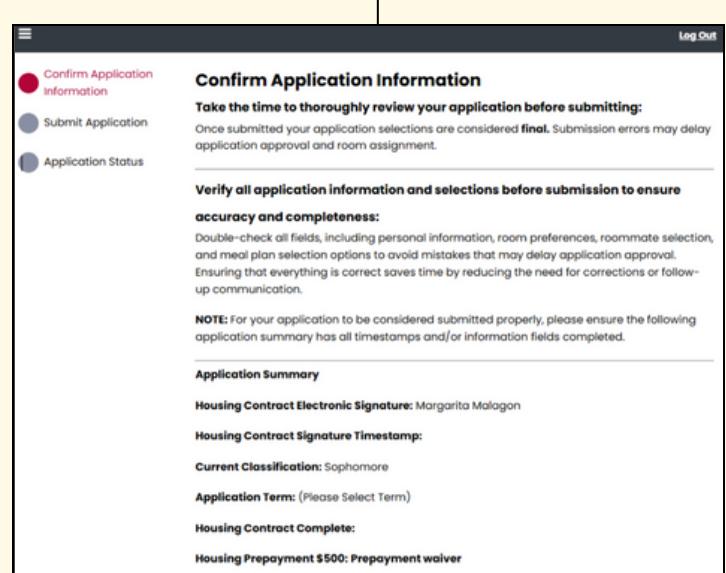


The screenshot shows a mobile application interface for GradGuard. At the top, there is a navigation bar with icons for 'GradGuard College', 'Renter's Insurance', 'GradGuard', 'Confirm Application Information', 'Submit Application', and 'Application Status'. The 'Renter's Insurance' icon is highlighted with a red dot. The main content area features the 'GradGuard' logo and the text 'What if you had to replace it all tomorrow?'. Below this is a colorful illustration of various personal belongings: books, a bicycle, headphones, a lamp, a desk, a chair, a backpack, and a trash can. A text box below the illustration 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.' Another text box follows: 'SCU has partnered with GradGuard, which offers a unique renter's insurance program that has protected over 500,000 students nationwide. Here are a few scenarios in which renter's insurance can help:'. A list of four scenarios is provided: 1. You leave your laptop in the library unattended as you grab lunch, to later find that it was stolen. 2. You lock your bike up, head to class and when you return, your bike is gone. 3. 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. 4. 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 of the page, a note reads: '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."

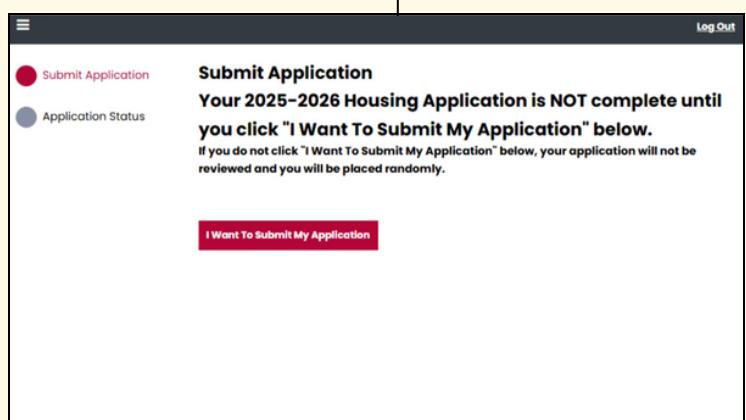


The screenshot shows a mobile application interface for confirming application information. At the top, there is a navigation bar with icons for 'Confirm Application Information', 'Submit Application', and 'Application Status'. The 'Confirm Application Information' icon is highlighted with a red dot. The main content area features the heading 'Confirm Application Information' and the sub-instruction 'Take the time to thoroughly review your application before submitting:'. Below this, a note states: 'Once submitted your application selections are considered **final**. Submission errors may delay application approval and room assignment.' A section titled 'Verify all application information and selections before submission to ensure accuracy and completeness:' follows, with a note: 'Double-check all fields, including personal information, room preferences, roommate selection, and meal plan selection options to avoid mistakes that may delay application approval. Ensuring that everything is correct saves time by reducing the need for corrections or follow-up communication.' A 'NOTE:' section states: 'For your application to be considered submitted properly, please ensure the following application summary has all timestamps and/or information fields completed.' Below this are several application summary fields: '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 a mobile application interface for submitting the application. At the top, there is a navigation bar with icons for 'Submit Application' and 'Application Status'. The 'Submit Application' icon is highlighted with a red dot. The main content area features the heading 'Submit Application' and the instruction 'Your 2025-2026 Housing Application is NOT complete until you click "I Want To Submit My Application" below.' Below this, a note states: 'If you do not click "I Want To Submit My Application" below, your application will not be reviewed and you will be placed randomly.' At the bottom of the page is a large red button with the text 'I Want To Submit My Application'.

