

2011-12 HOUSING SELECTION PROCESS FOR CURRENT STUDENTS

Welcome Current Students!

The Marquette University Office of Residence Life is pleased to announce our returning student sign-up process for the 2011-12 academic year. This information is intended to introduce the automated selection process to you, as you will be utilizing this process to choose a room, roommate(s), and meal plan for the 2011-12 academic year.

There are several important features you will need to understand in order to successfully select your room assignment for next year. These features are explained in greater detail throughout this handout and are highlighted here for your convenience:

- You will want to determine your first, second, third and even fourth residence hall preference well in advance of your selection time. Doing so will allow you to complete your room selection should your preferences be filled prior to your assignment time.
- In order to maximize the opportunity for roommates to select the hall of their choice, a priority will be given to groups of students who can completely fill their selected room. This prevents individuals or partial groups from filling all of the doubles, triples, and quads.
- Once you assign yourself to a residence hall room, you will be locked into that assignment until the selection process is completed on April 4, 2011.
- To log into the ORL Campus Living, go to <https://campusliving.marquette.edu>

The screenshot shows the website for the Office of Residence Life at Marquette University. The header includes the Marquette University logo and the text "OFFICE OF RESIDENCE LIFE ON CAMPUS HOUSING WEB". A photograph of a modern building is visible in the top right corner. The main content area is divided into several sections:

- Current Student Sign Up:** A section with a yellow header explaining the automated selection process for the 2011-12 academic year, allowing students to choose a room, roommate(s), and meal plan. It notes that the site is for current students only and provides contact information for questions.
- Select Your Login Here:** A box containing a blue circular icon and the text "Do an existing resident and want to log in".
- System Requirements:** A section listing requirements for browsers (Internet Explorer 7.0 or higher, Firefox 3.0 or higher, Safari 4.0 or higher) and operating systems (Windows 7 or higher, Mac OS X 10.6 or higher). It includes a link to the system requirements page.
- Additional Information:** A section with links for "Housing Information", "Our Policies", "Selection Checklist", and "FAQ's".
- Contact Information:** A section providing the address (Office of Residence Life is located at: Corporate Tower, 222716 St. 1110 St. Marquette, WI 53233), phone number (Phone: 414/224-7528 Ext 4), and email address (ORL@marquette.edu).

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Marquette University Residency Requirement

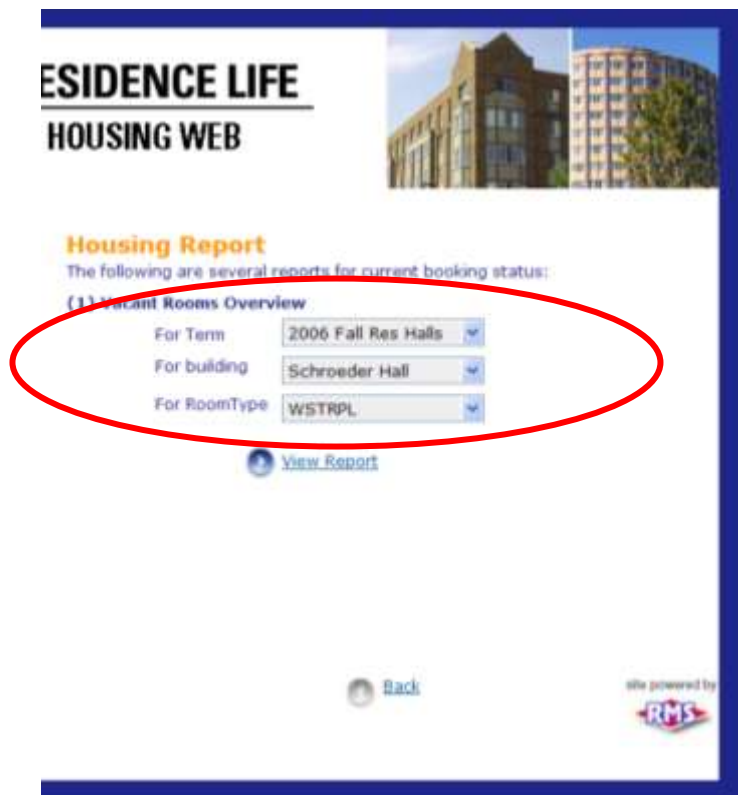
Many Marquette University students value the opportunity to live in a residence hall and experience community living. Research continues to indicate that students feel more connected, perform better academically, and are more likely to graduate when they live on campus. As a result, **all unmarried first and second year students regardless of their academic classifications are required to live in university residence halls.** Exceptions are made only for those students residing with a parent at their permanent address within a 35-mile radius of campus, students who are 21 years of age, or those who graduated from high school at least two years prior to the start of the semester.

All students who are required to live on campus and do not select a housing assignment will be assigned one unless they have received an official written exemption from the requirement. Housing Release/Exemption forms are available at the Office of Residence Life.

