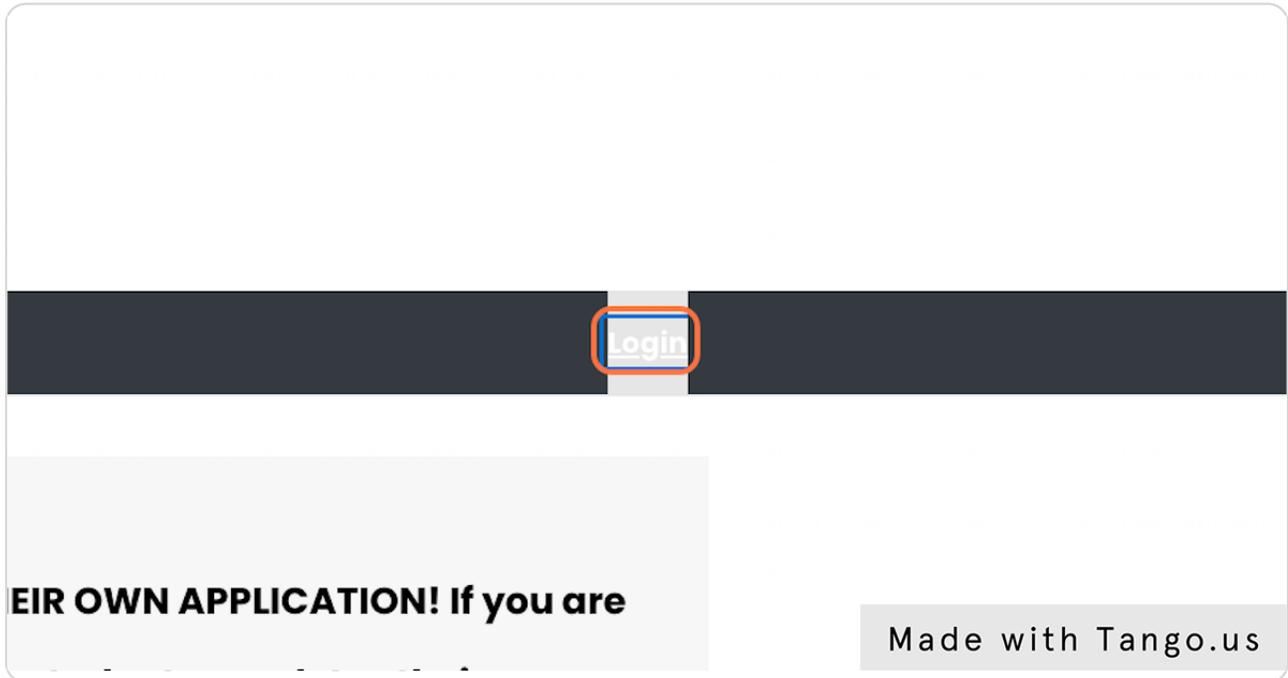


STEP 1

Go to Home | SCU Housing Portal

STEP 2

Click on Login



STEP 3

Login to your SCU Housing Portal using your previous created login information

Login

Welcome to the SCU Housing Portal!

First time here? If this is your first time accessing the new SCU Housing Portal, you will need to complete the "First Time Password Set" process below.

If you're a regular on our portal, please enter your email and password to access the housing portal.

Forgot your password? Click on the "Forgotten Password" link under Login.



First Time Password Set

Click on the First Time Password Set link above to access the housing portal. You will need your email address and Student ID number to complete this process. Please note: This is a one time set up. After your authentication, you will use your email address and password to access the housing portal.

Please enter your login details below.

Email:

Password:

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STEP 4

Click into the side hamburger menu bar



☰ [Undergraduate Applications \(NEW\)](#) [Early Arrival Selection](#) [Application Requests](#) [Log Out](#)

Name:

Email:

Campus ID Number:

Term Session:
(Please Select Term)

Booking:

IMPORTANT NOTE
STUDENTS ARE REQUIRED TO FILL OUT THEIR OWN APPLICATION! If you are not the student, please make sure your student completes their application.

