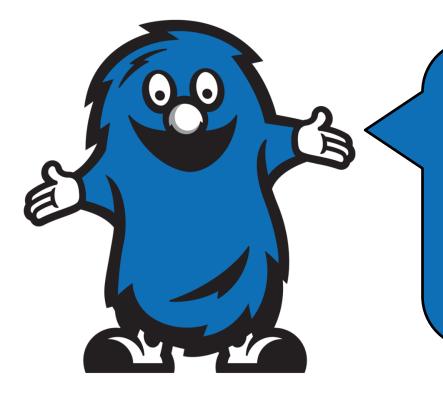
# **Rising Sophomore Housing Application Guidebook**

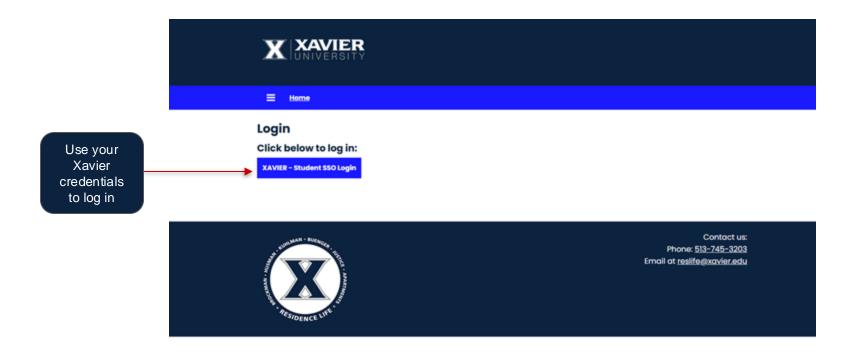


Welcome to the MyHousing Guidebook!

Here is all you need to know about how to submit your Rising Sophomore Housing Application on the new MyHousing system!

\*Remember you can always email the Office of Residence Life at <u>reslife@xavier.edu</u> or call 513-745-3203 if you have any questions!\*

### Step 1: Log into the *MyHousing* portal at xavier.edu/myhousing



### **Step 2: Select the Correct Term of Housing Application**

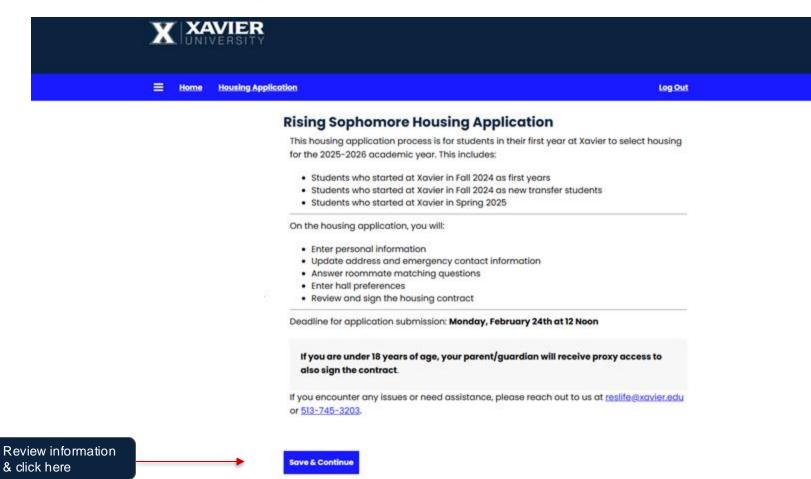


#### **Application Term Selector**

Please select a term below to start or continue with your application.



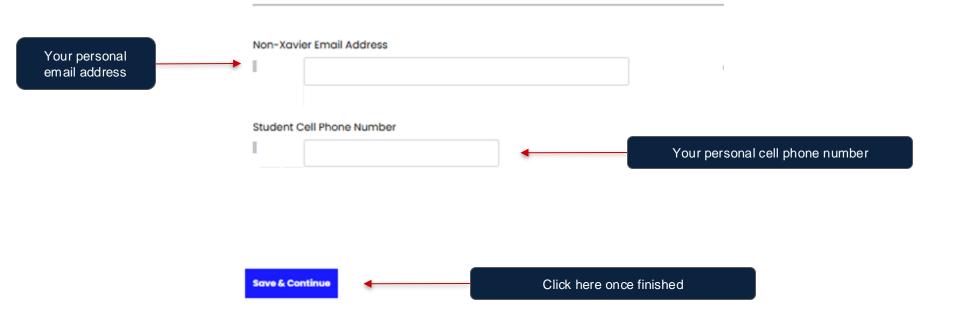
### **Step 3: Fill Out the Housing Application**



