

# 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 [reslife@xavier.edu](mailto:reslife@xavier.edu) or call 513-745-3203 if you have any questions!\*

# Step 1: Log into the [MyHousing](https://myhousing.xavier.edu) portal at [xavier.edu/myhousing](https://xavier.edu/myhousing)

**XAVIER UNIVERSITY**

Home

### Login

Click below to log in:

[XAVIER - Student SSO Login](#)

Contact us:  
Phone: 513-745-3203  
Email at [reslife@xavier.edu](mailto:reslife@xavier.edu)

Use your  
Xavier  
credentials  
to log in

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

Navigate to the housing application page



### Application Term Selector

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

**Academic Year 25-26**

**Apply**

Select the correct term and hit "Apply" to start your application

# Step 3: Fill Out the Housing Application



## Rising Sophomore Housing Application

This housing application process is for students in their first year at Xavier to select housing for the 2025-2026 academic year. This includes:

- Students who started at Xavier in Fall 2024 as first years
- Students who started at Xavier in Fall 2024 as new transfer students
- Students who started at Xavier in Spring 2025

On the housing application, you will:

- Enter personal information
- Update address and emergency contact information
- Answer roommate matching questions
- Enter hall preferences
- Review and sign the housing contract

Deadline for application submission: **Monday, February 24th at 12 Noon**

**If you are under 18 years of age, your parent/guardian will receive proxy access to also sign the contract.**

If you encounter any issues or need assistance, please reach out to us at [reslife@xavier.edu](mailto:reslife@xavier.edu) or [513-745-3203](tel:513-745-3203).

Review information  
& click here



Save & Continue

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

☰ Home Housing Application

## Personal Information

First Name

Last Name

Student Number

---

Preferred Name

Please select the pronouns you use:

If you selected Option Not Listed, please indicate your pronouns here:

**Enter your legal first name**

**Enter your family name**

**Your 9-digit student ID (i.e. 000xxxxxx)**

**If you have a preferred name and any preferred pronouns, please list them here**

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

Your personal email address

Non-Xavier Email Address

Student Cell Phone Number

Your personal cell phone number

Save & Continue

Click here once finished

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

**Contact Information**

**Permanent Address**

Street  
||

Street 2  
||

City  
||

State  
||

Zip Code  
||

**Emergency Contact**

Emergency Contact Name  
||

Relationship to you  
||

Phone Number  
||

Email  
||

Make sure to fill out all contact information that applies

```
graph TD; A[Make sure to fill out all contact information that applies] --> B[Contact Information]; A --> C[Emergency Contact];
```

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

## Parent/Guardian Contact

Parent/Guardian First Name

Parent/Guardian Last Name

Relationship to you

Email

Phone Number

Street

## Missing Person Contact

Missing Person Contact Name

Relationship to you

Email

Phone Number

Street

Street 2





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

## Roommate Matching Profile

### Roommate Matching

Are you a smoker? (defined as smoking anything at least once a week)?

How clean do you plan to keep your room?

How comfortable are you rooming with a member of the LGBTQ+ community?

How comfortable are you with others from differing identities? (race, ethnicity, culture, sexual orientation, trans+, etc)?

How do you feel about sharing your personal belongings in the room?

How likely are you to have overnight guests?

I am open to my roommate having an approved animal live with us?

What are your thoughts on a roommate's use of alcohol or marijuana?

Set up your roommate matching profile based on your habits & preferences

What kind of atmosphere do you want your room to take on?

What times most accurately depict your anticipated bed time?

What times most accurately depict your anticipated wake up time?

What type of environment do you prefer to sleep in?

What type of relationship do you want to have with your roommate?

When studying, what noise level do you prefer?

Where do you plan to study the most?

Please be sure to provide accurate information on the profile

Click here once completed

Save & Continue

# 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** (000xxxxxx) here as signature

## Rising Sophomore Process Contract

Enter your student number below to sign your contract.

1. All unmarried incoming full-time students (age 17-21) not residing with their legal guardian, or whose home address is located beyond a 35-mile radius from Xavier are required to live on-campus for their first two years at the University. Exceptions may be granted based upon the needs of the individual and/or the University with written approval from the Director of Residence Life or designee. Payment of all rates are due and must be paid on or before the time specified herein.

2. After acceptance by the University, THIS HOUSING CONTRACT IS BINDING ON BOTH THE STUDENT AND THE UNIVERSITY FOR BOTH SEMESTERS OF THE 2025-2026 ACADEMIC YEAR. Students who breach this Housing Contract must nonetheless pay to Xavier the rate specified for the academic year which is the subject of this Contract.

3. Cancellation Fee for returning students only: returning students who have signed a Housing Contract must apply in writing to the Office of Residence Life in order to be released from their obligations. In the event the release is approved by the University, a \$1,500 cancellation fee must be paid at the time the student is released. Student should NOT assume a release will be granted nor enter into any agreement with an off-campus arrangement until a decision is communicated by the University.

Signature:

Print This Page

Download or print a copy of the contract here

I have received and reviewed information about lead in your home:

I acknowledge the information about lead-based paint possible being in Brockman, Husman, Kuhlman, and Dana Houses.

Save & Continue

Don't forget to complete this part too!

## 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

### 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.

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

Add

First Name

Last Name

Email

Relationship

Send

Agreement



Save & Continue

Click here once completed

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

- ✓ Rising Sophomore Housing Application
- ✓ Personal Information
- ✓ Contact Information
- ✓ Roommate Matching Profile
- ✓ Rising Sophomore Process Contract
- Preferences
- Rising Sophomore Application Summary
- RSHS Roommate Groups
- Room Selection Information

## Preferences

Add at least 2 unique location options for your hall & room preference

Please add at least 2 preferences. Please select at least 2 unique locations.

Add Preference

Click here to add another hall & room preference

Order	Location	Room Preference	Delete
1	---Please ▾	▾	Delete

You can add 2 more preferences.

I understand all students living in a residence hall will be assigned the Musketeer Unlimited Meal Plan. All students who has an apartment style assignment will be assigned the Flex 140 Meal Plan.

Don't forget to 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 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.

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](mailto: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**.

[Return To Home](#)

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
<b>Thursday, February 20, 2025</b>	<b>Justice Hall Random Group Sign-Up List Opens</b>
<b>Thursday, February 20, 2025</b>	<b>Muskie Match Up at 6 PM, Center for Mission &amp; Identity at Justice Hall (Across from Currito)</b>
<b>Tuesday, February 25, 2025</b>	<b>Housing Application Due &amp; Roommate Group Formation Close at 12 PM ET (Noon)</b>
Thursday, February 27, 2025	Justice Hall Random Group Sign-Up List Closes
Friday, February 28, 2025	Justice Hall & University Apts. Groups Notified of Assignment Room Selection Times Announced to Xavier Email
Tuesday, March 4, 2025	Room Selection Day 1
Wednesday, March 5, 2025	Room Selection Day 2