Hi Alex Pacifico!

2022-2023 Housing Applications
Please visit the [HOUSING OFFICE](#) website for deadlines, and general information on how to apply for the 2022-2023 academic year.

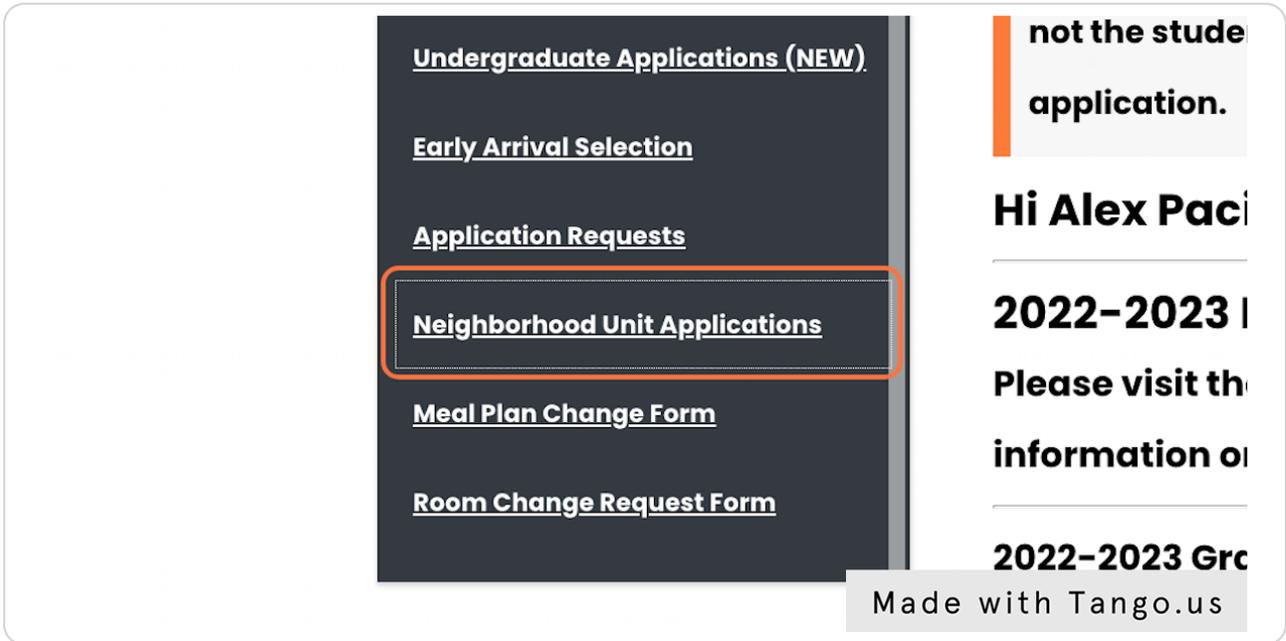
2022-2023 Graduate JST
If you are interested in housing for the 2022-2023 academic year, please send an email to wtrache@scu.edu.

DISCLOSURES
"MEGAN'S LAW" NOTICE: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meg. Depending on an offender's criminal history, this information will address at which the offender resides or the community of residence in which he or she resides.

