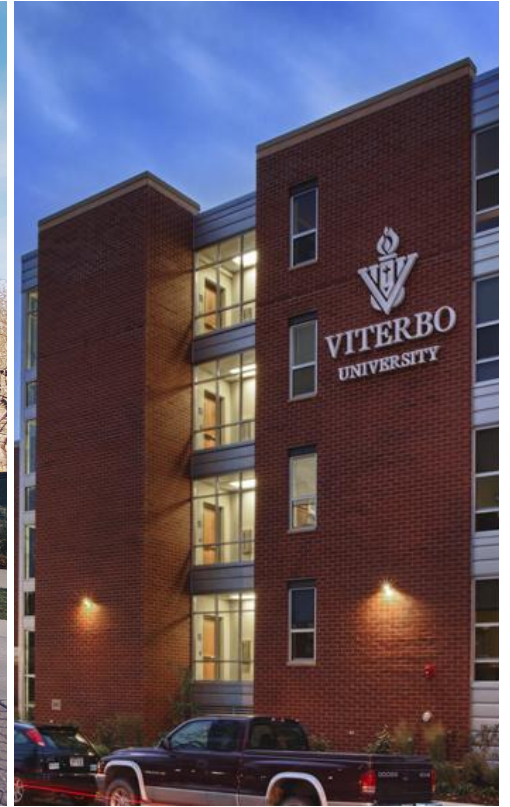


# GUIDE TO THE NEW STUDENT HOUSING SELECTION PROCESS

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2022-2023 Academic Year  
Office of Residence Life (Hawk's Nest)  
608-796-3842 | [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! We are so excited that you've decided to join us at Viterbo, and 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

**To receive priority in the housing selection process, both your online contract and \$100.00 deposit should be received by Friday, July 1, 2022. If you have preferred roommates, please also make sure their contracts and deposits are submitted by the July 1 priority deadline and that you have matched within THD Self Service. To ensure your deposit is processed properly, please note "Fall 2022 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 [mcfrazier@viterbo.edu](mailto:mcfrazier@viterbo.edu) or 608.796.3842.

Scan the QR code to begin. Thanks for choosing Viterbo!

Sincerely,  
Viterbo University Office of Residence Life

608-796-3116 | [residencelife@viterbo.edu](mailto:residencelife@viterbo.edu)



# NEW STUDENT HOUSING OPTIONS

*These buildings are designated for our newest Viterbo students.*

## BONAVENTURE HALL

Bonaventure Hall is a six-story traditional residence hall with capacity to house 200 residents and predominately houses first-year students. All of the rooms have Internet access and cable TV. The terrace level has laundry facilities, and each floor lounge is equipped with a kitchenette, microwave, TV, DVD player, and study space with a computer. Bonaventure Hall also has an elevator.

Bonaventure Hall offers students easy access to the Student Union and the dining facilities since they are connected.

## MARIAN HALL

Marian Hall is a three-story traditional residence hall with capacity to house 90 residents. Marian Hall predominately houses first-year students. Each residence hall room has Internet access and cable TV. The first level of the building houses the Office of Residence Life, the Hawk's Nest, and residence hall rooms. The basement level has laundry facilities as well as a 24/7 food pantry and The Port, a 24/7 social space for students.

Marian Hall also offers students easy access to the Student Union and the dining facilities as they are connected.



FIRST-YEAR  
STUDENT HOUSING



# STEP 1: SUBMITTING YOUR CONTRACT



*Currently enrolled students may submit their application beginning December 1. The application closes at 5 pm on Wednesday, June 29.*

**1) Submit Housing Contract:** Submitting your housing contract indicates that you intend to live on-campus for the 2022-2023 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;

- Select “Applications and Forms” from left menu
- Select “New Student 2022”
- 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 2022)

**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 2022)
- 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.

New student housing selection will take place July 6, 7, and 8 from 9am through 7pm.

### REMINDER!

If you don't choose a roommate or room, you will be randomly assigned based on any preferences you share in the housing contract.

## 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 spaces.

**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 it's 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 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, 2022 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

**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?** Most rooms are double occupancy, meaning you will live with one other person. There are limited spaces for three people; those are awarded on a first-come first-serve basis, and will be prioritized for groups of three.

**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?** There are a limited number of private rooms available in both Bonaventure and Marian. We will honor re-quests to buy out other rooms as singles as space allows, prioritizing medical singles over all other requests.

**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 April 1st.

**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. Freshman students are assigned the seven-day all access plan, which allows unlimited swipes into the cafeteria.

## IMPORTANT DATES

**WEDS, JUNE 30**

Deadline to  
submit contract,  
pay deposit, select  
roommates

**JULY 6, 7, 8**

New student  
housing selection  
(selection times  
will be emailed)

## MORE QUESTIONS?

*Reach out to us!*

**Margy Krogman, Director**  
608-796-3842  
[mcfrazier@viterbo.edu](mailto:mcfrazier@viterbo.edu)

**Becca Rude, Administrative Assistant**  
608-796-3116  
[rarude@viterbo.edu](mailto:rarude@viterbo.edu)