Determine Where You Want to Live

Beginning March 18, students have the opportunity to scan the projected housing availability of each residence hall through the Campus Living Web. To view a list of rooms:

- Select **Housing Information** under the Additional Information section of the main page.
- Select **Housing Report** and select the building/room type that you would like to view.
- Click **View Report**:



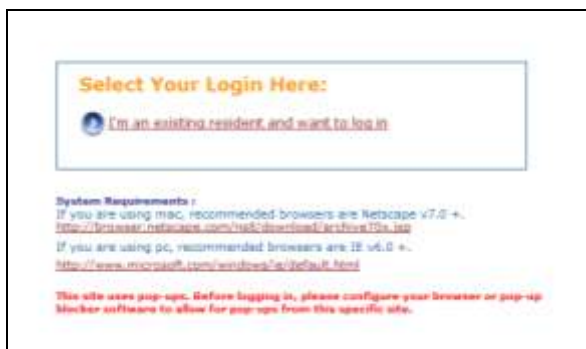
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Housing Assignment Times

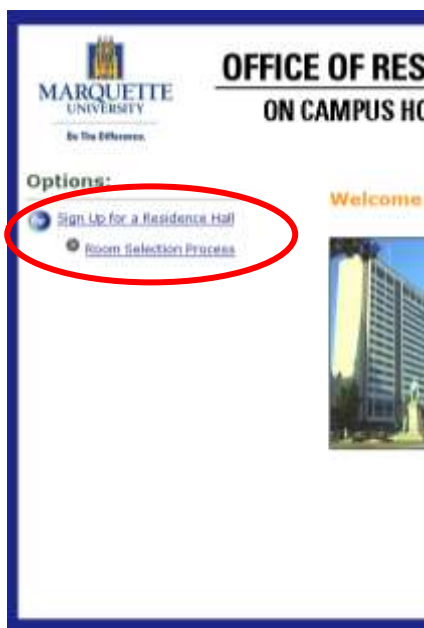
All students are given a random assignment time with current first year students having the earliest assignment times followed by all other returning students. The assignment times are in 15-minute intervals between 4:00 p.m. and 10:00 p.m. with up to 80 students per interval.

Your specific assignment time can be viewed through the Campus Living Web two to three days after you have paid your \$200 housing deposit. Assignment times indicate the earliest opportunity for room selection, but students may use the program at any point after their assignment time and before 8:00 a.m. on Monday, April 4, 2011.

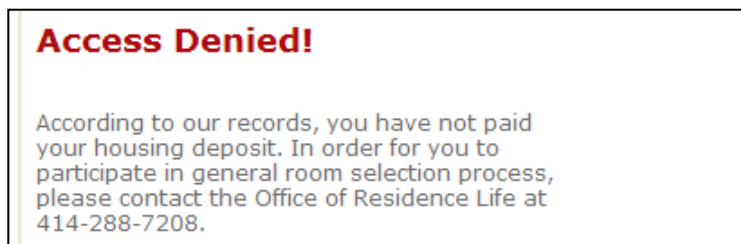
- Select **I'm an existing resident and want to log in** from the main screen.
Please Note: You must disable all pop-up blockers in order to successfully log in.
- Enter your **CheckMarq username** and **CheckMarq password** and click **Continue**.
Please Note: your username must be all lowercase.



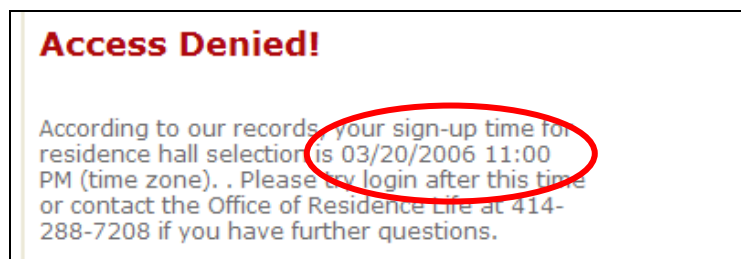
- Select **Sign Up for a residence hall** and then **Room Selection Process** from the **Options** section of the site. You should receive one of two Access Denied messages:



Message 1 – You have not paid your deposit:



Message 2 – Lists your Housing Assignment Time:



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Meal Plan

In response to student interest for more flexibility and access, the university has designed the **Anytime Dining Plan**.

Students will be able to eat when they want, as much as they want, as many times as they want in the three traditional dining halls — Cobeen, McCormick and Straz Tower. They will also be able to eat meals at any of the 14 destination dining locations on campus — Schroeder Hall's Café Italiano; the 1950s-style diner in Mashuda Hall; six food vendors within Marquette Place in the Alumni Memorial Union; the Natural Market in the union; and five Brew Cafés on campus.

At the destination dining locations, students can swipe their meal card once during each meal period: breakfast (7:15–11:00 a.m.), lunch (11:00 a.m.– 4:30 p.m.) or dinner (4:30–6:30 p.m.). McCormick's dining hall remains open for late-night eating until midnight.

The Anytime Meal Plan also includes 10 guest passes and \$50 for use in on-campus dining locations.

Note: Since all meal plans are designed on a semester cycle, all students living in the residence halls must purchase the Anytime Dining Plan each term.

