



Sophomore 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 is the SCU logo and name. Below is a 'Login' section with a welcome message. It includes links for new students to 'Register Here' and for existing students to 'Login here'. A 'Login with your @scu.edu email:' section contains a red button labeled 'SCU - Student SSO Login'. On the right is a cartoon mascot character.

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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 user's home page after logging in as Bobby Bronco. A dark sidebar menu on the left contains several options, with 'Undergraduate Housing Application' circled in red. The main content area on the right displays a welcome message, user email, campus ID number, term session, and sections for 'BOOKING' and 'ROOMMATE INFORMATION'.

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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"

The screenshot shows the 'Undergraduate Student Applications' page. It lists various student categories: Incoming First-Year, Incoming Transfer, Sophomore, Junior/Senior, and Summer Applicants. At the bottom, there is a 'Select Next Step' dropdown menu with '2026-2027 Sophomore Housing Application' selected, and a red 'Next' button.

Continued

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Step Four

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

This screenshot shows the 'Application Term Selector Sophomore' page. At the top, it says '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.' Below this, there is a box for '2026-2027: Undergraduate Housing' with the dates '(9/18/2026 - 8/10/2027)' and a red 'Apply' button. At the bottom, the Santa Clara University logo and address are displayed: 'SANTA CLARA UNIVERSITY THE JESUIT UNIVERSITY IN SILICON VALLEY, 500 El Camino Real, Santa Clara, CA 95053, 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.

This screenshot shows the 'Demographic Information' page. On the left is a sidebar with a list of sections: 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 is titled 'Demographic Information' and contains a disclaimer: '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.' Below this is an 'Entry' section with input fields for Last Name, First Name, Middle Name, and Date of Birth (with a date picker).

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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.”

This screenshot shows the 'General Information' page. The sidebar on the left is identical to the previous page. The main content area is titled 'General Information' and has a section 'Years at SCU' with a text input field and a note: 'Including this current academic year, how many years have you studied at SCU?'. Below this is a section '2026-2027 Occupancy to Begin' with a note: 'Let us know which quarter you would like to begin your occupancy for the 2026-2027 academic year.' and a dropdown menu for 'Occupancy Begin'. At the bottom right is a red 'Save & Continue' button.

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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.

The screenshot shows the 'Gender Inclusive Housing Community' application page. On the left is a sidebar with a list of steps: Gender Inclusive Housing Community (highlighted), 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 title 'Gender Inclusive Housing Community' and a paragraph explaining the community's purpose for the 2026-2027 academic year. Below this is a form with a dropdown menu for 'Are you interested in being part of the GIHC?' and a text input field for 'Pronouns'. A red 'Save & Continue' button is at the bottom right.

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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."

The screenshot shows the 'Substance Free Floor' application page. The sidebar on the left highlights 'Substance Free Floor'. The main content area has a title 'Substance Free Floor' and a paragraph explaining the community's purpose for the 2026-2027 academic year. Below this is a form with a dropdown menu for 'Are you interested in being part of Substance Free Housing?' and a text input field. A red 'Save & Continue' button is at the bottom right.

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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."

The screenshot shows the 'Returner/Non-Returner' application page. The sidebar on the left highlights 'Returner/Non-Returner'. The main content area has a title 'Returner/Non-Returner' and a paragraph explaining the application process for sophomores. Below this are two categories: 'Category 1: Returners' and 'Category 2: Non-Returners'. At the bottom is a form with a dropdown menu for 'Returner/Non-Returner Status' with 'Non-Returner' selected. A red 'Save & Continue' button is at the bottom right.

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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 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 room/suite mates.**

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

hello

Do you have any medical conditions we should know about?

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.

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?

Do you consider yourself an early bird or night owl?

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.

Continued

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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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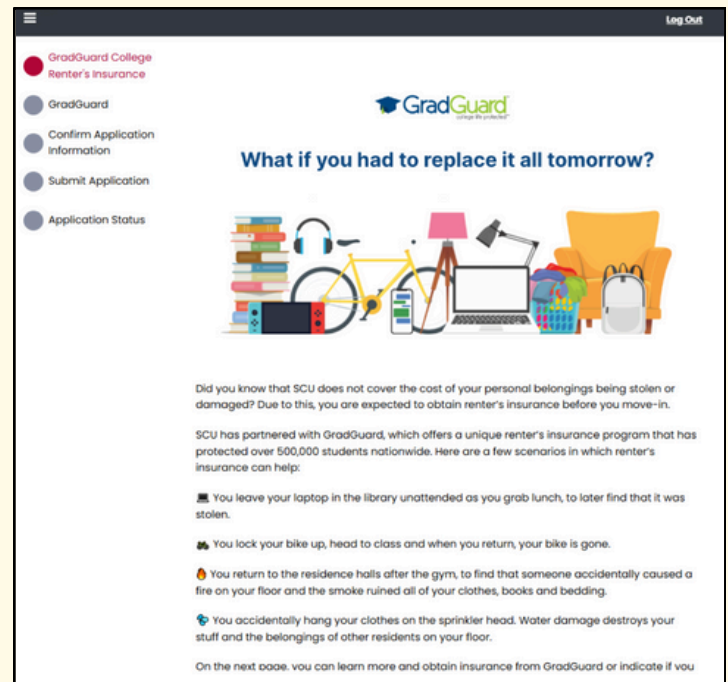
Step Fifteen

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

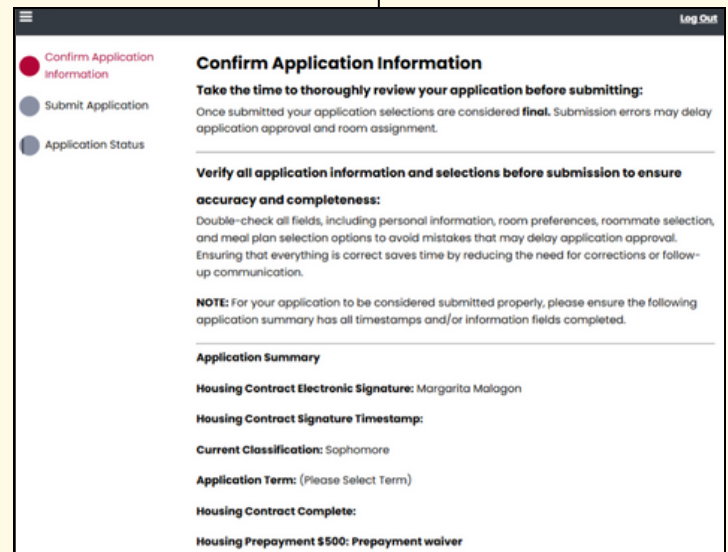
GradGuard offers affordable renters insurance for students. While renters insurance is not required it is highly encouraged. When you click continue, it will take you to another site to complete your renter's insurance selection. It will then bring you back into the housing portal. Be sure to click "Save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



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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."



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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".

