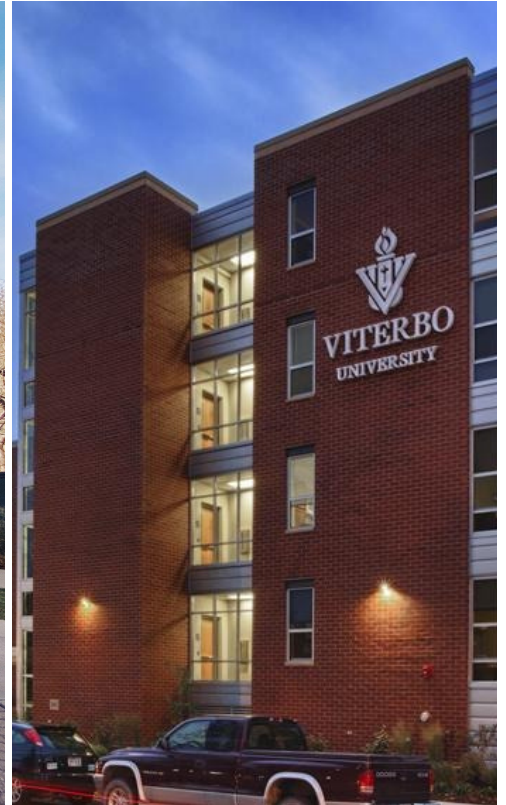


# GUIDE TO THE STUDENT HOUSING SELECTION PROCESS

2024-2025 Academic Year  
Office of Residence Life (Hawk's Nest)  
608-796-3611  
[residencelife@viterbo.edu](mailto:residencelife@viterbo.edu)







# THANKS FOR CHOOSING VITERBO AS YOUR HOME!

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Thank you for your interest in on-campus housing! Whether this is your first year living on-campus, or you're here for the fourth year, we look forward to helping you choose the best option for you and creating an exciting experience.

Viterbo University offers a variety of housing options and we encourage you to explore the diverse options available for on-campus living. This guide will help you choose a living option that best suits your preferences.

This guide to the housing selection process provides you with information on the following:

- Housing Options
- Submitting your contract and paying your deposit
- Roommate Selection Process
- Housing Selection Process
- Contractual Details
- Important Dates

Housing applications for the 2024-2025 academic year are now available. You may submit your housing contract by scanning the QR code below. After submitting your contract, you should also submit a \$100.00 housing deposit to the Business Office. Deposits can be submitted online or at the Business Office window.

To receive priority in the housing selection process, both your online contract and \$100.00 deposit should be received by Friday, March 8, 2024. If you have preferred roommates, please also make sure their contracts and deposits are submitted by the March 8 priority deadline and that you have fully matched within THD Self Service. To ensure your deposit is processed properly, please note "Fall 2024 Housing" when paying.

If you have any questions about the selection process or suggestions for improving it, please do not hesitate to contact the Office of Residence Life or your Resident Assistant.

Sincerely,  
Viterbo University Office of Residence Life



# SOPHOMORE HOUSING OPTIONS

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*These buildings are designated for our Sophomore students.  
Juniors and Seniors are welcome to choose housing in these spaces as available.*

## ROSE TERRACE

Rose Terrace is a four-story community that provides co-ed, apartment-style living for 90 sophomores. **Four individuals occupy each unit. Each apartment unit has two bedrooms;** a living/dining area; private bathroom; air-conditioning; and a kitchen with a sink, stove, and refrigerator. The apartment unit comes furnished with a dining room table set, couch, chairs, dressers, desks, and bunk beds. Each apartment unit also has Internet access and cable TV. The basement has study/programming areas, storage, and laundry facilities.

## MCDONALD TERRACE

McDonald Terrace is a two-story community that provides co-ed, apartment-style living for 78 sophomores. **Four individuals occupy each apartment unit, which has two bedrooms,** a living/dining area, private bathroom; air conditioning, and a kitchen with a sink, stove, and refrigerator. The apartment unit comes furnished with a dining room table set, couch, chairs, dressers, desks, and bunk beds. Each apartment unit also has Internet access and cable TV. The basement has study/programming areas, storage, and laundry facilities.

