

MARIAN UNIVERSITY

Indianapolis®

Office of Residential and Commuter Life

INSTRUCTIONS FOR COMPLETING THE HOUSING CONTRACT AND ROOM SELECTION Current Students: 2024--2025

It is time for Room Selection! You will be able to complete your application and room selection for next year online at your convenience. This is a two-step process. Students planning to return to the residence halls will complete an application and then at a later date (listed below) log back in and select a room online.

Please note that the on-campus application is a full-year contract that you are signing with the university to live on campus for the entire academic year. Breaking this contract after May 1 will result in a cancellation fee.

Room selection is based on when you began college as a full-time, degree-seeking student. To determine your class standing, we look at the semester you started your full-time undergraduate studies. If you transferred to Marian from another institution, please email housing@marian.edu to adjust your class standing, as it may not be listed correctly in eRezLife.

Seniors: Started Fall 2020 or before
Juniors: Started Fall 2021
Sophomores: Started Fall 2022
Freshmen: Started Fall 2023 or Spring 2024

ROOM SELECTION TIMELINE

This timeline outlines the entire process. Please note, specific information for each step is included in this packet.

Contracts (applications) Open Online for Completion	January 8
House Applications Due	February 23
Notifications for House Offers	March 6
Acceptance of House Due	March 10
Room Selection Open to Current Seniors	March 19
Room Selection Open to Current Juniors	March 21
Room Selection Open to Current Sophomores	March 26
Room Selection Open to Current Freshmen	March 28
Room Selection Closes	April 5

Students not registered for fall 2024 classes by Monday, April 8, 2024, will risk having their housing contract and room assignment canceled.

CAMPUS HOUSES

Students who will be 21 by August 31 have the opportunity to live in houses adjacent to campus that can accommodate 2-5 people. Furniture and other housewares are not provided in the houses (houses are unfurnished). Campus houses vary in layout, but all include a living room, full kitchen, 2-5 bedrooms, 1-2 bathrooms, and washer/dryer. All utilities are covered in the houses except internet and cable.

Students interested houses must submit an additional application. Criteria for house applicants includes a 2.5 GPA, earned credit hours, academic and social standing as well as involvement on campus. Students graduating in December or studying abroad for fall or spring semester are NOT eligible to live in houses.

All students wishing to live in a house must be in roommate groups, and each member of the roommate group must complete the general on-campus housing application in addition to the house application. Incomplete group applications will not be considered. As stated above, houses can accommodate 2-5 people depending on the house. Some houses can accommodate more students than there are bedrooms; students may be required to share a bedroom when the room is large enough in size.

After the application deadline, Residential and Commuter Life will rank and place students based on group GPA, earned credit hours, academic and social standing, as well as involvement on campus. Preference will be given to students who have lived on campus throughout their time at Marian University. **One student from each group MUST accept or decline the house offer by March 11, 2024.** Students not offered a house will remain on the waitlist through August in case an opening becomes available. Students will only be removed from this list if requested by emailing the Residential and Commuter Life at housing@marian.edu.

Students approved to live in on-campus houses are required to have a meal plan, but may choose from any of the commuter or residential plans. If the student does not choose, Residential and Commuter Life will assign the commuter meal plan, which is \$200 in flex dollars each semester. If you would like a larger meal plan, please note that on your house application.

OFF CAMPUS APPLICATIONS

Any student wishing to live off-campus must complete the Off-Campus Application. Students who will be 21 years of age by August 31, will be approved to live off campus. For those under 21, additional documentation like the Parent Verification Form or a copy of a Marriage License is required depending on your reason for living off campus. Please thoroughly explain your situation in the application. The Parent Verification Form can be printed off from the application. ***Off-campus applications cannot be processed without all required documentation.***

We strongly encourage students to select a room on campus during the room selection process while you wait for your off-campus application approval or denial in case you are not approved to live off campus. Additionally, we strongly discourage students to sign a lease prior to being approved to live off campus. Having a signed lease for an off-campus residence does not exclude you from the on-campus requirement. Off-Campus Applications that require special consideration may be sent to the Housing Policy Appeals Committee. Please allow up to **two weeks** for these requests to be processed. All commuter students are required to have the commuter meal plan (\$200 flex dollars). Students may choose to upgrade their meal plan to another meal plan and indicate so on their application or by emailing housing@marian.edu.

STEP 1: COMPLETE YOUR CONTRACT

You can do this in advance and will save yourself time by completing it prior to selecting a room.