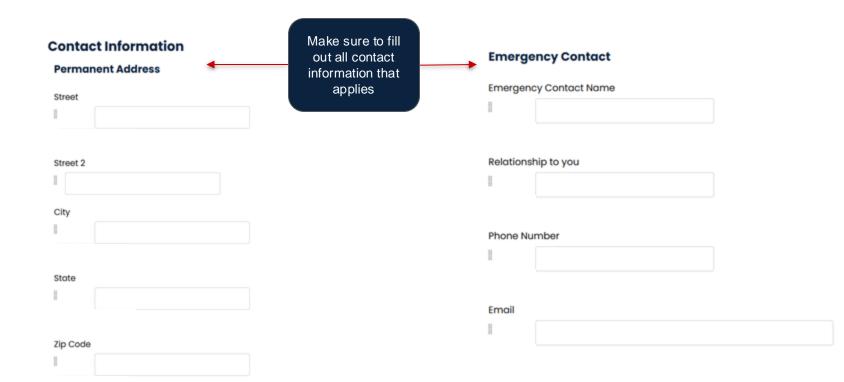
### **Step 3: Fill Out the Housing Application - Personal Information**

	≡	Home	Housing Application	9	
	_			ersonal Information irst Name En	ter your legal first name
				ast Name Etudent Number	inter your family name
			I	Y	our 9-digit student ID (i.e. 000xxxxxx)
If you have a preferred name				lease select the pronouns you use:	
and any preferred pronouns, please list them here				you selected Option Not Listed, please indicate your pronouns here:	

### **Step 3: Fill Out the Housing Application - Personal Information**



### **Step 3: Fill Out the Housing Application - Contact Information**



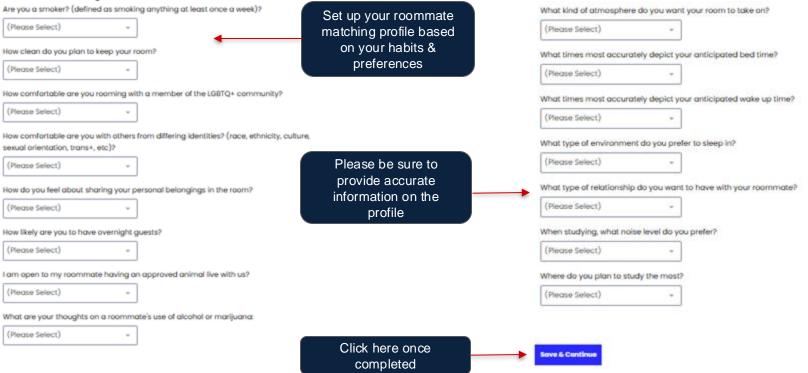
## **Step 3: Fill Out the Housing Application - Contact Information**

Parent/Guardian Contact		Missing Person Contact
Parent/Guardian First Name		Missing Person Contact Name
Parent/Guardian Last Name		Relationship to you
Relationship to you	Contact information	for all
Relationship to you	continues	Email
Email		Phone Number
I		
Phone Number		Street
fire at		
Street		Street 2
		1