## TREACY HOUSE

Treacy House was renovated in Summer 2014 and is a two-story community that provides co-ed, apartment-style living for 45 sophomores. **Four individuals occupy most units, with two 5-person apartments available.** The 4-person apartments have two bedrooms, a living/dining area, private bathroom, air-conditioning, a kitchen with a sink, stove, and refrigerator. **The 5-person apartments have three bedrooms.** Apartments come furnished with a dining room table set, couch, chairs, dressers, desks, and bunk beds. Each apartment unit has Internet access and cable TV. The basement has study/programming areas, storage, and laundry facilities.



# JUNIOR/SENIOR HOUSING OPTIONS

*These buildings are designated for our Junior and Senior students.*

## CLARE APARTMENTS

Clare consists of 23 four-bedroom, 11 two-bedroom, and 4 studio apartments housing a total of 118 students. Each apartment unit has single bedrooms; a living/dining area; bathroom; air-conditioning; and a kitchen with a sink, stove, microwave and refrigerator. The apartment unit comes furnished with 2 breakfast stools, couch, chairs, dressers, desks, and beds. Each apartment unit also has Internet access and cable TV. Residents of each floor share a study lounge with an additional meeting lounge on the first floor. Laundry facilities are located on the ground level. Underground parking is available for 33 residents (additional parking fees apply).

## LA VERNA APARTMENTS

La Verna is a three-story community that provides apartment-style living for up to 80 juniors, and seniors. **One and two bedroom apartments are available for two and four people, respectively.** All apartments include a living/dining area, private balcony or patio, 1 or 1.5 private bathrooms, air-conditioning, washer and dryer, and a kitchen with a sink, dishwasher, stove, and refrigerator. All apartment units come furnished with a couch (or chairs), table and chairs, dressers, desks, and beds. Each apartment unit also has Internet access and cable TV. Residents of each floor share a lounge space at the south end of the building as well as the community backyard on the east side of the building.

## FAQ:

*Which buildings have guaranteed single spaces?*

All Clare apartments are private rooms with a shared apartment space. There are two private rooms in Treacy with a shared apartment space.



# STEP 1: SUBMITTING YOUR CONTRACT

*The priority application closes at 5 pm on Friday, March 8.*

- 1) **Submit Housing Contract:** Submitting your housing contract indicates that you intend to live on-campus for the 2024-2025 academic year.
- 2) **Submit your roommate preferences:** After you have submitted your contract and deposit, visit your THD Housing Portal. Use your Viterbo credentials to log in. Once logged in
  - Select “Applications and Forms” from left menu
  - Select “Returning Student 2024”
  - Complete all required questions
  - Click “Continue”
- 3) **Select “Personal Information” from left menu, then “roommate profile.”** You’ll be able to enter contract information so potential matches can contact you!

# STEP 2: SELECTING/CONFIRMING YOUR ROOMMATES

*In order to select roommates, each roommate must complete their housing contract using the instructions outlined in step 1.*

- 1) **Return to your THD Self Service Portal. Once logged in;**
  - Select “Room Selection” from left menu
  - Select “Roommate/Suitemates”
  - Select a term: Select the correct term (Fall 2024)
- 2) **Search for Roommates using Roommate Search**
  - Utilize “Simple Roommate Search” to find students using first/last name
  - Utilize “Advanced Roommate Search” to find students based on preferences indicated in the Online Housing Application
- 3) **Confirm your roommate request(s) if needed**
  - Click “Room Selection”
  - Click “Roommate/Suitemates”
  - Select a term: Select the correct term (Fall 2024)
  - Accept/Decline Pending Roommate Requests using three dot menu to the right of roommate’s name.

## STEP 3: LOTTERY TO DETERMINE SELECTION PRIORITY

*After roommate groups are created, housing selection times will be generated using a lottery process.*

*Please note: Those who fill their apartment will be given priority selection times and Seniors select the day before Juniors.*

Incoming Sophomore lottery will take place on Monday, March 18th, 2024 from 9:00am through 3:00pm.