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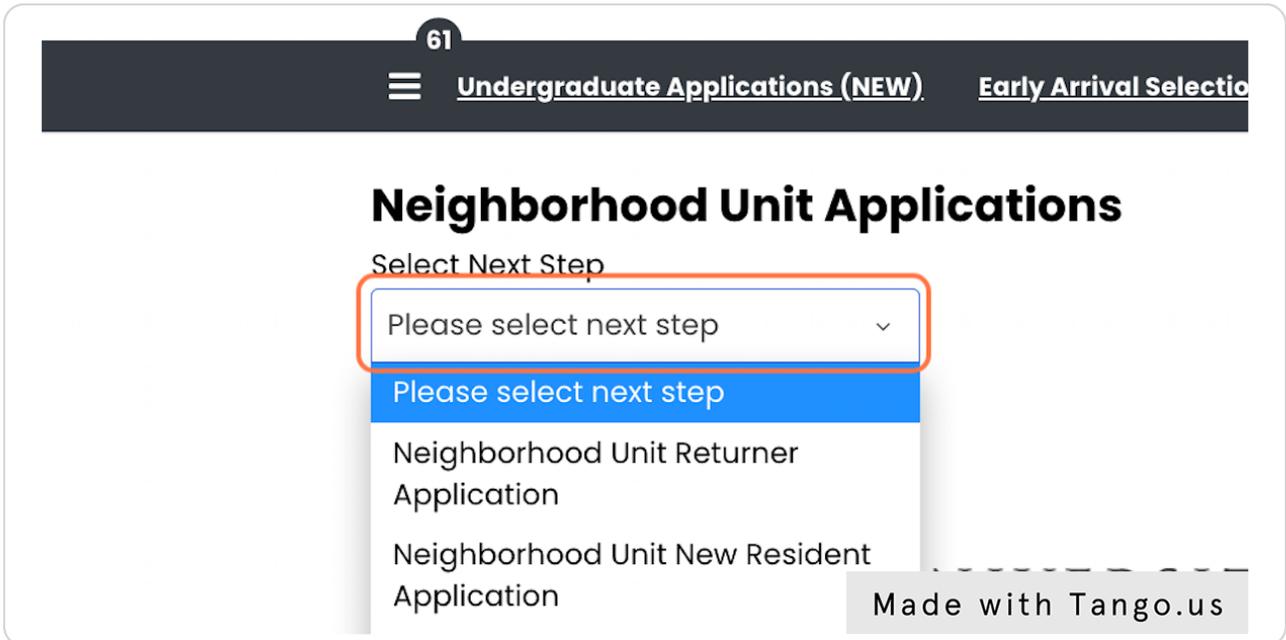
STEP 5

Scroll down to "Neighborhood Unit Applications"



STEP 6

Click on the drop down menu and select "Neighborhood Unit New Resident Application"



STEP 7

Click on Next

Neighborhood Unit Application

Select Next Step

Neighborhood Unit New Resident Application

Next

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housing@scu.edu

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STEP 8

New NU applicants will need to complete the OCHO series by March 10th, 2023. Keep in mind that if these classes are not completed, your housing assignment in the NU will be cancelled. * Please fully read for all dates and times*

Undergraduate Applications (NEW) Early Arrival Selection Application Requests Log Out

O.C.H.O.

Off-Campus Housing Orientation

Do you want to live in a Neighborhood Unit (NU) for the 2023-2024 academic year?



- WED 2/15
7:30 PM
BENSON PARLOR B/C
- TUES 2/21
8:00 PM
BENSON PARLOR B/C
- MON 2/27
6:00 PM
BENSON PARLOR B/C
- WED 3/1
8:00 PM
BENSON PARLOR B/C
- TUES 3/7
7:30 PM
BENSON PARLOR B/C

Required to complete asynchronous component quiz. Instructions on how to complete will be provided.

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STEP 9

Click on Next

have questions.

Next

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STEP 10

The Neighborhood Unit Application will populate, click "Apply"

SCU HOUSING PORTAL
SANTA CLARA UNIVERSITY

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Undergraduate Applications (NEW) Early Arrival Selection Application Requests Log Out

Neighborhood Unit New Resident Term Selector
Please select a term below to start or continue with your application.

