



GUIDE TO THE STUDENT HOUSING SELECTION PROCESS

2021-2022
Academic Year



VITERBO
UNIVERSITY

Office of Residence Life
Hawk's Nest

(608) 796-3116
residencelife@viterbo.edu



VITERBO UNIVERSITY

December 1, 2020

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 emphasizes personal choice and fit in its assignment process. 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 lifestyle.

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 2020-2021 year are now available. You [may submit your housing contract online](#). 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, February 26, 2021. If you have preferred roommates, please also make sure their contracts and deposits are submitted by the February 26 priority deadline and that you have matched within THD Self Service. To ensure your deposit is processed properly, please note “Fall 2021 Housing” when paying.

We want to help you make the best decision possible in the housing selection process. If you have any concerns about the selection process or suggestions for improving it, please do not hesitate to contact the Office of Residence Life or your Resident Assistant. If you have questions about housing assignment processes or policies, please contact Margy Krogman in the Office of Residence Life at mcfrrazier@viterbo.edu or 608.796.3842.

Thanks for choosing Viterbo as your home!

Sincerely,
Viterbo University Office of Residence Life

Sophomore Housing Options

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

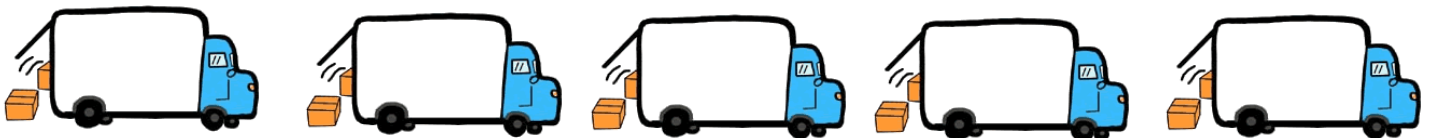


Housing Option	Description
Rose Terrace	Rose Terrace is a four-story community that provides co-ed, apartment-style living for 90 sophomores. Four individuals occupy each unit. Each apartment unit has two bedrooms; a living/dining area; private bathroom; air-conditioning; and a kitchen with a sink, stove, 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. Renovations for McDonald were completed Summer 2015. Lounge furniture was updated Summer 2016.
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. Lounge furniture was updated Summer 2016.
Canticle House	Canticle House is two buildings, each with a two-story community that provides co-ed, apartment-style living. A total of 40 sophomores are housed in Canticle. Two or three 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 has Internet access and cable TV. The basement level has storage and laundry facilities.

Junior/Senior Housing Options

These buildings are designated for our Junior and Senior students.

Housing Option	Description
Clare Apartments	<p>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).</p>
La Verna Apartments	<p>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 breakfast bar, couch, table, 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</p>



Submitting your Contract

Currently enrolled students may submit their application beginning December 1. The application closes at 5 pm on Friday, February 26.

1) Submit Housing Contract: Submitting your housing contract indicates that you intend to live on-campus for the 2021-2022 academic year. Access the contract and pay your \$100 deposit [HERE](#).

2) Submit housing and roommate preferences: After you have submitted your contract and deposit, visit your [THD Self Service Portal](#). Use your Viterbo credentials to log in. Once logged in;

1. Select “Applications and Forms” from left menu
2. Select “Returning Student 2021”
3. Complete all required questions
4. Click “Continue”



Selecting/Confirming your Roommates

In order to select roommates, each roommate must complete their housing contract using the instructions outlined above.

1) Return to your [THD Self Service Portal](#). Once logged in;

1. Select “Room Selection” from left menu
2. Select “Roommate/Suitemates”
3. Select a term: Select the correct term (Fall 2021)
4. Click “Submit”

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

1. Click “Room Selection”
2. Click “Roommate/Suitemates”
3. Select a term: Select the correct term (Fall 2021)
4. Click “Submit”
5. Accept/Decline Pending Roommate Requests

Red Button = Decline

Green Button = Accept

Yellow = View Profile

Blue = Send Message



Lottery to Determine Priority for Hall and Room Preferences

After roommate groups are created, housing selection times will be generated using a lottery process. You are highly encouraged to fill your chosen apartment; if you do not, you will be randomly assigned roommate(s).

Please note: Those who fill their apartment will be given priority selection times.

The Sophomore lottery will take place on Tuesday, March 2nd from 9:00am through 7:00pm.

The Junior lottery will take place on Wednesday, March 3rd from 9:00am through 7:00pm.

The Senior lottery will take place on Thursday, March 4th from 9:00am through 7:00pm.

3

Selecting your Room on your Lottery Date

You will receive an email when lottery dates and times have been set. This information will 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;

1. Click “Room Selection”
2. Click “Select a Room or Suite”
3. 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.”

1. The room you have selected will appear at the top of the section
2. 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.

4

**Congratulations! Your room selection process is complete!
You and your roommate(s) will receive a confirmation email.**

Contractual Details

Please note, this is not intended as an exhaustive listing of the contract's terms and conditions. Please view the contract online for its entire contents: <https://www.viterbo.edu/housingcontract.aspx>.

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 Director of Student Life to live on campus.

Refunds and Appeals

The \$100 deposit is refundable only with a written request received by May 1, 2021 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 Seven Day Unlimited Access and 15 Meals Per Week 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 Jane Eddy, ADA Coordinator.

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

Frequently Asked Questions

Below are answers to some frequently-asked questions. For any other questions, please contact Margy Krogman in the Office of Residence Life at mcfrazier@viterbo.edu or (608) 796-3842.

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 (Canticle, 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 obtained through the Business Office. Please stop by their office in Murphy Center or call them at 608-796-3850 with any questions.

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 Margy Krogman 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 online in Canticle, three-bedroom Treacy apartments, and Clare. 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?

Yes! There will be tours of all apartments on February 16th and 17th at 7pm, starting in the Hawk's Nest.

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 Margy Krogman, Director of Residence Life, to discuss your needs and submit the necessary paperwork. Please do so before February 1st. The Office of Residence Life will review your needs and make a decision on your accommodations. The Office may also request you meet with Jane Eddy, ADA Coordinator.

What if I am unable to attend selection?

Only one person in your roommate group is required to attend 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 7-Day or 15 Meals per week plan. Juniors and Seniors may also choose the 160 flex meal plan.

Housing Selection Important Dates

Monday, December 1	2020-2021 Housing Contracts Available
Tuesday, February 16 & Wednesday, February 17	Apartment Tours; 7 pm, meet in Hawk's Nest
Friday, February 26	Deadline to submit housing contract, pay deposit, and select roommates
Tuesday, March 2	Sophomore Housing Selection (assigned time will be emailed)
Wednesday, March 3	Junior Housing Selection (assigned time will be emailed)
Thursday, March 4	Senior Housing Selection (assigned time will be emailed)

NOTE: Resident Parking Permits are distributed by the Viterbo University Business Office. Visit the office's webpage 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 Margy Krogman, Director of 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.

Office of Residence Life

Margy Krogman (director & area coordinator, residence halls)

mcfrazier@viterbo.edu | 608-796-3842

Joann Stacey (area coordinator, apartments)

jmstacey@viterbo.edu | 608-796-3843

Becca Rude (administrative assistant)

rarude@viterbo.edu | 608-796-3844