Incoming Senior lottery will take place on Tuesday, March 19th, 2024 from 9:00am through 3:00pm.

Incoming Junior lottery will take place on Wednesday, March 20th, 2024 from 9:00am through 3:00pm.

You must apply  
for a single.

These are only granted as  
occupancy allows

## STEP 4: SELECTING YOUR ROOM AT YOUR TIME

*You will receive an email when lottery dates and times have been set. This information will also be on the homepage of your THD Self Service Portal. At your lottery time, you will select your desired room from the map of available spaces.*

**Only one member of the roommate group needs to complete this section.** Completion of this section by the one member will place each roommate in that group into the selected apartment.

**1) Return to your THD Self Service Portal.** Once logged in;

- Click “Room Selection”
- Click “Select a Room or Suite”
- Click “Find Available Rooms,” and you will be able to select a space from the currently available apartments.

**2) Once you have decided on a room click “Select Room.”**

- The room you have selected will appear at the top of the section  
You will be given a list of instructions to follow for each individual room assignment

**3. Click “I Agree – Submit My Room Selection” to finish the room selection process.**

**CONGRATULATIONS! YOUR ROOM SELECTION PROCESS IS COMPLETE!**

*You and your roommate(s) will receive a confirmation email.*





# CONTRACTUAL DETAILS

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**This is not intended as an exhaustive listing of the housing contract's terms and conditions.** Please view the contract online for its entire contents by scanning the QR Code below.

## **Assignment Policy**

Viterbo University will not discriminate in room or building assignment on the basis of race, color, religion, sexual orientation, national origin, or ancestry. Continuing residents will be given the opportunity to select their rooms in accordance with reassignment and selection procedures announced by the university. The university reserves the right to place limits on the number of residents to be reassigned, in order to maximize space for new residents. New residents will be assigned to their preferred building to the extent possible. Failure to honor assignment preferences will not void the contract. The university reserves the right to change room or building assignments, to assign roommates, or to consolidate vacancies. This may be done by requiring residents to move from single occupancy of rooms designed as doubles to double occupancy in the same building. If a student refuses to consolidate, they are subject to paying the single room price designated for that building on a prorated basis.

## **Eligibility**

You must be enrolled at Viterbo University and be determined eligible to reside in student housing by the Director of Student Life or other appropriate Viterbo University authority. Students are required to have full-time status to live on campus. Students carrying less than 12 credits must request approval of the Dean of Student Community to live on campus.

## **Refunds and Appeals**

The \$100 deposit is refundable only with a written request received by May 1, 2024 for returning students. Information on Termination of Contract after May 1st can be found in the Housing and Dining Service Agreement.

## **Meal Plan**

All residential students are required to carry one of the meal plans offered. Sophomores may choose from the Tier 1 and Tier 2 plans, and juniors/seniors have the option to choose any of the on-campus meal plans offered. Students who require exemption from the meal plan for medical or health reasons should contact Matt Jurvelin, Assistant Dean of Student Community.

\*Please read the Terms and Conditions in the Housing and Dining Service Agreement for more information.

# FREQUENTLY ASKED QUESTIONS

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## **Who is required to live on-campus?**

Our students are required to live on-campus for their first two years, regardless of projected graduation date. You can request an exemption for limited reasons on the Residence Life website.

## **How many people can I live with?**

Viterbo apartments house anywhere from two people (Clare, La Verna) to five people (Treacy).

## **I am a current off-campus student. Can I move on campus?**

Certainly! We accept most full-time Viterbo Students into campus housing. You will be required to go through the same process as current on-campus students.

## **How do I get a parking pass?**

On-campus parking permits are requested through the housing contract.

## **What if I live in the Residence Halls currently and would like to live there again?**

Typically, residence halls are reserved for incoming freshman. If the demand for housing from upper class students exceeds the space available in our apartments, a floor for upperclassmen in Marian or Bonaventure may be reserved. If you would like to live in the residence halls again, please speak with an Area Coordinator in Residence Life.