2023-2024: Neighborhood Unit
(9/14/2023 - 6/13/2024) **Apply**

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Santa Clara, CA 95053
housing@scu.edu | 408-554-4900 | Benson 212

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STEP 11

On the Demographic Information Page, the information will pre-populate from your student portal. Click "Save and Continue"

The screenshot shows the SCU Housing Portal interface. At the top, the SCU logo and 'SCU HOUSING PORTAL SANTA CLARA UNIVERSITY' are displayed. A navigation bar contains links for 'Undergraduate Applications (NEW)', 'Early Arrival Selection', 'Application Requests', and 'Log Out'. The main content area is titled 'Demographic Information' and includes 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. If you need to update your information, please do so through your eCampus Student Services Center. You will be able to view the updates in future application processes.' Below this, there are sections for 'Entry' and 'Contact Details'. The 'Entry' section shows pre-populated fields: Last Name (redacted), First Name (redacted), Middle Name, Date of Birth (6/7/1929), and Gender (Male). The 'Contact Details' section shows 'Permanent Address' (redacted). A 'Made with Tango.us' watermark is visible in the bottom right corner of the screenshot.

STEP 12

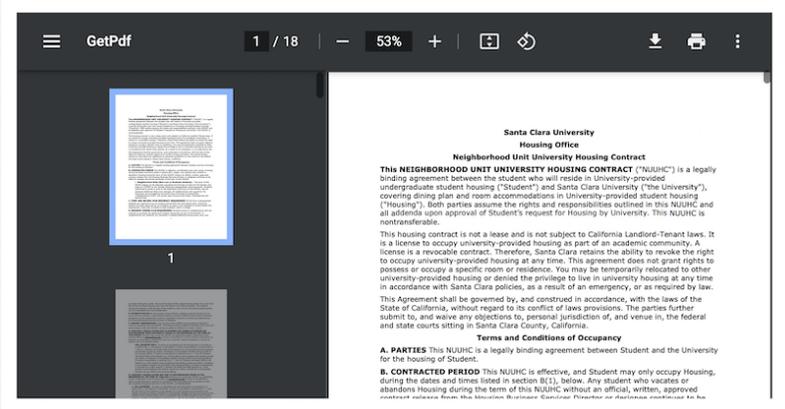
Click on Save & Continue

The screenshot shows a close-up of the 'Save & Continue' button. The button is a red rectangle with a blue border and white text. Above the button, the word 'Email' is visible. Below the button, the text 'SANTA CLARA U' and '500 El Camino Rec' is partially visible. A 'Made with Tango.us' watermark is present in the bottom right corner.

STEP 13

Fully read through the 2023-2024 Neighborhood Unit Housing Contract. Once you have read through it, click "I Agree" and Or if you are under 18 please enter your parent or guardian's name.

Contract E-Sign



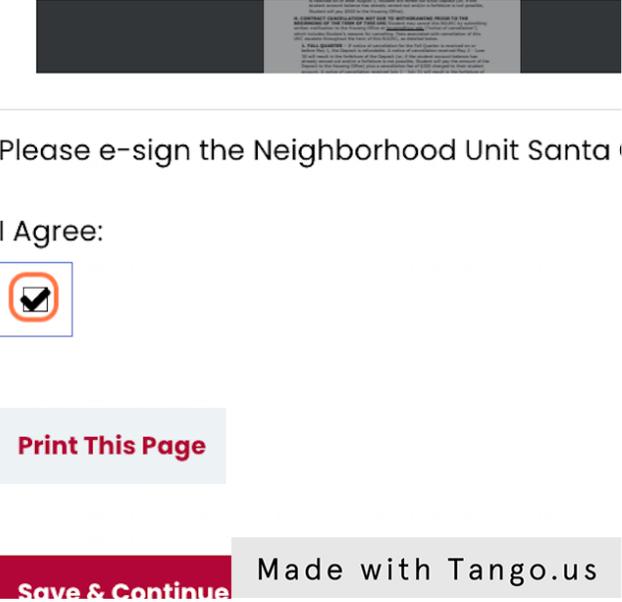
Please e-sign the Neighborhood Unit Santa Clara University Housing Contract below by marking 'I Agree' below.

