

Junior and Senior Application

How to Guide

STEP 01



Log into your housing portal and click into the "Undergraduate Application"

STEP 02

Undergraduate Student Applications

Welcome to the SCU Housing application process. Please select your respective application below.

Incoming First-Year: Students who will be first-years during the 2024-2025 academic year.

Incoming Transfer: Students who are transferring in for the 2024-2025 academic year.

Rising Sophomore: Students who are currently first-years and who will be sophomores for the 2024-2025 academic year.

Rising Junior/Senior: Students who are currently sophomores or juniors and who will be juniors or seniors for the 2024-2025 academic year.

Summer Applicants: Students who will be taking summer school classes, pre-season athletes, campus program student staff, faculty research assistants, SCU students with on-campus job, SCU students with non-campus job/internship.

Select Next Step

2024-2025 Junior & Senior Housing Application

Next

Once into the "Undergraduate Application" you will need to go to the drop down menu and scroll to click on "2024-2025 Junior & Senior Housing Application"

STEP 03

2024-2025 Junior & Senior Housing Application

The on-campus housing application for 2024-2025 Junior & Senior Students is completed via your housing portal.

Of course, you'll also need access to the internet; we have found that Google Chrome and Mozilla Firefox are the optimal web browsers to use when completing the housing application.

A \$500 pre-payment deposit; deposits can ONLY be paid using a debit or credit card. Obtaining a waiver for the pre-payment deposit is not available.

Before beginning a housing application, you should confirm if you will apply as an individual or if you will apply with a group of other students.

If you apply as a member of a group, one member of the group will need to create a Group Profile. All other members of the group will need to connect their application to this Group Profile. Details about creating a Group Profile as well as how to add a Group Profile to your application are available in the video demo. If you apply as an individual you will NOT need to create a profile.

Make sure that you and all the members of your group complete the housing application by **11:59PM February 7th, 2024**.

Make sure you only submit your application once you are sure about the answers you have provided, as changes cannot be made once you submit your application.

Click "Next" below to continue on to your Junior/Senior application for 2024-2025.

Next

Before you begin the application, carefully read through everything you will need in order to complete the application. This will help you to prepare you.

STEP 04

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.

2024-2025: Undergraduate Housing

(9/21/2024 - 6/12/2025)

Apply

The Application will populate and you will need to click "Apply" to begin it.

STEP 05

Demographic Information

- Contract E-Sign
- Junior/Senior General Information
- General Information - Study Abroad Information
- Disability-Related Accommodations
- Compatibility Questions
- Roommate Groups = JR/SR
- GradGuard College Renter's Insurance
- GradGuard
- Submit Application
- Application Status

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

test10lastName

First Name

test10

Middle Name

Date of Birth

1/1/2020

Gender

Female

Your Demographic Information will populate on the next page. This directly pulls from your Housing Portal and you should not need to make any edits to this content. Proceed to the bottom of the page and hit "Save and Continue"

Junior and Senior Application

How to Guide

STEP
06

- Contract E-Sign
- Junior/Senior General Information
- General Information - Study Abroad Information
- Disability-Related Accommodations
- Compatibility Questions
- Roommate Groups = JR/SR
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Contract E-Sign

Please e-sign the Santa Clara University Undergraduate Housing Contract below by marking "I Agree" below.

Enter Full Name of Parent or Guardian if You are Under 18:

I Consent (Above Signed Guardian):

I Agree:

The 2024-2025 Undergraduate Housing Contract will populate on the next page. Please read through the contract, check off "I agree" and then hit "Save and Continue"

STEP
07

- Junior/Senior General Information
- General Information - Study Abroad Information
- Disability-Related Accommodations
- Compatibility Questions
- Roommate Groups = JR/SR
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

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. 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](#).

2024-2025 Occupancy to Begin

Let us know which quarter you would like to begin your occupancy for the 2024-2025 academic year.

Occupancy Begin

[Save & Continue](#)

On the next page, the General Information will populate. As a Junior or Senior under years at SCU you will place a 2, 3 or 4 in the box. You will need to notate if you are studying abroad or not, and if so when.

Under 24-25 Occupancy to Begin you should populate Fall, unless you will be studying abroad in the Fall, then place Winter and hit "Save and Continue".

STEP
08

- Disability-Related Accommodations
- Compatibility Questions
- Roommate Groups = JR/SR
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

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 1, 2024.

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 1, 2024, 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?

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.

STEP
09

- Compatibility Questions
- Roommate Groups = JR/SR
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

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?

Next, please complete the compatibility questions. Please be sure to be honest with all responses as the system utilizes these to create roommate matches. While as a Rising Sophomore student you have the ability to go through room selection, if you miss your time slot and we need to manually place you, we will utilize these responses to place you accordingly.

STEP
10

- Roommate Groups = JR/SR
- GradGuard College
- Renter's Insurance
- GradGuard
- Submit Application
- Application Status

Roommate Groups = JR/SR

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(s), 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.

Not in a Group

You are not a member of any roommate groups.

[Create Group](#) [Join Group](#)

[Save & Continue](#)

Next, you will create a roommate group. If you are planning to go through room selection solo, you may click "Save & Continue". If you are planning to create a group to utilize for room selection, please be sure to delegate one person as a group leader. That individual will create the group and the login for all other group members.

Junior and Senior Application

How to Guide

STEP 11

- GradGuard College Renter's Insurance
- GradGuard
- Submit Application
- Application Status



Did you know that SCU does not cover the cost of your personal belongings being stolen or

Grad Guard 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.

STEP 12

- Submit Application
- Application Status

Submit Application

Your 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 is considered incomplete and will not be reviewed.

Applicants with incomplete applications will NOT participate in the room selection process.

[I Want To Submit My Application](#)

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

- Application Status

Application Status

You started your application for 2024-2025: Undergraduate Housing on 1/10/2024, and have signed the contract as of 1/10/2024. You have not paid the deposit. Your application is complete as of 1/10/2024.

Roommate(s) Email Information (if applicable) You do not have an assigned roommate at this time.

[Next](#)

Application Complete!