## **Can we trade selection times?**

No, you cannot trade selection times.

## **What if I change my mind about housing and want to live off campus?**

See refunds and appeals process on the previous page.

## **I'd like a private room. How do I get one?**

Guaranteed private rooms are available in some apartments. We will honor requests to buy out other rooms as singles as space allows, prioritizing medical singles over all other requests.

## **Can I view the apartments before selection so I know what they look like?**

Please check our website for more information on each building—we do NOT have tours of individual rooms.

## **What if I need accommodations (such as first floor, near an elevator, or near an exit) related to housing?**

If you have a disability and seek accommodations or priority in the selection process, you may meet with Matt Jurvelin, to discuss your needs and submit the necessary paperwork.

## **What if I am unable to attend selection?**

Only one person in your roommate group is required to log in during your selection time. Please contact Residence Life if no one in your group is able to attend your virtual selection time.

## **Am I required to have a meal plan?**

Yes, all students living on campus are required to have a meal plan. Sophomore students may choose from the Tier 1 or Tier 2 meal plans. Juniors and Seniors may choose from the Tier 1, 2, or 3 meal plans.

# IMPORTANT DATES & INFO

**MON,  
DECEMBER 1**

2024-2025  
Housing Contract  
available

**FRI, MARCH 8  
2024**

Deadline to submit  
contract, pay  
deposit, select  
roommates

**WED, MARCH  
18 2024**

Sophomore  
housing selection

**TUES, MARCH  
19 2024**

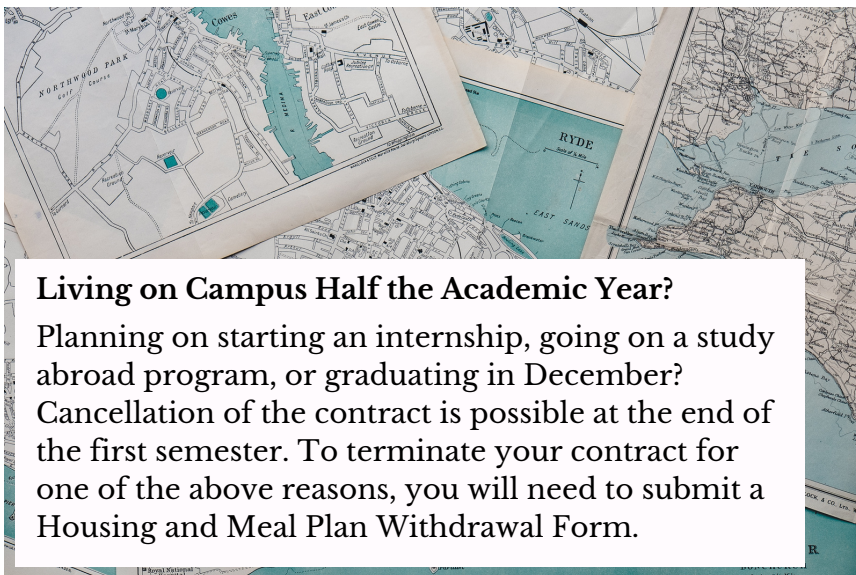
Senior  
housing  
selection

**WED, MARCH  
20 2024**

Junior housing  
selection



**Resident Parking Permits**  
are requested during the contract  
process; see the website for more  
information!



## Living on Campus Half the Academic Year?

Planning on starting an internship, going on a study abroad program, or graduating in December? Cancellation of the contract is possible at the end of the first semester. To terminate your contract for one of the above reasons, you will need to submit a Housing and Meal Plan Withdrawal Form.



## Special Circumstances & Appeals

If you have a disability or special circumstance that requires you to have priority for housing selection, you must meet with an Area Coordinator in Residence Life, to discuss your needs and submit necessary paperwork. You must do this by February 1st. This allows the Office of Residence Life time to review your needs and make a decision on your housing accommodations.

## Questions?

Student Community  
residencelife@viterbo.edu | 608-796-3116