I Agree:

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STEP 14

Click on I Agree and "Save & Continue"



Please e-sign the Neighborhood Unit Santa Clara University Housing Contract below by marking 'I Agree' below.

I Agree:

Print This Page

Save & Continue

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Fill in the appropriate information including: Years at SCU, Studying Abroad & what quarter your occupancy should begin. Then Click "Save & Continue".

Rising JR/SR 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](#).

22-23 Occupancy to Begin

Let us know which quarter you would like to begin your occupancy for the 2022-2023 academic year.

Occupancy Begin

[Save & Continue](#)

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If you have any Disability-Related Accommodations please note them here and be sure that you also schedule and meet with OAE. **Please note if you decide to join a group, your OAE Accommodation will not be used as you will go through Room Selection**

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[Undergraduate Applications \(NEW\)](#) [Early Arrival Selection](#) [Application Requests](#) [Log Out](#)

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.**

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

Do you have any medical conditions we should know about?

[Save & Continue](#)

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STEP 17

Please select 3 house preferences in addition to room type preferences (NOTE: houses listed are just for show, there will be a drop down of all available houses within each preference box)

The screenshot shows a web form titled "Neighborhood Unit Preferences". At the top, there is a navigation bar with links for "Undergraduate Applications (NEW)", "Early Arrival Selection", "Application Requests", and "Log Out". Below the title, a message states: "Please add at least 1 preference. Please select at least 0 unique locations." To the right of this message is a red "Add Preference" button. The form contains a table with three columns: "Order", "Location", and "Room Preference", plus a "Delete" column. The table has three rows, each with the value "529 Lafayette" in the "Location" and "Room Preference" columns. Below the table is an "Additional Comments" section with a text area and a "Save & Continue" button. At the bottom left is the Santa Clara University logo and name, and at the bottom right is a "Made with Tango.us" watermark.

Order	Location	Room Preference	Delete
1	529 Lafayette	529 Lafayette -	Delete
2	529 Lafayette	529 Lafayette -	Delete
3	529 Lafayette	529 Lafayette -	Delete

Additional Comments

Please list any additional comments regarding your room/preference requests:

[Save & Continue](#)

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STEP 18

Click on Save & Continue



STEP 19

Even though you will be going through our Neighborhood Unit Selection Process and meeting with our Housing Coordinator, we ask that all students complete the compatibility questions so that we have them on file just incase.

Compatibility Questions
This is your Standard Profile. Use this page to setup your profile types which will be used for matching with a potential roommate.

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 20

Click on Save & Continue

Type A. Organized, goal driven, ...

Save & Continue

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STEP 21

The Neighborhood Unit, Apartment Meal Plan will populate for you to select. Please select that meal plan and hit "Save and Continue". (Please note the Neighborhood Unit Meal Plan will be your only option when living in an NU)

The screenshot shows the SCU Housing Portal interface. At the top, the logo for Santa Clara University is displayed. Below the logo, the text reads "SCU HOUSING PORTAL" and "SANTA CLARA UNIVERSITY". A navigation bar contains links for "Undergraduate Applications (NEW)", "Early Arrival Selection", "Application Requests", and "Log Out". The main content area is titled "NU Meal Plan Selection" and includes instructions: "All on-campus students are required to have a residential dining plan. Please select your dining plan below." and "NU residents may only select the Apartment plan. Points for the Apartment plan will be finalized in February, 2023." Below this text is a blurred selection area. A red "Save & Continue" button is visible. At the bottom of the page, the Santa Clara University contact information is listed: "SANTA CLARA UNIVERSITY", "500 El Camino Real", "Santa Clara, CA 95053", and "housing@scu.edu | 408-554-4900 | Benson 212". A "Made with Tango.us" watermark is present in the bottom right corner of the screenshot.