### Step 3: Fill Out the Housing Application - Roommate Matching Profile

#### **Roommate Matching Profile**

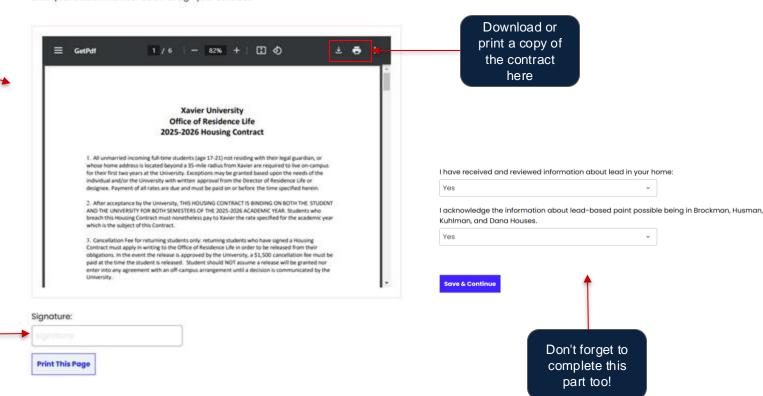
#### **Roommate Matching**



### **Step 4: Review & Sign the Housing Contract**

You can scroll to review the details of the contract

Once you reviewed contract & confirmed all previous steps, please enter your *FULL 9-digit student ID number* (000xxxxx) here as signature



#### **Rising Sophomore Process Contract**

Enter your student number below to sign your contract.

### **Step 4: Review & Sign the Housing Contract**

If you are currently under the age of 18, you will see this page that ask you to have your legal guardian to sign the housing contract

Click here to add contact information of your legal guardian & have the housing contract send to their email.

### **Parent/Guardian Agreement**

As a student under the age of 18, a parent or guardian signature is required on your housing contract. Please select 'Send Agreement' below to send a copy of the agreement to your parent/guardian.

You will not be able to continue your application until a parent/guardian signature is recieved.

				Send	
First Name	Last Name	Email	Relationship		E
				Agreement	



Add

Please note that your legal guardian have to sign the contract first before you can proceed to complete this application.

### Step 5: Add Hall Preferences & Group rule for JTH and UA

Ø	Rising Sophomore Housing Application	Preferences		2 unique location option hall & room preference			
	Personal Information	Please add at least	2 preferences. Please s	select at least 2 unique loc	cations.		Click here to
Ø	Contact Information	-			Add Preference	•	add another hall & room preference
<b>~</b>	Roommate Matching Profile	Order	Location	<b>Room Preference</b>	Delete		
-	Rising Sophomore						
0	Process Contract	1	Please ~	· ·	Delete		
	Preferences						
	Rising Sophomore						
	Application Summary			You can a	add 2 more preferences.		
	RSHS Roommate Groups	Lundorstand all stude	nto living in g rooidonoo	e hall will be assigned the		1	
	Room Selection		•	it style assignment will be			Don't forget to
	Information	Meal Plan.			accigine a the mentio		acknowledge the
							meal plan requirement here
						·	

Save & Continue

### **Step 6: Application Summary**

**Rising Sophomore ~** Housing Application Personal Information Contact Information Roommate Matching ( 🗸 Profile **Rising Sophomore**  Image: A start of the start of **Process Contract** Preferences **Rising Sophomore Application Summary RSHS Roommate Groups Room Selection** Information

### **Rising Sophomore Application Summary**

Thanks for applying for the Rising Sophomore Housing Selection process! Your application summary information is below.

You may now search for other applicants in order to form an optional roommate group.

Roommate group size limit is 8 total.

**Return To Home** 

Room selection times will be announced on February 28th.

If you have any questions or need more information, please contact us at reslife@xavier.edu or 513-745-3203.

You started your application for Academic Year 25–26 on 1/21/2025, and have signed the contract as of 1/22/2025. You have not paid the deposit, and have not paid the application fee. The status of your application is **Application Complete**.

Congratulations! You have now completed your housing application. You can either continue to form a roommate group, or come back when you are assigned a room selection time.

# **Rising Sophomore Housing Application Process Dates**

Tuesday, January 28, 2025	Housing Application Opens & Roommate Group Formation Starts on MyHousing Portal
Friday, February 14, 2025	Housing Accommodation Deadline with Accessibility & Disability Resources
Thursday, February 20, 2025	Justice Hall Random Group Sign-Up List Opens
Thursday, February 20, 2025	Muskie Match Up at 6 PM, Center for Mission & Identity at Justice Hall (Across from Currito)
Tuesday, February 25, 2025	Housing Application Due & Roommate Group Formation Close at 12 PM ET (Noon)
<b>Tuesday, February 25, 2025</b> Thursday, February 27, 2025	
	Close at 12 PM ET (Noon)
Thursday, February 27, 2025	Close at 12 PM ET (Noon) Justice Hall Random Group Sign-Up List Closes Justice Hall & University Apts. Groups Notified of Assignment