1. Go to the Residential and Commuter Life website: <https://www.marian.edu/campus-life/residential-and-commuter-life/live-on-campus/returning-students>
2. You will be directed to a page with application instructions and can select the **Housing Application** link.
3. The Housing Application link will take you to our online system (eRezLife). This website operates best in Firefox, Google Chrome, or Safari web browsers. Log in to the system with your Marian username and password. If you cannot remember your username or password, please contact Information Technology's HelpDesk at 317.955.6444 or Residential and Commuter Life at 317.955.6318, and we can assist you.
4. Update your profile information.
5. Complete the 2024-25 On-Campus Application.
6. You **do not** need to submit a new student housing deposit if you currently live in on-campus housing and have previously submitted a housing deposit. If you are a current Marian student who will be returning to student housing after living off campus, you will need to complete a housing deposit of \$200.00 at <http://www.marian.edu/deposit>
 - a. If you would like to apply to live in a campus house, please complete the additional application after you complete the returning general student application.
 - b. **House applications are due February 23.** *Notifications of placement will begin on March 6. You MUST accept by March 11.*
 - c. **Off-campus applications are due no later than May 1.**
 - i. Students who sign up to live on campus during this process and then later apply (and are approved) to live off campus after May 15, will be subject to cancellation fees.
 - ii. Cancellation fee structure:
 1. Cancellations after May 15 - \$500
 2. Cancellations after August 1 - \$750
 3. Cancellations after September 1 - \$1000
7. After you complete your application(s), you can create a roommate group.
 - a. On the left side of the screen, click Roommate Groups.
 - b. Click the link to create a new roommate group. Give the group a name, and add roommates using their email addresses. You must have the exact email address that is listed in their eRezLife application, they must have completed an application for 2024-2025, and they must be the same gender.
 - c. Click save.
 - d. Once the roommate group is created, all group members must select the specific group as "my choice" to pull one another into a room or suite during room selection.
8. After you complete your application(s), you will go back into the system on your designated date (based on when you started college) to select your individual room in the hall of your choosing.
9. Please be sure to read the contract policies and information listed at the end of each application. Additionally, all house/apartment and residence hall contract terms can be found online at www.marian.edu/housing and clicking on policies.

BEFORE SELECTING YOUR ROOM

Single Rooms:

Single rooms are available only to students with a documented medical necessity for an accommodation. Medical singles may be requested by contacting the [Personalized Learning Center](mailto:PLC@marian.edu) at PLC@marian.edu. You will not be able to select these rooms during the room selection process. Be sure to sign up for a double room while your single request is being processed. If you have already been approved for a medical single, you do not need to participate in room selection. A room that fits your accommodation will be assigned to you during the summer.

Roommate Selection:

If you wish to choose a roommate, you will be able to reserve a room/suite with them in it. To indicate this in eRezLife, you need to create a roommate group, following the steps listed in step 7 above. ***Only current students may be requested as roommates at this time. Incoming students are not able to be requested or respond to requests during this process.*** Students will be able to log in to confirm a roommate request even if their sign-up date has not occurred. If you wish to live with a new incoming transfer student, please email housing@marian.edu.

Suite Selection:

In Drew Hall, students will have the option to reserve a 4-person suite. **You will not be able to sign up with only 1, 2, or 3 people. Students who do not sign up in groups of 4 will not be able to select a 4-person suite.**

In University Hall, students will be able to sign up for a 2-person double room or a 4-person suite. You will not have the option to sign up in groups of 1 or 3.

Viewing Rooms in Advance

Two weeks before your room selection date, you will be able to view available rooms in eRezLife and select them as favorites. On your designated day, you will be able to navigate directly to your favorites and select a room from there.

Floor layouts can be accessed on eRezLife. After logging in, click Bulletins & Resources on the left side of the page. Then, click Resources. All floor plans are listed under the appropriate hall.

STEP 2 - HOW TO SELECT YOUR ROOM

1. On your designated date and time per class standing (as indicated on the first page of this document), follow the steps listed in Step 1 for navigating to eRezLife. Log into the system using your email and password.
2. If you have saved rooms as favorites, you can navigate directly to them. If not, browse for rooms, and then place yourself in that room.
3. After you select your room, you can pull in your roommates and suitemates so long as you meet the requirement for number of residents in a particular room or suite (see information on suite selection above).
4. If you have issues, please call our office at 317.955.6318.

Please note that ALL students must be both registered for at least 12 credit hours for fall semester by April, and have completed the KnightQuest Process prior to the start of classes to be compliant with Residential and Commuter Life policies. Students not registered for classes prior to April will risk having their contract and assignment canceled. Students will NOT be allowed to move in unless they are compliant with these policies.