If you are creating a group, please be sure you have selected a group leader and they create a group name and login information for all members to use. Once created all other members select "Join Group". If going in solo, please select "Save and Continue"

The screenshot shows a web application interface for Santa Clara University. At the top, there is a navigation bar with a hamburger menu icon, the number '62', and links for 'Undergraduate Applications (NEW)', 'Early Arrival Selection', 'Application Requests', and 'Log Out'. The main content area is titled 'Roommate Groups = NU'. It contains three paragraphs of text explaining the process for individuals versus groups. Below the text, there is a grey box with the heading 'Not In a Group' and the text 'You are not a member of any roommate groups.' Underneath this box, there are three buttons: a red 'Create Group' button, a blue 'Join Group' link, and a red 'Save & Continue' button. At the bottom left, the Santa Clara University logo and address are displayed. At the bottom right, there is a grey box with the text 'Made with Tango.us'.

Roommate Groups = NU

If you are applying as an individual, no action is required on this page.

If you are applying with a group of other individuals, you will need to create a group or join a group. By creating a group, the housing staff will make our best effort to keep your group together through the assignment process.

If you do create a group, make sure to VERIFY your group by clicking on the VERIFY GROUP button before proceeding to the next step, and once your group is created.

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

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

Save & Continue

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STEP 23

If creating a group, you will see the following screen and need to develop the following information. *Please note this will be the same for all group members once created*

The screenshot shows the 'Roommate Group Details' form. At the top, it says 'SANTA CLARA UNIVERSITY'. Below that is a navigation bar with a hamburger menu icon, '62', and links for 'Undergraduate Applications (NEW)', 'Early Arrival Selection', 'Application Requests', and 'Log Out'. The form title is 'Roommate Group Details'. It contains three input fields: 'Group Name:', 'Password:', and 'Confirm Password:', each with a placeholder '<empty>'. Below the fields are two buttons: 'Go Back' and 'Save Group'. At the bottom left, the university's address is listed: 'SANTA CLARA UNIVERSITY, 500 El Camino Real, Santa Clara, CA 95053, housing@scu.edu | 408-554-4900 | Benson 212'. At the bottom right, there is a 'Made with Tango.us' watermark.

STEP 24

To Join a group, you will enter the Group Name and password created by your other group member (group leader) and hit "Join Group"

The screenshot shows the 'Roommate Group Join' form. At the top, it says 'SCU HOUSING PORTAL' and 'SANTA CLARA UNIVERSITY'. Below that is a navigation bar with a hamburger menu icon, '62', and links for 'Undergraduate Applications (NEW)', 'Early Arrival Selection', 'Application Requests', and 'Log Out'. The form title is 'Roommate Group Join'. It includes a paragraph: 'If you are joining a group, make sure to enter the correct group name and password the group leader shared. Only one group name and password is needed for each group.' To the right of this text are two input fields: 'Group Name:' and 'Password:', each with a placeholder '<empty>'. Below the fields are two buttons: 'Go Back' and 'Join Group'. At the bottom left, the university's address is listed: 'SANTA CLARA UNIVERSITY, 500 El Camino Real, Santa Clara, CA 95053, housing@scu.edu | 408-554-4900 | Benson 212'. At the bottom right, there is a 'Made with Tango.us' watermark.

STEP 25

Once you have enter your group information or if you have opted not to join a group you may leave this section blank and hit "Save & Continue"

Do you need a member of any committees?

[Create Group](#)

[Save & Continue](#)

SANTA CLARA UNI
500 El Camino Real
Santa Clara, CA 95050
Phone: (408) 253-1111

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STEP 26

We expect that you enroll in renters insurance through our partners Grad Guard. Please note SCU is not responsible should a natural disaster occur in your building or space. *This will open into another page*



What if you had to replace it all tomorrow?