Conduct/Probation

Because of high demand among returning students for some of the more popular residence halls, students who have been found responsible for violating university or residence hall rules and regulations and are subsequently placed on Residence Life or University probation for a period of 16 consecutive weeks or longer, will be limited in the options they may have for housing for the following year.

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Step 1: Pay the \$200 non-refundable deposit

All students must pay a **\$200 non-refundable housing deposit** in order to participate in the room selection process for the 2011-12 academic year. Payment during the weeks of deposit collection (March 7 – 25) ensures computer activation of your assignment time. Deposits made after March 25 may result in a delay in your ability to sign-up for your preferred assignment.

To pay your deposit, submit \$200 to the Office of Residence Life by 4 p.m. on March 25, 2011. Checks should be made payable to Marquette University and must be dropped off in person (do not mail). **Credit cards will not be accepted for deposit payments.**

Step 2: Select Your Roommate(s)

In an effort to ensure that the maximum number of rooms will be available to accommodate groups of roommates, the Campus Living assignment program will only allow complete groups to select rooms prior to 9 p.m. on March 28.

Therefore it is important for you to identify the appropriate room type that will match your group size. The assignment program will only allow the following groups to select a room:

Individuals -	empty single rooms, or rooms with one vacant space
Pairs -	empty double rooms, or rooms with two vacant spaces
Trios -	empty triple rooms, or rooms with three vacant spaces
Groups of Four -	empty quad rooms

A current student can sign up to room with an incoming first-year or transfer student, however, the following conditions must be met:

1. The individual must be an admitted student who has paid his/her tuition and housing deposit through the Office of Undergraduate Admissions before the start of the current student selection process (by Friday, March 25).
2. All students must meet the eligibility criteria for the room they wish to select. Example: First-year students cannot sign up for sophomore-only buildings and current students cannot sign up for freshmen-only buildings.
3. Current students are not able to use the online system to pull in an admitted student, so the current must sign up at the Office of Residence Life, Carpenter Tower 203, during his/her signup time. The student must have the admitted student's MUID as authorization to pull them in as a roommate.

Step 3: Determine when you will sign-up online using Campus Living

If you are currently a first year student* you will use the Campus Living program from any computer connected to the Internet during the segment that applies to you on March 28.

If you are currently a second, third or fourth year student* you will use the Campus Living program from any computer connected to the Internet on March 29.

** this is based on year in school and not on academic credit hours earned*

Step 4: Determine which date you will sign up for your residence hall room

March 28: Residence Hall Sign-up for current first-year students – 4 to 9 pm

This segment is for current first year students who can *completely fill* a residence hall room. Students will select room assignments in any vacant space provided that the group size matches the room option selected.

At the time of your selection, you may arrange to bring in a roommate of your choice provided that he/she has also paid the housing deposit.

The automated process will remain open and available to students from this point through Monday, April 4 at 8 a.m.

You will only need your roommate(s) CheckMarq **username** and **MUID**, as well as their choice of meal plan, to assign them to a room with you. *You will not need to give out any confidential passwords to your potential roommates.*

March 28: Individual/Partial Sign-up for current first-year students – 9 to 11 pm

Current first-year students who could not completely fill a room will select room assignments in any vacant spaces beginning at 9:00 p.m. on March 28.

The automated process will remain open and available to students from this point through Monday, April 4 at 8 a.m.

March 29: Residence Hall Sign-up for all current students – 8:30 am

Current second, third and fourth year students will select room assignments in any vacant spaces beginning at 8:30 a.m. on March 29.

March 31: Late Sign-up

This segment is for eligible students who have not selected a housing assignment for the 2011-12 academic year.

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Residence Hall Room Tours

Residence hall room tours are available at Carpenter Tower, Mashuda Hall, McCabe Hall, Schroeder Hall and Straz Tower on Monday, March 21 and Tuesday, March 22 from 8:00 p.m. to 10:00 p.m. Report to the building front desks to take a room tour. Please note: tours will be given of any of the room types, but not specific room numbers.

These are the only dates/times that residence hall room tours will be given to current students

Questions?

Assistance is available at the Office of Residence Life Monday through Friday, 8:00 a.m. to 4:30 p.m. for students with questions, concerns or who experience difficulty with the automated system.

Phone: (414) 288-7208

Web: <http://www.marquette.edu/orl>

Email: orl@marquette.edu

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	1	2	3	4	5
6	DEPOSIT COLLECTION	DEPOSIT COLLECTION	DEPOSIT COLLECTION	DEPOSIT COLLECTION	DEPOSIT COLLECTION	12 SPRING BREAK
13 SPRING BREAK	14 SPRING BREAK	15 SPRING BREAK	16 SPRING BREAK	17 SPRING BREAK	18 SPRING BREAK	19 SPRING BREAK
20 SPRING BREAK	21 TOURS DEPOSIT COLLECTION	22 TOURS DEPOSIT COLLECTION	23 DEPOSIT COLLECTION	24 DEPOSIT COLLECTION	25 DEPOSIT COLLECTION	26
27	28 SELECTION 1 ST YEAR STUDENTS	29 SELECTION 2 ND 3 RD YEAR STUDENTS	30 SELECTION LATE SIGN-UP	31	April 1	2