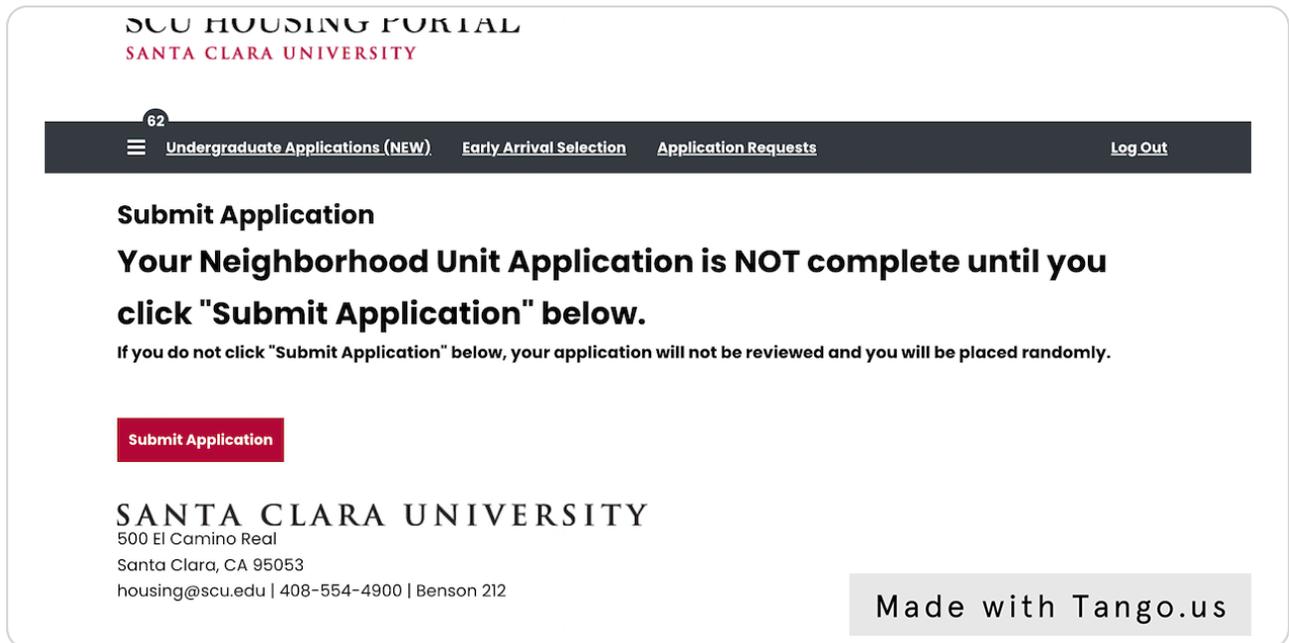


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Did you know that SCU does not cover the cost of your personal belongings being stolen or damaged?

STEP 27

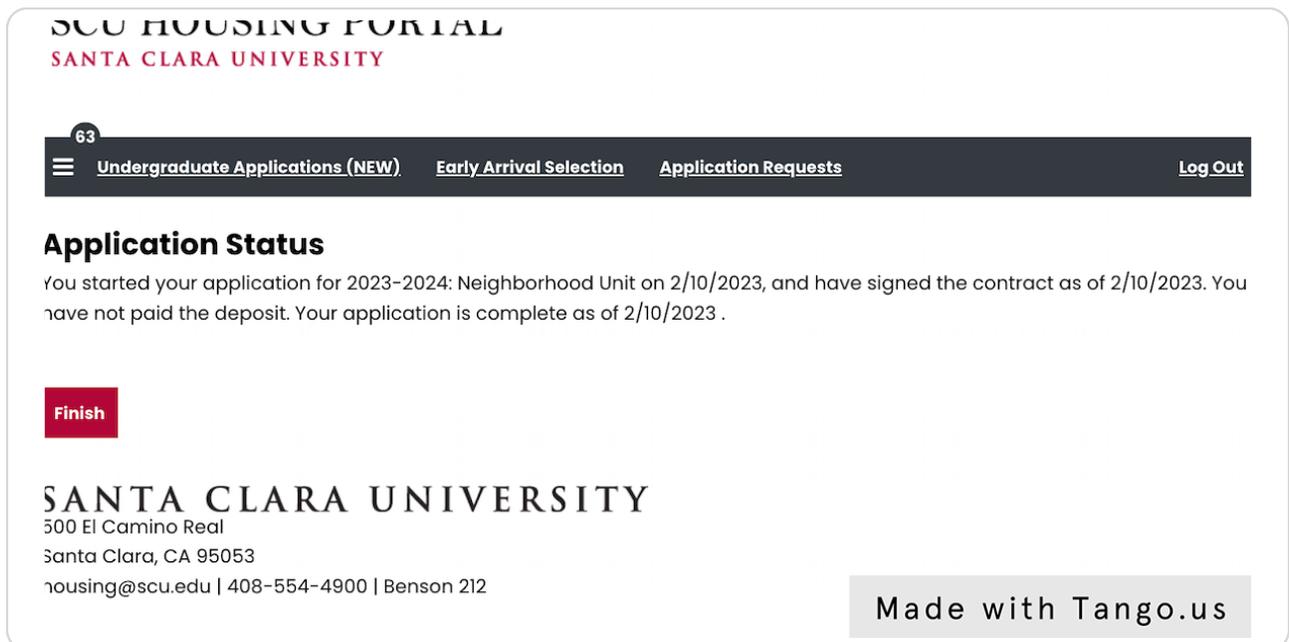
Once you have finalized all information in your application, click "Submit Application" **Please note your application is not finalized until your submit.**



The screenshot shows the SCU Housing Portal interface. At the top, it says "SCU HOUSING PORTAL SANTA CLARA UNIVERSITY". Below this is a dark navigation bar with a hamburger menu icon, a notification badge "62", and three menu items: "Undergraduate Applications (NEW)", "Early Arrival Selection", and "Application Requests". On the right side of the navigation bar is a "Log Out" link. The main content area has the heading "Submit Application" followed by a bold warning: "Your Neighborhood Unit Application is NOT complete until you click 'Submit Application' below." Below the warning is a smaller line of text: "If you do not click 'Submit Application' below, your application will not be reviewed and you will be placed randomly." A prominent red button labeled "Submit Application" is centered below the text. At the bottom left, the university's name and contact information are listed: "SANTA CLARA UNIVERSITY, 500 El Camino Real, Santa Clara, CA 95053, housing@scu.edu | 408-554-4900 | Benson 212". At the bottom right, there is a grey box with the text "Made with Tango.us".

STEP 28

Once you click submit, it will give you a brief overview of your application.



The screenshot shows the SCU Housing Portal interface. At the top, it says "SCU HOUSING PORTAL SANTA CLARA UNIVERSITY". Below this is a dark navigation bar with a hamburger menu icon, a notification badge "63", and three menu items: "Undergraduate Applications (NEW)", "Early Arrival Selection", and "Application Requests". On the right side of the navigation bar is a "Log Out" link. The main content area has the heading "Application Status" followed by a paragraph: "You started your application for 2023-2024: Neighborhood Unit on 2/10/2023, and have signed the contract as of 2/10/2023. You have not paid the deposit. Your application is complete as of 2/10/2023." Below the paragraph is a prominent red button labeled "Finish". At the bottom left, the university's name and contact information are listed: "SANTA CLARA UNIVERSITY, 500 El Camino Real, Santa Clara, CA 95053, housing@scu.edu | 408-554-4900 | Benson 212". At the bottom right, there is a grey box with the text "Made with Tango.us".

STEP 29

Click on **Finish**, and now your application is **COMPLETE!** You will now be returned back to the housing portal homepage.

Application Status

You started your application for 2023-2024: Ne
have not paid the deposit. Your application is



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